

Mt. Vernon Airport Authority  
Regular Meeting of the Board of Commissioners  
Held May 8, 2012 at 6:00 PM

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

Absent:	Galen Monk	Commissioner
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Staff:	Chris Collins
	Mary Barnett-Johnson

Guests: See Attached

**PUBLIC COMMENTS**

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

**STATE OF THE AIRPORT**

Chairman Martin noted that since the May Meeting serves as the Annual Meeting, two special line items are added to the Agenda. The first was the State of the Airport address. Chairman Martin read from a prepared document and that document is attached.

**ELECTION OF OFFICERS**

Chairman Martin explained that the second special line item is an Election of Officers. Chairman Martin opened the floor for nominations for Chairman. With the exception of the Secretary position, Commissioner Ancona motioned for the slate of officers to remain the same as the previous fiscal year. The motion included Commissioner Monk replacing Commissioner Dickerson as the MVAA Secretary. Commissioner Pierce seconded the motion. Upon roll call vote, all were in favor.

**REPORTS**

**Minutes**

Minutes were presented for the April 10, 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**

Mr. Collins presented an invitation to the Illinois Aviation Conference scheduled for Wednesday, May 23, 2012 at the Pheasant Run Resort in St. Charles, Illinois.

## **OLD BUSINESS**

### **Southwest Quadrant Development**

Mr. Collins provided an update on the Southwest Quadrant Development Project. The first of several items presented was a letter from Hanson Professional Services. As the letter states, the revitalization, taxiway, and ramp project is on the IDOT, IDA Website, an indication that the project will be programmed for 2013. The letter has a signature block at the bottom representing a Notice to Proceed for Hanson. Mr. Collins explained that once executed by the MVAA, Hanson will generate an Engineering Agreement and begin planning for their survey work. Since surveying by Hanson is a critical element in the construction of the hangar, Mr. Collins recommended signing the letter. Motion was made by Commissioner Chesney and seconded by Commissioner Pierce to sign the Hanson Notice to Proceed Letter. Upon roll call vote, all were in favor.

Regarding the revitalization/ramp/taxiway project timeline, Mr. Collins explained that it is desirable to place the project on the January, 2013 letting. Once documents are reviewed, contracts extended, contracts verified and signed, and the weather becomes favorable, the January letting is the earliest shot at early year work. For the locally constructed hangar, Mr. Collins noted that once Hanson's survey work is completed and coordinates forwarded, the hangar could be constructed on any timeline the airport desires. Having the hangar completed well ahead of the pavement work is ideal for all involved (no contractors conflicting with one another, no building contractors damaging new pavements, and the State preferring that it be done this way). The hangar project will have to undergo an FAA Airspace Study and an Environmental Assessment Categorical Exclusion will have to be drafted, but Mr. Collins was confident the project will pass through these hurdles with flying colors.

Mr. Collins presented information on financing of the locally constructed Hangar for the Commissioners to consider. Costs for a 60' x 60' building plus the airport's local share for the revitalization/ramp/taxiway project are estimated at \$275,000. Mr. Collins directed the Commissioners to the loan amortizations in their booklets. The first is for a bank loan of \$300,000 for 30 years, at 7% interest and a monthly payment of \$1990. Jefferson County Development Corporation Director Mary Ellen-Bechtel found a lower interest loan through the USDA. The second amortization schedule yields a \$1326 monthly payment for the same \$300,000 principal for the USDA's interest rate of 3.375%. Mr. Collins recapped the thought process presented at the April meeting - the monthly payment the airport could afford if no tenant came forward should drive the design. Mr. Collins noted that he is comfortable with no more than a \$2000 per month payment. Mr. Collins stated that the hangar should be large enough to house one Citation

560XL or a Beechcraft King Air. Both aircraft require a 60' width by 18' height door and a minimum of 60' by 60' footprint (this size uses a door that encompasses the entire 60' width of the ramp side of the hangar). Mr. Collins noted the footprint needs to be increased to a minimum of 70' width by 60' depth to allow for a better ramp side presence. Also, it would be ideal to include a small office structure. This is for two reasons. Number one, the proposed tenant's dealerships will require additional sales and maintenance personnel in the future. Number two, this structure will serve as the airport's new "front door" on the highway, so it deserves quality. Because of the additional storage and office space requirements, Mr. Collins stated that he entered a \$2000 per month maximum payment into the Loan Amortization Schedule at the 3.375% interest rate, and determined a maximum principal amount. The last amortization schedule shows a maximum principal of \$425,000.

Mr. Collins suggested that the MVAA advertise for a Construction Manager. Included in the booklet is the Public Notice for this. The Public Notice and Specification Documents from the Community Hangar Project could be altered to accommodate the Southwest Quadrant Development Hangar. Mr. Collins noted that the Construction Manager could be approved at the June Meeting. Once the Construction Manager is on board, we could work with the proposed tenant to refine the design and costs. Motion was made by Commissioner Chesney and seconded by Commissioner Pierce to advertise for a Construction Manager. Upon roll call vote, all were in favor. Mr. Collins noted the next step would be to advertise for an Architect.

Mr. Collins asked the Commissioners to review the last page of a narrative he drafted describing the Southwest Quadrant Development Section. Mr. Collins stated that he chose the name *Innovation Park* due to how the airport got where it is and what he envisions will occur there (build aircraft, assemble engines, aircraft parts, etc.). Mr. Collins asked for approval, disapproval, another name, or no name. Discussion ensued and the Commissioners unanimously agreed to rename the Southwest Quadrant Development to *Innovation Park*.

## **NEW BUSINESS**

### **Health Insurance Renewal**

Administrative Assistant Mary Barnett-Johnson has been working on the renewal with Mrs. Diana Thomas, the airport's agent. Mrs. Barnett-Johnson noted that trying to manipulate deductibles, co-pays, and other factors did not save enough to warrant any changes to the proposed premium. She stated that switching companies was not feasible at this point either. The result was an increase of approximately \$213 per month to the group plan premium. Motion was made by Commissioner Ancona and seconded by Commissioner Chesney to approve the Health Insurance Renewal. Upon roll call vote, all were in favor.

### **Annual Audit**

Mr. Collins noted that work is still ongoing by the airport's auditors, so the Annual Audit will have to be tabled until the June Meeting.

### **OTHER BUSINESS**

There was no items to discuss under Other Business.

### **EXECUTIVE SESSION**

There being no items to discuss in Executive Session, Chairman Martin 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.