

Mt. Vernon Airport Authority
Regular Meeting of the Board of Commissioners
Held March 11, 2014 at 6:00 PM

Present: Michael Ancona	Chairman
Greg Martin	Vice Chairman
Eddie Lee	Secretary
Gary Chesney	Treasurer
Joe Bob Pierce	Commissioner

Staff: Chris Collins
Sheila Jolly-Scrivner

Guests: Rick Hayes & Emily Roth

PUBLIC COMMENTS

There being none, Chairman Ancona moved forward with the meeting.

REPORTS

Minutes

Minutes were presented for the February 11th, Meeting for approval. There being no changes to the minutes, motion was made and seconded to approve the minutes as presented. Upon roll call vote, all were in favor.

Treasurers' Reports

There being no concerns with the Treasurer's Reports, motion was made and seconded to approve the Treasurer's Reports as presented. Upon roll call vote, all were in favor of the motion.

Bills for Approval

There being no questions or concerns with the Bills for Approval, motion was made and seconded to approve the bills as presented. Upon roll call vote, all were in favor.

CORRESPONDENCE

There being no items of Correspondence, Chairman Ancona moved forward with the meeting.

OLD BUSINESS

Innovation Park

Mr. Collins noted steady progress has been made over the last 30 days on the office. The drywall finishing is approximately 95% complete. The offices and entry foyer have been final painted and the suspended ceilings are up in two of the rooms. Mr. Collins expects any drywall touch up, priming, finish painting, and installation of the remaining ceiling components will occur over the next two weeks. The electricians will begin their finish

trim outs on Thursday. Installation of the doors, flooring, finish plumbing, and kitchenette items will be the only remaining interior tasks. Mr. Collins submitted several Change Orders regarding the project for the consideration of the Commissioners:

Change Order #13 is for drywall and plywood. Mr. Collins admitted Change Order #13 should have been approved at last month's meeting but was overlooked. Change Order #13 is for \$1361.11 from Lowes and covers 95 four feet by eight feet sheets of 0.5" drywall, 24 four feet by eight feet sheets of 0.625" drywall, 18 four feet by eight feet sheets of greenboard, and 24 sheets of four feet by eight feet tongue-in-groove plywood (for the upstairs floor). Associated Lumber provided a \$1979.30 estimate for the same specification. Mr. Collins recommended approval of Change Order #13 with Lowes for \$1361.11. Motion was made by Commissioner Chesney and seconded by Commissioner Lee to approve Change Order #13 with Lowes for \$1361.11. Upon roll call vote, all were in favor.

Change Order #14 is for interior doors. Associated Lumber provided an estimate for \$2889 for nine 38 inch by seven feet height stainable birch doors. The door thickness will be 1.75 inches. Mr. Collins stated these are special order doors (due to their size) and will not be delivered until late this month. Architect Brian Edmison's floor plan showed commercial steel doors which would have topped \$3600-minimum. Mr. Collins checked with Mr. Edmison and since there are fire rated doors separating the office from the hangar, wood doors are acceptable. Mr. Collins noted Lowes provided a \$3267 estimate for equivalent wood doors. Mr. Collins recommended approval of Change Order #14 with Associated Lumber for \$2889. Motion was made by Commissioner Lee and seconded by Commissioner Martin to approve Change Order #14 with Associated Lumber for \$2889. Upon roll call vote, all were in favor.

Change Order #15 is for suspended ceiling components. Mr. Collins noted Lowes provided an estimate for \$728.32 covering all the necessary materials for the three offices and entry foyer. Associated Lumber submitted an estimate for \$843.34 for the specification provided. Mr. Collins recommended approving the low estimate provided by Lowes. Motion was made by Commissioner Martin and seconded by Commissioner Chesney to approve Change Order #15 with Lowes for \$728.32. Upon roll call vote, all were in favor.

Change Order #16 is for the purchase and installation of flooring. Mr. Collins noted that he and tenant Eric Evans selected a conservative Permastone vinyl tile, glue down carpet, and rubber cove base. Mr. Collins pointed the Commissioners to the specification included in the Commissioner's booklets. Bids were solicited and received at 5:00 p.m. prior to the meeting. Mr. Collins presented three bids. The low bid was submitted by Southern Illinois Tile & Carpet at \$4984.44. All Star Flooring America provided the second lowest bid at \$5185.50. One Stop Flooring America submitted the highest bid at \$5999.68. Mr. Collins recommended approval of the low bid. Motion was made by Commissioner Martin and seconded by Commissioner Lee to approve Change Order #16 with Southern Illinois Tile & Carpet for \$4984.44. Upon roll call vote, all were in favor.

Taxiway “B” & “E” Revitalization

Mr. Collins noted IDOT has officially relaxed its stance on the application of new FAA Guidance to the five node intersection at midfield (Taxiway “E”). An e-mail from IDOT was presented to the Commissioners stating: *“simple rehabilitations do not require pavements to be removed, replaced, or otherwise redesigned in accordance with the new FAA Guidance. Based on the policy paraphrased above, the subject project meets the criteria for a simple rehabilitation, so a reconfiguration of the five node taxiway is not required.”* Mr. Collins expects the project will proceed as originally intended. A visit from Hanson’s Barry Stoltz is scheduled for Wednesday and Mr. Collins noted a timeline will develop after the visit.

NEW BUSINESS

Marketing Video

Mr. Collins presented a quotation from Bruce Baldwin from Baldwin Media covering a new marketing video for the airport’s website. The quotation is for \$1950. Mr. Collins recommended approval of the quotation noting experience working with Bruce on the existing video. Motion was made by Commissioner Lee and seconded by Commissioner Pierce to approve the quotation with Baldwin Media for \$1950. Upon roll call vote, all were in favor.

OTHER BUSINESS

Chairman Ancona elected not to enter into Executive Session to discuss a recommendation provided by Mr. Collins via the board booklet introductory letter. In his letter, Mr. Collins noted that Ms. Sheila Jolly-Scrivner is celebrating her One Year Anniversary with the MVAA . Mr. Collins recommended a 3%, or \$0.42 per hour, wage increase for Ms. Scrivner. Discussion ensued regarding the wonderful job Ms. Scrivner is doing. Commissioner Pierce motioned to approve the recommendation but desired to increase the amount to an even \$0.50 per hour. Commissioner Pierce’s motion was seconded by Commissioner Chesney. Upon roll call vote, all were in favor.

Commissioner Martin provided an update on the Koziara Terminal Front Door Project. The new doors have been ordered and are scheduled to be shipped the first week of April. Commissioner Martin believes the project may commence in mid-April.

EXECUTIVE SESSION

There being no items to discuss in Executive Session, Chairman Ancona moved forward with the meeting.

There being no further business to discuss under Other Business, no further items for discussion on the Agenda, and no items to be taken from Executive Session, motion was made and seconded to adjourn the meeting. Upon roll call vote, all were in favor and the meeting was adjourned.