

Mt. Vernon Airport Authority
Regular Meeting of the Board of Commissioners
Held May 13, 2014 at 6:00 PM

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| 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: Robbie Edwards, Emily Roth, & Steve Willis

PUBLIC COMMENTS

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

STATE OF THE AIRPORT

Chairman Ancona noted that since the May Meeting serves as the Annual Meeting, two special line items were added to the Agenda. The first was the State of the Airport address. Chairman Ancona stated “we have had another banner year at the airport. We have had hot air balloons, air races, and new hangers.” Chairman Ancona asked Administrative Assistant Sheila Jolly-Scrivner to read from a prepared document of achievements that occurred over the previous twelve months. The prepared document is attached.

ELECTION OF OFFICERS

Chairman Ancona explained that the second special line item is an Election of Officers. Chairman Ancona opened the floor for nominations. Commissioner Pierce motioned for the current slate of officers to remain the same: Chairman Mike Ancona Vice Chairman Greg Martin, Secretary Eddie Lee, and Treasurer Gary Chesney. Commissioner Martin seconded the motion. Upon roll call vote, all were in favor.

REPORTS

Minutes

Minutes were presented for the April 8, 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 a copy of the May, 2014 Issue of “*As the Rotor Turns*”, an Air Evac Lifeteam Employee Publication. Air Evac #11’s David Williams was recently named Air-Evac Lifeteam’s Region #1 Mechanic of the Month for May, 2014!

OLD BUSINESS

Innovation Park

Mr. Collins exclaimed Hangar #1 is now complete! Eric Evans has yet to move his office due to difficulties securing telephone and internet services. Mr. Collins expects a move to occur anytime in the next two weeks. Two final Change Orders were submitted for the consideration and approval of the Commissioners:

Change Order #18 is for the entry sidewalk. It took airport maintenance and Mr. Collins about 2.5 days to form, pour, and finish the sidewalk. Total cost for materials and concrete was \$417. The concrete was purchased from Quad County Ready Mix. Form Lumber was purchased at Associated Lumber. A transit and tripod was rented at Anchor. Mr. Collins recommended approval of the \$417 cost with Quad County Ready Mix, Associated Lumber, and Anchor. Motion was made by Commissioner Chesney and seconded by Commissioner Lee to approve Change Order #18. Upon roll call vote, all were in favor.

Change Order #19 is from KT Electric. Mr. Collins noted two badly needed entry lights were installed on the exterior of the front door and the interior of the east side door. The Change Order includes corresponding conduit, wire, switches, and labor. The total cost was \$607.08. Mr. Collins recommended the approval of Change Order #19 with KT Electric. Motion was made by Commissioner Martin and seconded by Commissioner Pierce to approve Change Order #19. Upon roll call vote, all were in favor.

With all Change Orders approved and the original contract costs included, the total cost of Innovation Park Hangar #1 was \$490,315.57. The financed amount was \$394,118.20. \$96,197.37 was spent from the airport’s Capital Projects Fund. Mr. Collins noted these numbers do not include any additional Change Orders such as a coating on the hangar floor or kitchenette appliances. The \$24,907.34 local share for the State/Federal portion of the project is not included either. Inclusion of the State/Federal local share brings the total project cost to \$515,222.91.

Mr. Collins stated the State/Federal Ramp Reconstruction and Roadway Project concluded last Tuesday, May 6th with seeding, fertilizing, striping, and reflector installation. A final inspection by IDOT is still to be scheduled. Everything looks good and grass is growing.

Taxiway “B” & “E”

Mr. Collins presented 80% complete project plan sheets detailing the important aspects of the project. The plans are currently under review at IDOT. Mr. Collins explained there are some “improvements” involved with the project that he hopes will be approved. The first “improvement” is a strengthening of Taxiway “B”. Hanson engineers have placed an additional 1.5 of asphalt on the plans. If approved, Taxiway “B” will be heftier which is very attractive for the airport’s C-130 operations. The second “improvement” has essentially been approved but costs the airport some money. In a future project, an electric gate operator is on the TIP Sheet to be installed at Gate #5 south of the terminal. This gate and roadway are essential in the future to provide access to the National Railway and Community Hangars. Mr. Collins explained an asphalt road already exists on the parking lot side but ends at the gate. There is no pavement or road base on the aircraft ramp side. Because asphalt millings will be removed from Taxiway “E” and trucked to the dump site, Hanson Engineers propose to construct a road base made from surplus millings on the ramp side of Gate #5 so that equipment can use the access point (just like the Innovation Park Road). Mr. Collins noted IDOT engineers are ok with the idea, but FAA Guidance mandates no aggregate can be placed adjacent to aircraft movement areas. The airport’s options are to oil and chip or pave the road base. Since asphalt work is occurring in the project and economy of scale parameters apply, it makes sense to pave the proposed roadway during this project. Before mentioning the estimate, the project includes another entry roadway. Access to the surplus pile east of the “T” Hangars is nearly non-existent with the new fence, so Hanson proposes a new entry gate adjacent to Walk Gate #4 (nearly mid-point of the “T” Hangars) north of the lake shore. The gate entry includes an asphalt milling road base, asphalt paving, and a new slide gate in the fence. Mr. Collins noted the price to pave both new entry roadways is an approximate \$5018. The number is to the “high side” so hopefully the paving can be done cheaper. Mr. Collins recommended the approval of these “improvement” opportunities. The local share for the Taxiway”B” and “E” Project is \$21,922. The additional \$5018 would be submitted to IDOT with the \$21,922 local share payment. Discussion ensued about the “improvement” opportunities. Motion was made by Commissioner Lee and seconded by Commissioner Chesney to approve the additional Not-to-Exceed cost of \$5018 for the paving of the two roadways. Upon roll call vote, all were in favor.

NEW BUSINESS

Engineering Selection

Mr. Collins explained that every five years, airports participating in the Airport Improvement Program must conduct an open selection process for an engineering consultant. Mr. Collins pointed the Commissioners to a Suggested Procedures Guidelines sheet provided by IDOT that was contained in the Commissioners booklets. Mr. Collins stated he has already begun the process by sending an Announcement/Scope of Services Letter to some of the IDOT prequalified firms. The Announcement/Scope of Services Letter also appears in the Commissioner’s booklets. Mr. Collins noted he has also placed an ad in the Legal Notices of the Register News. Mr. Collins explained three items need approval to keep the process moving along: 1. Scope of Services, 2. Criteria for Evaluation, & #3 The establishment of a Selection Committee. Mr. Collins noted

that a list of key points is contained at the end of page #2 of the Suggested Procedures Guidelines. He recommended the key points be incorporated into a Criteria for Evaluation. The criteria to be utilized are historical knowledge of the airport, qualifications of staff, relational experience at the airport, and relational experience at IDOT & FAA. Mr. Collins asked for at least two Commissioners to serve on the Selection Committee. There may be a firm or two that visits the airport, so at least one of the two Commissioners may have to make a trip or two to the airport. Discussion ensued with Commissioners Martin, Pierce, and Lee offering to serve on the Selection Committee. Motion was made by Commissioner Chesney and seconded by Commissioner Lee to approve the Scope of Services, Criteria for Evaluation, and the Selection Committee for the upcoming Engineering Selection. Upon roll call vote, all were in favor.

Innovation Park Hangar #1

Mr. Collins presented a Lease Agreement between the MVAA and Eric Evans Aviation for Innovation Park Hangar #1. Chairman Ancona elected to move this line item to Executive Session.

KT Office Suite #108

Mr. Collins briefed the Commissioners on the success of “Team MVN” member Kash Helicopter Services. Kash Helicopter Services recently purchased another Bell 206 Jet Ranger Helicopter and inquired about leasing space inside the Koziara Terminal for an administrative office. Mr. Collins drafted a Lease Agreement for Koziara Terminal Suite #108 but was recently contacted (yesterday) by Kash Helicopter about a larger space. Mr. Collins suggested the Koziara Terminal Suite “C” (soon to be vacant Eric Evans Aviation Office) and Kash is considering the larger office. Mr. Collins recommended tabling the line item for one month.

Salute to Freedom

Mr. Collins asked for a motion to approve a request by the Mt. Vernon Convention and Visitor’s Bureau for the annual Salute to Freedom Celebration on July 4, 2014. Motion was made by Commissioner Martin and seconded by Commissioner Chesney to approve the request. Upon roll call vote all were in favor. Mr. Collins stated that he believes this is year 28 for the event!

OTHER BUSINESS

Mr. Collins noted the eBay auction for the surplus Toro Mower resulted in a maximum bid of \$2225. Since the reserve was not met, the Toro did not sell. Mr. Collins asked for permission to list the surplus Toro in the local media at \$4000. The Commissioners approved Mr. Collins’ request.

EXECUTIVE SESSION

Motion was made by Commissioner Chesney and seconded by Commissioner Martin to approve the Lease Agreement between Eric Evans Aviation and the Mt. Vernon Airport Authority for Innovation Park Hangar #1 as discussed in Executive Session. Upon roll call vote, all were in favor.

There being no further business to discuss under Other Business, and no further items for discussion on the Agenda, and no additional 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.

EXECUTIVE SESSION

May 13, 2014

Mr. Collins presented a Lease Agreement between the MVAA and Eric Evans Aviation regarding Innovation Park Hangar #1. A meeting was held recently between Mr. Collins and Eric Evans regarding the Lease Agreement and the terms and conditions contained in the Lease Agreement were agreed upon. Discussion ensued regarding the monthly rental amount, the term of the agreement, and the future plans of Eric Evans Aviation & Jabiru USA. The Commissioners agreed to approve of the Lease Agreement upon returning to open session.