

MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
ST. LOUIS REGIONAL AIRPORT

December 10, 2020

This meeting was rescheduled from the original date of
December 17, 2020.

A Regular Meeting of the Board of Commissioners of the St. Louis Regional Airport was held pursuant to by-laws via electronic participation due to the COVID-19 pandemic on December 10, 2020 at the hour of 4:30 P.M. On call of the roll, the following Commissioners answered present: Wendell Ross, Shirley Kleeman, Chris Herzog, Robert LaMarsh, Steve Futrell and Brian Keister were present. Also, present: Director David Miller, Airport Manager Jason Christians, Accounts Payable Crystal Geisen, Accounts Receivable Denine Anderson and Airport Attorney David Livingstone. Commissioner Franklin was absent.

Guests at the meeting were: Michael Lengacher with Thompson and Lengacher.

Commissioner Ross presented the minutes of the Regular Board Meeting November 19, 2020. Commissioner Futrell moved to approve the minutes. Commissioner Kleeman seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner Kleeman- aye
Commissioner LaMarsh- aye
Commissioner Ross- aye
Commissioner Franklin- absent
Commissioner Herzog- aye
Commissioner Futrell- aye
Commissioner Keister- aye

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

Commissioner Ross presented the financial statements for the sixth month of fiscal year 2020/2021. Commissioner Kleeman moved to approve the statements as printed. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner Kleeman- aye
Commissioner LaMarsh- aye
Commissioner Ross- aye
Commissioner Franklin- absent
Commissioner Herzog- aye
Commissioner Futrell- aye
Commissioner Keister- aye

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

Commissioner Ross presented the bills for approval. Commissioner Kleeman moved to approve the accounts payable. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner Kleeman- aye
Commissioner LaMarsh- aye
Commissioner Ross- aye
Commissioner Franklin- absent
Commissioner Herzog- aye
Commissioner Futrell- aye
Commissioner Keister- aye

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

ST LOUIS REGIONAL AIRPORT

ACCOUNTS PAYABLE

December 10, 2020

THE FOLLOWING BILLS HAVE BEEN PAID SINCE THE LAST MEETING:

PAYABLE TO:	AMOUNT:	CHARGE TO:
<u>General Fund</u>		
AT & T	\$ 260.43	Cellular Telephone
Ace Hardware	\$ 6.28	Bldg #11
Ace Signs	\$ 2,632.27	Grounds-General F-4
Bethalto Water	\$ 153.73	Utilities

		Bldg #1
Charter	\$ 343.19	Operational-78.96 Telephone-264.23
Clearys	\$ 20.02	Uniform
Delta Dental	\$ 693.72	Health Ins
Envision	\$ 100.00	Health Ins
FP Mailing	\$ 100.00	Postage
	\$ 200.00	Postage
Homefield Energy	\$ 2,549.77	Utilities
Illinois Public Risk Fund	\$ 3,810.00	Workers Comp
John Deere Financial	\$ 3,583.22	Unit #10
Jourdain Roofing	\$ 2,762.27	Bldg #2
Lewis and Clark Comm. College	\$ 444.00	Training
Principal	\$ 1,733.41	Life-153.59 Dis-1579.82
Republic Services	\$ 178.86	Operational
		Operational-50.42 Shop-1.43 Office-25.98 Vending-51.07 M-1-95.00 Janitorial-43.76
St Louis Regional - Petty Cash	\$ 267.66	
Southwestern Electric	\$ 9.44	Utilities
	\$ 40.13	credit (20.97)
United Health Care	\$ 8,646.20	Health Ins
VSP	\$ 201.32	Health Ins

BILLS WERE APPROVED:

General Fund

Ace Tech	\$ 93.75	Main of office equipment
Ameren	\$ 1,310.09	Utilities
	\$ 28.02	Used credit 80.06 total bill 108.08
	\$ 378.50	New Credit <352.08>
		Training-395.00 Unit #14-410.00 Shop-59.57 Lic/Reg-308.80 Postage-15.30 Operational-57.70 Office-149.90
Card Services	\$ 4,546.27	Grounds-3,000.00 Adv/Mrk-150.00
Cummins	\$ 390.40	Main of Equipment
Dicks	\$ 52.99	Operational
FP Mailing	\$ 102.00	Dues/Fees
Garella	\$ 1,380.00	Strip Mall-165.00 each Bldg #11-360.00 Bldg #5-360.00
Neumayer	\$ 6,496.14	Fuel Farm
Heritage	\$ 3,149.57	Fuel
Sams	\$ 324.39	Dues/Fees-200.61 Operational-75.94 Vending-47.84
Stobbs, Sinclair, & Livingstone	\$ 1,179.60	Legal
We-Mac	\$ 4,441.00	Fuel Farm
WBGZ	\$ 1,203.00	Adv/Mrk
Wood River Printing	\$ 295.00	Office Supplies

Commissioner Ross asked about the three bills for the fuel farm and Commissioner Futrell and Commissioner Herzog asked about Zoom. Some discussion took place about using the free conference calling and looking at possibly using Zoom for the upcoming meetings. Also, discussion took place regarding the State of Illinois mandatory harassment training.

The training will take place this December and will be recorded in order to use it for future uses.

During public participation Michael Lengacher presented the board with the 2019-2020 audit. Everything was in good order for the audit. He thanked them for the opportunity to conduct the audit for the airport.

Commissioner LaMarsh asked Mr. Lengacher some questions regarding some increase in leases and do other clients use other budget methods.

Commissioner Futrell asked about the operations for M.U. Witt beyond 2021, the response was the have options to extend. The same with Quick Trip. Commissioner Futrell brought up the Hangar Emporium lease about it being changed.

Commissioner Keister said there has been a lot happen since May 31. Mr. Lengacher said that the lease in the audit was as of May 31.

Commissioner Herzog asked about the common stock and if it was allowed? Mr. Lengacher said that yes, it is allowed. A few shares were mutualized and no one talked about selling them.

Unfinished Business:

The F-4c improvements was discussed. The grant is in the area of around \$5,000.00. We would have to do an amended budget to move line items around per our attorney. Commissioner Herzog would like to see an itemized statement.

Director Miller asked if there were any updates on the restaurant. Attorney Livingstone said there is nothing it is at a standstill. Some discussion was back and forth between commissioners and the attorney. The airport restaurant has been abandoned. Commissioner Herzog we just want to move on and be able to do what we want. This matter will be discussed again next month.

- Discuss specific personnel matters. This matter will be discussed in closed executive session under the provisions of 5ILSC 120/2©a(1).
- Discussion/action regarding closed session discussion concerning specific personnel.

New Business:

Consider authorizing an amount no to exceed \$500, per community in the airport district, for cooperative advertising. Commissioner Ross capped this amount at \$3500.00. This will only if the communities that ask the airport. Commissioner Futrell moved to approve these expenditures. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner Kleeman-	aye
Commissioner LaMarsh-	aye
Commissioner Ross-	aye
Commissioner Franklin-	absent
Commissioner Herzog-	aye
Commissioner Futrell-	aye
Commissioner Keister-	aye

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

Consider Tax Levy Ordinance 2020-1 for year 2020. Commissioner Herzog moved to approve the ordinance. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner Kleeman-	aye
Commissioner LaMarsh-	aye
Commissioner Ross-	aye
Commissioner Franklin-	absent
Commissioner Herzog-	aye
Commissioner Futrell-	aye
Commissioner Keister-	aye

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

The airport had really been doing the Annual Appropriation Ordinance a year in advance. This will be done after the budget committee meets and finalizes the budget. It needs to be filed with the county after a public hearing and within the first quarter of the fiscal year it is for. This will be proposed again at a future meeting.

The board meeting calendar was presented for discussion. The only changes will be is to move the December meeting to the second Thursday and also Commissioner Herzog asked to move the November meeting one day to that Wednesday.

Airport Directors Report:

- State of Illinois required harassment training is scheduled for December 17, 2020.
- Status of delinquent rents: No change.
- Air traffic count: November of 2019 to November 2020; down 16%. Year to date 2019 to 2020; down 16%.
- Future board meeting calendars will indicate the December meeting will be on the second Thursday of the month vs the third Thursday.
- Due to pandemic protocols, additional ball point pens were purchased. This amount was \$139.00. This were charged to advertising.
After discussion this will be charged to office expense.

At 6:20 P.M. Commissioner Futrell made a motion to proceed into executive session to discuss specific personnel issues. Only the board and attorney will be in this closed session. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner Kleeman- aye
Commissioner LaMarsh- aye
Commissioner Ross- aye
Commissioner Franklin- absent
Commissioner Herzog- aye
Commissioner Futrell- aye
Commissioner Keister- aye

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

At 6:54 P.M. the board reconvened back in regular session. The commissioners voted on the responsibly of the policy of all the leases. Letters will be sent to Airport Director and Airport Manager. Commissioner Keister moved to the lease policy. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner Kleeman- aye
Commissioner LaMarsh- aye
Commissioner Ross- aye
Commissioner Franklin- absent
Commissioner Herzog- aye
Commissioner Futrell- aye
Commissioner Keister- aye

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

Under board member comments: Commissioner LaMarsh stated that maybe the budget needs to be reviewed quarterly. Also, Commissioner LaMarsh asked if the board was aware the there is an unauthorized website for the airport on the internet. Only Commissioner Futrell responded to the question. He hasn't seen the website might contact the person that is doing it.

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

Wendell Ross

Shirley Kleeman

Robert LaMarsh

Larry Franklin

Chris Herzog

Steve Futrell

Brian Keister