

Mt. Vernon Airport Authority
Regular Meeting of the Board of Commissioners
Held March 13th, 2018 at 6:00 PM

Present: Michael Ancona	Chairman
Eddie Lee	Vice Chairman
Ryan Wellmaker	Secretary
Gary Chesney	Treasurer
Marty Cox	Commissioner

Staff: Chris Collins
Sheila Jolly-Scrivner

Guests: Josh Jones, Steve Willis, Don Lewis, Ruth Anne Strawn, and Brian Edmison.

PUBLIC INPUT

Hearing none, Chairman Ancona moved forward with the meeting.

REPORTS

Minutes

Minutes were presented for the February 13th, 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 none, Chairman Ancona moved forward with the meeting.

OLD BUSINESS

ARFF Station Roof

Mr. Collins began by saying the repairs made to the roof last fall kept the station in the dry almost through the winter. Heavy rains early this month made it through the roof in several different places. Mr. Collins presented photos taken on Saturday morning, March 3, 2018 showing damage to an upstairs television in the workout room and wet turnout gear stored on the west wall above the turnout gear storage area. Mr. Collins noted he has made great progress with Mt. Vernon's incredibly dedicated first responders. Their buy in to the new 14 CFR Part 139 ARFF curriculum is crucial to preserving the airport's Part 139 Certificate. He recommended moving the ARFF Station Roof Replacement

Project to the top of the priority. Mr. Edmison presented plans for two different roof replacement options; neither requiring the removal of the existing roof (as presented at the October, 2017 Meeting). Since the existing roof can be left in place, labor cost is saved! Durolast is the first option. It is a rubber-type membrane/insulation panel combination that is placed over the existing metal roof. The Durolast roof has a life expectancy of 20 plus years. The second option is a Retrofit Solutions Roof. Retrofit Solutions can be visualized as a new metal roof placed over the existing metal roof. The system relies heavily on light gauge steel framing mounted perpendicularly to the existing metal roof seams. New roof panels are simply fastened to the new steel framing. The Retrofit Solutions Roof boasts a 40 year plus life. Mr. Edmison presented estimates for both products. The Durolast Roof is estimated to cost \$56,950. The Retrofit Solutions Roof is estimated to cost \$66,460. Mr. Edmison explained he would like to bid both roof systems. His goal is to bring bids back to the April Meeting. Discussion ensued with the Commissioners agreeing to seek bids. Motion was made by Commissioner Lee and seconded by Commissioner Cox to seek bids for the ARFF Station Roof. Upon roll call vote, all were in favor.

NEW BUSINESS

Airport Park

Mr. Collins explained that shortly after the Mayor and City Council made their announcement to reduce the number of parks being maintained by the City, he was contacted by members of the Summersville Grade School Board. Summersville School is interested in taking over the park. The school desires the park due to the baseball field and being able to use it for their programs. Mr. Collins noted there are lots of issues to consider so at this point this conversation is just an introduction. He stated there will be much more activity on the matter in the following months.

KT Suite #108

Mr. Collins mentioned Suite #108 has been vacant for well over a year since Hertz moved to the lobby. He recently saw Mr. Jason Wheeler at lunch a few weeks ago and deduced he may be looking for office space. Mr. Collins went into recruiting mode and mentioned Wheeler Construction Concepts would be a great addition to Team MVN. Wheeler Construction Concepts is operated by Jason and Amanda Wheeler. The company has several employees. Amanda operates a photography studio, Summersville Studios, as a sideline business. The Wheeler office at the airport would include the company's secretary/scheduler and Amanda Wheeler. Amanda will use available rooms for photograph shoots – meaning more foot traffic for the terminal. Mr. Collins noted that Jason and Amanda Wheeler are our kind of people and he is thrilled to recommend they be approved to join Team MVN. Discussion ensued about the office, its size, and the monthly rent. A standard MVAA Lease Agreement was presented to the Commissioners for their review. Motion was made by Commissioner Lee and seconded by Commissioner Chesney to approve a Lease Agreement between the MVAA and Wheeler Construction Concepts. Upon roll call vote, all were in favor.

OTHER BUSINESS

Hearing none, Chairman Ancona moved forward with the meeting.

EXECUTIVE SESSION

Motion was made by Commissioner Lee and seconded by Commissioner Wellmaker to approve a 5% salary increase for Administrative Assistant Sheila Jolly-Scrivner (\$1662) and Maintenance Assistant Larry Hughes (\$1248) as discussed in Executive Session. Upon roll call vote, all were in favor.

With no additional Executive Session items, no Other Business, and no further items for discussion on the Agenda, motion was made and seconded to adjourn the meeting. Upon roll call vote, all were in favor and the meeting was adjourned.

EXECUTIVE SESSION

March 13, 2018

Mr. Collins informed the Commissioners that it is time for Administrative Assistant Sheila Jolly-Scrivner and Maintenance Assistant Larry Hughes to be considered for increases in their salaries. It has been over a year since either has seen an increase. With Maintenance Superintendent Ron Mosier away fighting his illness, Larry Hughes has been working seven days per week. Mrs. Scrivner continues to excel and is a face for the airport in the community. Mr. Collins provided figures representing 3%, 3.5%, and 5% increases for each employee. Discussion ensued about the amounts, the possible perception the community may have about increases (especially when other governmental bodies are laying off staff), and how invaluable the two employees are to the airport. Chairman Ancona noted the airport is not tied to other municipalities and is in solid financial shape. Mrs. Scrivner and Mr. Hughes are certainly deserving of much more than the percentages proposed. With their existing salary amounts, even a 5% increase is really not that much. The Commissioners asked Mr. Collins which percentage he recommends. Mr. Collins recommended 5% for each employee. This represents a \$1662 annual increase for Mrs. Scrivner and a \$1248 increase for Mr. Hughes. Mr. Collins provided a possible revenue stream that develops in the fall that could provide the additional funds required for the increases. The Commissioners agreed to approve the increases as presented upon returning to Open Session.