

**MINUTES OF THE MONTHLY MEETING OF THE
PUBLIC BUILDING COMMISSION OF ST. CLAIR
COUNTY, ILLINOIS, HELD ON THURSDAY
JANUARY 19, 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, January 19, 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: Debra Moore, County Administrator; Tim Cantwell, MidAmerica St. Louis Airport Director; Tom Knapp, Sheriff's Department; Fred Boch, County Board Member; John West, County Board Member, Dan Trapp, MidAmerica St. Louis Airport Engineering and Planning Director; Sue Schmidt; Financial Analyst; Randy Pierce, Fairview Heights Tribune; Mike Koziatek, Belleville News Democrat; James Brede, Director of Buildings; Attorney Bernard Ysursa; and Vickie Boyde, Secretary.

Minutes of the December 15, 2016 Regular Monthly Meeting were reviewed. Commissioner Polites moved that the Regular Monthly Meeting Minutes, dated December 15, 2016 be approved as provided. Second by Commissioner Lee and carried.

Commissioner Nations moved to recess for the Annual Meeting, and appointed Attorney Ysursa as the Temporary Chairman. Second by Commissioner Lee and carried.

Regular Meeting ended at 10:05 a.m.

Regular Meeting reconvened at 10:08 a.m.

Under Treasurer and Finance, Commissioner Polites, Treasurer, reviewed the Regular

Expense Claims Report with Payroll Ledger Report for December 31, 2016, 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 Regular Expense Claims Report with Payroll Ledger Report, dated January 30, 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 January 30, 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 January 2017, and asked that it be placed on file, stating that the 2017 Budget is in line with the projected percentage of 8.3% expenditures.

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

For Airport Operations, Director Cantwell reviewed end-of-year report with trend analysis on improvements, including inspections by TSA and stated there are reports that weapons are up in inspection at every airport, which is a national trend. Director Cantwell will be giving report to Economic Development Committee.

For Airport Operations, Director Cantwell reviewed the need for additional access off airplanes, other than two boarding bridges. From March until August, there will be three airplanes on ground. Director Cantwell stated passengers who need ADA assistance cannot use ladder and need bridge which is ADA compliant. Director Cantwell also added a new bridge is around \$65,000.00 including ADA modifications, which is an engineering estimate, and shipping costs an estimated additional \$5,000.00 to \$7,000.00. Director Cantwell has been searching for used or repurposed boarding bridges, but very hard to find. Director Cantwell stated Allegiant has a spare bridge in Burlington, Vermont, due to decreasing services in March. Director Cantwell has been in discussions with Burlington in regards to training, manuals, and spare parts for this bridge. A general discussion of the workings of hydraulic ramp and accordion-like movement was held. Director Cantwell stated the piece of equipment was built in 2013, used for the last two years, and is available at a cost of \$45,000.00 plus travel. Director Cantwell added per the acquisition rules equipment can be bought with approvals with a savings of approximately \$15,000.00 to \$20,000.00 on the purchase. Director Cantwell researching travel

options, but added that equipment fits on flatbed, and looking into special oversized permits.

Director Cantwell stated the purchase of equipment would be through Allegiant. A general discussion regarding bartering with Allegiant for payment was held with the conclusion it may not be worth exploring. Director Cantwell added the current boarding bridges are 20 years old and need repairs. Director Cantwell stated the bridges will have to be taken down, so a minimum of one additional bridge is needed. Director Cantwell stated this bridge is only one available in the United States; all other used boarding bridges are in use. Director Cantwell stated he does not believe there are warranties due to it being a used piece of equipment, and added the equipment is active and passes FAA inspections. Maintenance of equipment will not be an issue. Commissioner Nations moved to approve the acquisition of the used boarding bridge in Burlington, Vermont, at a purchase price not-to-exceed \$45,000.00 with further provisions for transportation costs, not to exceed \$8,500.00, paid for by the Airport Budget, to the current owner Allegiant Airlines. 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 reviewed approval for Air Terminal Services Ground Services Agreement and stated formula has been changed slightly from original formula. Director Cantwell stated Air Terminal Services is a fixed-based operator for the Airport, as well as fuelers for contracts and support provided to Commercial and Military contracts for fuel, which has been renewed for four years. Director Cantwell stated qualifications are added by FAA, Air Terminal Services, and industry inspectors on behalf of Air Terminal Services to be Fair Market Broker.

Director Cantwell stated currently we have primary position with Air Terminal Services for direct labor to provide services to the Airport for fueling for Commercial and Military, along with point-of-sale and inventory transactions, coordination with fuel farm and transportation with any air carrier or military airplane.

Director Cantwell presented the activity sheet and reviewed gas expenses, which divided by 3,000 would equal amount of activity that takes place for fuelers only, showing over 1,500 activities a year. Director Cantwell stated they still want to be part of fuel revenue. Director Cantwell reviewed the option of store front hours with one or two people, as per customer demands, approximately ten hours per day, so that casual, public aircraft could refuel, land, other service needs available. Director Cantwell stated AVMATS provides the service in a commercial way, but hours are only 8 a.m. to 4 p.m., and not suitable for the average businessman. Director Cantwell discussed business model of Airport and Public Building Commission to stay in position of monopoly on fuel. Director Cantwell added fuel has to be bought by Airport unless the opportunity is released. Director Cantwell discussed letting Air Terminal Services grow as a third party, and currently doing so with Allegiant performing duties as a third party, we host them in building and let them use our equipment for a 10% gross surcharge on their bill. A general discussion was held for providing a storefront and service for Airport Authorities, since Airport Authorities have to coordinate getting customs notified, customs has to approve landing fees, get regulated garbage set up, along with storefront being available as an HBO for non-signatory traffic. Director Cantwell stated Military always calls Air Terminal Services and we make money on Military Contract Refuel that covers labor contract throughout the year and verified the enterprise covers its cost and provides a service. Commissioner Nations moved for approval of proposed contract agreement with Air Terminal Services Ground Services for Fiscal Year 2017. 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 Nations presents resolution authorizing Comptroller to transfer funds and make payables via electronic means and stated this authorization is completed every year.

Second by Commissioner Effinger.

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 Nations requested to enter Executive Session for purposes of Personnel. Director Cantwell requested to enter Executive Session for purposes of Personnel and Real Estate Lease. Commissioner Polites verified reappointment of Vickie Boydte as Comptroller. Second by Commissioner Nations.

The Doors closed at 10:35.

The Regular Meeting reconvened at 11:05.

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; James Brede, Director of Buildings; Fred Boch, County Board Member; Randy Pierce, Fairview Heights Tribune; Attorney Bernard Ysursa; Mike Koziatsek, Belleville News Democrat; and Vickie Boydte, Secretary.

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

Meeting adjourned at 11:05 a.m.

Respectfully submitted,

Vickie Boydte
Secretary

APPROVED:


CHAIRMAN