

MINUTES OF A SPECIAL MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
ST. LOUIS REGIONAL AIRPORT  
June 16, 2022

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 June 16, 2022 at the hour of 4:30 P.M. On call of the roll, the following Commissioners answered present: Wendell Ross, Robert LaMarsh, Steve Futrell, Brian Keister, Matt Kelly and Amber Baileygaines were present. Also, present: Airport Director Danny Adams, Accounts Payable Crystal Geisen, Accounts Receivable Denine Anderson and Attorney David Livingstone.

Commissioner Herzog was absent.

Guests at the meeting were: Barry Stolz and Jake Uselton with Hanson, Terri Keister with Bethalto Chamber of Commerce, Mark Heckler with EAA, Jay Grant and Cora Miller, Public.

The nominations for the annual Election of Board Officers were:

Commissioner LaMarsh nominated Matt Kelly for Chairman. Commissioner Kelly stated he would be willing to but also happy to defer. Commissioner LaMarsh moved to appoint Kelly as Chairman. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner LaMarsh nominated himself for Secretary. Commissioner LaMarsh moved to appoint himself as Secretary. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner Futrell nominated Chris Herzog to remain as Treasurer. Commissioner Futrell moved to appoint Herzog as Treasurer. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner Kelly presented the minutes of the Regular Board Meeting May 19, 2022. Commissioner Futrell moved to approve the minutes. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner Kelly presented the financial statements for the twelfth month of fiscal year 2021/2022. Commissioner Keister moved to approve the statements as printed. Commissioner Ross seconded the motion and in a roll call vote, the Commissioners voted:

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

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

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

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

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

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>ACE HARDWARE</b>			
	05/05/2022	6268 · 25-Diamond Nails	115.94
	05/05/2022	6251 · 11	25.77
	05/05/2022	6245 · 5	616.46
	05/05/2022	6660 · Cash Discounts	<u>-75.83</u>
Total ACE HARDWARE			682.34
<b>AMERENIP</b>			
	04/26/2022	6731 · Electric	277.55
	05/13/2022	6731 · Electric	297.98
	05/13/2022	6731 · Electric	882.42
	05/17/2022	6731 · Electric	62.75

	05/17/2022	6731 · Electric	668.97
	05/17/2022	6731 · Electric	152.56
	05/17/2022	6731 · Electric	43.66
	05/17/2022	6731 · Electric	497.25
	05/17/2022	6731 · Electric	52.09
	05/17/2022	6731 · Electric	693.98
	05/17/2022	6731 · Electric	<u>1,262.47</u>
Total AMERENIP			4,891.68
<b>AT &amp; T</b>			
	05/13/2022	6711 · Office/Internet	<u>72.06</u>
Total AT & T			72.06
<b>BETHALTO WATER DEPT</b>			
	05/05/2022	6732 · Water	42.92
	05/05/2022	6241 · 1	25.36
	05/13/2022	6732 · Water	18.00
	05/18/2022	6732 · Water	<u>165.26</u>
Total BETHALTO WATER DEPT			251.54
<b>Bob Cat of St Louis</b>			
	05/12/2022	6177 · 2018 Bond Expense	84,189.76
	05/12/2022	8100 · Contingency	45,428.27
	05/12/2022	6746 · Equipment	10,667.37
	05/12/2022	8010 · Other Expenses	<u>8,935.82</u>
Total Bob Cat of St Louis			149,221.22
<b>BUDGET SIGNS</b>			
	05/19/2022	6300 · Fuel Farm Maintenance	250.00
	05/19/2022	6550 · Operational Expense	<u>14.25</u>
Total BUDGET SIGNS			264.25
<b>CARD SERVICES</b>			
	05/19/2022	6450 · Fire-Radio Equip	92.94
	05/19/2022	6530 · Office Supplies/Furn/Equip	77.82
	05/19/2022	6230 · Uniform	47.41
	05/19/2022	6420 · 18	284.28
	05/19/2022	6245 · 5	68.53
	05/19/2022	6501 · Aeronautical	469.15
	05/19/2022	6180-3 · Internet/Website	170.00
	05/19/2022	6738 · Office Equipment/Furniture	<u>796.86</u>
Total CARD SERVICES			2,006.99
<b>Charter Business</b>			
	05/05/2022	6550 · Operational Expense	110.97
	05/05/2022	6711 · Office/Internet	<u>252.00</u>
Total Charter Business			362.97
<b>Computer Specialists</b>			
	05/05/2022	6706 · Professional- Other	<u>200.00</u>
Total Computer Specialists			200.00
<b>Culligan Water</b>			
	05/13/2022	6550 · Operational Expense	<u>35.50</u>
Total Culligan Water			35.50
<b>Danny Adams</b>			
	05/19/2022	8010 · Other Expenses	<u>7,521.09</u>
Total Danny Adams			7,521.09
<b>Delta Dental</b>			
	05/05/2022	6150 · Health Insurance	<u>637.60</u>
Total Delta Dental			637.60
<b>Envision</b>			
	04/22/2022	6150 · Health Insurance	27.59

	04/22/2022	6150 · Health Insurance	45.00
	04/22/2022	6150 · Health Insurance	4.98
	04/22/2022	6150 · Health Insurance	186.85
	04/22/2022	6150 · Health Insurance	46.03
	04/22/2022	6150 · Health Insurance	89.51
	04/22/2022	6150 · Health Insurance	130.96
	04/22/2022	6150 · Health Insurance	2.92
	04/22/2022	6150 · Health Insurance	16.48
	04/22/2022	6150 · Health Insurance	11.21
	04/22/2022	6150 · Health Insurance	585.51
	04/22/2022	6150 · Health Insurance	104.44
	04/22/2022	6150 · Health Insurance	35.27
	04/26/2022	6150 · Health Insurance	89.51
	04/26/2022	6150 · Health Insurance	856.98
	04/27/2022	6150 · Health Insurance	44.61
	04/28/2022	6150 · Health Insurance	51.89
	05/05/2022	6150 · Health Insurance	<u>110.00</u>
Total Envision			2,439.74
<b>Heritage Petroleum LLC</b>			
	05/18/2022	6210 · Fuel	<u>13,847.02</u>
Total Heritage Petroleum LLC			13,847.02
<b>ILLINOIS MUNICIPAL RETIREMENT FUND</b>			
	04/28/2022	6581 · IMRF	<u>6,633.54</u>
Total ILLINOIS MUNICIPAL RETIREMENT FUND			6,633.54
<b>Illinois Public Risk Fund</b>			
	05/13/2022	6145 · Workers Comp Ins	<u>4,653.00</u>
Total Illinois Public Risk Fund			4,653.00
<b>JL NASH</b>			
	05/13/2022	6550 · Operational Expense	<u>200.00</u>
Total JL NASH			200.00
<b>John Deere Financial</b>			
	05/03/2022	6416 · 15	353.61
	05/03/2022	6410 · 9	303.10
	05/03/2022	6411 · 10	455.58
	05/03/2022	6406 · 5	124.20
	05/03/2022	6412 · 11	677.72
	05/03/2022	6235 · Shop, tools, sm equip	5.00
	05/03/2022	6400 · Maintenance of Equipment	<u>-10.00</u>
Total John Deere Financial			1,909.21
<b>LOGO IT-LANGA RESOURCE GROUP</b>			
	05/17/2022	6230 · Uniform	<u>51.00</u>
Total LOGO IT-LANGA RESOURCE GROUP			51.00
<b>LOWES</b>			
	05/13/2022	6251 · 11	134.63
	05/13/2022	6271 · 23-Rental House	<u>742.52</u>
Total LOWES			877.15
<b>Marxam</b>			
	05/17/2022	6530 · Office Supplies/Furn/Equip	<u>25.00</u>
Total Marxam			25.00
<b>MCKAY</b>			
	05/13/2022	6428 · M-2	<u>33.36</u>
Total MCKAY			33.36
<b>Midwest Occupational Medicine</b>			
	05/13/2022	6551 · Employee Assistance Program	<u>48.00</u>
Total Midwest Occupational Medicine			48.00

**PETTY CASH-SLRA**

05/12/2022	6180-2 · Community	25.05
05/12/2022	6180-4 · Promo	72.00
05/12/2022	8010 · Other Expenses	1.20
05/12/2022	6550 · Operational Expense	4.85
05/12/2022	6230 · Uniform	193.98
05/17/2022	6450 · Fire-Radio Equip	0.00
05/17/2022	6230 · Uniform	0.00
05/17/2022	6550 · Operational Expense	0.00
05/18/2022	6450 · Fire-Radio Equip	468.36
05/18/2022	6230 · Uniform	129.39
05/18/2022	6550 · Operational Expense	<u>27.19</u>

Total PETTY CASH-SLRA 922.02

**PRINCIPAL**

05/10/2022	6165 · Life Insurance	292.68
05/10/2022	6160 · Disability Insurance	<u>2,559.18</u>

Total PRINCIPAL 2,851.86

**Republic Services**

05/05/2022	6550 · Operational Expense	<u>205.35</u>
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Total Republic Services 205.35

**Riverbender.com Community Center**

05/17/2022	6180 · Advertising/Marketing	<u>50.00</u>
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Total Riverbender.com Community Center 50.00

**ROBERT SANDERS WASTE**

05/18/2022	6267 · 25-Allstate 12/21/2017	30.09
05/18/2022	6268 · 25-Diamond Nails	30.09
05/18/2022	6269 · 25-Edwards Jones	30.09
05/18/2022	6270 · 25-T & E Coins	<u>30.10</u>

Total ROBERT SANDERS WASTE 120.37

**SAFETY KLEEN**

05/17/2022	6235 · Shop, tools, sm equip	<u>944.00</u>
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Total SAFETY KLEEN 944.00

**SAMS CLUB**

05/13/2022	6220 · Janitorial Supplies	<u>103.60</u>
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Total SAMS CLUB 103.60

**SOUTHWESTERN ELECTRIC**

05/03/2022	6731 · Electric	9.44
05/05/2022	6731 · Electric	<u>52.60</u>

Total SOUTHWESTERN ELECTRIC 62.04

**ST LOUIS REGIONAL AIRPORT**

04/22/2022	5500 · Transfer of Funds-Revenue	173,531.83
04/29/2022	5040 · Vending Machine	<u>-335.00</u>
		-

Total ST LOUIS REGIONAL AIRPORT 173,866.83

**Stobbs, Sinclair, & Livingston, LTD**

05/17/2022	6705 · Legal Fees	<u>1,871.75</u>
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Total Stobbs, Sinclair, & Livingston, LTD 1,871.75

**The Atlanta National Bank**

05/18/2022	6175 · Premier Air Series 2000	<u>8,428.50</u>
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Total The Atlanta National Bank 8,428.50

**TREASURER STATE OF ILLINOIS**

05/17/2022	6177 · 2018 Bond Expense	<u>63,411.89</u>
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Total TREASURER STATE OF ILLINOIS 63,411.89

**United Health Care**

05/05/2022	6150 · Health Insurance	<u>9,613.42</u>
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Total United Health Care 9,613.42

<b>VSP</b>			
	05/05/2022	6150 · Health Insurance	<u>212.19</u>
Total VSP			212.19
<b>Waltco</b>			
	05/13/2022	6235 · Shop, tools, sm equip	<u>181.97</u>
Total Waltco			181.97
<b>Williams Office Products</b>			
	05/13/2022	6400 · Maintenance of Equipment	<u>65.00</u>
Total Williams Office Products			65.00
<b>WILLIE'S TIRE SHOP</b>			
	05/19/2022	6400 · Maintenance of Equipment	<u>65.00</u>
Total WILLIE'S TIRE SHOP			<u>65.00</u>
			<u><b>112,106.39</b></u>

	<u>Date</u>	<u>Account</u>	<u>Amount</u>
<b>Heartland Bank</b>			
	05/19/2022	7226 · Bond Interest Expense	<u>43,575.00</u>
Total Heartland Bank			<u>43,575.00</u>
<b>TOTAL</b>			<u><b>43,575.00</b></u>

During public participation Barry with Hanson introduced Jake and gave an update as to ongoing projects at the airport. Mark Heckler stated the fly-in planning is underway. Terri Keister stated the Chamber is finalizing the posters and website.

Unfinished business:

The September fly-in and car show will be sponsored by the EAA, Speed Demons and also the Bethalto Chamber this year. The Bethalto chamber will be adding the Wall on Terrorism, and private hot air balloon glow on Friday, and on Sunday a farmers' market, food truck and kids center. They would like to get sponsors for next year.

There was no action taken on refinancing of bonds. This will be addressed in the future due to interest rates.

Discussion took place on real estate appraisals for the following parcels:

- Cedar Street house (appraisal for sale);
- Edwardsville FAA Outer Marker property ~8 acres (appraisal for sale);
- Audubon Acres "pool encroachment" piece (appraisal for sale);
- Audubon Acres other parcel to be surveyed (appraisal for sale);
- Chiropractor Building (appraisal for sale);
- Restaurant (appraisal for lease); and
- Land between QT and Arby's (appraisal for ground lease).

We are awaiting appraisals on all the above mentioned. The Edwardsville parcel should be received in a couple of days and the Cedar and Audubon's should be in a couple of weeks.

Attorney Livingstone stated we will need to publish in the paper before we sell any properties.

We are still waiting on one potential operator they might have some interest in running the vacant airport restaurant. Hope to have something by next meeting. We could potentially

use the smaller party room for office space. Commissioner Ross brought up how to divide utilities etc. while Director Adams added the use of bathrooms.

Attorney Livingstone is still reviewing airport leases.

Director Adams checked with our liability insurance and they did not have any issues with the firearm policy, he will get something in writing from them. Commissioner LaMarsh moved to approve the Airport Firearm Policy. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Director Adams has been in negotiations with West Star regarding their access agreement. Commissioner Ross stated to go with the 108,000.00 and said they are planning on building a new hangar. The board would dismiss the back cpi that was not billed and for Director Adams to stay with the current lease amounts and terms.

There was a brief discussion on the FY 2022-2023 Budget and Appropriation Ordinance, Commissioner LaMarsh asked if the levy would stay that same as it will. The final Ordinance should be presented and action possibly taken next meeting.

There was discussion on the hiring of Assistant Director. Director Adams stated that there are a lot of restrictions on the current job qualifications. Director Adams is thinking as to looking for someone maybe in business development or consulting it out. Commissioner LaMarsh stated maybe our new accounting firm could possibly find some help. Commissioner Futrell stated that Director Adams needs someone to work with him and help him. The airport will rework the job title and see what that may bring.

#### New Business:

There were two firms that provided bids for the engineering contract with the Airport Authority. CMT and Hanson were the firms. Director Adams made the recommendation to stay with Hanson. Commissioner Futrell asked was there a cost evaluation done and Director Adams stated there is a FAA rule the you cannot compare costs only qualifications. Commissioner Keister moved to approve Hanson Engineering as our consultants. Commissioners LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner Futrell moved to approve Chapman and Cutler to do our EMMA bonds. The first year is free and the next year would be 500.00. This is a requirement because we have bonds. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

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

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

The Airport will be going out for bid on all farm ground. Tom Peter with Farmers National will handle the whole bid process and give us his recommendations. Commissioner Keister would like to know what the cost will be from Farmers National. Commissioner LaMarsh moved to approve Farmers National to handle this. Commissioner Ross seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner Keister moved to approve soliciting quotes for workers compensation insurance. Attorney Livingstone will send out a certified letter of tentative termination to Illinois Pubic Risk Fund. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner Keister moved to approve soliciting bids for the replacement of Unit #15 to not exceed \$70,000.00. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner Keister moved to not release the executive board minutes from the previous six months. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner LaMarsh will work on the Airport Succession Plan and brief the board next month.

No action was taken on the Airport Cemetery Board.



Commissioner LaMarsh thinks the new auditors made some recommendations. The price is the same as quoted. Commissioner LaMarsh moved contract Sikich as our auditors this year. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

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

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

The phone and WIFI project are tabled to next month. The commissioners would like some other proposals. Commissioner Futrell will go over the one proposal with Director Adams for some direction on his findings.

There is an interested party to possibly develop a gas station travel stop near Wayside and also an individual who would like to build a private hangar. The private hangar will cost 750,000 to 1,000,000 to build. It is not on the current layout plan and would need FAA approval.

#### Airport Directors Report:

a. Vehicle and Equipment update - Bobcat Track Loader attachments and track loader have been received by Bobcat of St. Louis. Currently waiting on the engine seal kit as part of the forestry package. Accepted delivery of the Explorer on June 8th.

b. Diamond Nails roof was completed May 20th with a final cost of \$27,201. 27 sheets of plywood replaced.

c. Former Allstate unit – advertising. A few phone calls.

d. T-hangar ramp construction – scheduled to start June 6th. Delayed until June 20th due to holdup with documents on the State level.

e. Potential development opportunity on South portion of airport owned property near Belk Park. Further details needed for better discussion.

f. Airfield lighting backup generator fuel tank has repeatedly been alarming due to Diesel fuel in the containment cell. Currently troubleshooting the issue with our 3rd party fuel specialist. Likely potential the tank has a leak and will require repair or replacement.

g. Unit 5, 1997 John Deere 6400 tractor expected head gasket issue. Troubleshooting currently and surveying options.

h. License For Use Agreement – agreement drafted and reviewed by David Livingstone. Looking to get an agreement in place for organizations and groups that want to use an airport facility.

i. Auditor report – Able to read into some of the auditor report and findings. Commissioner LaMarsh previously emailed several questions.

i. Long-term debt from 2014 bond is currently being paid by West Star in addition to \$1,500/month for lease on the hangar.

ii. Regarding IMRF and the Airport's financial stability – adequate money is budgeted each year for IMRF as well as an appropriate amount in the account to pull from as needed. No concerns on funding IMRF.

iii. Decline of revenue from rent – the report only accounted for guaranteed rent resulting in the future revenue showing a lower number. Does not account for year-to-year leases and short term leases.

iv. Debt Service Fund was exceeded – payments on the debt can vary and there is not a set budget for this item.

v. Segregation of Duties – Duties of Accounts Receivables and Accounts Payable have been separated and handled by two individuals. Any deposit, bank reconciliation, or journal entry are reviewed and signed-off by the Airport Director.

j. ATC Tower Replacement – FAA continuing with plans to replace Tower. Considering options on each quadrant of airfield. September will be conducting a virtual siting comparing various sites using virtual reality glasses.

k. Two staff members completed FOIA Officer training.

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

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**Wendell Ross**

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**Robert LaMarsh**

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**Chris Herzog**

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**Steve Futrell**

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**Brian Keister**

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**Matt Kelly**

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**Amber Baileygaines**