

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
ST. LOUIS REGIONAL AIRPORT  
November 17, 2021**

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, November 17, 2021, at the hour of 4:30P.M. On call of the roll, the following Commissioners answered present: Wendell Ross, Robert LaMarsh, Brian Keister, Christopher Herzog, Cody Hinkle and Steve Futrell. Also present: Director of Aviation David C. Miller, Airport Manager Bob Snuck, Airport Attorney David Livingstone, Accounts Receivable Denine Anderson and Accounts Payable Crystal Geisen.

Guests Present were Barry Stolz of Hanson Engineering, Bridget Viehweg with Benefit Compliance Solutions, and resident Cora Miller.

Chairman Ross presented the minutes of the Regular Board Meeting of October 21, 2021. Commissioner LaMarsh moved to approve the minutes. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

|                       |     |
|-----------------------|-----|
| Commissioner LaMarsh- | aye |
| Commissioner Hinkle-  | aye |
| 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 minutes of the Closed session Board Meeting of October 21, 2021. Commissioner Hinkle moved to approve the minutes. Commissioner LaMarsh seconded the motion and in a roll call vote, the Commissioners voted:

|                       |     |
|-----------------------|-----|
| Commissioner LaMarsh- | aye |
| Commissioner Hinkle-  | aye |
| 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 fifth month of fiscal year 2021-2022. Commissioner Herzog moved to approve the statements as printed. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

|                       |     |
|-----------------------|-----|
| Commissioner LaMarsh- | aye |
| Commissioner Hinkle-  | aye |
| 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 Herzog moved to approve the accounts payable. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

|                       |     |
|-----------------------|-----|
| Commissioner LaMarsh- | aye |
| Commissioner Hinkle-  | aye |
| 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>               |
|------------------------------|---------------|---------------------------------|
|                              |               | Bldg #5-4.99 Bldg#11-16.98      |
|                              |               | Bldg #23-97.93 Shop-18.99       |
| Ace Hardware                 | \$ 125.00     | Cash Discount - (13.89)         |
| AT & T                       | \$ 57.45      | Cellular                        |
| Bethalto Water               | \$ 112.09     | Utilities                       |
|                              |               | Operational-100.00              |
| Charter                      | \$ 347.36     | Telephone-247.36                |
| Delta Dental                 | \$ 637.60     | Health Ins                      |
| Envision                     | \$ 170.00     | Health Ins                      |
| FP Mailing Solutions         | \$ 200.00     | Postage                         |
| Illinois Public Risk Fund    | \$ 4,566.00   | Workers Comp                    |
|                              |               | Unit #10-34.74 Unit #9-257.25   |
| John Deere                   | \$ 1,131.61   | Unit #15-257.25                 |
| Motorola                     | \$ 39.00      | Fire-Radio Credit 39.00         |
| Principal                    | \$ 1,531.13   | Life-145.44 Disability-1385.69  |
| Republic Services            | \$ 191.39     | Operational                     |
| Southwestern Electric        | \$ 43.18      | Utilities                       |
| Steck Cooper                 | \$ 62.00      | Prepaid Insurance               |
| The Atlanta National Bank    | \$ 135,377.50 | West Star Bond                  |
| United Health Care           | \$ 8,492.87   | Health Ins                      |
| VSP                          | \$ 389.62     | Health Ins                      |
| <b><u>WERE APPROVED:</u></b> |               |                                 |
| <b><u>General Fund</u></b>   |               |                                 |
| Airgas                       | \$ 105.00     | Shop                            |
| Ameren IP                    | \$ 3,495.72   | Utilities                       |
| At & t                       | \$ 114.98     | Telephone                       |
| Bethalto Water               | \$ 135.28     | Utilities                       |
| BJC                          | \$ 35.00      | Health Ins                      |
|                              |               | Operational (name plates)-22.75 |
| Budget                       | \$ 109.20     | Fuel Farm-75.00 Unit #11-11.45  |
|                              |               | Other-349.99 Training-95.00     |
| Card Services                | \$ 672.26     | Operational-130.15 Office-97.12 |
| Culligan Water               | \$ 49.00      | Operational                     |
| Fire Safety                  | \$ 384.00     | Fire/Radio                      |
|                              |               | T-Hangar-5463.35 Cap            |
| GRP Wegman                   | \$ 12,436.35  | Bldg #10- \$6973.00             |
| Heritage                     | \$ 6,032.77   | Fuel                            |
|                              |               | Bldg #16-464.00                 |
| Kane Fire                    | \$ 1,160.00   | Bldg #2, #9, #10 232.00 each    |
| Mahoney Asphalt              | \$ 96.32      | Grounds Gen                     |
| MarXam                       | \$ 30.00      | Dues/Fees                       |
|                              |               | Unit #26-470.97 Unit #M-1-      |
|                              |               | 126.43 Unit #15-45.35 Unit #24- |
| McKay                        | \$ 664.71     | 9.71 Unit #2-7.76 Aero-4.49     |
| Quill                        | \$ 261.24     | Office                          |
|                              |               | Operational (dave) 67.00        |
|                              |               | Office-51.41 Postage-10.20      |
| St Louis Regional Airport    | \$ 194.99     | Janitorial-7.50 Vending-58.88   |
| Robert Sanders Waste         | \$ 114.64     | Strip Mall                      |

|                                 |    |                  |                                      |
|---------------------------------|----|------------------|--------------------------------------|
|                                 |    | Janitorial-21.68 | Operational-35.51(batteries, coffee) |
| Sams                            | \$ | 90.15            | Vending-32.96                        |
| Secretary of State              | \$ | 302.00           | License                              |
| Stobbs Sinclair and Livingstone | \$ | 2,880.51         | Legal                                |
| Verizon                         | \$ | 89.18            | Cellular                             |
| Waltco                          | \$ | 147.95           | Shop                                 |

Bridget Viehweg of Benefit Compliance Solutions presented to the Board of Commissioners a better employee health insurance plan for the airport, as well as workers compensation proposal.

Barry Stolz with Hanson Engineering referred to the email he sent to the board and stated he will provide updates on the project soon.

Update on car wash proposal. They were not in attendance however the airport attorney discussed cross access easement by Quick Trip. He stated he would have to go find a site plan and more research is needed.

Further discussion on refinancing airport municipal bonds. Commissioner Herzog suggested going out for bids. He has done some research with a few banks in the area. Attorney Livingstone asked do we have to refinance it? The loan does not reference it. Airport Manager Snuck suggested asking for a rate adjustment. This item was tabled for more research.

Status on Rebuild Illinois grant was present by Barry of Hanson which stated December 1<sup>st</sup> there may be an announcement. Waiting on the Governor. There are no updates at this moment.

Update on T-hangar evictions. Attorney Livingstone stated they have been completed. There will be a title search done on the airplane to assure there are no leans.

Update on Helmkamp Auto lease transition. Airport Attorney stated he is waiting on Balster with an update.

Update on interest in the abandoned chiropractic clinic property was presented to the board by Commissioner LaMarsh. He stated to find out who owns the strip of land leading to the building. Commissioner LaMarsh also suggested several other businesses that may be able to go into the building, ie. another chiropractor, phone center, testing center, etc. He suggests deciding if the airport is going to put money into it, demolish it, or sale it as is. Airport Manager Bob Snuck stated it is not FAA funded property so it can be sold. He recommends demolishing it and sale the land. This item was tabled until next meeting.

Discussion on the future of the airport restaurant was presented to the board by Commissioner LaMarsh. Commissioner stated Dave Miller, Bob Snuck and himself along with the owner of Santino's restaurant toured the airport restaurant on November 12<sup>th</sup>. The grounds crew did a great job making it look better. He asked if the refrigerator works. Bob stated the door and seals were replaced. The freezer was popping the breaker, but the refrigerator is working. Commissioner LaMarsh stated the kitchen needs to be updated. He stated the lights would not all come on and suggested getting a licensed electrician to look at it. He suggested to advertise to let people know it is available but asked what does the board want to do with it? Bob recommended a total tear-up and re-done. LaMarsh suggested all Board Members need to take a look at it. Chairman Ross suggested to advertise and see who wants to take a look at it to do whatever with it. Bob suggested to do a graduated lease up to 10%. He also stated getting a commercial broker to advertise it. Commissioner LaMarsh will contact previous interested parties and ask them to come up with list of what they would need to entice them to be interested. He will report back to the Board.

Discussion on proceeding with next phase of clearing vegetation on perimeter fence was presented by Commissioner Keister. He asked Bob to take a look and suggest what part to do next. Bob suggested looking into a hydro-axe.

Budget committee had nothing to report at this time.

Status of annual audit report and possible presentation will possibly be presented at the December 9<sup>th</sup> meeting.

Discussion on hiring firm to review insurance needs was tabled.

Update on sale of Edwardsville property that was abandoned by the FAA for the outer marker (OM) site for the instrument landing system (ILS). Attorney Livingstone presented documents to the Board of Commissioners with explanations and suggest finding an appraiser to determine fair market value then determine how to proceed. Airport Manager asked if Illinois Department of Transportation might do the appraisal for free. He will call. Chairman Ross recommends publishing in paper for appraiser.

Update on sales opportunities of land adjacent to Audubon Acres subdivision observed by airport attorney stating they may have moved it up two feet but suggested someone needs to go and physically check.

Discussion by legal counsel regarding review of airport leases. Airport Attorney reported he has only had a chance to look at Quick Trip, Premier Air #65, and farm lease so far.

Discussion/action regarding 2021 tax levy ordinance. Airport Attorney presented documentation with two options. 1-no tax increase 2-5% tax increase. Commissioner Herzog moved to select 2021 tax levy ordinance option #1 with 0% increase. Commissioner Keister seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Discussion/action regarding investment policy, travel and expense reimbursement ordinance and airport procurement policy was discussed by the airport attorney in detail. Commissioner Keister moved to approve/adopt all information with added suggestions from Board members. Commissioner Hinkle seconded the motion and in a role call vote, the Commissioners voted:

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

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

Review of list of priority projects going forward for airport manager list was created by Commissioner LaMarsh which consist of 25 items. He will distribute list to Board Member and Airport Manager for next meeting.

Review/action of farm lease with Larry Schmidt was tabled.

Discussion regarding airport boundary signs in Audubon Acres subdivision sample sign was presented by Commissioner LaMarsh to the Board. The quotes included 12 signs and 12 post from Budget Signs for \$1,000 and \$27.00 per sign and \$35 per post from Granger.

Review/action on temporary parking provisions for UPS was presented by Director of Aviation Dave Miller. UPS employer would like to use the restaurant parking lot by the F-4 and lot between restaurant and West Star Aviation. They are willing to pay \$1,000 per parking lot and will use a shuttle bus to move employees back and forth. Time frame would be December 1<sup>st</sup> – February 1<sup>st</sup>. Airport Attorney will fine toon the contract. Commissioner Futrell moved to approve the contract between airport and UPS pending/including the

attorney's recommendations. Commissioner Hinkle seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Discussion/action on potential change in 457-B agent and plan regarding deferred compensation. Commissioner Keister informed the Board the current deferred comp. agent has relocated to St. Louis. He would like to find a 457-B local plan with lower fees. He is also happy to look at different plans and is willing to help staff with selection.

Discussion/action regarding options for airport manager cell phone policy. Bob would like to keep his own cell phone with the reimbursement of \$20.00 per month Commissioner Futrell moved to approve Airport Manager cell phone reimbursement of \$20.00 per month effective December 1, 2021. Commissioner Herzog seconded the motion and in a roll call vote, the Commissioners voted:

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

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

Discussion of FAA report received in October was presented to by Airport Manager. Bob stated he received a letter from FAA stating, 'not in compliance with certification.' Some are with wildlife and can not do much with them because of covid-19 they are working from home. Dave Birk is conducting training at the airport. All the concerns are working on being corrected and an extension has been requested by Dave Birk.

Discussion on updating recording equipment for airport board meetings quote was presented from TD Tronics in the amount of \$873.21 for 8 microphones. Commissioner Keister moved to purchase new recording equipment out of the office equipment budget in the amount of \$873.21. Commissioner Futrell seconded the motion and in a roll call vote, the Commissioners voted:

|                       |     |
|-----------------------|-----|
| Commissioner LaMarsh- | aye |
| Commissioner Hinkle-  | aye |
| 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 statistics for October was up.
- Airport rescue & firefighting crews were called out on November 5. A transit corporate aircraft experienced a serious hydraulic failure. Landing gear was extended by alternate procedures and the aircraft landed without further incident. Airport Manager Bob commented the older fire truck would not go over 5 miles per hour and he will be looking for a replacement.

Announcements:

The airport administration office will be closed on November 25-26 for the Thanksgiving Day holiday.

Board Member Comments:

Commissioner Futrell would like to know if there is a farm agreement with Highlander? Dave Miller stated no.

Commissioner LaMarsh suggested with recent politics change of new mayors to invite them to meet the new Airport Manager. Also commented about the Amazon rumor and suggest reaching out to them and let them know we are here. Bob will look into it and Barry from Hanson stated Amazon is a customer of Hanson and he will work on a connection on who to send something to as well.

Commissioner Ross stated vacation for Airport Manager will be on the December agenda.

Commissioner Keister announced Director Miller's retirement and asked to please RSVP. Attorney Livingstone commented we are down one Commissioner, and he will send a letter to the appointing Mayor.

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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**Cody Hinkle**

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**Christopher Herzog**

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**Brian Keister**

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**Steve Futrell**