MINUTES OF THE MONTHLY MEETING OF THE PUBLIC BUILDING COMMISSION OF ST. CLAIR COUNTY, ILLINOIS, HELD ON THURSDAY APRIL 20, 2017 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, April 20, 2017 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: Tim Cantwell, MidAmerica St. Louis Airport Director; Tom Knapp, Sheriff's Department; Sheldon Menezes, Crawford, Murphy & Tilly Consulting; Terry Schaddel, IDOT – Aeronautics; Michael Dudas, IDOT – Aeronautics; Fred Boch, County Board Member; Randy Pierce, Fairview Heights Tribune; Joseph Bustos, Belleville New Democrat; John West, County Board Member; Dan Trapp, MidAmerica St. Louis Airport Engineering and Planning Director; James Brede, Director of Buildings; Attorney Bernard Ysursa; Sue Schmidt, Financial Analyst; and Vickie Boydte, Secretary.

Minutes of the March 16, 2017 Regular Monthly Meeting were reviewed. Commissioner Lee moved that the Regular Monthly Meeting Minutes, dated March 16, 2017 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 April 28, 2017, and moved to approve payment of bills. 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.

Commissioner Polites reviewed the Airport Expense Claims Report, dated April 28, 2017 and moved to approve payment of bills. 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.

Commissioner Polites reviewed the **Monthly Budget Analysis Report for April 2017,** and asked that it be placed on file, stating that the 2017 Budget is in line with the projected percentage of 33.3% expenditures.

Commissioner Polites reviewed the **Trial Balance Report for March 2017,** and asked that it be placed on file. The Secretary has a copy available for review in the Public Building Commission Office.

Under Operations, James Brede, Director of Buildings, presented Request for Proposal on a Change Order from IMPACT Strategies regarding expanding asphalt replacement on ADA project at Detention Center. The Change Order is $10,415.00 for the additional work. Commissioner Nations moved for approval of the RFP #01: Site Demolition and Provision of Asphalt for IMPACT Strategies at the Juvenile Detention Probation location for $10,415.00. Second by Commissioner Effinger. 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.

Under Operations, James Brede, Director of Buildings, presented Request for Approval for Johnson Controls contract to update HVAC controls to electronic from the current pneumatic system for $155,800.00. Commissioner Nations inquired if this is a necessity and will save money. Director Brede stated the pneumatics are not adequate to control energy and are better controlled with electronics which can be controlled off-site. Commissioner Nations inquired if this will be added to the energy control system. Director Brede confirmed it will be hooked into a computer, which eventually will allow monitoring in the long-term. Director Brede added this is the first step to control our equipment. Commissioner Nations inquired if this was budgeted and Director Brede confirmed this is in the budget. Commissioner Nations moved for approval of the Johnson Controls Retrofit activity for the County Juvenile Detention Center at a price not to exceed $155,800.00. Second by Commissioner Polites. 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.

Under Airport Operations, Tim Cantwell, MidAmerica St. Louis Airport Director, presented the month over month from previous year with enplanements up 45% in January, 25% in February, 28% in March. Director Cantwell stated in 24 months previous to December 2016 there is an increase in flights to 42%. Director Cantwell added in August of 2017, MidAmerica Airport will average 638 enplanement seats per day with 1,200 people in and out of building. Director Cantwell stated this is averaged over 7 days with Tuesday usually being a no fly day and noting a low fly day for Allegiant is 1500 to 1800 people daily through the building in August. Director Cantwell added that gas/military gas during the timeframe is about the same. Director Cantwell stated there was movement last month from Perryville, Missouri, in which Sabreliner was refurbishing a helicopter and a Russian 124 took it to the Middle East.

Director Cantwell stated the parking lot expansion is rocked and ready to go with posts for the electric. Director Cantwell stated piping was not needed for water since they were doing sheet flow. Director Cantwell added there was a problem in the Air Operation Center at the Firehouse in which a water pipe lifted off of an elbow and there was a 6″ direct fire/water line with about $110,000.00 of insurance damage. Director Cantwell stated it is secured again and problem was probably due to a rusted out anchor joint. Director Cantwell added the electric was in casings, but there was damage to bedrooms and bathrooms. Director Cantwell stated they rented a pop-up camper for Firehouse employees.

Director Cantwell presented Request for Approval for Outdoor Advertising Lease with MidAmerica Advertising and stated the background information for the leases was standard FAA discussion pieces, which were reviewed by Council and they are legally sufficient. Director Cantwell stated the advertising sign is north of intersection of 158 and Seibert Road. Director Cantwell added we receive about $30,000.00 from the leases. Director Cantwell stated MidAmerica Advertising has numerous outdoor advertising in this area. A general discussion was held regarding the 6 MidAmerica Advertising signs on the Airport's property. Director Cantwell added he has made an inquiry to MidAmerica Advertising regarding a digital sign, but they are not to that point yet. Director Cantwell stated Exit 21 may change this when it opens and there is more flow through there. Director Cantwell added this may call for a longer lease because MidAmerica Advertising has to recoup its capital investment. Commissioner Nations moved to approve the additional location for an advertising sign at Seibert Road and 158 under the terms included in the proposal. Second by Commissioner Dinges. 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.

Director Cantwell presented the lease to host a third-party for Allegiant. Director Cantwell stated Allegiant has a maintenance contract with On Site Aircraft Services and needed a site at MidAmerica Airport. Director Cantwell reviewed location of open site in which the office would have direct access to the airplane parking. Director Cantwell stated On Site Aircraft Services is interested in online maintenance parts at this location. Commissioner Nations inquired the work performed is by Allegiant and not billed through Public Building Commission. Director Cantwell stated it is always beneficial to have online maintenance at airport and currently On Site Aircraft Services one office at St. Louis Lambert Airport. Commissioner Nations moved to approve the Lease of 125 square feet of office space at $19.20 per square foot annum rate to On Site Aircraft Services. Second by Commissioner Polites. 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.

Director Cantwell presented Approval to Proceed with a Request for Proposal for Parking and Revenue Control System. Director Cantwell stated there are no ideas about a charge and Public Building Commission will be the one to figure it out when there is a proposal. Director Cantwell added they do not want to move forward without an approval to move forward. Commissioner Nations stated they are dealing with a demand for parking that seems to be challenging to satisfy and the financial cost is becoming significant. Commissioner Nations added they are trying to discover if there is a reasonable way to gain revenue that would allow keeping up with the demand for more parking. Commissioner Nations stated they do not know the answer, but are optimistic the demands are going to continue to be there. A general discussion was held in regards to a portion being paid parking and free parking being further out. Director Cantwell stated someone is needed who has parking experience to tell what the options are and then Public Building Commission can make a decision. Director Cantwell added parking that is less than 3 hours, there is no need to capture, but if there is parking for three months, then this needs to be reviewed. Commissioner Nations stated options are 3 hours in and out free, long-term parking lot, VIP lot, all options are available, but the question is given the traffic, demand, and the user population, what is the best answer for the foreseeable future. Commissioner Nations agreed there is a need to work with someone who has experience in this area. Commissioner Polites moved to approve the pursuit of the Request for Proposal process by the Airport staff and present to the PBC sharing the outcome of those findings. Second by Commissioner Nations. 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.

Director Cantwell presented Approval to pass the Bargaining Unit Agreement for Maintenance to the County for Approval. Director Cantwell added he has one vehicle maintenance position with 87 pieces of equipment and 3 outdoor maintenance positions, which all positions are currently not filled and have not been filled for years due to budgets. Director Cantwell stated in agreement the accession into the new position is 65% of base wage rate with progression being on the employee. Commissioner Nations inquired if there is discretion to peg an employee at an entry rate other than 65%. Director Cantwell confirmed this and gave an example of a current building maintenance position, which also performs airfield electric, and also on the Air Force side, so he is directly hired into the higher position. Commissioner Nations stated this is based upon skills, training, competence, degrees. Director Cantwell stated the St. Clair County Board has the same Bargaining Unit Contract. Commissioner Polites moved to approve the Bargaining Unit Contract and forward to the St. Clair County Board for approval. 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.

Director Cantwell presented Approval of Change Order 1 to Passenger Boarding Bridge Improvements. Director Cantwell stated Passenger Bridge Improvements were cut from Passenger Terminal Improvements since it is a sole source from all of the general contractors.

Director Cantwell added with this being cut, it saved about $30,000.00 on the bidding with it being direct. Director Cantwell added when Thyssen Krupp came out to do inspection, they made additional suggestions to ensure it is refurbished back to the highest level. Director Cantwell stated the total Change Order is $41,000.00 Airport Improvement Program funding and the County's share is $4,100.00 with the remaining taken out of a grant. Director Cantwell presented the request for Approval by the Public Building Commission for Change Order 1 to the contract at a cost not to exceed $4,100.00 share from the County. Commissioner Lee moved to approve as presented. Second by Commissioner Nations. 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.

Director Cantwell presented Approval of Passenger Boarding Terminal Seating. Director Cantwell stated they requested to find 152 additional seats which match projections. Director Cantwell added they looked at money coming in and options, along with additional balancing, and may take an overspill during high peak times. Director Cantwell stated it shows 100 seats under capacity, not including the additional 52 due to spacing. Commissioner Polites moved to approve the selection of Egyptian Workspace Partners to purchase 100 passenger seats not to exceed $28,000.00. Second by Commissioner Effinger. 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.

Director Cantwell noted the funding source is PBC Special Projects for unexpected improvements with the hope of approval to be taken out of that line item. Commissioner Polites confirmed this can be added.

Director Cantwell introduced Terry Schaddel from the Illinois Department of Aviation, who is in attendance to answer any questions moving forward and the need for a Master Plan. Director Cantwell stated there will be 2,000 people through terminal each day, which are only passengers, not including the TSA, the workers behind counter, electricians, etc. Director Cantwell added that Mr. Schaddel advised to start planning next step. Mr. Schaddel stated they have been working with Director Cantwell, Dan Trapp, and the staff for close to a year and a half and watched enplanement levels exponentially grow since 2015, 2016, and this year. Mr. Schaddel stated they have discussed with Director Cantwell and Mr. Trapp the need to update the Master Plan in passenger needs and looking at other development centers across the Airport to see where to proceed at Airport. Mr. Schaddel added they have been working with the Airport and FAA using their guidance documents to get to the point of consultant selection and create a scope of services and cost estimates to produce a new Master Plan. Director Cantwell stated the process is to go through a Statement of Qualifications, which there will be an approval of having a selection committee. Director Cantwell added he has a few names he feels would be appropriate for the committee in which the Chairman will have to ask to be a part of the selection committee. Director Cantwell stated criteria will be published April 27, 2017, to get this online. Director Cantwell added the last time there was a Master Plan approved in 2007; it was not as focused as this Master Plan, as there is more activity now and you can see the results of the Program Action Levels that have been forecasted, along with where we are with items such as parking spots. Director Cantwell stated the parking spots match the seats in the air on the equivalent of a Master Plan that has been applied at the Airport. Director Cantwell presented a request to approve the Chairman to select a committee to select the company for the Master Plan. Director Cantwell stated suggestions for committee are Annie Markezich from Zoning, Commissioner Nations from Public Building Commission, Commissioner Lee from Public Building Commission, and Debra Moore, County Administrator. Commissioner Nations inquired to Mr. Schaddel the mention of other economic development sites beyond Air Passenger Service and looking into cargo and other opportunities. Mr. Schaddel stated it would be a holistic view of passenger, cargo, and other development capabilities for non-aeronautical areas that the County could realize potential financial meaning and this would review existing facilities at the planning activity levels. Mr. Schaddel stated those kinds of things are judged against what the demand levels are going to be such as the square footage of the terminal, the number of spaces in the parking lot, and look at other areas in and around the new exit. Director Cantwell added in the 2007 update to the Master Plan, there was a new allowance by the FAA to add market forces. Director Cantwell stated in the 2007 timeframe, this side of the Airport was designed as non-aeronautical compatible use and IDA and FAA have to be asked to allow that this was put there as compatible non-aeronautical use, but this was a tremendous change for opportunity and gave a model to move forward for retail, warehouse, etc. Director Cantwell expects the new Master Plan to have a good application to it with Exit 21 opening in the summer and will accelerate the development of that area. Commissioner Nations inquired if we should invite a Scott Air Force Base participant in the planning process. Director Cantwell agreed someone from Scott Air Force Base could be included in the planning process. Director Cantwell added in the beginning of Exit 21 planning in 2007, they had to pull back on their input, because they cannot give input unless it is approved and fully funded and may be in the same situation at this time. Director Cantwell added as a good neighbor, we should have somebody sit at table and be part of the input. Director Cantwell stated Item 7 is to approve the Chairman to select a selection committee and Item 8 is the approval of the Selection Criteria, which was in packet beforehand. Commissioner Nations moved to approve Item 7 and Item 8 with the identified membership of the evaluation committee to be accepted. Second by Commissioner Effinger. 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.

Chairman Sauget inquired to Mr. Schaddel in regards to evaluation of performance at Airport compared to other airports in the State of Illinois. Mr. Schaddel stated an airport is a part of quality of life of the community it serves. Mr. Schaddel added accomplishments of other airports can be reviewed, but it's a reflection of community and what the community needs. Mr. Schaddel stated the community needs are being very well served now and watching the expanded enplanement levels with interest. Commissioner Nations inquired as to the passenger growth at MidAmerica Airport relatively compared across the state. Mr. Schaddel stated it will be curious to see at the end of 2017 how the Airport compares to the 9 primary enplanement airports across the state, which range from approximately 36 million enplanements at O'Hare to about 10,000 at smaller airports like Marion and Quincy. A general discussion was held in regards to achieving a certain number and needing more security, but has more dependent upon aircraft activity, aircraft size for firefighting, and commercial requirement for aircraft firefighting, which required a note to identify joint response plan of the Air Force and MidAmerica Airport. Director

Cantwell stated the Master Plan will show a need for a bigger terminal. A general discussion was held in regards to original design of terminal. Commissioner Nations thanked Mr. Schaddel for all of his and his staff's help and support.

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

Meeting adjourned at 10:35 a.m.

Respectfully submitted,

Vickie Boydte

Vickie Boydte
Secretary

APPROVED:

CHAIRMAN