

Mt. Vernon Airport Authority  
Regular Meeting of the Board of Commissioners  
Held June 12, 2012 at 6:00 PM

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

Staff: Chris Collins  
Mary Barnett-Johnson

Guests: See Attached

### **PUBLIC COMMENTS**

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

### **REPORTS**

#### **Minutes**

Minutes were presented for the May 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 letter from the Jefferson County Board of Review regarding a property tax hearing.

### **OLD BUSINESS**

#### **Innovation Park**

Mr. Collins provided an update on the project using a new monthly update format that describes all aspects of the project including IDOT, Engineering, Hangar, and Financing.

In the IDOT section, Mr. Collins noted the Revitalization, Ramp, and Taxiway project is listed in the official 2013 Program Letter. The letter was dated May, 18, 2012 and was received shortly thereafter. The paragraph at the bottom of page one says it all - *"The*

*projects contained in this letter are officially programmed for development. This letter herewith constitutes the official Notice to Proceed for these projects.”* Mr. Collins stated that the project is officially a go for construction in 2013.

Mr. Collins noted that he, Rob Waller, and IDOT’s Charlie Ragsdale, have talked regarding the project and it looks like the project should be positioned for the March letting due to the 2013 funds not being available until March/April. Because of the local hangar project, all involved are currently engaged on the project. Mr. Collins stated that a pre-design meeting is scheduled for 10:00 a.m. on Wednesday, June 13, 2012 at the airport.

In the ENGINEERING section of the update, Mr. Collins explained that a Notice to Proceed letter was executed and forwarded to Hanson after last month’s meeting. This letter triggers Hanson to begin project formulation. The generation of an Engineering Services Agreement and surveying of the project location are the immediate result of the Notice to Proceed letter.

Since nothing can be done in the area until an official FAA 7460 Airspace Study and an Environmental Assessment Categorical Exclusion is completed, Mr. Collins has asked Hanson to get started on these issues. Mr. Collins completes the FAA 7460 Application, but he needs coordinates from Hanson (either generated by an aerial photograph or actual survey data) to complete the application. The Environmental Assessment Categorical Exclusion is completed by Hanson, and Mr. Collins has asked Rodger Anderson to get started.

Mr. Collins noted that he and Rob Waller have been discussing placement of the hangar and due to several factors, the pair has concluded the best place is a spot northeast of that originally discussed. This location better suits the future entry roadway and small vehicular parking lot. Road access and a parking lot will be seriously reduced if the hangar were to be constructed at the far end of Innovation Park as originally planned. Another positive is that construction of the hangar farther to the northeast ensures the future expansion of Eric Evans’ business ventures to the southwest – meaning no one or entity can encroach on Evans Aviation. Mr. Collins directed the Commissioners to a drawing of the proposed Hangar, ramp, taxiway, roadway, and vehicular parking lot included in their booklets. Mr. Collins asked for approval of the location so that the FAA 7460 process could be initiated. The Commissioners agreed with the small shift to the northeast.

Under the HANGAR portion of the update, Mr. Collins noted that bids for Construction Manager were opened at 1:00 p.m. on Tuesday, May 29, 2012. He explained that after sending the materials to several companies, and advertising in the local newspaper, only one bid was received. Lipps Construction submitted a bid of \$15,000 – the same as the one accepted for the Community Hangar. Mr. Collins noted that he hoped the bid could have been a little lower, but he is “comfortable with it”. He explained that he looked in the file for the Community Hangar at the other bids received for that project, and most

bid on a percentage of total project budget. Five to 8% is the norm, so Lipps' 3.5% (based on a \$425,000 Project) is not out of line.

Mr. Collins stated that he dislikes having only one bid, but he believes the airport did its due diligence. He recommended accepting Lipps' bid. Discussion ensued. Motion was made by Commissioner Chesney and seconded by Commissioner Ancona to approve Lipps Construction as Construction Manager for the Innovation Park locally built hangar at a cost of \$15,000. Upon roll call vote, all were in favor. Mr. Collins noted the next step would be Architect/Structural Engineer selection.

In the FINANCING portion update, Mr. Collins explained that he and Mary Ellen Bechtel met with Ms. Kim Swisher of the USDA several weeks ago. Ms. Swisher was very interested in working with the airport. The USDA program meets the airport's terms (30 year, fixed rate) and the rate at the time of the meeting was 3.375%. The rates could go up or down in June. Mr. Collins noted that he has a lengthy application process to step through for a USDA loan, but it is not outside the realm of doable.

After meeting with the USDA, Airport Administrative Assistant Mary Barnett-Johnson began contacting local banks. The airport's terms and the USDA's rate were used as a starting point. Three banks visited the airport. Two were only interested in adjustable rates and/or ballooned notes. Only one bank stated it is willing to partner with the airport – Peoples National Bank. Mr. Collins noted that Peoples' Joe Gilosci and he will begin the initial paperwork for a loan very soon. Mr. Collins stated that he would prefer to work with a local bank if at all possible. The Commissioners agreed with Mr. Collins.

Mr. Collins explained that another route is the Illinois Finance Authority. He contacted the IFA office in Mt. Vernon, but was referred upstate. Mr. Collins stated that he explained everything to the IFA Director in Peoria. Mr. Collins learned the IFA currently has no low interest loan program for local governments, but it is working on one. IFA may have the program ready to go in July. Mr. Collins stated this is another option that may be worth looking into – especially if the loan process with Peoples or the USDA lingers on.

### **Surplus Equipment Offer**

Mr. Collins stated that Hopper's Septic Service has been asking to purchase the airport's surplus 1976 International Stake Truck. He reminded the Commissioners the truck and the attached V-Box Spreader was placed on e-Bay back in the Summer of 2008. The high bid of \$1207 was nowhere close to the \$5000 reserve price the airport set, so the combination remains parked outside of the maintenance building to this day. Mr. Collins noted that the value of the combination is in the V-Box Spreader. The airport paid \$6500 for the V-Box Spreader back in the early 2000's and it has seldom been used. When it was used, it spread sand on the runways during icing conditions – a practice that was stopped once Runway 05/23 was grooved in 2005. Hopper's Septic Service offered \$600 for the truck. Mr. Collins told them their offer was too low and then negotiated a trade for three grease trap pumpings (for the restaurant). Mr. Collins noted this is a \$750 value. Mr. Collins explained the airport paid \$1806 for the truck in 1990. Mr. Collins

recommended accepting Hopper's offer and move the surplus truck. It is becoming an eyesore parked outside the maintenance building. Motion was made by Commissioner Monk and seconded by Commissioner Ancona to accept the offer provided by Hopper's Septic Service. Upon roll call vote, all were in favor.

## **NEW BUSINESS**

### **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 July Meeting.

### **Annual Budget Ordinance 2012-02 (Tentative)**

Mr. Collins presented the Tentative Annual Budget Ordinance #2012-02 for approval. Total expected revenues are anticipated to be \$421,000. Total expected expenditures are anticipated to be \$419,500. Motion was made by Commissioner Chesney and seconded by Commissioner Ancona to approve Annual Budget Ordinance #2012-02 (Tentative). Upon roll call vote, all were in favor. Mr. Collins noted that the tentative budget will be on display for 30 days in the MVAA office. After the 30 day display period, a Public Hearing will be conducted prior to final approval of the budget. Since the 30 day period extends beyond the regular monthly meeting schedule, a Special Meeting will be necessary. Discussion ensued, and the Commissioners agreed to hold the Public Hearing and Special Meeting to approve the budget beginning at 6:00 p.m. on Tuesday, July 17, 2012.

### **AutoCAD 2012**

Mr. Collins explained that he no longer has a computer that can run his personal version of AutoCAD R14. Mr. Collins older version of AutoCAD will not run on the new computers operating on Windows 7. Mr. Collins has searched the internet and the replacement for his old AutoCAD software is AutoCAD 2013 LT (LT designating 2D capabilities only). The cheapest price available is \$950. Mr. Collins explained that he uses AutoCAD on various design projects at the airport and it has become a necessity. It also links the airport to Hanson Professional Services allowing the airport to import drawings for the various IDOT/FAA Projects (something few airports are able to do). Mr. Collins noted that the software is very costly, but needed. Motion was made by Commissioner Monk and seconded by Commissioner Pierce to purchase AutoCAD 2013 LT for \$950. Upon roll call vote, all were in favor.

### **Clearwave Proposal**

Mr. Collins reminded the Commissioners that late last year Clearwave Communications installed fiber optic cabling across town and along Illinois 15 toward Wayne City. Clearwave representatives recently visited the airport and provided the MVAA with a proposal for internet service and telephones. The monthly fee for three voice lines and 10Mbps of Dedicated Internet Service was \$591.79. The monthly fee for three voice lines and 5Mbps of Dedicated Internet Service was \$501.79. Although both quotes mention a \$1500 installation fee, Clearwave representatives believe the installation fee could be waived due to the one time extension of a free installation special that just recently expired.

Mr. Collins stated that Clearwave offers increased speed and probably more reliability than the current provider. The current provider's speed is nearly 3Mbs, which Mr. Collins stated is perfectly acceptable. Commissioner Monk noted that the existing service is more than sufficient for his business. Mr. Collins stated that he always desired to provide the best for the airport's tenants, but Clearwave is approaching them individually anyway. Mr. Collins recommended that neither proposal provided by Clearwave be accepted due to the benefit not justifying the cost. Discussion ensued, and the Commissioners agreed with Mr. Collins not to accept either proposal from Clearwave.

### **2012 Events**

Mr. Collins directed the Commissioners to an Event Summary Sheet near the end of their booklets. He provided an update of the events that are just around the corner beginning with the City Salute to Freedom Celebration on July 4, 2012. Mr. Collins made special mention of the Ercoupe Owners Club of America National Gathering, June 21 -24, 2012. There are 40 aircraft registered for this event. Mr. Collins encouraged the Commissioners to visit the airport at some point during the gathering and welcome our guests.

### **OTHER BUSINESS**

Under Other Business, Mr. Collins informed the Commissioners that the airport received the settlement check for the damaged Corporate Hangar Door.

### **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.