

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
ST. LOUIS REGIONAL AIRPORT
January 19, 2023**

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 62021 on Thursday, January 19, 2023, at the hour of 4:30 P.M. On call of the roll, the following Commissioners answered present: Robert LaMarsh, Brian Keister, Christopher Herzog, Steve Futrell, David Wilson, Matt Kelly and Amber Baileygaines. Also present: Airport Director Danny Adams, Assistant Airport Director Rocky Lawson, Airport Attorney David Livingstone, Accounts Receivable Denine Anderson and Accounts Payable Crystal Geisen.

Guests Present were Jaycen Herndon of Hanson Engineering, Terri Keister with Bethalto Chamber of Commerce, and Jim Sinclair attorney with Stobbs Sinclair and Livingston.

During Public Participation Airport Attorney David Livingstone announced to the board this would be his last airport board meeting. He has taken a job with the county. He introduced Jim Sinclair to replace him. Commissioner Keister asked did we hire the firm or Livingstone? Commissioner Futrell believes it was the firm. No further discussion.

Chairman Kelly presented the minutes of the Regular Board Meeting of December 15, 2022. Commissioner Keister moved to approve the minutes. Commissioner Wilson seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Wilson-	aye
Commissioner Futrell-	aye
Commissioner Kelly-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

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

Chairman Kelly presented the financial statements for the seventh month of fiscal year 2022-2023. Commissioner Keister moved to approve the statements as printed. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Wilson-	aye
Commissioner Futrell-	aye
Commissioner Kelly-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

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

Commissioner Futrell asked questions about the office supplies line items for \$809.23 and \$3,494.91. Director Adams responded it was for computer and office equipment for new Assistant Airport Director. Commissioner Futrell also inquired about snow removal for \$825.00 and union duties vs. non-union duties. Director stated that it was for snow removal at the strip mall while crew removed snow at the airport. Commissioner Futrell wanted point of clarity.

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

Commissioner LaMarsh-	aye
Commissioner Wilson-	aye
Commissioner Futrell-	aye
Commissioner Kelly-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye

Commissioner Baileygaines- aye

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

THE FOLLOWING BILLS WERE PAID PRIOR TO THE MEETING:

	Date	Memo	Account	Amount
AT & T				
	01/01/2023		6712 · Cellular	58.41
Total AT & T				58.41
BETHALTO WATER DEPT				
	01/01/2023		6732 · Water	179.37
	01/12/2023		6241 · 1-restaurant	52.51
	01/12/2023		6732 · Water	25.36
Total BETHALTO WATER DEPT				257.24
BJC Heathcare				
	01/05/2023		6150 · Health Insurance	92.58
	01/05/2023		6150 · Health Insurance	87.85
	01/05/2023		6150 · Health Insurance	123.01
	01/05/2023		6150 · Health Insurance	196.84
	01/05/2023		6150 · Health Insurance	195.29
	01/05/2023		6150 · Health Insurance	112.28
	01/05/2023		6150 · Health Insurance	42.34
	01/05/2023		6150 · Health Insurance	833.00
Total BJC Heathcare				1,683.19
CBA Lighting				
	12/22/2022		6501 · Aeronautical	230.91
Total CBA Lighting				230.91
Charter Business				
	01/09/2023		6550 · Operational Expense	214.94
	01/09/2023		6711 · Office/Internet	119.97
Total Charter Business				334.91
Delta Dental				
	01/01/2023		6150 · Health Insurance	637.60
Total Delta Dental				637.60
Envision				
	12/30/2022		6150 · Health Insurance	84.44
	12/30/2022		6150 · Health Insurance	262.92
	12/30/2022		6150 · Health Insurance	990.15
	12/30/2022		6150 · Health Insurance	5.00
	12/30/2022		6150 · Health Insurance	41.81
	12/30/2022		6150 · Health Insurance	53.05

	12/30/2022		6150 · Health Insurance	2,730.27
	12/30/2022		6150 · Health Insurance	4.87
	12/30/2022		6150 · Health Insurance	1,656.01
	12/30/2022		6150 · Health Insurance	107.29
	12/30/2022		6150 · Health Insurance	1.01
	12/30/2022		6150 · Health Insurance	241.84
	12/30/2022		6150 · Health Insurance	1.81
	12/30/2022		6150 · Health Insurance	25.93
	01/06/2023		6150 · Health Insurance	200.00
Total Envision				6,406.40
F P Mailing Solutions				
	01/10/2023		6554 · Postage	100.00
Total F P Mailing Solutions				100.00
HANSON ENGINEERS				
	12/22/2022	4840	7220 Grant Expense	13,125.73
	01/11/2023		6704 · Engineering	98,344.41
Total HANSON ENGINEERS				111,470.14
ILLINOIS MUNICIPAL RETIREMENT FUND				
	01/04/2023		6581 · IMRF	13,864.15
Total ILLINOIS MUNICIPAL RETIREMENT FUND				13,864.15
John Deere Financial				
	01/06/2023		6406 · 5-97 john deere 6400	11.74
Total John Deere Financial				11.74
MCKAY				
	12/22/2022		6433 · 1 - 2022 Ford Explorer	9.32
	12/22/2022		6422 · 20-02 international snowplow	47.95
	12/22/2022		6427 · 25-98 volvo snowplow	51.67
Total MCKAY				108.94
NASI				
	01/06/2023	deicer	6501 · Aeronautical	10,875.00
Total NASI				10,875.00
PETTY CASH-SLRA				
	12/23/2022		6550 · Operational Expense	24.61
	12/23/2022		6722 · Meals	60.69
	12/23/2022		6230 · Uniform	37.74
	12/23/2022		6220 · Janitorial Supplies	50.68
	12/23/2022		6150 · Health Insurance	9.92
	12/23/2022		6530 · Office Supplies/Furn/Equip	31.04

	12/23/2022		6540 · Vending Expense	46.14
Total PETTY CASH-SLRA				260.82
PRINCIPAL				
	12/31/2022		6582 · FICA	145.17
	01/01/2023		6165 · Life Insurance	162.60
	01/01/2023		6160 · Disability Insurance	1,629.17
	01/09/2023	disability	6582 · FICA	145.17
Total PRINCIPAL				2,082.11
Republic Services				
	01/01/2023		6550 · Operational Expense	510.16
	01/06/2023		6550 · Operational Expense	-252.58
	01/06/2023		6550 · Operational Expense	120.37
Total Republic Services				377.95
SAMS CLUB				
	01/12/2023		6540 · Vending Expense	68.48
	01/12/2023		6550 · Operational Expense	28.36
Total SAMS CLUB				96.84
SOUTHWESTERN ELECTRIC				
	01/06/2023		6731 · Electric	-35.49
	01/06/2023		6731 · Electric	9.44
Total SOUTHWESTERN ELECTRIC				-26.05
United Health Care				
	01/06/2023		6150 · Health Insurance	9,226.35
Total United Health Care				9,226.35
VSP				
	01/01/2023		6150 · Health Insurance	202.62
Total VSP				202.62

THE FOLLOWING BILLS WERE APPROVED:

	Date	Memo	Account	Amount
AAAE				
	01/17/2023	Lawson	6680 · Dues/Fees	275.00
Total AAAE				275.00
Ace Printing				
	01/17/2023		6550 · Operational Expense	185.50
Total Ace Printing				185.50
ALTON EQUIPMENT RENTAL				
	01/17/2023		6235 · Shop, tools, sm equip	57.97
Total ALTON EQUIPMENT RENTAL				57.97
Amateur Sports Promotion				
	01/17/2023		6180-2 · Community	100.00
Total Amateur Sports Promotion				100.00

AMERENIP				
	01/17/2023		6731 · Electric	6,295.82
Total AMERENIP				6,295.82
AT & T				
	01/17/2023		6711 · Office/Internet	105.93
Total AT & T				105.93
Banner Fire Equipment				
	01/17/2023		6429 · 26- 2012 Fire Truck	1,965.74
Total Banner Fire Equipment				1,965.74
CARD SERVICES				
	01/17/2023		6530 · Office Supplies/Furn/Equip	809.23
	01/17/2023		6710 · Telephone	254.86
	01/17/2023		6550 · Operational Expense	21.23
	01/17/2023		6738 · Office Equipment/Furniture	3,494.91
	01/17/2023		6421 · 19- 22 t770 bobcat	433.98
	01/17/2023		6180-4 · Promo	448.88
	01/17/2023	rock salt	6502 · General	1,590.21
Total CARD SERVICES				7,053.30
Charter Business				
	01/19/2023		6550 · Operational Expense	101.00
	01/19/2023		6711 · Office/Internet	323.90
Total Charter Business				424.90
Culligan Water				
	01/17/2023		6550 · Operational Expense	38.00
Total Culligan Water				38.00
D & D Tire				
	01/17/2023		6427 · 25-98 volvo snowplow	1,540.00
Total D & D Tire				1,540.00
DJ Howard and Associates				
	01/17/2023		6701 · Appraisals	1,800.00
Total DJ Howard and Associates				1,800.00
FIRE SAFETY				
	01/17/2023		6450 · Fire-Radio Equip	86.00
Total FIRE SAFETY				86.00
GROWTH ASSOCIATION				
	01/17/2023		6680 · Dues/Fees	337.00
Total GROWTH ASSOCIATION				337.00
JL NASH				
	01/17/2023		6550 · Operational Expense	200.00
Total JL NASH				200.00
Kane Mechanical				
	01/17/2023		6251 · 11-admin	169.02
	01/17/2023		6241 · 1-restaurant	1,429.40
Total Kane Mechanical				1,598.42
MCKAY				
	01/17/2023		6400 · Maintenance of Equipment	332.67

	01/17/2023		6429 · 26- 2012 Fire Truck	21.99
	01/17/2023		6680 · Dues/Fees	2.12
Total MCKAY				356.78
Metro-East Lawn and Snow Services				
	01/17/2023		6502 · General	825.00
Total Metro-East Lawn and Snow Services				825.00
MH Sales				
	01/17/2023		6220 · Janitorial Supplies	121.74
Total MH Sales				121.74
Mike's Inc.				
	01/17/2023		6429 · 26- 2012 Fire Truck	676.48
Total Mike's Inc.				676.48
National Pen				
	01/17/2023		6550 · Operational Expense	258.90
Total National Pen				258.90
Neumayer Equipment				
	01/17/2023		6300 · Fuel Farm Maintenance	3,727.93
Total Neumayer Equipment				3,727.93
PETTY CASH-SLRA				
	01/17/2023		6150 · Health Insurance	120.00
	01/17/2023		6180-2 · Community	29.05
	01/17/2023		6300 · Fuel Farm Maintenance	100.30
	01/17/2023		6540 · Vending Expense	42.16
	01/17/2023		6550 · Operational Expense	2.13
Total PETTY CASH-SLRA				293.64
QUILL				
	01/17/2023		6530 · Office Supplies/Furn/Equip	70.46
	01/17/2023		6550 · Operational Expense	16.79
Total QUILL				87.25
SAFETY KLEEN				
	01/17/2023		6235 · Shop, tools, sm equip	168.00
Total SAFETY KLEEN				168.00
Sikich				
	01/17/2023		6702 · Audit and other accounting	32,342.50
Total Sikich				32,342.50
Stobbs, Sinclair, & Livingston, LTD				
	01/17/2023		6705 · Legal Fees	1,643.76
Total Stobbs, Sinclair, & Livingston, LTD				1,643.76
Trailer Express MFG. Inc				
	01/18/2023	trailer	6746 · Equipment	6,995.00
Total Trailer Express MFG. Inc				6,995.00
Waltco				
	01/17/2023		6235 · Shop, tools, sm equip	546.87

	01/17/2023		6426 · 24-92 chevrolet	129.99
	01/17/2023		6421 · 19- 22 t770 bobcat	35.96
Total Waltco				712.82
WOODY'S MUNICIPAL SUPPLY				
	01/17/2023		6421 · 19- 22 t770 bobcat	524.36
Total WOODY'S MUNICIPAL SUPPLY				524.36
TOTAL				70,797.74

FARM EXPENSE:

	Type	Date	Account	Split	Amount	Balance
David Highlander Inc.						
	Bill	01/06/2023	6002 · Crop Expenses	2003 Accounts Payable	13,808.00	13,808.00
Total David Highlander Inc.					13,808.00	13,808.00
					13,808.00	13,808.00

Director Adams presented discussion on Restaurant items stating the appraisal completed December 19th. \$9.50/sq ft on Triple Net Lease. 6,089 sq ft x 9.50 = \$57,845.50 / year or \$4,820.45 per month. The one operator that was interested does not like the price and does not want to pay taxes. They want some investment from the airport. Chairman Kelly stated too much investment on capital is not what he is looking at investing. There was a lengthy discussion among board members about lease, time, and capital spending. The Board gave Director Adams some flexibility to go back to the interested tenants.

Discussion/Action on Cedar Street House was presented to board as the tenants will be moved out by the end of January. Airport is still waiting on FAA letter. Director Adams will do a final walk through with the tenants and discuss the security deposit.

Discussion/Action on Chiropractor Clinic Demolition Bids was presented by Director as he received two bids for demolition of building and removal of parking lot. Stutz \$26,750 which includes asbestos survey and Allegiant Contracting \$24,850. Director Adams recommends moving forward with Stutz for \$26,750 plus the cost of any asbestos removal using money from Contingency Fund. Commissioner Futrell moved to proceed with Stutz Excavating. Commissioner Wilson seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh- aye
 Commissioner Wilson- aye
 Commissioner Futrell- aye
 Commissioner Kelly- aye
 Commissioner Keister- aye
 Commissioner Herzog- aye
 Commissioner Baileygaines- aye

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

Discussion by legal counsel regarding review of Airport leases was presented by Attorney Livingstone. He has sent two additional leases that were analyzed and there were no additional questions from the board.

Discussion/Action on Ordinance 2023-01 and revision to by-laws for management title changes. Commissioner LaMarsh moved two approve Ordinance 2023-01. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Wilson-	aye
Commissioner Futrell-	aye
Commissioner Kelly-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

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

Discussion/Action on December 2023 meeting date was presented by Director Adams to move December meeting from Thursday, December 21st to Thursday, December 14th due to Christmas week. Commissioner Baileygaines moved to approve changing December 2023 meeting date. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Wilson-	aye
Commissioner Futrell-	aye
Commissioner Kelly-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	aye

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

Discussion/Action on The Hangar Emporium Lease was presented by Director Adams to the board that they have begun moving out. Currently plan to be out by Feb. 1st. Director has asked twice for electric bill which she says was approximately \$1,000.00 and has asked for all improvement receipts but have not received anything. Adams asked how do we want to continue the billing process? Chairman Kelly states to continue late fees until balance is paid. Attorney Livingstone stated repairs and upgrades were part of the lease so there is no obligation of the airport. Livingstone will also send a letter making her aware we can go in and we will secure building and grounds once they vacate the property. Anything left behind we can store for a short period of time. Afterwards we can get rid of it.

Discussion on FY 2022 Audit was presented by Director Adams, a lot of the auditors' suggestions were already in place. The budget process they are asking us to break it down, that will be tough. No suspected fraud.

Discussion on Airport Succession Planning Committee was briefed to the Board of Commissioners by Commissioner LaMarsh. He briefed the board on his individual meetings with three staff members. Commissioner Futrell thinks airport succession plan has turned into more of a performance review plan versus an employee succession plan. No further action

Discussion and Action on making previous six months of Executive Session meeting minutes public. There was a consensus that they will not be released. No further action.

Commissioner Baileygaines left the meeting at 5:30p.m.

Discussion/Action on employee cell-phone use was presented that there is some concern about mixing personal phones with business phone due to freedom of information act request.

Action on purchase of cell phone plan for Assistant Director was presented that we can add a new line to the existing cell phone plan. After some lengthy discussion among the board members, Commissioner Keister moved to add an additional phone line and give unused phone airport owns to Assistant Director. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Wilson-	aye

Commissioner Futrell-	no
Commissioner Kelly-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye
Commissioner Baileygaines-	absent

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

Action on cell phone reimbursement for Airport Director was presented that his personal number has already been compromised and he is not interested in carrying two phones. Commissioner Futrell moved to reimburse Airport Director for one half of his cell phone bill each month dating back to start date and moving forward. Commissioner Wilson seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Discussion/Action on Capital Asset Policy was drafted and presented by Director Adams based on Generally Accepted Accounting Principles. Items worth noting include useful life for determining straight-line depreciation, methods for taking inventory of capital assets (and non-capital assets), disposal of capital assets, as well as examples of what is included as a capital asset. Commissioner LaMarsh moved to approve the Capital Asset Policy. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Discussion/Action on Information Technology Policy was presented to the board by Director Adams. This item was tabled with direction to get a proposal from Ace Tech.

Discussion on solicitation for FY22 Auditors was presented by Director Adams as an opportunity to solicit bids for auditors to complete this current year's audit. Would like to have a selection completed prior to the FY year ending in May. Board agreed.

Discussion on Wayside Estates Development was presented by Director Adams to the board that a person is interested in building a hotel. We need Fair Market value and an appraisal to rent out the property.

Discussion/Action on Wayside Estates Appraiser was presented to the Board with an interest on entering into a contract with DJ Howard for appraisal of the land. Commissioner Keister moved to approve the contract with DJ Howard. Commissioner Wilson seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Wilson-	aye
Commissioner Futrell-	aye
Commissioner Kelly-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye

Commissioner Baileygaines- absent

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

Discussion on Wayside Estates Development Consultant; Director Adams briefed the Board on utilizing a consultant group on possible development.

Discussion on Olin Corporation Proposed Stipulated EAV was presented by Attorney Livingstone to the Board of Commissioners. Livingstone stated Director Adams was contacted by Attorney Jackstadt about conflicting valuation of Olin property between Olin and Madison County. Previously taxing districts have agreed to a settlement option with Olin to avoid appraisal costs and appraisal processes. However, existing Olin settlement agreement expired at the end of 2020 tax year. Assessor was provided appraisal from Olin on property. Airport has 20 parcels that are owned by Olin. Estimated to see potentially \$2,000 more per year in revenue with stipulated EAV than previously received. Overall, other taxing districts have indicated they support the concept. No action just needs agreement for airport that they are on board. Board is in agreement.

Discussion/Action on purchase of sweeper vehicle was presented by Director Adams after reviewing six bids recommends a Tymco 435 model from EG Equipment for \$191,067.00 with trade in. It was budgeted. Commissioner LaMarsh moved to accept the bid from EG Equipment. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Discussion on Engineering Consultant selection process was presented to the Board that Hanson Engineering retainer is expiring. We began the solicitation process for an engineering consultant. Bid is open until January 27th.

Airport Manager's Report:

- 1500 operations in December. Low month due to extreme cold, very high winds. Busy days on 12/24 and 12/31
- Over 26,400 operations in 2022. 25,300 in 2021 and 25,400 in 2020.

Announcements:

- Yearly accomplishments – 3 new board members, 1 reappointment, 2 new airport employees.
- Several new pieces of equipment to include SUV, Bobcat Trackloader, zero turn mower, and salt spreader.
- Completed projects to include fence clearing, new strip mall roof, new hangar 2 roof, phone and wifi upgrade, and t-hangar ramp reconstruction.
- Internally, removed numerous tree stumps, ditch and fence-line clearing, concrete ramp repairs, painted airfield markings, signs, and roadway signs, completed asphalt repairs to strip mall and parking lots.

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

Matt Kelly

Robert LaMarsh

Dave Wilson

Christopher Herzog

Amber Baileygaines

Steve Futrell

Brian Keister