

Mt. Vernon Airport Authority  
Regular Meeting of the Board of Commissioners  
Held December 14th, at 6:00 PM

Present: Marty Cox	Chairman
Mike Ancona	Vice Chairman
Carey Lipps	Secretary
Greg Martin	Treasurer
Gary Chesney	Commissioner

Staff: Chris Collins  
Matt Colvin  
Sheila Jolly-Scrivner

Guests: Steve Modert, Duane Sink, Don Lewis, Ruth Ann Strawn, and Mike & Carla Payne

**PUBLIC INPUT**

Hearing none, Chairman Cox moved forward with the Agenda.

**REPORTS**

**Minutes**

Minutes were presented for the November 9th, 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 distributed the airport specific 2021 Illinois Aviation System Plan Update Brochure for Mt. Vernon Outland Airport. The report shows \$40.1 million dollars of annual total economic impact and 278 total jobs! Mr. Collins stated both metrics have nearly doubled since the 2012 study (\$18.8 million and 149 jobs). With a total tax levy of \$330,000, Mr. Collins remarked, "for every dollar invested, the airport returns \$122 to the local economy." Discussion ensued. Everyone in the room was excited about the Illinois Aviation System Plan and the new numbers.

Mr. Collins presented the Agenda and Meeting Minutes for the upcoming October Meeting of the Greater Egypt Regional Economic Commission.

## OLD BUSINESS

### Project/Grant Updates

Mr. Collins provided an update on current project/grant status:

*Rehabilitate Interior Perimeter Service Road Project* – 100% plans have been submitted to IDOT – well within time to be included on IDOT's January Letting.

*Innovation Park Utility Upgrade Project (Sewer Portion)* – I have not spoken to Chairman Lindemann about the project since before our last meeting. In New Business, I will have an Engineering Agreement from Hanson to approve. This Agreement will allow Hanson to initiate the design plans so that bidding documents can be prepared. My goal is to fast track things as much as possible so that our project is funded while the County still has a majority of the ARPA funds on account. I would like to take the low bid to the County ARPA Committee in late spring.

*Innovation Park Utility Upgrade Project (Electrical Portion)* – KT Electric is still awaiting the components needed to begin the project. Hopefully, the project will start in January.

*KT Parking Lot Rehabilitation Project* – Wednesday, December 1<sup>st</sup> was the big day! Enclosed is the Press Release for Rebuild Illinois as well as some local news articles covering the projects. As soon as a Program Letter is received, I will instruct Hanson to get started.

*Innovation Park Turbine Center (IP Hangar #2)* – Mike from Solera Aviation and I talked on Thursday last week. Nothing has changed with the plans for the hangar. Since the EDA application process requires a Preliminary Engineering Report, we must turn Hanson and Brian Edmison loose on gathering the essential data to construct this report as soon as possible. The second Engineering Agreement I will present in New Business will cover the Innovation Park Turbine Center. This one will be a little more involved as it will cover both Hanson and Brian Edmison (sub-contractor), address the hangar structure, and include design of the aircraft ramp. The ramp will be completed locally per IDOT/FAA Specifications with all costs (minus the local share) re-imbursable at a later date as per the TIP Sheet. If we are successful in obtaining the EDA Grant, we will be responsible for a local share (probably 20%) on the hangar. Unless Mike covers this cost, we will have to borrow funds to cover the local share. Hopefully, this could be offset in rents. Since the ramp is on the TIP Sheet, its local share will be 5%. One school of thought is to include the ramp on the EDA Application. But, the local cost would be 20% instead of our normal 5%. I am in favor of borrowing funds to construct the ramp and waiting on the TIP process to play out. Paying 5%, with a little interest, is better than 20%. A quick calculation shows about \$32,000 in interest paid out while waiting to be re-imbursed. If the EDA Grant does not materialize, this project will not move forward as we can't afford a \$1,000,000 hangar at this time.

*GMR IFR Base (Temporary)* – Everything is in place and ready. Air Evac #172 is waiting for the aircraft to arrive. I look for the base to go live in early January as there is still maintenance and training to do on the helicopter once it arrives.

*GMR IFR Base (Permanent)* – Since the airport is constructing the new base and leasing it to Air Evac, we need to select an architect and prepare a design. Included in your booklet are proposals from Air Evac’s Architect Torgerson Design and the airport’s Architect Brian Edmison. Keep in mind, an architect or engineer cannot be selected on price. That being said, I recommend selecting Brian Edmison for the following reasons: previous experience with similar projects at the airport (Community and Innovation Park Hangars), assistance/advice with Leases/Agreements/legal documents, previous and future work with Hanson, and close proximity to the airport. Remember, we are paying the bill so we are free to choose the architect of our choice. Once the selection is made, the architect can be instructed to design the base. Hanson has already started on a preliminary site plan and the third Engineering Agreement I will present in New Business will address this site plan. As for the base, I would like to see it include, at a minimum, a 70’ x 70’ hangar so that a fixed wing twin turboprop or jet could be placed inside – either for Air Evac or some other future airport need.

*Replace High Intensity Runway Lights on Primary Runway, Replace Medium Intensity Runway Lights on Crosswind Runway, and Replace Medium Intensity Taxiway Lights on all Taxiways.* - No news on this project. Preliminary design plans are still underway at Hanson.

*Scrub Land to Farm Land (Tract #33)* – Matt rented a dozer for a week and finished reshaping the eastern portion of the field. The tract is now available for farming!

### **NEW BUSINESS**

*Engineering Agreements:* Mr. Collins presented several Engineering Agreements for consideration. Below is a description of the work scope and action on each Agreement:

Innovation Park Utility Upgrade Project (Sewer): As mentioned in Old Business, Mr. Collins presented an Engineering Agreement between Hanson Professional Services and the Mt. Vernon Airport Authority. The Agreement covers design and construction phase services for the Relocate Sanitary Force Main Project at KMVN Innovation Park. The proposed total fee is \$41,500. Mr. Collins noted this fee is included in the \$220,000 total project cost presented to the County. Since the project has been approved for inclusion in the County’s ARPA Program, Mr. Collins recommended approval of the Agreement. Motion was made by Commissioner Chesney and seconded by Commissioner Ancona to approve the Agreement as presented. Upon roll call vote, all were in favor.

Air Evac #172 (Innovation Park Hangar #5) Engineering: As mentioned in Old Business, Mr. Collins presented an Engineering Agreement between Hanson Professional Services and the Mt. Vernon Airport Authority. The Agreement covers civil design/bidding services for Air Evac #172 (IP Hangar #5) at KMVN Innovation Park. The proposed total fee is \$35,000. Mr. Collins recommended approval of the Agreement. Motion was made by Commissioner Ancona and seconded by Commissioner Martin to approve the Agreement as presented. Upon roll call vote, all were in favor.

Air Evac #172 (Innovation Park Hangar #5) Architecture: Mr. Collins presented Architecture Proposals from Brian Edmison and Associates and Torgerson Design Partners. As mentioned in Old Business, Mr. Collins recommended the selection of Brian Edmison of Brian Edmison and Associates. The proposal submitted by Brian Edmison and Associates states a Not to Exceed cost of \$35,000. Motion was made by Commissioner Martin and seconded by Commissioner Chesney to approve the Agreement as presented. Upon roll call vote, all were in favor.

Innovation Park Turbine Center (Hangar #2): As mentioned in Old Business, Mr. Collins presented a two part Engineering Agreement between Hanson Professional Services and the Mt. Vernon Airport Authority. The 1<sup>st</sup> part of the Agreement covers design and bidding phase services for the Hangar #2 Ramp at KMVN's Innovation Park. The proposed total fee is Not to Exceed \$34,660. The 2<sup>nd</sup> part of the Agreement covers site design and Architecture of the hangar. Brian Edmison will design the hangar as a sub-contractor to Hanson Professional Services. As mentioned in Old Business, Mr. Collins redirected everyone back to the Preliminary Engineering Report required by the EDA Grant Application. Without the EDA Grant, the project will not be completed. Since the two part Hanson Agreement corresponds to an actual funded project, Mr. Collins noted he did not feel comfortable recommending the approval of the Agreement. Rather, he favored a possible Agreement that addresses only the Preliminary Engineering Report. Mr. Collins stated he would like to contact Hanson Professional Services to obtain another Agreement specifically tailored to the Preliminary Engineering Report. Discussion ensued. The Commissioners agreed and directed Mr. Collins to contact Hanson.

### **OTHER BUSINESS**

Mr. Collins mentioned that since delivery times are in excess 12 weeks, the process to acquire a new Maintenance Superintendent Truck has been initiated. Mr. Colvin and Ms. Jolly-Scrivner have been in discussions with the vendor on the State Contract Program. Mr. Collins noted a new F150 will cost approximately \$38,000. As was done with the Airport Director's Truck, the airport will talk to Ford Square about buying local. If Ford Square can get close to the State price (not to exceed \$1000 over) Mr. Collins will recommend purchasing at Ford Square. Another decision that will be required is what fund to utilize. Mr. Collins originally planned to include the truck in the Momentum

2026 Capital Development Plan. With the new PPRT revenues, Mr. Collins noted some of the airport's new found cash reserves from General Operating could be used.

Ms. Jolly-Scrivner disturbed an updated Personal Property Replacement (PPRT) Tax Report. The total PPRT for calendar year 2021 was \$285,452.54. Mr. Collins mentioned 2021's total is almost \$100,000 better than the best year on record (2009/\$185,617.80)!

Ms. Scrivner presented a summary of the Flight Instruction Program. Aviation Programs Director Jay Grafton billed 45 hours in October, 38 hours in November, and 11 hours so far in December. New students continue to enter the program each month.

As discussed in Executive Session, Motion was made by Commissioner Chesney and seconded by Commissioner Ancona to award a Christmas Bonus to all employees. Chris Collins, Sheila Jolly-Scrivner, Matt Colvin, and Jay Grafton will receive \$1000. Nekoda Colvin will receive \$250. Upon roll call vote, all were in favor.

There being no additional Executive Session items, no additional Other Business items, 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**

December 14, 2021

Mr. Collins, Mr. Colvin, and Ms. Jolly-Scrivner were asked to leave the room. The Commissioners began a discussion about Christmas Bonuses for the employees. After several amounts were entered, the Commissioners settled on \$1000 per employee. Mr. Collins was brought back into the meeting and advised of the \$1000 bonus to each employee. With this year's increased PPRT, Mr. Collins noted that number would be manageable. The Commissioners asked Mr. Collins about part time employee and what amount would be fair for the part time position. Mr. Collins mentioned that Nekoda Colvin has been working another job lately (fulfilling a prior commitment). Mr. Collins felt \$250 would be a fair amount. The Commissioners agreed with Mr. Collins.