

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
ST. LOUIS REGIONAL AIRPORT
March 17, 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 62021 on Thursday, March 17, 2022, at the hour of 4:30 P.M. On call of the roll, the following Commissioners answered present: Wendell Ross, Robert LaMarsh, Brian Keister, Christopher Herzog. Commissioners Steve Futrell and Cody Hinkle were absent. Also present: Airport Interim Director Robert McDaniel, Airport Attorney David Livingstone, Accounts Receivable Denine Anderson and Accounts Payable Crystal Geisen.

Guests Present were Terri Keister with Bethalto Chamber/Village, Mark Heckler and Julie Kramer with EAA Chapter 864 who announced their continued plans for the annual Fly-In, Cora Miller, Daniel Gutmann with Liberty bank and Sonny Asani with guest of Santino's Steak & Pasta House.

Chairman Ross presented the following minutes; January 18th Closed Session Minutes, January 20th Closed Session Minutes, and February 23rd Special Meeting Minutes of 2022. Commissioner Keister moved to approve all meeting minutes. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Hinkle-	absent
Commissioner Futrell-	absent
Commissioner Ross-	aye
Commissioner Keister-	aye
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 2021-2022. Commissioner Keister moved to approve the statements as printed. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Hinkle-	absent
Commissioner Futrell-	absent
Commissioner Ross-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye

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

Chairman Ross presented the bills for approval. Commissioner Keister moved to approve the statements as printed. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Hinkle-	absent
Commissioner Futrell-	absent
Commissioner Ross-	aye
Commissioner Keister-	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>Date</u>	<u>Account</u>	<u>Amount</u>
ACE HARDWARE			
	03/03/2022	6502 · General	-17.99
	03/03/2022	6251 · 11	-400.03
	03/03/2022	6265 · T-hangar	-54.99
	03/03/2022	6245 · 5	-44.99
	03/03/2022	6660 · Cash Discounts	<u>51.81</u>
Total ACE HARDWARE			-466.19
AMERENIP			
	03/03/2022	6731 · Electric	-67.06
	03/03/2022	6731 · Electric	-1,572.14
	03/03/2022	6731 · Electric	-675.25
	03/03/2022	6731 · Electric	<u>-43.35</u>
Total AMERENIP			-2,357.80
Aramark-Wearguard			
	03/03/2022	6230 · Uniform	<u>164.47</u>
Total Aramark-Wearguard			164.47
Charter Business			
	03/03/2022	6550 · Operational Expense	-110.96
	03/03/2022	6711 · Office/Internet	<u>-252.44</u>
Total Charter Business			-363.40
Delta Dental			
	03/03/2022	6150 · Health Insurance	<u>-581.48</u>
Total Delta Dental			-581.48
Envision			
	02/25/2022	6150 · Health Insurance	-1.85
	02/25/2022	6150 · Health Insurance	-45.00
	02/25/2022	6150 · Health Insurance	-285.54
	02/25/2022	6150 · Health Insurance	-20.00
	02/25/2022	6150 · Health Insurance	-9.29
	02/25/2022	6150 · Health Insurance	-365.86
	02/25/2022	6150 · Health Insurance	-1.03
	02/25/2022	6150 · Health Insurance	-661.71
	02/25/2022	6150 · Health Insurance	-2.14
	02/25/2022	6150 · Health Insurance	-91.89
	03/03/2022	6150 · Health Insurance	<u>-90.00</u>
Total Envision			-1,574.31
ILLINOIS MUNICIPAL RETIREMENT FUND			
	03/04/2022	6581 · IMRF	<u>-6,200.50</u>
Total ILLINOIS MUNICIPAL RETIREMENT FUND			-6,200.50
Illinois Public Risk Fund			
	03/03/2022	6145 · Workers Comp Ins	<u>-4,653.00</u>
Total Illinois Public Risk Fund			-4,653.00
LOWES			
	03/10/2022	6241 · 1	<u>-0.32</u>
Total LOWES			-0.32
PETTY CASH-SLRA			
	03/03/2022	6540 · Vending Expense	-63.45
	03/03/2022	8010 · Other Expenses	-47.00
	03/03/2022	6220 · Janitorial Supplies	-25.00
	03/03/2022	6554 · Postage	-8.70
	03/03/2022	6530 · Office Supplies/Furn/Equip	-58.07
	03/03/2022	6723 · Travel	<u>-534.24</u>
Total PETTY CASH-SLRA			-736.46
PRINCIPAL			
	03/03/2022	6165 · Life Insurance	-146.34
	03/03/2022	6160 · Disability Insurance	<u>-1,279.59</u>

Total PRINCIPAL			-1,425.93
QUILL			
	03/10/2022	6550 · Operational Expense	<u>-80.96</u>
Total QUILL			-80.96
Republic Services			
	03/03/2022	6550 · Operational Expense	<u>-218.73</u>
Total Republic Services			-218.73
SAMS CLUB			
	03/10/2022	6540 · Vending Expense	-60.52
	03/10/2022	6530 · Office Supplies/Furn/Equip	-114.89
	03/10/2022	6220 · Janitorial Supplies	-63.02
	03/10/2022	6550 · Operational Expense	-12.18
	03/10/2022	6680 · Dues/Fees	<u>-35.72</u>
Total SAMS CLUB			-286.33
SOUTHWESTERN ELECTRIC			
	03/09/2022	6731 · Electric	-9.44
	03/10/2022	6731 · Electric	<u>-59.71</u>
Total SOUTHWESTERN ELECTRIC			-69.15
ST LOUIS REGIONAL AIRPORT			
	03/03/2022	6180 · Advertising/Marketing	<u>164.00</u>
Total ST LOUIS REGIONAL AIRPORT			164.00
United Health Care			
	03/09/2022	6150 · Health Insurance	<u>-7,887.14</u>
Total United Health Care			-7,887.14
VSP			
	03/03/2022	6150 · Health Insurance	<u>-177.43</u>
Total VSP			<u>-177.43</u>
TOTAL			<u><u>26,750.66</u></u>

WERE APPROVED:

AMERENIP

	03/11/2022	6731 · Electric	1,651.56
	03/15/2022	6731 · Electric	68.88
	03/15/2022	6731 · Electric	1,478.61
	03/15/2022	6731 · Electric	144.40
	03/15/2022	6731 · Electric	<u>509.47</u>

Total AMERENIP 3,852.92

Anderson Hospital

	03/15/2022	6150 · Health Insurance	<u>529.00</u>
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Total Anderson Hospital 529.00

Arrow Signs & Outdoor Advertising, Inc.

	03/11/2022	6182 · Sign - Marquee	<u>450.00</u>
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Total Arrow Signs & Outdoor Advertising, Inc. 450.00

AT & T

	03/15/2022	6711 · Office/Internet	<u>72.25</u>
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Total AT & T 72.25

Banner Fire Equipment

	03/11/2022	6429 · 26- 2012 Fire Truck	249.92
	03/11/2022	6425 · 23	<u>12.99</u>

Total Banner Fire Equipment 262.91

BETHALTO WATER DEPT

	03/15/2022	6732 · Water	<u>123.29</u>
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Total BETHALTO WATER DEPT 123.29

BUDGET SIGNS

	03/15/2022	6550 · Operational Expense	<u>14.25</u>
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Total BUDGET SIGNS 14.25

CARD SERVICES

	03/11/2022	6530 · Office Supplies/Furn/Equip	106.01
	03/11/2022	6680 · Dues/Fees	107.84

	03/11/2022	6251 · 11	103.21
	03/11/2022	6180-5 · Radio	25.62
	03/11/2022	6520 · Meetings/Seminars	1,920.00
	03/11/2022	6723 · Travel	278.96
	03/11/2022	6712 · Cellular	57.20
	03/11/2022	6711 · Office/Internet	<u>77.20</u>
Total CARD SERVICES			2,676.04
CBA Lighting			
	03/15/2022	6501 · Aeronautical	<u>854.11</u>
Total CBA Lighting			854.11
CLEARY'S SHOES AND BOOTS			
	03/11/2022	6230 · Uniform	<u>150.00</u>
Total CLEARY'S SHOES AND BOOTS			150.00
Cryotech			
	03/11/2022	6501 · Aeronautical	<u>9,135.48</u>
Total Cryotech			9,135.48
Culligan Water			
	03/11/2022	6550 · Operational Expense	<u>44.38</u>
Total Culligan Water			44.38
Elisa Jellen Couseling			
	03/16/2022	6150 · Health Insurance	<u>637.36</u>
Total Elisa Jellen Couseling			637.36
GARELLA PEST SERVICES			
	03/11/2022	1151 · Prepaid Expenses	<u>730.00</u>
Total GARELLA PEST SERVICES			730.00
Grainger			
	03/15/2022	6501 · Aeronautical	<u>500.88</u>
Total Grainger			500.88
Heartland Bank			
	03/16/2022	6176 · 2014 Debt Service 5.5 mil	<u>352,220.00</u>
Total Heartland Bank			352,220.00
Kane Mechanical			
	03/11/2022	6251 · 11	<u>1,500.89</u>
Total Kane Mechanical			1,500.89
LOGO IT-LANGA RESOURCE GROUP			
	03/16/2022	6230 · Uniform	<u>34.00</u>
Total LOGO IT-LANGA RESOURCE GROUP			34.00
MCKAY			
	03/15/2022	6241 · 1	37.48
	03/15/2022	6400 · Maintenance of Equipment	66.45
	03/15/2022	6413 · 12	118.50
	03/15/2022	6660 · Cash Discounts	<u>-2.83</u>
Total MCKAY			219.60
Metro-East Lawn and Snow Services			
	03/15/2022	6502 · General	750.00
	03/15/2022	6502 · General	<u>1,250.00</u>
Total Metro-East Lawn and Snow Services			2,000.00
Midwest Occupational Medicine			
	03/15/2022	6551 · Employee Assistance Program	<u>273.00</u>
Total Midwest Occupational Medicine			273.00
Neumayer Equipment			
	03/16/2022	6300 · Fuel Farm Maintenance	<u>2,904.43</u>
Total Neumayer Equipment			2,904.43
PART STOP			
	03/15/2022	6422 · 20	<u>98.00</u>
Total PART STOP			98.00
Riverbender.com Community Center			
	03/11/2022	6180 · Advertising/Marketing	<u>100.00</u>
Total Riverbender.com Community Center			100.00

ROBERT SANDERS WASTE			
	03/16/2022	6267 · 25-Allstate 12/21/2017	30.09
	03/16/2022	6268 · 25-Diamond Nails	30.09
	03/16/2022	6269 · 25-Edwards Jones	30.09
	03/16/2022	6270 · 25-T & E Coins	<u>30.10</u>
Total ROBERT SANDERS WASTE			120.37
ST LOUIS REGIONAL AIRPORT			
			-
	03/15/2022	5500 · Transfer of Funds-Revenue	<u>352,220.00</u>
		6705 · Legal Fees	
		6502 · General	
		5020 · Grant Income	
		5020 · Grant Income	
		5020 · Grant Income	
	03/16/2022	7030 · Other Income	<u>-9,160.43</u>
Total United States Department of Treasury			-9,160.43
Waltco			
	03/15/2022	6235 · Shop, tools, sm equip	<u>49.98</u>
Total Waltco			<u>49.98</u>
TOTAL			<u><u>370,392.71</u></u>

Update on car wash proposal. There was nothing presented.

Further discussion on refinancing airport municipal bonds was presented by Commissioner Herzog. He stated that he had spoken with Kevin Wills, and he will re-adjust the numbers and get back with us. Also, David Pistorius would like to put some numbers together to present. Daniel Gutmann with Liberty Bank gave a brief presentation to the board and stating today's rate is 2.39%. They will do a loan not a bond. The Board of Commissioners will wait to hear from the other two interested parties so this will be added to next month's agenda.

Status on Rebuild Illinois grant: Director McDaniel stated the parking lot and fuel farm are programmed but IDOT is short staffed, so they had to prioritize the projects.

Selection of Real Estate Appraiser for Potential Real Estate Lease and Sale Transactions: After some discussion it was decided that between Director McDaniel and Attorney Livingstone together, they will (1) reach out to the resident of Audubon acres on price to pay for land interested in, (2) reach out to Sheppard, Morgan and Swab to survey the land not to exceed \$1,000, (3) get three appraisers to give appraisal on multiple properties owned by the airport (including land between Arby's and QT). Commissioner LaMarsh suggested getting three companies off the list the airport attorney presented to get a quote to come out and give appraisal. Commissioner Herzog moved to approve the process of the project moving forward. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

- Commissioner LaMarsh- aye
- Commissioner Hinkle- absent
- Commissioner Futrell- absent
- Commissioner Ross- aye
- Commissioner Keister- aye
- Commissioner Herzog- aye

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

Discussion on the abandoned chiropractic clinic property was presented by Commissioner LaMarsh who stated that someone is interested in the property. It was discussed and agreed that we will get an appraisal before moving forward.

Discussion on the Cedar Street house was presented by Director McDaniel who informed the Board we are out for bids for the replacement of the roof. Several companies have come out. Bids close March 25, 2022.

Discussion and Action on roof for Hangar 2 is the same, out for bids. One company wanted to do a core sample, and we allowed.

Update on sale of Edwardsville property that was abandoned by the FAA for the outer marker (OM) site for the instrument landing system (ILS). It will be a part to the appraisal process. We have FAA approval to sale.

Discussion on Airport Master Plan was tabled until new director arrives.

Discussion on disposition of the abandoned aircraft: Director McDaniel stated we have clean ownership of it. He recommended we post on Ebay of some site for auction. It will be sold as unregistered with minimum bid of \$3,000 with no reserve. As is and must pick up within 30 days. Ebay fee is approximately \$19.00. Commissioner Herzog moved to allow the Interim Director to move forward with the advisement. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Hinkle-	absent
Commissioner Futrell-	absent
Commissioner Ross-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye

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

Update on sales opportunities of land adjacent to Audubon Acres subdivision. It will be included in the appraisal process.

Discussion on the future of the airport restaurant: Director McDaniel has three or four people show interest. Two have viewed it and one will view it sometime soon. Some direction is needed from the Board. How much would we like to rent it for? McDaniel recommends spending a small amount of money to get the kitchen cleaned. Recommends six months' rent free, they pay the taxes, then they pay the last six months in rent. Chairman Ross recommend they give airport a copy of paid prior months water bill, copy of inspection, and if airport supplies anything make sure it states it is a loan. Commissioner Herzog suggested adding property taxes to lease payment. Commissioner Keister would like to move in direction of cleaning the kitchen. The Board decided they will leave the cleaning up for negotiation with the person(s) interested and have a licensed electrician to come in and verify things are proper. Bob suggests waiting until we get a secured tenant.

Update on clearing vegetation from Area 8 on perimeter fence: Director McDaniel stated last meeting we authorized them to do areas 4-7 and they stuck to their precious price quote. They would like to review area 8 for re-evaluation if they clean it. The residents are eager to have the airport clean the fence line (area 8). We would need to install two 12 foot gates for access. Director McDaniel recommends we go ahead and install the gates. Commissioner LaMarsh moved to install two 12 foot gates for access to area 8. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Hinkle-	absent
Commissioner Futrell-	absent
Commissioner Ross-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye

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

Discussion by legal counsel regarding review of airport leases is ongoing.

Review of list of priority projects going forward for airport director is ongoing.

Discussion and Action on purchase of Skidsteer and accessories will be addressed at next meeting. Director McDaniel is developing a generic specification for bids.

Discussion and Action on use of the car and airport vehicles: Commissioner LaMarsh stated airport should provide airport vehicles for airport business. Director McDaniel will draft a policy.

Discussion/Action regarding Purchasing Policy was presented by Attorney Livingstone. After some discussion there were some recommendations added. The policy will Amend A, change "must" to "should" in B and drop C-3. Commissioner LaMarsh moved to approve the purchasing policy with the recommended changes. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Hinkle-	absent
Commissioner Futrell-	absent
Commissioner Ross-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye

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

Discussion and Action on designating June 19th as a paid holiday. It is a Federal and State Holiday. Item tabled.

Discussion and Action on Firearms Policy: Item tabled.

Monthly rents status: Accounts Receivable Denine Anderson informed the Board all rents are current and no delinquencies.

Purchase of SUV was explored with the state by Director McDaniel and the airport is prohibit from purchasing. He will continue to move forward with the search.

Discussion and Action on Engineering Consultant Contract: It was acknowledged that the parking lot and fuel farm projects are not on the current consultants list. Airport can solicit for a new consultant. Director McDaniel recommends soliciting one engineering consultant for both projects. Commissioner Keister moved to approve airport solicit for one engineering consult for both projects. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Hinkle-	absent
Commissioner Futrell-	absent
Commissioner Ross-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye

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

Discussion/action to change Bylaws concerning title of Airport Manager to Airport Director, and adding the position of Manager: Commissioner LaMarsh moved to have the airport attorney and new airport director review bylaws and make all changes to titles, so they are consistent (2014-5). Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Hinkle-	absent
Commissioner Futrell-	absent

Commissioner Ross- aye
Commissioner Keister- aye
Commissioner Herzog- aye

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

Discussion of disbursements of rental improved property income for future budget: Chairman Ross suggested when budget is discussed to consider adding line items for repairs on the budget.

Airport Manager's Report:

- Air Traffic control statistics for February were down 13% Jan-Miserable WX; no change for 12-month period.
- Doughnut reception Friday, April 8, 2022, 8:30a.m.-10:00 a.m. for new director.
- Budget adjustment- Assume it is within the Director's purview to shift funds between budget line items as long as it does not change the bottom line. Accounts Payable will verify with the auditors.
 - a. Over \$3,100 for facility maintenance (LED Replacement & T-Hangars)
 - b. Under \$72,000 in professional services
 - c. More will be needed, so we will advise next month before making the change
- Summer Help- 3 of 5 applicants can begin in April.
- Rwy 17/35 Overlay Project should begin in June.
- Fly-in/Balloon Festival-up to 10 balloons if Labor Day weekend (Marine IL festival on fly-in weekend – 1 to 3 if during fly-in).
- Administration office will be Closed Good Friday- April 15th.
- Interim Director will be out of the office Friday – Monday (April 18th-21st).

Closed Session pursuant to Section 2(c)(1) of the Illinois Open Meetings Act to discuss appointment, compensation, or performance of specific personnel. None

Discussion/Action regarding matters pertaining to closed session regarding appointment, compensation, or performance of specific personnel. None

Announcements: None

Board member comments:

- Chairman Ross stated he has spoken with farmland owners and when they rent their land, they do it to collect rent. They say the airport should get approximately \$300-\$400 bi-annual.
- Director McDaniel is surprised there is not a multi-year farm lease.
- Commissioner LaMarsh thanked the staff for sending thank you notes to the airport director candidates.

At approximately 6:45pm Sonny Asani and guest of Santino's Steak & Pasta House arrived at the meeting and briefly presented to the Board of Commissioners their interest in the airport restaurant. They are interested in creating a middle to upper middle restaurant with indoor/outdoor venue. Family fun restaurant.

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

Wendell Ross

Robert LaMarsh

Cody Hinkle

Christopher Herzog

Brian Keister

Steve Futrell
