

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

January 18, 2022

A Special Meeting of the Board of Commissioners of the St. Louis Regional Airport was held, pursuant to posted notice on January 18, 2022, at the hour of 4:30 P.M. On call of the roll, the following Commissioners answered present: Chairman Wendell Ross, Steve Futrell, Brian Keister, Robert LaMarsh, Cody Hinkle, and Chris Herzog. Also present was Airport Manager Snuck, Crystal Geisen, Denine Anderson, Airport Attorney David Livingstone, Barry Stolz, and Jeremy Plank.

A Motion was made by Commissioner Keister to allow Commissioner Hinkle to attend and participate in the meeting remotely, by telephone, due to personal illness, seconded Commissioner Herzog, and unanimously approved.

There was no public comment.

On Motion made by Commissioner Keister to approve the bills for the prior month, and seconded by Commissioner LaMarsh. Commissioner Keister questioned the \$7,900 bill, and Ms. Geisen advised it was a payment for lighting in Building 11. Commissioner Keister questioned the \$1,052 reimbursement to Chairman Ross. Chairman Ross advised it was reimbursement for an out of pocket expense he incurred to advertise the Airport Manager position during the hiring process, which all Commissioners were aware of at the time. Chairman Ross questioned the reimbursement payment to West Star. Ms. Geisen advised that the bill was inadvertently sent to West Star, when it should have come to the Airport. The bill was for the two air conditioners on the building, and the Airport, and not West Star, completed the bidding process. On a roll call vote of the Board, there was unanimous approval to pay the bills.

Accounts Payable

January 18, 2022

The Following Bills Have Been Paid Since Last Meeting:

| PAYABLE TO:                | AMOUNT:     | CHARGE TO:                                 |
|----------------------------|-------------|--|
| <b><u>GENERAL FUND</u></b> |             |  |
| Ace Hardware               | \$ 41.01    | Cedar-7.59 Main-Aero-37.98 Cash Dis (4.56) |
| Ameren Illinois            | \$ 1,535.31 | Utilities                                  |
| APS                        | \$ 261.84   | Bldg# 11                                   |

|                                 |             |  |
|---------------------------------|-------------|--|
| Aramark                         | \$ 164.47   | Uniform                                      |
| AT & T                          | \$ 57.45    | Telephone-Cellular                           |
| Bethalto Water                  | \$ 271.68   | Utilities-205.10                             |
| BJC                             | \$ 35.00    | Health Ins                                   |
| Charter                         | \$ 347.51   | Operational-100.00 Telephone-247.51          |
| Delta Dental                    | \$ 581.48   | Health Ins                                   |
| Envision                        | \$ 190.00   | Health Ins                                   |
| Hertiage                        | \$ 8,482.99 | Fuel   |
| HIBU                            | \$ 34.00    | Adv/Mrk-internet                             |
| Illinois Director of Employment | \$ 105.71   | Unemployment                                 |
| Illinois Public Risk Fund       | \$ 5,425.00 | Workers Comp                                 |
|                                 |             | Unit #20-7.49 Shop-156.30 Unit #12-19.98     |
| McKay                           | \$ 181.94   | Cash (1.83)                                  |
| Princippal                      | \$ 1,425.93 | Life-146.34 Disability-1279.59               |
| Republic Services               | \$ 164.28   | Operational                                  |
| Robert Sanders Waste            | \$ 114.64   | Operational                                  |
| Sams                            | \$ 329.44   | Dues/Fees-140.00 Other 189.44 - party        |
| Sharp                           | \$ 5,340.00 | Capital Office Equipment                     |
| Southwestern Electric           | \$ 43.63    | Utilities                                    |
|                                 | \$ 9.44     | Credit (105.38)                              |
| St Louis Regional Airport       | \$ 294.03   | Petty Cash-                                  |
|                                 |             | Other expenes-72.70 (Dave party)             |
|                                 |             | Operational-9.88 (plates bowls) Office-76.51 |
|                                 | \$ 291.17   | Uniform-118.60 Vending-13.48                 |
| United Health Care              | \$ 9,160.43 | Health Ins                                   |
| VSP                             | \$ 177.43   | Health Ins                                   |
| Verizon                         | \$ 89.18    | Telephone-Cellular                           |

**BILLS WERE APPROVED:**

**GENERAL FUND**

|           |             |                  |
|-----------|-------------|------------------|
| Ameren IP | \$ 6,826.18 | Utilities        |
| Amerigas  | \$ 121.70   | Shop             |
| AT & T    | \$ 54.29    | Telephone Office |
| Banner    | \$ 2,196.90 | Unit #26         |

|                                 |              |  |
|---------------------------------|--------------|--|
| Budget Signs                    | \$ 36.70     | Operational (dave flag case)                     |
|                                 |              | Unit #26-51.59 Other-254.79 (dave party)         |
|                                 |              | Office-338.03 Operational -21.20 (labor posters) |
| Card Services                   | \$ 665.61    |  |
| Cleary's                        | \$ 144.50    | Uniform  |
| Cummins                         | \$ 402.26    | Main of Vehicles-Generator                       |
| GRP Wegman                      | \$ 7,905.90  | Bldg #11   |
| Hanson                          | \$ 1,677.19  | 18 Bond  |
|                                 | \$ 55,961.54 | 18 Bond  |
| Kane                            | \$ 854.92    | Rental House-562.63 Hangar Emp.-292.29           |
| Neumayer                        | \$ 378.50    | Fuel Farm  |
| Part Stop                       | \$ 6.60      | Unit #25   |
| Quill                           | \$ 234.23    | Office   |
| Riverbend Growth Association    | \$ 321.00    | Dues/Fees  |
| Robert Broyles                  | \$ 209.00    | T-Hangar Refund                                  |
| Robert Sanders Waste            | \$ 114.64    | Strip Mall                                       |
| Safety Kleen                    | \$ 512.13    | Shop   |
| Sikich                          | \$ 2,135.00  | Audit/Accounting                                 |
| Stobbs Sinclair and Livingstone | \$ 975.09    | Legal  |
| Wendell Ross                    | \$ 1,052.00  | Adv/Mrk  |

A Motion was made by Commissioner Keister to enter into closed session pursuant to Section 2(c)(1) to discuss employment, appointment, discipline, and/or performance of specific personnel, seconded by Commissioner Futrell, and unanimously approved, the Board entered closed session.

The Board re-entered open session from closed session, during which no final action was taken, at approximately 5:23 PM. All participants were still present, including Commissioner Hinkle by telephone, except for Ms. Geisen and Ms. Anderson who were no longer present.

The meeting next turned to the discussion of the Airport Manager position, succession planning, and a review of Airport operations. Mr. Stolz made a presentation to the Board regarding various consulting firms, namely Avports, HASDC, and Aviation Management Consulting Group, who offer interim Airport Management services, and audits or evaluations of airport operations. Mr. Stolz reported that he checked with his firm, internally, to determine whether any of their

employees were available to assist the Airport temporarily during the absence of the Airport Manager, and the reported no available staff. However, he advised that Hanson Engineering would be available to advise and consult, as needed. Mr. Stolz additionally suggested the name of a retired and local, former airport manager at a different local airport, who may be interested in assisting the airport.

There was brief discussion regarding FAA requirements for staffing the airport manager position. Airport Manager Snuck advised that the staff at the airport could likely handle routine things, but there would be some management-related gaps. He advised that the Airport Manager job could very likely be completed remotely, and he said someone could be here two or three days a week to handle the routine, day-to-day manager duties. Snuck advised he did reach out to the FAA, through the Airport's FAA inspector, to see if there were any recent retirees who could assist, and he reached out to the Illinois Division of Aeronautics asking the same, but he reported no success in finding a temporary candidate. Snuck further mentioned that ADK Executive Search is a good employee search company, however it is an expensive service. Snuck additionally mentioned that employee David Burke is proficient in Part 139 procedures and could be a suitable, temporary person, however, Snuck reported that Burke would be cautious to take any position that could interfere with his Union membership.

The Board, briefly diverting from the agenda order, discussed the rescheduling of the January 20, 2022 regular meeting to the following week. It was determined that the Board would need additional time to consider options for the interim airport manager position, and a decision would not likely be made by January 20. However, Commissioner Keister also expressed concern and explained the importance of getting guidance from the Board on moving forward with a 457 Plan. It was discussed that the January 20 meeting would continue with several items tabled for discussion or action for a special meeting to be scheduled the following week. It was also discussed that the January 18 special meeting would be recessed to continue following the January 20 meeting should any further discussion or action be necessary regarding the airport manager position.

Commissioner Ross then introduced Mr. Jeremy Plank. Mr. Plank briefly presented to the Board that he could be available to oversee the airport's day-to-day financials alongside someone who is also present to interface with the FAA. Mr. Plank advised he could begin work in a couple of weeks, and he would prefer to remain in the position for at least a year to get a sense of all financial processes, and make recommendations to streamline and sort out financial processes. Commissioners Keister and LaMarsh questioned whether it would be intended for Mr. Plank to be the Airport Manager. Commissioner Ross responded in the affirmative and that Mr. Plank knows business and would be here to do bidding processes and oversee finances. Commissioner Keister stated he is opposed to a CPA doing the Airport Manager's job. Commissioner LaMarsh questioned why the airport would need this service if it has an accounting firm performing

audits. Mr. Plank replied that accounting/audit firms are present at the airport for only a short amount of time each year, review finances, and give an opinion, whereas he would be involved in day-to-day financial operations.

Due to a prior engagement, Commissioner Keister departed the meeting.

Attorney Livingstone suggested the Board contact the local individual willing and able to step in to assist as interim airport manager suggested by Mr. Stolz and determine to what terms he would be agreeable. Then the airport can discuss filling the position in the future, temporarily or permanently, through a hiring firm.

There being no further discussion on this topic, the Chair called for announcements or board member comments. Commission LaMarsh suggested the closed session minutes be transcribed verbatim, and reiterated the Board's bylaws which require actions to be taken by the Board as a whole and not individual Board members.

Thereafter, there being no further discussion, a Motion was made by Commissioner Herzog to recess the meeting to continue immediately following the adjournment of the January 20, 2022 regular meeting, seconded by Commissioner Futrell, and unanimously approved. The meeting was recessed at approximately 6:30PM.

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Wendell Ross

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Cody Hinkle

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Robert LaMarsh

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Chris Herzog

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Steve Futrell

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Brian Keister