

MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
ST. LOUIS REGIONAL AIRPORT
February 18, 2021

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 February 18, 2021 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, Larry Franklin 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.

Guests at the meeting were: Barry Stolz with Hanson Engineers

Commissioner Ross noted the Board packets were being received much later than in the past. Ms. Geisen advised she would try to mail the Board packets out the Tuesday of the week before the regular meeting dates to allow for mail delivery.

Commissioner Ross commented that he had requested other items be included on the meeting's agenda, and they were not included. He mentioned this was the third time this has happened. Commissioner Ross asked that Mrs. Geisen and Ms. Anderson prepare the meeting agendas moving forward.

Commissioner Ross presented the minutes of the Regular Board Meeting December 10, 2020 along with the Minutes for the revised Regular Board Meeting January 21, 2021 and the Special Meeting January 27, 2021. Commissioner Franklin 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-	aye
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 eighth 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-	aye
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-	aye
Commissioner Herzog-	aye
Commissioner Futrell-	aye
Commissioner Keister-	aye

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

THE FOLLOWING BILLS HAVE BEEN PAID SINCE THE LAST MEETING:

PAYABLE TO:	AMOUNT:	CHARGE TO:
<u>General Fund</u>		
AT & T	\$ 57.71	Cellular Telephone Bldg #5-19.99 Bldg #11-82.98 Vending-9.99 Cash
Ace Hardware	\$ 101.65	Disc<11.30>
Aramark Uniform		Uniform
Bethalto Water	\$ 135.40	Utilities
	\$ 38.85	Bldg #1
Charter	\$ 343.15	Operational-78.68 Telephone-264.47
Delta Dental	\$ 738.78	Health Ins
Envision	\$ 110.00	Health Ins
Homefield Energy	\$ 2,829.99	Utilities
Illinois Public Risk Fund	\$ 4,566.00	Workers Comp
John Deere Financial		Unit #9-11.46 Unit #10-378.27 Unit#11-1454.64
Motion Orthopedics	\$ 192.95	Health Ins
Motorola	\$ 39.00	Credit 117.00
Neumayer		Fuel Farm
OSF	\$ 15.00	Health Ins
Principal	\$ 1,796.54	Life-160.83 Disability-1635.71
Quill		Janitorial-29.92 Operational-13.59 Office-5.16
Republic Services	\$ 191.39	Operational
Robert Sanders		Strip Mall
		Vending-25.96 Operational-37.44 Janitorial-18.38 Credit-
Sams	\$ 81.78	242.61
		Office-92.95 Training-33.96 Janitorial-68.82 Operational-8.97
St Louis Regional - Petty Cash	\$ 256.81	Vending-52.11
Southwestern Electric	\$ 61.39	Utilities
		credit (20.97)
United Health Care	\$ 9,346.77	Health Ins
Verizon		Telephone-Cellular
VSP	\$ 212.55	Health Ins
Wood River Printing		Office

WERE APPROVED:

<u>General Fund</u>		
AAAE	\$ 275.00	Dues/Fees
Ameren IP	\$ 4,247.91	Utilities
Aramark	\$ 83.98	Uniform
At & t	\$ 210.95	Fees-15.00 Telephone-98.01
BBB	\$ 660.00	Dues/Fees
Bethalto Water	\$ 133.28	Utilities
Budget Signs	\$ 13.40	Fire
		Uniform-80.97 Office-156.65 Training-12.95 Operational-17.96
Card Services	\$ 604.83	Vending-12.32 Unit #20-323.98
Culligan Water	\$ 31.82	Operational-28.28 Fees-3.54
D & D Tire	\$ 162.49	Unit #25
East Alton Rotary	\$ 32.25	Dues/Fees
GRP Wegman	\$ 96.87	Grounds-General
Jason Christians	\$ 300.00	Telephone Cell
Jourdain Roofing	\$ 1,615.29	Hangar #2
Leo Ellegracht	\$ 310.00	Fire
Logo It	\$ 94.25	Uniform
Metro East Lawn	\$ 1,750.00	Grounds-General
McKay	\$ 79.19	M-2-71.40 Fees-7.79
Robert Sanders	\$ 108.15	Operational credit (108.15)
Sentinel	\$ 371.95	Fire
Safety Kleen	\$ 484.19	Shop
Steck Cooper	\$ 30.00	Dues/Fees
Stobbs, Sinclair, & Livingstone	\$ 3,098.51	Legal

Thompson and Lengacher	\$	1,915.00	Audit/Accounting
Verizon	\$	117.50	Telephone Cell
Waltco	\$	127.98	Shop
WBGZ	\$	1,203.00	Adv/Mrk

Commissioner Ross asked about the \$30.00 dues and fees for Steck Cooper. Ms. Geisen advised these were for a notary renewal fee.

The meeting next turned to Public Comment. There was no public comment.

Unfinished business:

Report from succession committee. Commissioner LaMarsh briefed the board as to what the succession committee discussed during their meeting. The topics were the new training officer, summer help, minimum wage adjustment, new future employees, employee training, future advancement and current work force. He relayed the following: a decision regarding whether a summer hire will be necessary will be made likely by mid-May, employees do not at this time receive annual performance reviews but they have daily interaction with management because of the small workforce, management was not aware of any planned retirements, two employees may want to take first responder training, management was not aware of any employees who would like to undertake more responsibility given the minimal upward mobility in employment, and management believes the current workforce is sufficient. Airport Manager Christians noted that the night shift is generally one person, so if that person cannot make the shift, there may be a scramble to fill it. Commissioner Ross had the only question regarding job descriptions for union and non-union employees.

Any discussion regarding policies and procedures regarding airport leases. Jay commented that he will not be doing anymore lease related items.

Review the final draft of verbiage to be presented on the plaque for the F-4 static display. Commissioner LaMarsh asked if Carolyn Greene created it. Director Miller stated it was a collective effort with Inland Design and Carolyn.

The UPS parking lot expansion plans are no longer pending. UPS advised it intends to expand their parking lot on their own property.

Establishing a time for the budget committee and ad hoc committee to meet and also the marketing issues. After some debate, these items will be readdressed at the March board meeting. Commissioner Keister suggested the committee meet again with the Auditor present with the Airport financial figures he may need. Commissioner LaMarsh asked the board if the marketing should be combined with the ad hoc committee and Commissioner Herzog and Commissioner Ross both agreed.

New Business:

Commissioner LaMarsh asked about the chiropractor building with Director Miller stating there has been no interest. Director Miller stated the chiropractor building is in bad shape. With regards to the potential for the third building adjacent to the Hangar Emporium Director Miller stated the he received a phone call from someone other than the Hangar Emporium was interested. Commissioner Ross asked about the insurance on the second building. As of now we have nothing in writing the Hangar Emporium regarding the third building's insurance. Attorney Livingstone stated that if the third building is in the current lease for Hangar Emporium to occupy, no other tenant can sublease without the Airport's consent. Commissioners asked questions what they (Hangar Emporium) have done and are doing with the third building. Airport Manager Christians explained that Hangar Emporium did some demolition in the third building, but found termites and stopped, but have, at times, used the building for storage. Legal counsel suggested the Airport look at the termite issue and address it to prevent further damage. Commissioner Keister asked if there was a system to inspect leased buildings for issues.

Much discussion was held regarding the 2003 strategic business plan. Commissioner Futrell asked if it was just dropped or not followed through with. Director Miller stated the Board did not want to spend any more money after the draft. After some debating back and forth between board and Director Miller, Director Miller will bring more information to the March meeting after reviewing past minutes during that time frame.

The board was asked to use funds from the contingency account to do some much-

needed updating of the current fuel farm. This will be addressed at the March meeting after Manager Christians receives a bid from Neumayer Equipment.

The board was asked to consider the renewal of the WBGZ radio contract for advertising. Commissioner Ross would like a log of what is advertised to be brought to the board at the March meeting for the contract to be considered. Director Miller stated the current contract was not auto renewal.

Airport Directors Report:

- Air traffic for January 2021 was down 4.2% for the month and year-to-date.
- ARFF crews had no callouts since the meeting of the airport board.
- IDOT, Division of Aeronautics has conducted the bid letting for the next phase of the T-Hangar pavement refurbishment. The design and engineering agreement with Hanson Professional Services is ready for signature.
- All rent receipts are current except for items forwarded to the airport attorney for legal action.
- All tenant property taxes are current.

Under commissioner comments, Commissioner LaMarsh asked for an update regarding the parking lot legal action. Attorney Livingstone suggested that conversation be addressed under executive session. Commissioner LaMarsh also asked about how do we account for the loss of revenues due regarding the restaurant. Attorney Livingstone stated the board has not elected to not pursue amounts owed by the former tenant, and stated the Board needs to decide if they want to proceed with another tenant to mitigate the damages from a building not presently generating revenue. Commissioner Futrell and Commissioner Ross would like for it to be advertised to prospective tenants.

Commissioner Ross would like for Attorney Livingstone to review our current insurance policies and for it to be let for bid after reviewed. Mrs. Geisen will provide the Airport's insurance policy information to the Attorney.

Commissioner Keister will not be able to attend the March meeting.

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