

**MINUTES OF A POSTPONED REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
ST. LOUIS REGIONAL AIRPORT  
March 19, 2020 postponed to April 2, 2020  
Held via conference call**

**The general public can attend this meeting by calling  
971-224-6585 and entering conference code 323407**

A postponed Regular Meeting of the Board of Commissioners of the St. Louis Regional Airport was held pursuant to by-laws via conference call due to Covid-19 on Thursday, April 2, 2020, at the hour of 4:35 P.M. On call of the roll, the following Commissioners answered present: Wendell Ross, Shirley Kleeman, Robert LaMarsh, Larry Franklin, Christopher Herzog and Matt Maberry. Commissioner Steve Futrell logged in at 4:39pm. Also present: Director of Aviation David C. Miller, Airport Attorney Jeffery Weishaupt, Accounts Receivable Denine Anderson and Accounts Payable Crystal Geisen. Airport Manager Jason Christians was absent.

Guests Present were: None

Chairman Ross presented the minutes of the Regular Board Meeting of February 20, 2020. There being no additions or corrections Commissioner Franklin moved to approve the minutes. Commissioner Maberry seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	absent
Commissioner Ross-	aye
Commissioner Maberry-	aye
Commissioner Herzog-	aye

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

Chairman Ross presented the financial statement for the ninth month of fiscal year 2019-2020. Commissioner Franklin moved to approve the statements as printed. Commissioner Kleeman seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	absent
Commissioner Ross-	aye
Commissioner Maberry-	aye
Commissioner Herzog-	aye

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

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

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	absent
Commissioner Ross-	aye
Commissioner Maberry-	aye
Commissioner Herzog-	aye

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

The following bills have been paid since the last meeting:

<u>Payable to</u>	<u>Amount</u>	<u>Charge to:</u>
<b><u>General Fund</u></b>		
AAAE	\$ 1,240.00	Meetings Cedar St-28.97 Shop-76.42 Bldg #11-548.11 Bldg #5-5.99
Ace Hardware	\$ 595.22	Cash Discount <5.99>
AT & T		Telephone
Bethalto Water		Utilities
Brian Kopp	\$ 4,184.00	Cedar St
Charter	\$ 340.23	Operational
Dealers Supply	\$ 70.81	Aeronautical-72.06 Cash Discount <1.25>
Delta Dental	\$ 720.45	Health Ins
Envision	\$ 110.00	Health Ins
FP	\$ 102.00	Dues/Fees
Homefield Energy	\$ 2,806.10	Utilities
Illinois Public Risk Fund	\$ 3,810.00	Workers Comp
Jourdain Roofing	\$ 3,520.26	Bldg #2 Unit #3-3.99 Unit #-M-2-14.34 Shop-74.40 Unit #25-15.98 unit #7-13.98 Unit #2-44.97 Unit #26-61.04 Cash Discount <2.28>
McKay	\$ 226.42	<2.28>
Principal	\$ 3,249.98	Life-138.92 Dis-1486.07
Republic Services	\$ 178.86	Operational
Southwestern Electric	\$ 379.29	Utilities-64.18 Cedar-315.11
St Louis Regional		Petty Cash- Operational-54.81 Dues/Fees-60.00 Shop-37.19 Vending-44.56 Adv-1.00 Meetings-20.00 Postage-13.90 Janitorial-8.36 Uniform-106.22 Grounds-Gen-112.90 Vending-21.50 Operational-15.44
	\$ 550.00	Meals-450.00 Fuel-100.00
	\$ 567.96	Travel
United Health Care	\$ 9,506.82	Health Ins
VSP	\$ 223.05	Health Ins
<b><u>WERE APPROVED:</u></b>		
<b><u>General Fund</u></b>		
AAAE	\$ 275.00	Dues/Fees
Ameren	\$ 3,415.95	Utilities
AT & T	\$ 84.33	Telephone
	\$ 83.27	
Budget Signs	\$ 30.95	Operational
C Green	\$ 350.00	Adv/Mrk Bldg #11-2143.80 FuelFarm-712.31 Meetings-634.00
Card Services	\$ 4,492.60	Training-875.00 Operational-127.49
Cryotech	\$ 4,155.24	Grounds-Aero
Culligan	\$ 49.50	Operational
Datatronics	\$ 61.70	M-1
Edmo	\$ 196.41	Radio
Frost	\$ 143.84	T-hangar
GRP Wegman	\$ 1,080.71	Grounds-Aero
Heartland Bank	\$ 337,407.50	West Star Bond
Illinois Business Journal	\$ 950.00	Adv/Mrk
Illinois Public Risk Fund	\$ 5,130.00	Workers Comp
Jeff Weishaupt	\$ 2,500.00	Legal
Jersey Countu Business	\$ 225.00	Uniform
Kane Mechanical	\$ 165.00	Allstate

Logo It	\$	57.55	Uniform
Motorola	\$	39.00	Radio
Nmunicipal Emergency	\$	300.00	Fire
Part Stop	\$	254.08	Unit #24-156.00 Shop-2.20 Unit #8-95.88
Quill	\$	134.99	Office Furniture
Riverbender.com	\$	250.00	Adv/Mrk
Safety Kleen	\$	495.83	Shop
Sherwin Williams	\$	202.70	Grounds-Aero
Sprint	\$	366.63	Telephone
The Hartford	\$	2,700.00	Prepaid Insurance
The Kwik Konnection	\$	82.50	Adv/Mrk
Verizon	\$	115.61	Telephone
Waltco	\$	41.47	Shop
WBGZ	\$	1,203.00	Adv/Mrk
Wood River Glass	\$	99.00	33.00 each Unit #3-20-24

Emergency action on impact of monetary income in the coming months revenue stream due to the pandemic and how to proceed. Director Miller stated there are no flags for incoming rent as of today. Airport will proceed monthly on reviewing revenue for Service Master property.

Emergency action on freezing travel till the pandemic issue is deemed safe by Illinois governor and Airport board members Also, all discretionary spending including advertising. Commissioner Futrell moved to spend all travel and discretionary spending. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	aye
Commissioner Ross-	aye
Commissioner Maberry-	abstain
Commissioner Herzog-	aye

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

**Board discussion:**

Maberry: Leave travel and essentials to Airport Director. Suspend all unnecessary expenditures and revisit contracts at later date.

Futrell: Asked for a list of all contracts for all advertising and have not received it. Cannot get out of contracts that are signed but would like to pause and look at them.

Ross: Discretionary advertising/travel. No new travel unless governor or board says its time to restart. Also, advertising is probably shut down due to coronavirus situation. Thinks this is a good time to look at budget. Suspend all contractual advertising until Futrell get information he asked for.

Maberry: Disagrees with Commissioner Ross and thinks everything is mute considering the time we are in as a country.

LaMarsh: Turn over to ad hoc committee and not move on it at this time.

Franklin: Agrees an ad hoc committee is warranted.

Commissioner Ross moved to have an ad hoc committee formed and have answers by May board meeting. Committee consists of Commissioners Futrell and Herzog. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	aye
Commissioner Ross-	aye
Commissioner Maberry-	aye
Commissioner Herzog-	aye

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

Commissioner LaMarsh discussed items recommended by the ad hoc budget committee.

Commissioner LaMarsh moved that the airport add a Contingency Account to its fiscal budget, with the expectation that once the current pandemic has passed, the account will be funded and that additional funds will be appropriated to the account each budget cycle and that any annual surpluses will be retained within said account so that the account will, over time, increase and that any funds within said account will be used for unanticipated events, such as, "emergencies" and/or to supplement deficiencies within other budgetary accounts; however, not without first obtaining pre-approval by the airport board. Commissioner Franklin seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	aye
Commissioner Ross-	aye
Commissioner Maberry-	aye
Commissioner Herzog-	aye

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

Commissioner LaMarsh moved that the airport add a Capital Equipment Account to its fiscal budget, with the expectation that once the current pandemic has passed, the account will be funded and that additional funds will be appropriated to the account each budget cycle and that any annual surpluses will be retained within said account so that the account will, over time, increase and that the funds will be used for the express purpose of purchasing equipment such as, but not limited to, items that may appear on the current and/or future versions of the St. Louis Regional Airport Vehicle Replacement Matrix. Commissioner Maberry seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	aye
Commissioner Ross-	aye
Commissioner Maberry-	aye
Commissioner Herzog-	aye

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

Commissioner LaMarsh moved with regard to agenda item 6c, as a "Best Practice" and in consideration of a suggestion offered by the Chairman of the Madison County Board in a letter, dated June 4, 2018, I make a motion that the board adopt a practice of "annually", during the October board meeting, reviewing and considering possible changes to any entities that routinely perform professional services for the airport, such as, but not limited to, engineering, accounting, and legal. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	aye

Commissioner Ross-	aye
Commissioner Maberry-	aye
Commissioner Herzog-	aye

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

Commissioner LaMarsh moved to table the item 6d on the agenda until June board meeting. Consisting of the addition of \$3500 to the Office Equipment account, thus totaling \$8500, for the implementation of an information technology cyber security system, the purchase of any required hardware/software, as well as costs associated with an annually contracted IT maintenance agreement. Commissioner Maberry seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	aye
Commissioner Ross-	aye
Commissioner Maberry-	aye
Commissioner Herzog-	aye

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

Director Miller presented the State of Illinois has issued final approval of expansion of the Enterprise Zone along State Highway 140 between the airport and the Village of Bethalto.

Rescinding of the loan agreement with High Flyers Grille. Commissioner Ross stated they have not signed the agreement. Director Miller stated they have all paperwork and have had it for approximately six weeks. Commissioner Ross moved to move forward on rescinding of the loan agreement. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	no
Commissioner Kleeman-	no
Commissioner Franklin -	no
Commissioner Futrell-	no
Commissioner Ross-	aye
Commissioner Maberry-	no
Commissioner Herzog-	no

The motion did not pass.

Commissioner Maberry moved to table anything related to High Flyers Grille until pandemic is over (future date), including agenda items g and k which consist of: first installment payment and taking action on late payments of the High flyers restaurant. Including an exhaustive time line of all events surrounding High Flyers to include all correspondence to and from High Flyers to the airport manager and all correspondence to and from any and all legal counsel to the airport manager. The time line should not only include all correspondence but also all fees paid to legal counsel for specific document preparation related to High Flyers. Commissioner Franklin seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	no
Commissioner Ross-	no
Commissioner Maberry-	aye
Commissioner Herzog-	no

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

Was first rent payment for March 1, 2020 made from the lease on the old Service Master property? Director Miller stated no not at this time. They cannot be open for business due to the pandemic so we have not stated rent payments.

Chairman Ross asked status and action of collecting back rent on delinquent hangars. Airport Attorney Weishaupt stated letters (3) were sent out in early March and have not received any responses.

Chairman Ross also asked the status and action of years delinquent rent and disposal of airplane in hangar (10). Airport Attorney responded that ten day notice was sent to him.

Commissioner Ross moved to move forward to send out ten day notice on all delinquent T-hangar tenants and move forward on the airport trying to take possession of airplane in T-hangar #10. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh -	aye
Commissioner Kleeman-	aye
Commissioner Franklin -	aye
Commissioner Futrell-	aye
Commissioner Ross-	aye
Commissioner Maberry-	aye
Commissioner Herzog-	aye

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

Director Miller informed the board that bids regarding the next phase of the taxi lane pavement refurbishment is not available at this time and are being reviewed by the Division of Aeronautics.

Staff recommends annual implementation of the summer help program was tabled.

Board Member Comments:

Commissioner Futrell would like Airport Director's report to be included on April agenda and include airport utilization summary numbers and give a monthly report on emergencies.

Commissioner LaMarsh stated the phone conference went well.

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

---

**Wendell Ross**

---

**Robert LaMarsh**

---

**Shirley Kleeman**

---

**Larry Franklin**

---

**Matt Maberry**

---

**Steve Futrell**

---

**Christopher Herzog**