

MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
ST. LOUIS REGIONAL AIRPORT
December 9, 2021

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 at the hour of 4:30 P.M. On call of the roll, the following Commissioners answered present: Wendell Ross, Chris Herzog, Robert LaMarsh, Steve Futrell, and Brian Keister were present. Also, present: Airport Manager Bob Snuck, Accounts Payable Crystal Geisen and Accounts Receivable Denine Anderson. Commissioner Cody Hinkle along with Attorney David Livingstone were absent.

Guests at the meeting were: Cora Miller, public, Bridget Viehweg with Benefit Compliance Solutions, Brain Doan with Missouri General, Ken Balsters, public, Dave Highlander, farmer, Chad Lucas with Sikich LLP.

Commissioner Ross presented the minutes of the Regular Board Meeting November 17, 2021. Commissioner Keister moved to approve the minutes. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Ross-	aye
Commissioner Herzog-	aye
Commissioner Futrell-	aye
Commissioner Keister-	aye
Commissioner Hinkle-	absent

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 2021/2022. Commission Futrell asked about the reloading of ammunition for wildlife hazard abatement and liability on the airport. This issue will be brought up to the attorney for advice. Commissioner Keister moved to approve the statements as printed. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Ross-	aye
Commissioner Herzog-	aye
Commissioner Futrell-	aye
Commissioner Keister-	aye
Commissioner Hinkle-	absent

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

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

Commissioner LaMarsh-	aye
Commissioner Ross-	aye
Commissioner Herzog-	aye
Commissioner Futrell-	aye
Commissioner Keister-	aye
Commissioner Hinkle-	absent

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

Accounts Payable

December 9, 2021

The Following Bills Have Been Paid Since Last Meeting:

PAYABLE TO:

AMOUNT:

CHARGE TO:

GENERAL FUND

Ace Hardware	\$ 9.88	Bldg #11-2.99 Unit #23-7.99 Cash Discount (1.10)
AT & T	\$ 62.45	Wireless-57.45 Dues/Fees-5.00
Bethalto Water	\$ 257.94	Utilities-205.10 Bldg #1-52.84
Charter	\$ 353.14	Operational-100.00 Telephone-247.36 Dues/Fees-5.21
Delta Dental	\$ 637.60	Health Ins
Envision	\$ 90.00	Health Ins
Illinois Public Risk Fund	\$ 4,566.00	Workers Comp
Motorola Solutions	\$ 39.00	Fire/Radio
Prinicpal	\$ 1,570.79	Life-145.44 Disability-1425.35
Republic Services	\$ 164.28	Operational
Robert Snuck	\$ 120.00	Telephone Dec-May 2022
Steck Cooper	\$ 414.00	Prepaid Insurance
United Health Care	\$ 16,985.74	Health Ins
VSP	\$ 194.81	Health Ins

WERE APPROVED:

GENERAL FUND

Ameren IP	\$ 5,042.18	Utilities
Aramark	\$ 164.47	Uniform
Bethalto Police Safety Fund	\$ 400.00	Adv/Mrk Community
Budget Signs	\$ 36.70	Operational
Card Services	\$ 1,466.52	Adv/Mrk -300.00 Office-319.68 Wildlife-165.55 Operational-Office-23.88 M-2-485.17 Unit #7-86.12 Unit #20-86.12
Culligan Water	\$ 289.00	Operational-Water Cooler
Energy Petroleum	\$ 546.57	Shop
FP Mailing	\$ 102.00	Dues/Fees
Garella	\$ 1,380.00	Strip Mall-660.00 Bldg #11-400.00 Bldg #5-320.00
JL Nash	\$ 600.00	Operational-porta potties
McKay	\$ 824.66	Bldg#11-24.98 Bldg #1-198.99 Shop-71.97 Unit #7-15.38 Unit #20-238.89 Unit #25-282.78 Cash Discount-(8.33)
Quill	\$ 500.10	Office
Sikich	\$ 10,648.00	Audit/Accounting
Southwestern	\$ 49.81	Utilities
St Louis Regional Airport	\$ 230.24	Petty Cash Uniform-109.10 Operational (plates, coffee) Postage18.33 Janitorial-1.50 Vending-62.23 Other (dave) 22.83
Stobbs Sinclair and Livingstone	\$ 2,875.45	Legal
Thompson and Lengacher	\$ 485.00	Audit/Accounting

TD Tronics	\$	873.21	Office Equipment
Wood River Printing	\$	615.00	Operational-business cards etc Office- 295.00

Unfinished business:

No update on car wash proposal.

Possible refinancing of bonds will be discussed after completion of audit and talking with the auditors and legal counsel. Legal counsel has been reviewing documents on this issue.

The Rebuild Illinois Grant is approved and waiting for more information from Barry with Hanson.

There is no update of the chiropractic clinic property as of this date.

Manager Snuck made some suggestions regarding the airport restaurant regarding disposal or property and income suggestions. Commissioner LaMarsh stated that the Santino that had prior interest in the restaurant is going to let us know possibly at the January meeting what his thoughts are as to potential renting of the building.

No discussion was held on proceeding with the next phase of the clearing of vegetation.

No update on the budget committee.

Chad Lucas with Sikich came to brief the board on the update of the annual audit. We are working through recommendations with staff and auditors. They are still working on it and plan to present at the January 2022 meeting with a draft being forwarded before the meeting.

Attorney Livingstone stated the sale of the Edwardsville property is pending Part 163 determination and selection of appraiser.

Attorney Livingston also stated the sale of land adjacent to Audubon Acres is also pending Part 163 and selection of appraiser. Commissioner Futrell one homeowner has moved the fence off our property and one has not. One owner would like to buy a piece of our property that is next them.

The review of leases is underway by Attorney Livingstone. Clark and Witt who have ground leases in the business park would like to have the parking lot repaved. Their leases will need to be reviewed.

Manager Snuck discussed some of the items that he has been working on since he has been here. He will also be looking for some free equipment that we need along with state bid equipment. He is looking for possible replacement for operations manager and possibly another crew member and doing away with 3rd shift. Commissioner Futrell asked about what West Star lease might say regarding 24-hour coverage. Commissioner Herzog is ok with not having 3rd shift.

There was no action to be taken with the Highlander farm lease. David Highlander was present at the meeting and spoke regarding his experience and what all he does. He also stated about Alan Helmkamp and Larry Schmitt and their farming procedures. As of this meeting David Highlander has been conducting business with the airport and a verbal lease. The attorney and the Farmers National are working on a written lease for a year. There was much debate as to all this should be handled. This issue will be on the June 2022 agenda for going out for RFP for all farmland on the airport. Both farmers will conduct business as usual until next year when RFP are received and approved.

Upon the request of Commissioner Futrell, Manager Snuck will have the wooden stakes replaced with steel rods where the boundary lines are along the Audubon Acres property until the board can decide on what signs they would like to install to mark the property lines. Airport Manager Snuck stated that the signs would be very expensive. Robert LaMarsh is concerned with the change of hands of property and the new owners may not know where their property line is.

Commissioner Keister will get in touch with Crystal next week regarding information on the 457B plan for the employees. He needs to do some more research to see what will be in the best interest of the deferred compensation plan that the airport provides to the employees.

The UPS parking lot agreement lease is signed and executed.

The recording is at TD Tronics and will be installed by the January meeting.

New Business:

We have received a new quote for another agent with a savings of over \$15,000.00 for our Workers Compensation. Commissioner Futrell moved to approve the new quote pending review of counsel to determine termination clauses from prior insurance. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Ross-	aye
Commissioner Herzog-	aye
Commissioner Futrell-	aye
Commissioner Keister-	aye
Commissioner Hinkle-	absent

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

The commissioners discussed amending part of the contract for Manager Robert Snuck. The new changes will include benefits to be received the same as the all employees excluding health insurance benefits and the vacation time that was already determined in the original contract. Longevity may be discussed at a later date. Commissioner Futrell moved to approve amendments. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Ross-	aye
Commissioner Herzog-	aye
Commissioner Futrell-	aye
Commissioner Keister-	aye
Commissioner Hinkle-	absent

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

No action was taken on the purchase of a Bob-Cat. Manger Snuck will do more research on bidding and financing.

Commissioner Keister moved to approve the removal of Director of Aviation David Miller from the check signature cards and add Airport Manager Robert Snuck for all bank accounts. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Ross-	aye
Commissioner Herzog-	aye
Commissioner Futrell-	aye
Commissioner Keister-	aye
Commissioner Hinkle-	absent

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

There was some discussion on the use of airport vehicles by employees for business use. Some commissioners would like the employees to use their own personal vehicles and be paid milage. No vote was taken on this matter.

The commissioners changed one date of the 2022 board meeting calendar for the month of November. The meeting dates will be published before next year.

The Hangar Emporium has had a water leak for a few months now. It has just been brought to our attention late November. Manager Snuck is requesting a company to come out for an emergency repair. He has called a few companies and only Kane Mechanical and GRP Wegman has come out to look at the issue. Kane Mechanical came out to locate lines and was unable to locate and could not give us a price estimate as to the work that is needed to stop the leak. GRP Wegman will be coming to excavate, locate and install shutoffs.

Commissioner Futrell moved to approve this emergency repair work not to exceed \$8,000.00. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Ross-	aye
Commissioner Herzog-	aye
Commissioner Futrell-	aye
Commissioner Keister-	aye
Commissioner Hinkle-	absent

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

Attorney Livingstone sent a brief review of any new laws that might concern the airport in the upcoming year. As of right now, there are none to really speak of.

The current office copier is a 2012 model and has been worked on several times in the past few weeks and still having issues. Williams Office products quoted us a new copy machine with some updated features that would be beneficial to the airport. The quote for the new machine is \$5340.00. Commissioner Keister moved to approve the purchase from Williams. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Ross-	aye
Commissioner Herzog-	aye
Commissioner Futrell-	nay
Commissioner Keister-	aye
Commissioner Hinkle-	absent

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

Manager Snuck stated we do not need a new Wildlife Management plan but the employees need training on an annual basis. Manager Snuck is working on training and updates.

Airport Manager’s Report:

- Manager Snuck gave the update on traffic count.
- The minimum standards last update was 1972 and the Rules and Regulations was updated in 1977. Manager Snuck is working on updating these items.

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

Wendell Ross

Robert LaMarsh

Chris Herzog

Steve Futrell

Brian Keister

Cody Hinkle