

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
ST. LOUIS REGIONAL AIRPORT
March 18, 2021**

**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, March 18, 2021, at the hour of 4:31P.M. On call of the roll, the following Commissioners answered present: Wendell Ross, Shirley Kleeman, Robert LaMarsh, Larry Franklin, Christopher Herzog, and Steve Futrell. Also present: Director of Aviation David C. Miller, Airport Manager Jason Christians, Airport Attorney David Livingstone, Accounts Receivable Denine Anderson and Accounts Payable Crystal Geisen. Commissioner Brian Keister was absent.

Guests Present were: Barry Stolz of Hanson Engineering.

Chairman Ross presented the minutes of the Regular Board Meeting of February 18, 2021. Commissioner LaMarsh 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 Keister-	absent
Commissioner Herzog-	aye

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

Chairman Ross presented the financial statements for the ninth month of fiscal year 2020-2021. Commissioner Kleeman moved to approve the statements with any necessary corrections. 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 Keister-	absent
Commissioner Herzog-	aye

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

Chairman Ross presented the bills for approval. Commissioner moved to approve the accounts payable. 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 Keister-	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>AT & T</u>		Cellular Telephone
<u>Ace Hardware</u>	\$ 179.03	Bldg #11-164.95 Bldg #5-33.98 Cash Discount (19.90)
<u>Aramark Uniform</u>		Uniform
<u>Bethalto Water</u>	\$ 255.87	Utilities
	\$ 43.99	Bldg #1
<u>Charter</u>	\$ 343.18	Operatioanl-100.00 telephone-243.18
<u>Delta Dental</u>	\$ 839.96	Health Ins
<u>Envision</u>	\$ 110.00	Health Ins
<u>FP Mailing</u>	\$ 100.00	Postage
<u>GRP Wegman</u>	\$ 2,148.45	Grounds-gen
<u>Homefield Energy</u>		Utilities
<u>Illinois Public Risk Fund</u>	\$ 4,566.00	Workers Comp
<u>Kelly Birdsong</u>	\$ 150.00	Training
<u>Motorola</u>	\$ 39.00	Credit 78.00
<u>Principal</u>	\$ 1,796.54	Life-160.83 Disability-1635.71
<u>Robert Sanders</u>	\$ 108.05	Strip Mall No remaining credit
<u>St Louis Regional - Petty Cash</u>	\$ 224.36	Uniform-97.83 Training-126.53
		Vending-45.50 Uniform-103.50 Operational-14.50
	\$ 292.26	Health-128.76
<u>Southwestern Electric</u>	\$ 67.67	Utilities
<u>United Health Care</u>	\$ 12,529.36	Health Ins
<u>VSP</u>	\$ 269.77	Health Ins
<u>TO WERE APPROVED:</u>		
<u>General Fund</u>		
<u>Ameren IP</u>	\$ 4,812.37	Utilities
<u>Arrow</u>	\$ 450.00	Led Sign
<u>At & t</u>	\$ 0.07	Telephone
	\$ 62.71	Telephone-Cell
<u>Budget Signs</u>	\$ 30.00	Operational
		Unit #25-82.49 Office Equip-127.48 Vending-86.18
		Janitorial-39.96 Health Ins.-135.48 Unit #20-705.06
		Adv-150.00 Office Supplies-13.71 Postage-115.54
<u>Card Services</u>	\$ 1,997.74	Travel-414.35 Other-127.49
<u>Cleary's</u>	\$ 271.50	Uniform
<u>Culligan Water</u>	\$ 42.42	Operational
<u>Cummins</u>	\$ 408.70	Main of Equipment
<u>D & D Tire</u>	\$ 487.47	Unit # 25
<u>Dealers Electric</u>	\$ 480.04	Grounds-Aero
<u>FP Mailing</u>	\$ 102.00	Dues/Fees
<u>Flight Light</u>	\$ 416.34	Grounds-Aero
<u>Frost</u>	\$ 297.88	Bldg #11
<u>Garella</u>	\$ 730.00	Strip Mall-90.00 each Bldg #1-370.00
<u>GRP Wegman</u>	\$ 2,242.25	Grounds-Aero
<u>Homefield Energy</u>	\$ 2,626.70	Utilities
<u>Jackson Lewis</u>	\$ 40.00	Legal
<u>Leo Ellegracht</u>	\$ 70.65	Fire
<u>Logo It</u>	\$ 84.55	Uniform
<u>Marxam</u>	\$ 30.00	Dues/Fees
<u>Metro East Lawn</u>	\$ 750.00	Grounds-General
<u>McKay</u>	\$ 118.37	Shop
<u>Midwest Occupational</u>		
<u>Medicene</u>	\$ 200.00	Employee Assistance
<u>Part Stop</u>	\$ 111.00	Unit #7
<u>Republic Services</u>	\$ 191.39	Operational
<u>Stobbs, Sinclair, & Livingstone</u>	\$ 3,098.51	Legal
<u>The Telegraph</u>	\$ 312.00	Dues/Fees

<u>Verizon</u>	\$	122.50	Telephone-Cell Dues/Fees
<u>Waltco</u>	\$	273.97	Shop-249.99 Unit #25-23.98
<u>WBGZ</u>	\$	1,203.00	Adv/Mrk
<u>Willies Tire Shop</u>	\$	33.00	Other Expense

Update on deliberations regarding the “third building” in the Hangar Emporium complex. Director Miller stated that The Hangar Emporium has intentions on expanding into the building in April. So, subletting is not an option or a good idea.

Consider a motion to renew the advertising contract with WBGZ for the term of March 2021 thru February 2022. After lengthy discussion among Board members about a better way of spending \$14,000 there was not a motion made to approve the contract.

The public announcement soliciting requests for proposals for auditing services has been published. Director Miller advised the Board there has been one proposal received and one company that requested information but never heard back from them. This item will remain on the agenda for next month’s meeting.

Update on quotes from contractor regarding clearing vegetation from the airport perimeter fence line. Airport Manager Jay Christians updated the Board on information he received. The quotes range from \$165.00-\$190.00 per hr. and \$150.00-\$175.00 per hr. on areas where skid steer is needed. One area at a time was Jay’s thoughts on getting it done. Commissioner Herzog stated he thought we were getting bids for the whole project. Jay stated he went with the representative and they showed him what can be done with a brushHog and what can be done with forestry cutter. Maybe by the summer we can get the whole thing done if the airport buys a skid steer. Commissioner Ross asked if the Board could get a more definite number? Commissioner Herzog stated we are coming into Spring; we need to start doing something. Open for recommendation. Commissioner LaMarsh would like to allocate \$3,000 towards getting something started. Chairman Ross thinks it may take more than that. Commissioner Futrell is stunned a scope of work was not given. Chairman Ross would like to get a flat rate estimate. Chairman Ross would like to also consider allocating \$5,000 toward a contract to get started on cleaning up the brush. The Board would like a flat rate to continue to move forward. Jay Christians can pick the vendor. Commissioner Futrell moved to agree with the recommendation. Commissioner LaMarsh seconded 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 Keister-	absent
Commissioner Herzog-	aye

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

Report on quotes for updating/refurbishing the airport’s fuel storage facility and the transferring of funds from the contingency account for the payment of the updating/refurbishment. Vote on paying \$30,000 for fuel farm upgrades, charged to the contingency account. Manager Jay Christians called Neumayer and they are working on getting a proposal. There are five steers. Pumps are easy to swap out, meter bases are the big issue. Have not heard back from them yet so no money needs to be allocated at this time. Commissioner Futrell would like to know how fuel farm prices are set. Who owns the fuel farm? Do we pay for maintenance? Director and Manager responded, prices are up to the lease holder they pay flowage fees, airport has the title to fuel farm and airport pays for maintenance. Chairman Ross asked can repairs be pro-rated with West Star Aviation? Director responded no. Chairman would like information on when lease comes due for West Star Aviation on fuel farm.

Preparation of airport restaurant building for lease. Staff recommends contractor cleaning. Commissioner Futrell asked what is the general state of the building? In the current state, is the building able to be shown? If there were anyone showing interest? Director Miller stated it is in marginal condition. On a scale from 1-5 with 5 being the best, he would give it a 2. We can show it but would have to offset pricing for cleaning. We have had two that have expressed interest in writing. They both did a walk through and both have restaurant experience. Commissioner LaMarsh asked in preparing are we talking deep cleaning or painting, etc.? Miller stated there is no structural issues, maybe painting and spackling, also restrooms are outdated but cleanable and usable. Commissioner LaMarsh also inquired about the door seal on the cooler and the LED lighting and light covers. Manager Christians stated the door seal was fixed and added the building was once in turn-key condition but that was before the previous tenants pulled up the mats on the floor and things out of the walls. So, it went from turnkey to needs cleaning up. Chairman Ross would like to proceed with getting the lighting/covers fixed. Commissioner Futrell would like to proceed with renting and whomever wants to remodel can do so. He stated if the previous tenants moved their things out that truly shows they were not coming back. Attorney Livingstone recommends holding off until the end of the month, then move things to a t-hangar and send another letter to previous tenants. Airport can get quotes for cleaning after that process and Board members may want to walk through. April 1st their items can be removed and stored somewhere. Commissioner Herzog asked at what point can we consider the stuff abandoned and move on? Attorney Livingstone stated after second notice because we must show we are being reasonable. Commissioner Herzog also inquired if we could charge storage? Attorney stated yes but he would not recommend it.

Continue deliberations on scheduling meetings for the budget and marketing committees. The committee consisting of Commissioner Herzog, LaMarsh and Keister met and talked about budget and marketing. Commissioner Herzog reported they would like to see a zero-base approach from management and would like to see details of line items... ie. other. Commissioner LaMarsh reported to consider hiring a marketing firm to see what they can do in developing the non-aeronautical parts of the airport at least for one year. He will look for some firms that are interested and try to get a quote and put back on the agenda. There was a lengthy discussion about budget and line items with accounts payable Geisen. Attorney Livingstone commented the Board needs to try to have a tentative budget at May meeting and final budget in August.

Discussion on 2003 business strategic business plan and acquiring new business plan. Director Miller stated strategic business plan-the FAA does not participate in cost. The FAA does participate in airport property map, airport layout plan and master plan has changed and has tried to keep updated as things change. Commissioner Futrell commented that \$130,000 has been spent and there is not strategic plan after three boards is disappointing. Commissioner LaMarsh asked Commissioner Futrell what did he find on his research and were you able to determine the board did not move forward? Commissioner Futrell response was in 2001 there was monies spend and board did not move forward. In 2016 he could not find the draft that was supposed to have been presented. Commissioner LaMarsh proposed do we work with what we have, or do we start over? Commissioner LaMarsh stated that it sounds like other boards did not have the direction as this board. Commissioner Futrell disagrees. Commissioner LaMarsh is willing to look at the past strategic business plan and see what it takes to move forward. Commissioners Herzog and Futrell are willing to help.

Progress on airport insurance specifications to let for bid with time frame with advice from legal counsel. Attorney Livingstone reported he has specifications ready. Total insurance premium is \$93,000+, gave details on order of proposal and have a 15-page requirement package put together. Chairman Ross asked about a time frame. Do we bid out this year or look at it for next year? Attorney suggested looking at St. Louis companies in this field. Let for bid now for brokers. Next fiscal year have a company look it over. Attorney will try to publish on Monday. Special meeting may be needed.

Status of T-hangar pavement refurbishment funds from state. Manager Jay Christians reported project was let for bid back in January and it was high. He suggests split into two-base bid and alternate bid and open to other bidders. Let for bid next month and award base bid. Put item on May agenda.

Discussion on board receiving copies of the Hangar Emporium insurance of the "second" building. Director Miller explained buildings 1 & 2 are in same area, building 3 is in another area. All three buildings are insured. Attorney Livingstone added at a quick glance if it is completely in compliance of schedule A. He will look at it and send Director Miller and email. Chairman Ross commented it is the third time he as asked for this and finally got it.

Commissioner Futrell moved to approve executive session minutes for second half of 2020. 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 Keister-	absent
Commissioner Herzog-	aye

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

Commissioner moved to make public executive session minutes for the second half of 2020. Commissioner Herzog seconded the motion. Attorney Livingstone suggested not making them public. Commissioners voted yes to make public and no to not make public. After attorney suggestion in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	no
Commissioner Kleeman-	no
Commissioner Franklin-	no
Commissioner Futrell-	no
Commissioner Ross-	no
Commissioner Keister-	absent
Commissioner Herzog-	no

The motion failed by a unanimous vote of the Board not in favor.

Airport Director's Report:

- The airport rescue & firefighting crews have had no callouts since the last meeting of the airport board of commissioners.
- Air traffic control traffic count from February 2020 to February 2021 is down 37.5 per cent; year to date is down 24.3 per cent.
- Survey work is complete for the refurbishment of runway 17/35.
- QT exercises their right to extend its lease for a period of five years.

Announcements:

Airport administration offices will be closed April 2 for the Good Friday/Easter holiday.

Board Member Comments:

Commissioner LaMarsh asked what is the status of t-hangar #10? Attorney Livingstone stated status of t-hangar #10 is he has not been able to serve and waiting on the court to sign the order to publish. LaMarsh also asked about the February meeting at Village of Bethalto stating the chiropractic building was to me condemned. True or not? Director Miller replied it was The Hangar Emporium buildings that had been on the list of destruction, but he will confirm chiropractic building. LaMarsh stated real-estate section of St. Louis Business Journal says Oak Street company purchased the Walgreens building, having

knowledge of that would the airport want to see if the company is interested in chiropractic building?

Board Commissioners Futrell, Ross, Herzog and LaMarsh had a lengthy discussion on their concerns, disappointments, frustrations, agreements, and disagreements concerning the 2020 SWOT analysis that was supplied to only a few board members. Commissioner Futrell also noted the airport board is a living organism and Chairman Ross noted as elected by the seven-body board as Chairman his is responsible to put things through or stop them. LaMarsh had concerns about the board not acting as one body and having personal dialog at times can be confusing to the instructions of management.

At 6:35 p.m. Commissioner Futrell moved to proceed into executive session to discuss specific personnel performance per 5 ILCS 120/2 section 2(c)(1). 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 Keister-	absent
Commissioner Herzog-	aye

The motion passed by a unanimous vote of the Board not in favor.

At 7:55 p.m. the Board of Commissioners reconvened back into Regular session.

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

Wendell Ross

Robert LaMarsh

Shirley Kleeman

Larry Franklin

Brian Keister

Steve Futrell

Christopher Herzog