

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
ST. LOUIS REGIONAL AIRPORT  
May 20, 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, May 20, 2021, at the hour of 4:32P.M. On call of the roll, the following Commissioners answered present: Wendell Ross, Shirley Kleeman, Robert LaMarsh, Brian Keister, Christopher Herzog, and Steve Futrell. Also present: Director of Aviation David C. Miller, Airport Attorney David Livingstone, Accounts Receivable Denine Anderson and Accounts Payable Crystal Geisen. Commissioner Larry Franklin was absent.

Guests Present were: Barry Stolz of Hanson Engineering. He asked if he could be moved up on the agenda. Paul Fillnovich, IPLS with Sheppard, Morgan & Schwaab, Inc., Todd Helmkamp a resident/business owner.

Chairman Ross advised the board at the direction of the airport attorney that agenda items 7n and 8j will be postponed.

Chairman Ross presented the minutes of the Regular Board Meeting of April 15, 2021 and asked to table the approval of the minutes until next meeting when Chairman Ross' comment can be added to the directors report of the minutes.

Special presentation: Resolution 2021-1, a resolution commending Commissioner Shirley Kleeman for her sustained, superior performance as an airport commissioner from April 5, 2004, to May 21, 2021. Commissioner Keister moved to approve the resolution. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Kleeman-	aye
Commissioner Franklin-	absent
Commissioner Futrell-	aye
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 eleventh 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-	absent
Commissioner Futrell-	aye
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 Kleeman 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-	absent

Commissioner Futrell- aye  
 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>Payable to</u>	<u>Amount</u>	<u>Charge to:</u>
		Grounds-Gen 13.98 Shop-736.80 T-Hangar-35.97
<u>Ace Hardware</u>	\$ 810.83	Aero-39.54 Janitorial-7.98 Cash Discount (23.44)
<u>Ameren IP</u>	\$ 360.57	credit 8.67
<u>AT &amp; T</u>	\$ 257.77	Cell
<u>Bethalto Water</u>	\$ 173.29	Utilities
	\$ 136.40	
<u>BJC</u>	\$ 161.16	Health Ins
<u>Charter</u>	\$ 337.62	Operational-98.00 Phone-239.62
<u>Delta Dental</u>	\$ 783.84	Health Ins
<u>Envision</u>	\$ 110.00	Health Ins
<u>FP Mailing</u>	\$ 200.00	Postage
<u>Homefield Energy</u>	\$ 2,336.54	Utilities
<u>Illinois Department of Employment</u>	\$ 1,045.66	Unemployment
<u>Illinois Public Risk Fund</u>	\$ 4,566.00	Workers Comp
<u>John Deere</u>	\$ 1,287.92	Unit #10
<u>Lewis and Clark Comm. College</u>	\$ 40.00	Training
<u>Motorola</u>	\$ 39.00	0 credit
<u>Principal</u>	\$ 1,409.79	Life-145.44 Disability-1264.35
<u>Republic Services</u>	\$ 191.36	Operational
<u>Robert Sanders</u>	\$ 216.30	Credit (108.15)
<u>St Louis Regional - Petty Cash</u>	\$ 323.40	Uniform
<u>Southwestern Electric</u>	\$ 56.60	Utilities
<u>Stobbs, Sinclair, &amp; Livingstone</u>	\$ 1,410.04	Legal - Credit (728.00)
<u>Top Secrets Designs</u>	\$ 200.00	Economic Development (mcarthur bldg)
<u>United Health Care</u>	\$ 9,808.34	Health Ins
<u>VSP</u>	\$ 206.04	Health Ins
<b><u>WERE APPROVED:</u></b>		
<u>General Fund</u>		
<u>Ameren IP</u>	\$ 910.97	Utilities
<u>At &amp; t</u>	\$ 120.72	Telephone
	\$ 57.70	Cellular
<u>Bethalto Water</u>	\$ 374.24	Utilities
	\$ 52.84	
<u>Budget Signs</u>	\$ 15.36	Operational-Shirley Plaque
<u>Card Services</u>	\$ 348.62	Health Ins-258.84 Dues-41.00 Office-48.78
<u>Crafco</u>	\$ 195.00	Main Aero
<u>Culligan Water</u>	\$ 42.42	Operational
<u>Illinois Municipal Retirement</u>	\$ 24,179.48	Payroll Expenses
<u>McKay</u>	\$ 221.11	Unit #M-2-65.84 Unit #M-1-45.47 Shop-109.80
<u>Neumayer</u>	\$ 1,752.25	Fuel Farm
		Radio-82.65 Health-30.89 Postage-14.00
<u>Petty Cash</u>	\$ 296.94	Operational-21.11 Janitorial-31.42 Vending-93.27
<u>Quill</u>	\$ 51.96	Office-23.60
<u>Robert LaMarsh</u>	\$ 94.76	Office
<u>Robert Sanders</u>	\$ 108.15	Economic-47.70 Office-47.06
<u>Robert Motors</u>	\$ 474.53	Strip Mall
<u>Sams</u>	\$ 27.96	Unit #M-1
<u>State Fire Marshall</u>	\$ 70.00	Vending
<u>Verizon</u>	\$ 88.35	Dues/Fees
<u>Wood River Glass</u>	\$ 99.00	Cellular
		Unit#3 Unit #20 Unit#24

FARM REVENUE

<u>Farmer's National</u>	\$	447.93	Management Fees
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DEBT SERVICE

<u>Heartland Bank</u>	\$	48,462.50	Bond Interest
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Chairman Ross presented to the Board of Commissioners to review the status of applications for auditing services. Staff recommends retaining the services of Thompson & Lengacher, CPAs. Commissioner LaMarsh moved to approve the recommendation. Commissioner Kleeman seconded the motion and in a roll call vote, the Commissioners voted:

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

The motion failed.

Barry Stolz of Hanson Engineering went on to discuss items 8g, 7c, 7j, and 7i (in that order). Barry explained there is a new grant program available through IDA, called the Rebuild Illinois ACIP, which we have also referred to as the State/Local Program. There are guidelines provided by IDA as to what projects are eligible and how those projects might compete for funding. For projects under \$5M, the funding split is 90% State and 10% Sponsor match. IDA has indicated unofficially that they would like to be able to award funding to each airport for the Sponsor's #1 priority project, assuming it is eligible and reasonably affordable within the program. Sponsor's may submit as many projects as they want, but they must comply with the guidelines provided. Grant applications are due June 14<sup>th</sup>, and Hanson will assist in preparing the necessary grant application forms and cost estimates based on the projects that the Airport/Board decides are appropriate. After discussion, the direction provided to Hanson was to pursue the fuel facility improvements as priority #1 and the parking lots rehabilitation as priority #2. In addition, we are waiting on feedback from West Star as to any other potential eligible projects they want to pursue as part of this program as well. Chairman Ross added he would like to see numbers; airport needs to know how much money needs to be in the bank until approximately 2022. Barry stated the amounts requested and the amounts sponsors share must be noted in the application.

The update estimates on refurbishing fuel storage facility. Barry has asked Neumayer about the costs for the potential repairs that need to be done to the fuel farm, and the options that are available. Once we know that it can be incorporated into the Rebuild Illinois grant application.

Commissioner Futrell moved to consider engineering amendment on West Star apron project, phase 2. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Barry thanked the board and noted that he would provide the airport with an amendment form for the Chairman to sign, and then Hanson could submit a final invoice for that project.

Finally, Barry's update on T-hangar taxilane project was the ongoing construction project ALN-4348 is going well. Contractor is making good progress. Regarding the newer project that was on the April IDOT letting, we are waiting to hear from IDA about the award status. Construction could conceivably happen later this year.

Commissioner Keister gave an update on costs of clearing vegetation along perimeter fence which a proposal from Stutz was sent to all board members. Commissioner Keister informed the board they blocked out 8 different areas and area #8 on northside of airport by Prairie has a tremendous amount of vegetation. He is not sure all of it is ours. Once it is cleaned airport can keep it clean moving forward. Chairman Ross commented the board has previously approved \$5000.00 so there is not a problem with moving forward with area #1. Commissioner Keister stated we need to do it and start on it and chip away at it. Area #1 would be a good place to start. We can move forward or hold off. Commissioner LaMarsh asked once Stutz has completed and cleared it up enough then the crew can keep it up? Commissioner Keister stated once cleared approximately 15ft then it can be kept up with the current equipment the crew has. Director Miller stated we could do areas 1,2, and 3 this year; 4,5, and 6 next year; and 7&8 the following year. Commissioner LaMarsh asked if we run a chance of getting citations from the FAA is we do increments? Director Miller expressed in his experience with the FAA as long as you are showing improvement or doing the best with what you have and have a plan you may get a write up but nothing serious. Chairman Ross expressed starting on area 1 immediately. Accounts payable Giesen informed the board there is \$100,000.00 in contingency that can be used. Commissioner Futrell asked Director Miller if cleaning up areas 1,2, & 3 would help eliminate some of the dumping? Director Miller stated he could not be 100% sure but the Village of Bethalto has been helping with monitoring the area. Commissioner LaMarsh moved to increase the amount of the budget from \$5,000 to \$15,000 to start the clearing of the vegetation. Commissioner Futrell seconded the motion. Commissioner LaMarsh amended his previous motion to include moving forward with Stutz as the contractor for \$15,000 for areas 1,2, & 3. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioner voted:

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

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

It was noted that \$5,000 would come out of maintenance and ground and \$10,000 would come out of contingency from this fiscal year. Director Miller will send information from attorney Livingstone along with a prevailing wage ordinance.

Chairman Ross presented the possible swimming pool encroachment and others in Audubon Subdivision on Airport property and the need to figure out if there is an encroachment onto the airport. Attorney Livingstone suggest surveying the whole piece to find out if there is nay encroachment or none at all. Looking at the GIS map it is hard to tell. Commissioner Herzog is appalled there was a survey done four and a half years ago about a pool being on airport property and it was not brought to the board. Commissioner Keister is more concerned about fixing the problem. Attorney Livingstone suggested a survey would be the way to go for now. Audio was unclear; however, a motion was made to proceed with a survey not to exceed \$3,000 with Sheppard, Morgan & Schwaab, Inc. Commissioner Keister seconded the motion. Commissioner Futrell amended the motion to proceed with the survey not to exceed \$4,000 due to boundaries with Sheppard, Morgan & Schwaab, Inc. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioner voted:

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

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

Commissioner LaMarsh recommended that once this is all clarified that signs be posted along airport property adjoining those residents so that future Audubon Acres subdivision resident don't do the same thing. Something that says, "Airport Property", that marks the property line. It will let future residents that move into Audubon Acres know that it is not their property. Miller stated, we can do that.

Newly appointed Board Commissioner Cody Hinkle from East Alton joined the meeting at 5:50pm.

Decision on if annual Fly-in/car show will take place this year was presented. Director Miller stated he was contacted by Wood River township to do a concert. EAA is eager to participate. Staff recommends moving forward with fly-In/car show. Commissioner Ross would like to wait on the State of Illinois as for as opening guidelines. Director Miller added we reserve the right to cancel. Attorney Livingstone recommends best thing to do is put signs up about health safety/covid19. Board could say let's do it on a tentative basis. Commissioner Herzog would like to proceed with tentative plan on moving forward but refrain from spending any money. Commissioner Keister asked Director Miller is there a concern that we need to start planning but cannot commit until the State of IL gives formal opening? Director Miller responded yes. If we are going to have military aircraft, we need to get applications on file. Commissioner Herzog moved to approve tentatively moving forward with fly-in/car show without signing any agreement and depending on the State of Illinois regulations. Commissioner Kleeman seconded the motion and in a roll call vote, the Commissioners voted:

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

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

It was noted that airport restaurant is clear of property abandoned by previous tenant.

Commissioner Herzog informed the board the budget and marketing committee budget is ready for approval.

Review applications for insurance broker and award item was tabled for a Special meeting.

Update on legal status with T-hangar delinquencies by Attorney Livingstone informed the board he may get a judgement for Zone Group, Inc. and notices need to be posted at individual t-hangars.

Update on review of strategic business plan; Commissioner LaMarsh stated he prepared a document and outlined a procedure and will email it to any Commissioner who would like a copy. Based on the assessment he recommends not moving forward with it. Out 46 items at least 42 are action plan. Commissioner Keister is impressed and thanked Commissioner LaMarsh for putting in the work. Commissioners Futrell, Ross and Kleeman also thanked Commissioner LaMarsh for a job well done. Commissioner Keister commented people were upset about not having a strategic plan, now let us move forward.

Accept and publish job request for the airport manager position was tabled until after executive session.

Commissioner Keister moved to approve Executive Session Minutes of April 15, 2021, Board Meeting. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Kleeman-	aye

Commissioner Franklin-	absent
Commissioner Futrell-	aye
Commissioner Ross-	aye
Commissioner Keister-	aye
Commissioner Herzog-	aye

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

Update on potential car wash and any updates on the access road was brief by Director Miller. He stated there was a meeting with them and he will continue moving on forward on the discussion plans. Commissioner Keister stated he will come out and meet with the Director to get a better understanding.

Summary on changes to union contract and potential vote. Commissioner Ross stated he wanted to receive old and new contract but only received old. Director Miller responded that he does not have anything to forward. The new contract has not been sent by the union yet. He will forward it as soon as it is received.

Board was presented a bid for approval on updating lighting in portion of airport administration building (building #11). Chairman Ross would like to see three bids. Accounts Payable Geisen stated if under \$7,500 we do not have to go out for bids. The bid is for \$7,130.80. Commissioner Keister moved to approve the bid on updating lighting in portion of airport administration building (building #11). Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Board was presented a quote for replacement of tractor/mower unit #11. Chairman Ross would like to see three bids. Attorney Livingston suggested additional bids. Item was table for possible special meeting.

Commissioner Keister moved to approve tentative draft of annual appropriation for budget year 2021-2022 and it must be posted for thirty days. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner Keister moved to approve two seasonal students ("summer help"). Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Commissioner Futrell asked who would be supervising summer help? Director Miller responded that Mike Reed is lead man and would supervise. Commissioner Herzog asked if this is done every year and what will temp/summer help be doing? Director Miller stated, no but we have hired up to four normally, and they will be mowing, painting, sharpening blades, etc. Hourly rate is .25 cent to .50 cent over state hourly wage.

Board was presented a bid for additional security cameras. Commissioner Keister moved to approve the bid for additional security cameras. Commissioner Kleeman seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Airport Director's Report:

- Air traffic control tower traffic count: April 2021 up 66% from 2020; year-to-date up 10% from 2020.
- ARFF call out:
- Sunday, May 16, single engine aircraft experienced rough engine, landed without incident.
- Sunday, May 16, corporate jet diverted to ALN with potential hydraulic issues.
- Wednesday, May 12, called out on standby for aircraft with questionable landing gear indication.
- Office staff experiences E-mail difficulties.
- Update on completion of electrical work for PAPI lights.
- The signage has been completed at the chiropractor building.
- Security grant opportunity exists.

Board Member Comments:

Commissioner LaMarsh stated he has reached out to two marketing firms. Board direction was to hold off for now.

Commissioner Kleeman thanked the board as she has submitted her letter of resignation and will be moving to Florida. She welcomed her replacement Cody Hinkle to the board.

Chairman Ross stated after talking to Commissioner LaMarsh about making decisions on real estate gave the board a brief background on his position in real estate.

At 7:28 p.m. Commissioner LaMarsh moved to proceed into executive session to discuss specific personnel performance per 5 ILCS 120/2 section 2(c)(1). Commissioner Kleeman seconded the motion and in a roll call vote, the Commissioners voted:

Commissioner LaMarsh-	aye
Commissioner Kleeman-	aye

Commissioner Franklin- absent  
Commissioner Futrell- aye  
Commissioner Ross- aye  
Commissioner Keister- aye  
Commissioner Herzog- aye

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

At 8:34 p.m. the Board of Commissioners reconvened back into Regular session.

Commissioner Futrell moved to accept the airport manager job description with the additions and changes discussed in executive session. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

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

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

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

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**Wendell Ross**

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**Robert LaMarsh**

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**Shirley Kleeman**

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**Larry Franklin**

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**Brian Keister**

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**Steve Futrell**

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**Christopher Herzog**