

**MINUTES OF A POSTPONED REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
ST. LOUIS REGIONAL AIRPORT
May 21, 2020
Held via conference call**

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

A 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, May 21, 2020, at the hour of 4:30 P.M. On call of the roll, the following Commissioners answered present: Wendell Ross, Shirley Kleeman, Robert LaMarsh, Larry Franklin, Christopher Herzog and Steve Futrell. Commissioner Matt Maberry logged in at 4:36pm. Also present: Director of Aviation David C. Miller, Airport Attorney Jeffery Weishaupt, Airport Manager Jason Christians, Accounts Receivable Denine Anderson and Accounts Payable Crystal Geisen.

Guests Present were: None

Chairman Ross presented the minutes of the Regular Board Meeting of April 16, 2020. There being no additions or corrections Commissioner Kleeman moved to approve the minutes. 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-	absent
Commissioner Herzog-	aye

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

Chairman Ross presented the financial statement for the eleventh month of fiscal year 2019-2020. Commissioner Futrell 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-	aye
Commissioner Ross-	aye
Commissioner Maberry-	absent
Commissioner Herzog-	aye

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

Chairman Ross presented the bills for approval. Commissioner Futrell 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-	aye
Commissioner Ross-	aye
Commissioner Maberry-	absent
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>
<u>General Fund</u>		
Ace Hardware	\$ 263.86	Fire-12.53 Unit #15-4.68 Unit #11-15.98 Shop-259.99
AT & T	\$ 61.83	Telephone
Banner	\$ 3,967.44	Unit #26
Bethalto Water	\$ 359.23	Utilities
	\$ 141.27	
Brian Kopp	\$ 3,882.00	Cedar St Rental House
Charter	\$ 340.07	Operational
Delta Dental	\$ 693.72	Health Ins
Envision	\$ 100.00	Health Ins
F & P	\$ 300.00	Postage
Homefield Energy	\$ 2,302.20	Utilities
Illinois Department of Employment Security	\$ 860.06	Unemployment
Illinois Public Risk Fund	\$ 3,810.00	Workers Comp
John Deere	\$ 6.00	Unit #15
Jourdain Roofing	\$ 1,428.12	Bldg #9-811.93 Cedar-616.19
Principal	\$ 1,649.32	Life-138.92 Dis-1510.40
Republic Services	\$ 178.66	Operational
Southwestern Electric	\$ 114.13	Utilities-49.57 Cedar-64.56 Postage-13.20 Janitorial-92.86 Cedar-30.00 Bldg #11-6.99
St Louis Regional	\$ 251.97	Health-9.94 Vending-23.80 Operational-75.18
United Health Care	\$ 9,091.88	Health Ins
VSP	\$ 212.19	Health Ins

WERE APPROVED:

General Fund		
Alton Refrigeration	\$ 767.00	Cedar St.
Ameren	\$ 1,000.51	Utilities
AT & T	\$ 84.15	Telephone
	\$ 83.07	
	\$ 56.83	Telephone-Wireless
Bethalto Water	\$ 108.42	
Card Services	\$ 250.33	Fire-67.99 Janitorial-32.34 Adv/Mrk-150.00
Charter	\$ 345.14	Operational
Culligan	\$ 28.50	Operational
Cummins	\$ 1,352.86	Generator
FP Mailing	\$ 102.00	Dues/Fees
GRP Wegman	\$ 8,055.93	Grounds-Aero-449.68 Bldg #2-7606.25
Hanson	\$ 6,353.95	Engineering
International Fire Chiefs	\$ 215.00	Dues/Fees
Jackson Lewis	\$ 24.50	Legal
Jeff Weishaupt	\$ 2,500.00	Legal
Kane Mechanical	\$ 110.00	Cedar St.
Lumacurve	\$ 240.58	Grounds-Aero
Madison County Farm	\$ 40.00	Dues/Fees
MarXam	\$ 30.00	Dues/Fees
		unit #M-1-7.59 Unit #9-14.99 Unit #5-8.83 Unit #11-8.83
McKay	\$ 227.86	Shop-187.62
MH Sales	\$ 115.50	Janitorial
Midwest Occupational Med	\$ 525.00	Training
Motorola	\$ 39.00	Radio
Neumayer	\$ 2,000.00	Fuel Farm

Sams	\$	206.86	Janitorial-73.94 Vending-24.20 Operational-108.72
Sanders Waste	\$	103.00	Operational
Sentinel	\$	194.79	Fire
Sherwin Williams	\$	53.09	Grounds-Aero
The Atlanta Bank	\$	13,206.75	West Star Payment Gen Obligation
The Kwik Konnection	\$	82.50	Adv/Mrk
Sprint	\$	354.05	Telephone-Wireless
Verizon	\$	115.49	Telephone-Wireless
Wendell Ross	\$	852.00	Legal
West Star	\$	801.05	Training

Debt Service

Heartland Bank	\$	53,000.00	Bond Payment (18 bond)
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The Board was informed that Illinois Department of Transportation (I-DOT) has selected Stutz Excavating, Inc. as the contractor for the next phase of T-hangar ramp/taxilane project. (Bid tabulation sheets were included in board member packets.) The notice-to-proceed has not been issued.

The residential property on Cedar Lane is now occupied. The security deposit and first month rent check has been received.

The following items were added to the original draft agenda at the request of Chairman Ross.

- i. Status of Cares Act Application has not changed. Nothing in writing has been issued as of this writing.- Director Miller stated no monies have been received and the application has been submitted.
- ii. Continuation of item 5 on the agenda of the March board meeting (Justin Wilkinson is scheduled to make a presentation on behalf of the Muscular Dystrophy Association.) As of this writing, there has been no further requests from Mr. Wilkinson. – Director Miller confirmed the airport staff has not heard anything from Mr. Wilkinson and all public events are held in abeyance.
- iii. All public notifications regarding T-Hangar 10 have been posted with no further replies from potentially interested parties. – Airport Attorney informed that all documents have been prepared to take possession of T-Hangar and all items inside. He is waiting for the courthouse to re-open to move forward.
- iv. Nominations opened and vote for election of board officers. According to airport by-laws, elections are to be conducted during the first month of the fiscal year: June. The by-laws remain silent regarding when nominations can be made.- Tabled until June meeting.
- v. Insurance quotes have not been received as of this writing. –Airport staff have been receiving quotes but nothing is final as of this meeting.
- vi. Legal counsel opinion regarding using non-airport e-mails to communicate correspondence and retention regulations and archiving. – Airport Attorney stated he referred to the Attorney General and the response was the source of email is irrelevant it is the content that is relevant. Any emails containing government info should be retained and achieved. All emails should be saved. No records can be destroyed.

Board Discussion:

Herzog- How do you control person email content?

Attorney- Have one source of email.

Futrell asked Airport Manager Christians to confirm the airport pays for all emails for employees? Christians-responded yes and GoDaddy is who the account goes through and they will back it up.

Futrell- the only time one should use personal email address for business is Never. FOIA request will subject personal email to request. We must be careful.

Director Miller presented the wage adjustments for contract and non-contract wage earners takes effect June 1st. These adjustments are programmed in the current budget. Commissioner LaMarsh moved to approve the adjustments. 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-	no
Commissioner Ross-	no
Commissioner Maberry-	aye
Commissioner Herzog-	aye

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

US Department of Transportation, Office of Inspector General, publishes report on contract air traffic control towers compared to FAA air traffic control towers. (The report was included in board member packets.)

A draft proposal for an Airport Succession Planning Policy was included in board member packets. (A special thanks to Commissioner LaMarsh for crafting this draft). Commissioner LaMarsh would like this item to be on the agenda for next board meeting to be adopted.

Discussion Item:

The following item was requested for discussion by Commissioner Futrell.

Charge airport leadership to review the budget for areas where reductions can be made and to deliver the results of the review and subsequent recommendations to the board at the June, 2020 meeting. Commissioner Futrell moved to approve the recommendation. 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.

Board Discussion:

LaMarsh:

- Deposit the federal government CARES check for \$69,000 in the new Discretionary/Reserve Account and "hold".
- "Hold" on any future expenditures with Caroline Green, which Dave indicated that the airport is currently doing with her and Inland Design.
- "Hold" on the purchase of the skid loader for cutting grass.
- Continue "hold" on all advertising/promotions other than those under contract.
- Convert from "retainer" to "billable hours" with legal counsel. Allocate \$250 for attending/participating in monthly board meeting and \$250 for any monthly consultation with Dave/Jay; however, the total monthly fees paid to counsel should not exceed \$500 unless pre-approved by the board. This should save the airport \$2,000 per month.

Futrell:

- Appreciated LaMarsh suggestions and charge the airport and team to consider.

Franklin:

- Airport needs to make sure other liabilities are listed ie. Insurance monitoring.
- Look at vendors to make sure they are going to be around and have a contingency plan.

Ross:

- Watch those tenants who pay real estate taxes.

Airport Director's Report:

- a. The air traffic count for April 2020 is down approximately 40 per cent from April of 2019.
- b. Airport Rescue and Fire Fighting (ARFF) crew was called out on Friday, May 8. A corporate jet aircraft had a minor mechanical issue on departure, immediately returned, and landed without incident. The adjustment was made and the aircraft departed again without further incident.

Board Member Comments:

Commissioner Kleeman asked if there was any conversation with High Flyers Grille? Director Miller stated: No, not since the last board meeting and they would have to renegotiate the lease before going back in or pay up on rent.

Herzog asked has anyone reported to the court house to find out if we still have to pay taxes? Miller will follow-up on Tuesday.

Commissioner LaMarsh asked what was the status of the freezer door? Christians responded that we purchased the parts and Paul V. was to get it installed but we have not received a bill. LaMarsh would like Christians to do a follow-up call.

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