

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
ST. LOUIS REGIONAL AIRPORT
January 21, 2021**

**The general public can attend this meeting by calling
971-224-6585 and entering conference code 323407**

A Regular Meeting of the Board of Commissioners of the St. Louis Regional Airport was held pursuant to by-laws via conference call due to Covid-19 on Thursday, January 21, 2021, at the hour of 4:36P.M. On call of the roll, the following Commissioners answered present: Wendell Ross, Shirley Kleeman, Robert LaMarsh, Larry Franklin, Christopher Herzog, Brian Keister and Steve Futrell. Also present: Director of Aviation David C. Miller, Airport Attorney David Livingstone, Accounts Receivable Denine Anderson and Accounts Payable Crystal Geisen. Airport Manager Jason Christians was absent.

Guests Present were: Barry Stolz of Hanson Engineering.

Chairman Ross called for the swearing in of Board of Commissioners. Each Commissioner was individually sworn in by Crystal Geisen, a Notary Public. Order of Commissioners were Ross, Keister, LaMarsh, Kleeman, Franklin, Futrell and Herzog.

Approval of board meeting minutes and financial statements were tabled due to not all Commissioners had received the board packages via USPS mail at the time of the meeting for review. A Special meeting was set for Wednesday, January 27, 2021 for the purpose of discussing and approving the minutes and financial statements.

Discuss and possibly establish the schedule for meeting of the succession planning policy committee. This committee was designed to include the board chair, board secretary, and board treasurer. This meeting was scheduled by Board Chairman to take place immediately following board meeting.

Status report regarding the landscaping, plaque verbiage and other improvements around the F-4 static aircraft display. Director Miller suggested to table this item until February meeting to give all board members a chance to review it since information was just received earlier on this day.

Status on releasing the airport restaurant facility for prospective tenants. Attorney Livingstone briefed the board on several options. He stated the last contact with their attorney was August 25, 2020. Attorney presented three options (1) can go to attorney for tenant discuss whether a resolution is possible or necessary, (2) file a formal eviction action, or (3) proceed with reletting the premises based on the tenant's abandonment. Director advised the Board that the tenant was completely moved out of the premises. At this time, the Board of Commissioners decided to move forward with finding potential new tenant candidates to occupy and lease the building. Attorney and Director will work together on moving forward with regard to preparation of a lease for presentation to the Board once a qualified tenant candidate is identified. Director mentioned he has one interested prospect in writing.

Discuss and possibly establish a meeting time and date for the budget review committee. It was agreed that the budget committee and board will set something at a later date once compare numbers.

Discuss and possibly establish a meeting time and date for the advertising/marketing review committee. Commissioner Futrell states he has little faith in the advertising/marketing committee. He could not get answers for his concerns from the committee. Commissioner LaMarsh reminded the board the advertising lease/contract for WBGZ is coming due. He also would like a 2–3 year budget for advertising/marketing for each line item. Chairman Ross stated this subject will be continued at next meeting.

Discuss next steps to be taken regarding the demise of the abandoned Cessna 150 aircraft in T-hangar 10. Attorney Livingstone stated there have been issues with getting

addresses for the defendants. The Attorney advised the Airport will likely need to serve the defendants by publication in the newspaper, which means the Airport will likely only obtain possession of property, and may not be able to obtain past due rent owed. He stated on T-hangar #52 he was able to get a possible address for the tenant and will have him served by special process server. Both are still in process but are being worked out. He asked, what would the airport do with the airplane? Director Miller responded that there is a value in the airplane.

Review of monthly board meeting milestones as of January 18, 2021. It was stated that if anything needs to be added please forward to Chairman Ross.

Discussion from legal counsel regarding the review and possible release of executive session minutes. Attorney states board can decide if executive sessions should be open or closed. He recommends board should review all first and anything related to personnel should remain closed.

Consider and possibly approve funding for a storm water runoff study for the detention pond adjacent to the UPS facility. This is related to the possible construction of a parking lot on Airport property for use and lease by UPS. This is a requirement by the Village of Bethalto before any economic development can be approved in the runoff pattern of that detention pond. Board was reluctant to proceed with an expensive study without some commitment from UPS as to its intent to proceed with the construction of a parking lot and lease of the property and decided to wait until there is some input from UPS.

Chairman Ross asked the Board of Commissioners were there any comments, rebuttals, or discussion on board policies and procedures regarding lease agreements. There were none.

Chairman Ross asked about compliance actions for new 2021 laws pertaining to airports and if SLRA is in compliance. Director Miller stated: yes. Everything is in compliance and proper documents are posted at airport, on website, and were hand delivered to the office. Attorney Livingstone advised that the Government Accountability and Transparency Act may now require an audit of certain state level grants received. Accounts Payable advised the airport is up to date on that as of Tuesday.

Airport Director's Report:

- Air traffic for December 2020 is down 15.2% from December 2019. Year-to-date is down 16% from 2019 to 2020.
- Airport rescue and firefighting (ARFF) were called out three times since the December meeting. A transit aircraft from Vandalia experienced a potential landing gear not down-and-locked. A Cessna 172 recovered with a rough engine. And ARFF crews were on standby to cover a medivac.
- Illinois Department of Transportation, Division of Aeronautics has conducted the bid letting for the next phase of the T-hangar pavement refurbishment. Nothing to report currently.
- All rent receipts are current except for T-hangar #52, Zone Group/Mike Solomon; and T-hangar #114, Gene Helmkamp, deceased. T-hangar #52 is presently in the eviction process with legal counsel in accordance with "delinquent T-hangar lease" policy established by the airport board. With regard to Gene Helmkamp, deceased, the Director informed the Board that he has two T-Hangars, both of which are in Gene Helmkamp's name, and one of which is still current and is paid by Gene's son. Director advised that the past due rent is approximately \$818 and Airport staff have been in contact with the family regarding payment. Legal Counsel advised that a certified letter or claim in the estate, if one is opened in the Court, may be necessary to seek payment on past due rent. Legal Counsel advised that a new lease with Gene's son is necessary if his son wishes to continue leasing the hangar.
- All property tax payments are current.

Announcements:

- Airport administration offices will be closed on February 15th for the Presidents' Day holiday.
- Special meeting Wednesday, January 27, 2021 at 4:30P.M.

Board Member Comments:

Commissioner LaMarsh asked if the airport can get quotes to clear/clean-up the fence line?

There being no further business to come before the Board, the meeting was adjourned.

Wendell Ross

Robert LaMarsh

Shirley Kleeman

Larry Franklin

Brian Keister

Steve Futrell

Christopher Herzog