**MINUTES OF THE MONTHLY MEETING OF THE PUBLIC BUILDING COMMISSION OF ST. CLAIR COUNTY, ILLINOIS, HELD ON THURSDAY NOVEMBER 17, 2016 AT 10:00 A.M. AT THE ST. CLAIR COUNTY BUILDING, BELLEVILLE, ILLINOIS**

The Regular Monthly Meeting of the Public Building Commission of St. Clair County, Illinois was called to order by Chairman Richard Sauget at 10:00 a.m., on Thursday, November 17, 2016 at the St. Clair County Building, Belleville, Illinois.

The following Commissioners answered present to roll call: Richard Sauget, James Nations, Luther Jackson, Daniel Polites, Charles Lee, Richard Effinger, and Thomas Dinges.

Also present for the meeting, or for a portion thereof, were the following: Debra Moore, County Administrator; Tim Cantwell, MidAmerica St. Louis Airport Director; Dan Trapp, MidAmerica St. Louis Airport Engineering and Planning Director; Tom Knapp, Sheriff's Department; Sue Schmidt, Financial Analyst; Fred Boch, County Board Member; John West, County Board Member; Ron Hahn, Janitorial Manager; Randy Pierce, Fairview Heights Tribune; Joseph Bustos, Belleville News Democrat; James Brede, Director of Buildings; Attorney Bernard Ysursa; and Vickie Boydte, Secretary.

Minutes of the October 20, 2016 Regular Monthly Meeting were reviewed. Commissioner Lee moved that the Regular Monthly Meeting Minutes, dated October 20, 2016 be approved as provided. Second by Commissioner Effinger and carried.

Under Treasurer and Finance, Commissioner Polites, Treasurer, reviewed the Regular Expense Claims Report with Payroll Ledger Report for November 30, 2016, and moved to approve payment of bills. Second by Commissioner Lee. Roll call as follows:

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| Commissioner Nations | : Aye |
| Commissioner Jackson | : Aye |

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| Commissioner Lee | : Aye |
| Commissioner Polites | : Aye |
| Commissioner Effinger | : Aye |
| Commissioner Dinges | : Aye |
| Commissioner Sauget | : Aye |
| AYES: 7 ABSENT: 0 | NAYS: None |

Motion carried.

Commissioner Polites reviewed the Airport Expense Claims Report, dated November 30, 2016 and moved to approve payment of bills. Second by Commissioner Lee. Roll call as follows:

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| Commissioner Nations | : Aye |
| Commissioner Jackson | : Aye |
| Commissioner Lee | : Aye |
| Commissioner Polites | : Aye |
| Commissioner Effinger | : Aye |
| Commissioner Dinges | : Aye |
| Commissioner Sauget | : Aye |
| AYES: 7 ABSENT: 0 | NAYS: None |

Motion carried.

Commissioner Polites reviewed the **Monthly Budget Analysis Report for November 2016,** and asked that it be placed on file, stating that the 2016 Budget is in line with the projected percentage of 91.7% expenditures.

Commissioner Polites reviewed the **Trial Balance Report for October 2016,** and asked that it be placed on file. The Secretary has a copy available for review in the Public Building Commission Office.

Chairman Sauget deferred discussion and approval of the PBC 2017 Budget and Five Year Plan 2017-2022 until the December 2016 PBC Monthly Meeting.

Under Operations, James Brede, Director of Buildings, introduced the Janitorial Bid Recommendation. Director Brede recommended Foley Chemical and Machine as the lowest responsible bidder, with a bid of $821,732.52. Commissioner Polites moved to approve the

Contract with Foley Chemical and Machine in an amount not-to-exceed $825,000.00. Second by Commissioner Effinger. Roll call as follows:

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|---|---|
| Commissioner Nations | : Aye |
| Commissioner Jackson | : Aye |
| Commissioner Lee | : Aye |
| Commissioner Polites | : Aye |
| Commissioner Effinger | : Aye |
| Commissioner Dinges | : Aye |
| Commissioner Sauget | : Aye |
| AYES: 7 ABSENT: 0 | NAYS: None |

Motion carried.

Under Airport Operation Business, Tim Cantwell, MidAmerica St. Louis Airport Director, deferred the discussion and approval of the Airport's 2017 Budget until December.

Director Cantwell presented Change Order #1 for IMPACT Strategies Parking Lot Expansion, which reduces the overall cost for the Project by approximately $40,000.00. Director Cantwell informed the Commission that, despite the expansion, the parking lot is already filled up with the current rotation and number of destinations. Director Cantwell added that he anticipates that the number of flights will be going up next year, with more destinations, as well as increased frequency of flights. A general discussion was held about future needs. Director Cantwell indicated that the volume increase will necessitate additional parking spaces, and this is in the planning stage. Director Cantwell added that, with the current volume, it makes it incredibly difficult to perform maintenance on the parking lot, as areas are unable to be cordoned off. Commissioner Nations moved approval of Change Order #1 for IMPACT Strategies Parking Lot Expansion, which reduces the overall cost for the Project by approximately $40,000.00. Second by Commissioner Polites. Roll call as follows:

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| Commissioner Nations | : Aye |
| Commissioner Jackson | : Aye |
| Commissioner Lee | : Aye |
| Commissioner Polites | : Aye |

Commissioner Effinger : Aye
Commissioner Dinges : Aye
Commissioner Sauget : Aye
AYES: 7 ABSENT: 0 NAYS: None

Motion carried.

Director Cantwell introduced the 2018-2022 Transportation Improvement Proposals (TIPS). Director Cantwell explained that, for 2016, projects included signage, airside service road, and airfield shoulder improvements, which are either under construction or soon to start construction. Director Cantwell elaborated that 2017 improvements include improvements to the passenger terminal, in particular: the public address system, power supply back-ups, electric circuitry, and the loading bridges – all of which are 20 years old with parts that are not supportable. Director Cantwell clarified that the loading bridges will need to be refurbished with digital control motors. Director Cantwell affirmed that the upgrades will minimize ongoing maintenance expenses, as was seen 8 years ago when loading bridge tires were replaced with longer lasting ones of solid rubber. Director Cantwell cautioned that, depending on Airport developments, the need to rehabilitate and expand the terminal parking lot may be needed sooner. Director Cantwell added that the federal fiscal year begins in October. Director Cantwell clarified that the parking lots cannot be done as part of the entitlement program. According to Director Cantwell, funding from the State should be shared at least 50-50, maybe even 80-20. Director Cantwell stated that an application is planned, but not yet submitted. Commissioner Nations moved approval of the 2018-2022 Transportation Improvement Proposals (TIPS). Second by Commissioner Lee. Roll call as follows:

Commissioner Nations : Aye
Commissioner Jackson : Aye
Commissioner Lee : Aye
Commissioner Polites : Aye
Commissioner Effinger : Aye
Commissioner Dinges : Aye

Commissioner Sauget : Aye
AYES: 7 ABSENT: 0 NAYS: None

Motion carried.

Sue Schmidt, Financial Analyst, introduced the Notice for Continuing Financial Disclosures. Ms. Schmidt explained that Oppenheimer wants the Commission to be aware that, while Oppenheimer is the underwriter for the Bonds, they also consult in regard to the bonding, which could be a conflict of interest. Ms. Schmidt clarified that the letter provided for signature is just an acknowledgement.

Tom Knapp, Sheriff's Department, stated that the PBC has completed some carpeting and painting at the Administrative Offices at the Sheriff's Department. Major Knapp reported that there are two offices left and the Sheriff's Department would like to know if the carpeting can be replaced. Commissioner Nations stated that the request would be reviewed and any action would be at the discretion of Director Brede.

Director Cantwell updated the Commissioners about Allegiant's newly released 2017 summer schedule. According to Director Cantwell, flights to Destin will go from three (3) days per week to five (5) days per week beginning in May 2017, the Jacksonville route will start earlier next year in April 2017, and flights to Orlando will go from two (2) days per week to three (3) days per week.

Director Cantwell requested to enter into Executive Session for the purpose of Personnel. Commissioner Lee moved to enter into Executive Session for the legally authorized purpose of Personnel. Second by Commissioner Dinges and carried.

The Doors closed at 10:25 a.m.

The Regular Meeting reconvened at 10:40 a.m.

The following Commissioners were present in Open Session: Richard Sauget, James

Nations, Luther Jackson, Charles Lee, Daniel Polites, Richard Effinger, and Thomas Dinges.

Also present for the Open Session were the following: Debra Moore, County Administrator; Tim Cantwell, MidAmerica St. Louis Airport Director; Attorney Bernard Ysursa; and Vickie Boydte, Secretary.

There being no further business to come before the Public Building Commission, Commissioner Lee moved for adjournment. Second by Commissioner Effinger and carried.

Meeting adjourned at 10:40 a.m.

Respectfully submitted,

Vickie Boydte

Vickie Boydte
Secretary

APPROVED:

CHAIRMAN