

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
ST. LOUIS REGIONAL AIRPORT
March 21, 2024**

A Regular Meeting of the Board of Commissioners of the St. Louis Regional Airport was held at the airport administration building #8 Terminal Drive, East Alton, IL 62024 on Thursday, March 21, 2024, at the hour of 4:30 P.M. On call of the roll, the following Commissioners answered present: Dave Wilson, Robert LaMarsh, Brian Keister, Christopher Herzog, Steve Futrell, and Amber Baileygaines. Also present: Airport Director Danny Adams, Assistant Airport Director Drake Blackwell, Airport Attorney James Sinclair, Accounts Receivable Denine Anderson and Accounts Payable Crystal Geisen. Commissioner Matt Kelly was absent.

Director Adams conducted the meeting in the absence of Chairman Matt Kelly.

Guests Present were Terri Keister with the Bethalto Village and Chamber, Nicholas Hobbs with EAA Chapter 864, Attorney Tom Berry, Joe Ord and Dack Quigley with Piston Aviation, Beth and Raymond Gregory-public.

Director Adams presented the minutes of the Regular Board meeting and the Executive Session meeting minutes from February 15, 2024. Commissioner Wilson moved to approve all meeting minutes. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Kelly-	absent
Commissioner Futrell-	aye
Commissioner Wilson-	aye
Commissioner Keister-	abstain
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

The motion passed by a unanimous vote of the Board in favor.

Director Adams presented the financial statements for the ninth month of fiscal year 2023-2024. Commissioner Keister moved to approve the statements as printed. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Kelly-	absent
Commissioner Futrell-	aye
Commissioner Wilson-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

The motion passed by a unanimous vote of the Board in favor.

Director Adams presented the bills for approval. Commissioner Keister moved to approve the statements as printed. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Kelly-	absent
Commissioner Futrell-	aye
Commissioner Wilson-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

The motion passed by a unanimous vote of the Board in favor.

The following bills have been paid since the last meeting:

ACE HARDWARE			
	03/09/2023	6272 · 24- Hangar Emporium	109.56
	03/09/2023	6245 · 5-fire house	8.59
	03/09/2023	6550 · Operational Expense	2.59
	03/09/2023	6235 · Shop, tools, sm equip	44.98
	03/09/2023	6660 · Cash Discounts	<u>-16.58</u>
Total ACE HARDWARE			149.14
Alton Physical Therapy			
	03/09/2023	6150 · Health Insurance	<u>70.00</u>
Total Alton Physical Therapy			70.00
BETHALTO WATER DEPT			
	03/09/2023	6732 · Water	181.89
	03/09/2023	6271 · 23-Rental House	<u>24.55</u>
Total BETHALTO WATER DEPT			206.44
Charter Business			
	03/01/2023	6550 · Operational Expense	5.26
	03/01/2023	6711 · Office/Internet	<u>0.00</u>
Total Charter Business			5.26
Delta Dental			
	03/01/2023	6150 · Health Insurance	<u>691.06</u>
Total Delta Dental			691.06
Elisa Jellen Couseling			
	03/09/2023	6150 · Health Insurance	<u>1,025.00</u>
Total Elisa Jellen Couseling			1,025.00
Envision			
	02/28/2023	6150 · Health Insurance	6,314.02
	02/28/2023	6150 · Health Insurance	175.00
	02/28/2023	6150 · Health Insurance	35.00
	02/28/2023	6150 · Health Insurance	103.23
	02/28/2023	6150 · Health Insurance	3.95
	02/28/2023	6150 · Health Insurance	23.89
	02/28/2023	6150 · Health Insurance	10.00
	02/28/2023	6150 · Health Insurance	118.03
	02/28/2023	6150 · Health Insurance	248.40
	02/28/2023	6150 · Health Insurance	300.00
	02/28/2023	6150 · Health Insurance	98.17
	02/28/2023	6150 · Health Insurance	75.00
	02/28/2023	6150 · Health Insurance	29.50
	02/28/2023	6150 · Health Insurance	73.54
	03/09/2023	6150 · Health Insurance	<u>110.00</u>
Total Envision			7,717.73
F P Mailing Solutions			
	03/01/2023	6554 · Postage	<u>100.00</u>
Total F P Mailing Solutions			100.00
Farm and Home Supply			
	03/09/2023	6435 · 29 -23 Trailer Express	83.98
	03/09/2023	6426 · 24-92 chevrolet	<u>49.99</u>
Total Farm and Home Supply			133.97
ILLINOIS MUNICIPAL RETIREMENT FUND			
	02/28/2023	6581 · IMRF	<u>2,168.18</u>
Total ILLINOIS MUNICIPAL RETIREMENT FUND			2,168.18
Illinois Public Risk Fund			
	03/01/2023	6145 · Workers Comp Ins	<u>2,134.00</u>
Total Illinois Public Risk Fund			2,134.00
NCPERS -IL IMRF			
	03/09/2023	6580 · NCPERS	<u>128.00</u>
Total NCPERS -IL IMRF			128.00

PETTY CASH-SLRA

03/01/2023	6540 · Vending Expense	14.80
03/01/2023	6530 · Office Supplies/Furn/Equip	61.20
03/01/2023	6520 · Meetings/Seminars	36.17
03/01/2023	6722 · Meals	42.58
03/01/2023	6550 · Operational Expense	42.66
03/01/2023	6552 · Licenses and Registration	9.50
03/01/2023	6723 · Travel	<u>52.22</u>

Total PETTY CASH-SLRA 259.13

PRINCIPAL

03/09/2023	6165 · Life Insurance	162.60
03/09/2023	6160 · Disability Insurance	<u>1,629.17</u>

Total PRINCIPAL 1,791.77

QUILL

02/21/2023	6530 · Office Supplies/Furn/Equip	<u>190.52</u>
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Total QUILL 190.52

Republic Services

03/09/2023	6550 · Operational Expense	252.58
03/09/2023	6267 · 25-HowLite 2/1/2023	30.09
03/09/2023	6268 · 25-Diamond Nails	30.09
03/09/2023	6269 · 25-Edwards Jones	30.09
03/09/2023	6270 · 25-T & E Coins	<u>30.10</u>

Total Republic Services 372.95

SOUTHWESTERN ELECTRIC

03/09/2023	6731 · Electric	9.44
03/09/2023	6731 · Electric	53.47
03/09/2023	6271 · 23-Rental House	<u>279.94</u>

Total SOUTHWESTERN ELECTRIC 342.85

United Health Care

03/01/2023	6150 · Health Insurance	<u>10,206.11</u>
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Total United Health Care 10,206.11

VSP

03/09/2023	6150 · Health Insurance	<u>231.22</u>
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Total VSP 231.22

Washington University Physicians

03/09/2023	6150 · Health Insurance	<u>2,156.80</u>
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Total Washington University Physicians 2,156.80

THE FOLLOWING BILLS WERE APPROVED:

AMERENIP

03/15/2023	6731 · Electric	<u>6,172.92</u>
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Total AMERENIP 6,172.92

AT & T

03/15/2023	6711 · Office/Internet	<u>64.31</u>
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Total AT & T 64.31

Banner Fire Equipment

03/15/2023	6429 · 26- 2012 Fire Truck	<u>101.74</u>
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Total Banner Fire Equipment 101.74

BETHALTO WATER DEPT

03/15/2023	6241 · 1-restaurant	5.16
03/15/2023	6732 · Water	<u>198.25</u>

Total BETHALTO WATER DEPT 203.41

BUDGET SIGNS

03/15/2023	6550 · Operational Expense	<u>18.75</u>
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Total BUDGET SIGNS 18.75

CARD SERVICES

03/15/2023	6271 · 23-Rental House	640.00
03/15/2023	6220 · Janitorial Supplies	329.76

	03/15/2023	6502 · General	4,796.11
	03/15/2023	6711 · Office/Internet	255.18
	03/15/2023	6150 · Health Insurance	114.94
	03/15/2023	6530 · Office Supplies/Furn/Equip	198.22
	03/15/2023	6550 · Operational Expense	118.00
	03/15/2023	6429 · 26- 2012 Fire Truck	<u>217.24</u>
Total CARD SERVICES			6,669.45
Culligan Water			
	03/15/2023	6550 · Operational Expense	<u>53.50</u>
Total Culligan Water			53.50
F P Mailing Solutions			
	03/15/2023	6680 · Dues/Fees	<u>102.00</u>
Total F P Mailing Solutions			102.00
Grainger			
	03/15/2023	6501 · Aeronautical	<u>345.78</u>
Total Grainger			345.78
Illinois State Fire Marshall			
	03/15/2023	6680 · Dues/Fees	<u>70.00</u>
Total Illinois State Fire Marshall			70.00
Kane Mechanical			
	03/15/2023	6251 · 11-admin	286.66
	03/15/2023	6256 · 16-w.s. paint	286.66
	03/15/2023	6249 · 9- w.s.	<u>286.68</u>
Total Kane Mechanical			860.00
LOGO IT-LANGA RESOURCE GROUP			
	03/15/2023	6230 · Uniform	<u>167.72</u>
Total LOGO IT-LANGA RESOURCE GROUP			167.72
MCKAY			
	03/15/2023	6426 · 24-92 chevrolet	<u>5.98</u>
Total MCKAY			5.98
PART STOP			
	03/15/2023	6408 · 7-2000 international dump	12.95
	03/15/2023	6403 · 2-2016 chev sil 1500	47.96
	03/15/2023	6426 · 24-92 chevrolet	56.30
	03/15/2023	6429 · 26- 2012 Fire Truck	<u>23.97</u>
Total PART STOP			141.18
SAMS CLUB			
	03/15/2023	6540 · Vending Expense	18.48
	03/15/2023	6220 · Janitorial Supplies	<u>40.46</u>
Total SAMS CLUB			58.94
Stobbs, Sinclair, & Livingston, LTD			
	03/15/2023	6705 · Legal Fees	<u>2,355.57</u>
Total Stobbs, Sinclair, & Livingston, LTD			2,355.57
Waltco			
	03/15/2023	6235 · Shop, tools, sm equip	<u>110.66</u>
Total Waltco			110.66
TOTAL			17,501.91

Public Participation: Nicholas Hobbs with EAA Chapter 864 announced the chapter has received 11,000 in scholarship and is in search of young adults to award various funding.

Discussion/Action on West Star Leases was presented by Director Adams that eight amendments have been drafted to extend until 2064. Commissioner Keister moved to approve lease extensions contingent on receiving payment for past due rents. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-
Commissioner Kelly-

aye
absent

Commissioner Futrell-	aye
Commissioner Wilson-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

The motion passed by a unanimous vote of the Board in favor.

Discussion/Action on Piston Aviation and related leases is when Joe Ord with Piston Aviation briefed the board on the progress of work at the building. He showed a power point of the pictures with the improvements as well as the improvements that are still needed on the exterior of the building. He asked the Board of Commissioners for help on getting the exterior of the building fixed up. Commissioner Herzog asked if he had any estimates. Joe did not. Commissioner Keister asked what were the plans for the exterior? Joe stated he wants to paint the building white. The Board of Commissioners asked Director Adams to get bids for the exterior work and come back with numbers next month. Joe Ord announced March 30th there will be an open house at Piston Aviation from 10 a.m.-5 p.m. Director Adams inquired about the original umbrella insurance request per the lease. Joe Ord gave an update on what they have been able to find. They can not get an umbrella policy but feels like the coverage they have is over amount that was asked for in the umbrella. Airport Attorney James Sinclair stated we will amend the lease for the insurance specs. Commissioner Herzog moved to amend the lease for the umbrella insurance. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Kelly-	absent
Commissioner Futrell-	aye
Commissioner Wilson-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

The motion passed by a unanimous vote of the Board in favor.

Discussion/Action on Restaurant Operation was presented by Attorney Sinclair who stated he sent a certified letter to Dawn Goodwin-Malone about how much she owes which was not accepted. The airport will proceed with collections. The judgement from the court was received today. The Board of Commissioners advised Attorney Sinclair to move forward with his best judgment.

Discussion from Budget Planning Committee was presented as the initial Committee meeting occurred March 4th. More information next month.

Discussion on Airport Strategic Planning and Vision was proposed by Director Adams asking what is it the Board wants to see? Commissioner LaMarsh stated that he would like to see each board member make a list of objectives, issues, and/or projects that they would like to see airport management take-on/accomplish and indicate a timeline for completion and see how each list matches up. Each member submits their list to Chairman Kelly for consolidation.

Commissioner Futrell asked about a cost analysis detail. Why are we keeping Part139? We are a general aviation airport. Why are we keeping Part139 when we do not have passengers or terminals? Director Adams stated it is an opportunity to entertain scheduled and unscheduled commercial aircraft.

Discussion on Assessing Airport Property for Potential Sale- Commissioner Keister would like to see a list of property that can be developed and what can be sold. Director Adams stated we know what property we own; we don't know how it was all acquired.

Discussion/Action on Herbicide RFQ- Four quotes were received for the fence line and ditches that are hard for the crew to get to ranging in price from low \$6,264/year and a high of \$27,920/year. There is about 300' of brush clearing remaining on 8-mile fence line. Commissioner Futrell inquired about the crew doing the work. Director Adams stated that without proper training we legally cannot spray or use chemicals. Contracting service can provide better herbicide products, utilizing specialized equipment, while complying with

environmental laws and licenses. Commissioner LaMarsh moved to approve entering into an agreement with Cloverleaf Ground Management to provide herbicide application for \$6,264/year. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Kelly-	absent
Commissioner Futrell-	no
Commissioner Wilson-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

The motion passed by a majority vote of the Board in favor.

Discussion/Action on 347 W Bethalto (Strip Mall) Lease – Director Adams presented to the Board that he has been contacted by an interested party who wants to open a smoke shop and has agreed to our initial terms. Have received authorization from three business partners to conduct background checks. Currently nothing objects to this type of business which includes cigarettes, tobacco, CBD, cigars, and smoking accessories. No action at this time.

Discussion/Action on Existing Lease Involving Helmkamp Auto Service, Inc. was presented by Director Adams as he has received notification from Janet Helmkamp's attorney, Ken Balsters, seeking the following two lease amendments:

1. Reassign the lease from Janet Helmkamp to Helmkamp Automotive Services, Inc. Helmkamp Automotive Services has been, and currently is, the operator on premises.
2. Authorization to allow vehicle storage and long-term RV parking on premises. Vehicles parked currently are in queue for service. Currently not supported by Bethalto zoning, however, intends to seek Village approval pending lease amendment.

Commissioner Keister would like to pass it to the Village of Bethalto and if we are negotiating then negotiate the lease and rate of payment. Director stated lease ends in 2027. Attorney Sinclair says to ask for a personal guarantee then send it to the Village. Commissioner Keister moved to allow the lease amendments with the personal guarantee. Commissioner Wilson seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Kelly-	absent
Commissioner Futrell-	aye
Commissioner Wilson-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

The motion passed by a unanimous vote of the Board in favor.

Discussion/Action on Private Hangar Development was presented by guests Raymond and Beth Gregory who are a private party looking to privately fund the construction of an aircraft hangar for personal use. Director Adams proposed a 15 year ground lease, 3 -5-year options. \$0.40/sq ft. plus taxes and maintenance. Annual CPI adjustments not to exceed 5%. Tenants is looking for something more comparable to another airport's rate and terms (\$0.21/sq ft, CPI adjustments every 5 years). Director referred to Illinois Study, \$0.41/sq ft for Southern airports, \$0.53/sq ft for GA reliever airports. No action taken.

Airport Manager's Report:

- February flight activity at 2,800 operations. Busiest month of February since 2008.
- Demolition of property at 423 Bellwood Drive is nearing completion.
- Work is beginning on 140 water basin project Monday, March 25th.

- Apron expansion project is scheduled to begin Monday, March 25th.
- Tom Peters, farm manager, is retiring. Miranda Langen has been hired as his replacement.

Airport Attorney Report:

- NFPA published 600-page document related to fire departments. He is reviewing it and will share information if needed.

Commissioner Keister moved to enter Executive Session at 6:05 p.m. Closed Session in accordance with Illinois Open Meetings Act 5ILCS 120/2(c)(2) for discussion on Union Collective Bargaining Agreement. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Kelly-	absent
Commissioner Futrell-	aye
Commissioner Wilson-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

The motion passed by a unanimous vote of the Board in favor.

Commissioners re-enter Regular Session at 6:30p.m. with no action taken.

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

Matt Kelly

Robert LaMarsh

Amber Baileygaines

Christopher Herzog

Brian Keister

Steve Futrell

Dave Wilson