

**MINUTES OF THE MONTHLY MEETING OF THE
PUBLIC BUILDING COMMISSION OF ST. CLAIR
COUNTY, ILLINOIS, HELD ON THURSDAY
MARCH 16, 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, March 16, 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, and Charles Lee. Commissioner Thomas Dinges and Commissioner Richard Effinger were absent.

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; Fred Boch, County Board Member; John West, County Board Member; Sue Schmidt, Financial Analyst; Randy Pierce, Fairview Heights Tribune; Joseph Bustos, Belleville News-Democrat; James Brede, Director of Buildings; Attorney Bernard Ysursa via telephone conference; and Vickie Boydte, Secretary.

Minutes of the February 16, 2017 Regular Monthly Meeting were reviewed. Commissioner Polites moved that the Regular Monthly Meeting Minutes, dated February 16, 2017 be approved as provided. Second by Commissioner Lee and carried.

Under Treasurer and Finance, Commissioner Polites, Treasurer, reviewed the Regular Expense Claims Report with Payroll Ledger Report for March 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 : Absent
Commissioner Dinges : Absent
Commissioner Sauget : Aye
AYES: 5 ABSENT: 2 NAYS: None

Motion carried.

Commissioner Polites reviewed the Airport Expense Claims Report, dated March 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 : Absent
Commissioner Dinges : Absent
Commissioner Sauget : Aye
AYES: 5 ABSENT: 2 NAYS: None

Motion carried.

Commissioner Polites reviewed the Monthly Budget Analysis Report for March 2017, and asked that it be placed on file, stating that the 2017 Budget is in line with the projected percentage of 25.0% expenditures.

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

Commissioner Effinger arrived at meeting at 10:03 a.m.

Under Airport Operation Business, Tim Cantwell, MidAmerica St. Louis Airport Director, presented passenger service report, a futuristic analysis from March through this summer. Director Cantwell stated for July 2017 there will be an average of 3 departures

and 500 seats per day. Director Cantwell pointed out there was a large increase in September of 2016. Director Cantwell added that in January of 2017 there was a 45% increase, which was within margin of error of the forecast for the seats of 49%, and in February of 2017 there was an increase of 25% in passengers. Director Cantwell pointed out the percent change year over year for January of 2017 was 22.6%. Director Cantwell added that forecasted increases year over year for the seats run the same way for the increase in passengers and this information can be used to forecast the amount of passengers. Commissioner Nations inquired if the demand for service is being measured well by Allegiant and added the market response is very receptive for additional destinations and load capabilities. Commissioner Nations stated that as soon as MidAmerica is able to get a flight to a destination, the population is willing to utilize it. Director Cantwell confirmed this and stated when MidAmerica gets a new destination or schedule, passengers fill the flights. Director Cantwell added the year-round load factors are staying at 85%. Commissioner Nations inquired if Director Cantwell is comfortable in making a year over year percent increase in passenger count for 2017. Director Cantwell stated that he thought this was completed in the budget and it was a conservative number due to being uncertain of the reaction. Director Cantwell added that it was between 160,000 and 170,000 in the budgeted forecast. Commissioner Nations stated this would be more than a 100% increase. A general discussion was held on the increase in the budgeted forecast. Director Cantwell stated that actually it was 150,000 as baseline for the budget. Commissioner Nations added that this is an 80% or 90% increase for the budgeted forecast. Director Cantwell confirmed that at least this increased number will be met. Director Cantwell stated September is the slowest month,

with January following, but activity picks up in February through the summer. Director Cantwell added they anticipate having the parking spots completed in May. Director Cantwell presented the running annual report from March 15th and added the report is not a full month. Commissioner Nations stated he utilized the services of Allegiant a few weeks ago and he had an outstanding experience from the staff to the departure and arrival being on time. Commissioner Nations added Roy-el was amazing and has a good product array with being such a small company. Commissioner Nations complemented Director Cantwell on jumping in that day despite having a busy schedule and weather being an issue. Director Cantwell added that Roy-el approached him in regards to expanding their business. Director Cantwell stated they will be expanding and adjustments will be made in their rental area. Director Cantwell stated Roy-el will be adding a Grab-N-Go. A general discussion was held in regards to length of time Roy-el has been out at MidAmerica and to being local. Director Cantwell stated Boeing is 90% Illinois residents and North Bay Produce is 100% local. Commissioner Nations confirmed the local percentages of North Bay Produce and Boeing, along with TSA and Airport staff being locally employed. Commissioner Nations inquired as to the amount of total jobs for the locally employed staff. A general discussion was held regarding the number of employees at MidAmerica. Director Cantwell stated there are over 400 employees at MidAmerica.

Director Cantwell stated he is attending the upcoming Sixel Conference. Director Cantwell added that Richard Burke is going to the Allegiant Conference in Las Vegas in which there will be a discussion of the airport and airline's relationship.

Director Cantwell presented Amendment 1 to the Engineering Agreement for the

Passenger Terminal Improvements project, which was delayed from last year. Director Cantwell stated the amendment is to capture the extra work that is completed by the consultant and in this process they are recommissioning the project again with the updates. Director Cantwell added Amendment 1 is asking to expend \$8,800.00 for the engineering agreement for Passenger Terminal Improvements project. Commissioner Nations inquired if this was going to CMT. Director Cantwell confirmed this information. Commissioner Nations moved for approval to authorize Amendment 1 to CMT Engineering Agreement for the Passenger Terminal Improvements at a cost not to exceed \$8,800.00 to provide updated management and facilities for the extended year.

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	: Absent
Commissioner Sauget	: Aye
AYES: 6 ABSENT: 1 NAYS: None	

Motion carried.

Director Cantwell presented the information to Initiate Consultant Selection for an Updated Master Plan and stated the last Master Plan was in 2007. Director Cantwell added the activities on the ground are exceeding the plan's vision and need to be updated. Director Cantwell stated there needs to be a plan for other projects that the market may be pushing MidAmerica towards. Director Cantwell added that for the May timeframe, MidAmerica will be maxed out on casual movement in the passenger terminal during the 25 flights a week. Director Cantwell stated the passenger terminal was designed with 1996 view and 1996 security, which was FAA and not TSA. Director Cantwell added

these issues need to be looked at and this request initiates this process. Director Cantwell stated the request is to approve the Initiation of Consultant Selection for Updating the Airport Master Plan. Director Cantwell added there is no money outlay yet, as this needs to be identified, and then move with the FAA and Department of Aviation to get the program set up. Director Cantwell reviewed target dates for activities that are included in the schedule and stated some of the dates have been adjusted after recent discussions with the Department of Aviation in Illinois. Director Cantwell added these tasks are interchangeable depending on the market reaction through the planning process. Director Cantwell stated if development of the market passes up this planning process, that piece can be pulled out and it will accelerate this portion. Director Cantwell stated he needs approval to start this process, and then with the Public Building Commission's backing, the FAA can be approached with paperwork. Commissioner Polites moved to approve to initiate the consulting selection for Updating the Airport Master Plan and will wait to hear information coming forward. 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	: Absent
Commissioner Sauget	: Aye
AYES: 6 ABSENT: 1	NAYS: None

Motion carried.

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

Meeting adjourned at 10:20 a.m.

Respectfully submitted,

Vickie Boydte
Secretary

APPROVED:



CHAIRMAN