MINUTES OF THE MONTHLY MEETING OF THE PUBLIC BUILDING COMMISSION OF ST. CLAIR COUNTY, ILLINOIS, HELD ON MONDAY, NOVEMBER 20, 2017 AT 10:05 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 10:05 a.m., on Monday, November 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; Dan Trapp, MidAmerica St. Louis Airport Engineering and Planning Director; Fred Boch, County Board Member; Randy Pierce, Fairview Heights Tribune; Casey Bischel, Belleville News-Democrat; James Brede, Director of Buildings; Sue Schmidt, Financial Analyst; Attorney Bernard Ysursa; and Vickie Boydte, Secretary.

Minutes of the October 19, 2017 Regular Monthly Meeting were reviewed. Commissioner Nations moved that the Regular Monthly Meeting Minutes, dated October 19, 2017 be approved with the entry to the minutes on page 3, last paragraph on the page, second line with the dollar sign being deleted from the 1.83 million gallons of gas. Second by Commissioner Lee and carried.

Under Treasurer and Finance, Commissioner Polites, Treasurer, reviewed the Regular Expense Claims Report with Payroll Ledger Report for November 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 November 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 stated the Public Building Commission has reviewed the final draft of the Proposed 2018 Budget at a total of $14,585,891.00, which includes bond funds and contingency funds; along with the proposed budget for operating costs including special projects is 37% higher than the 2017 Budget. Commissioner Polites added special projects increased by 104.2% over 2017 due to the aging of the buildings and deferments of projects at the Jail anticipating the possibility of a new building. Commissioner Polites stated there are several high dollar improvements that must be acted on at the Jail, Courthouse, and several other facilities. Commissioner Polites added the Public Building Commission accumulated reserves to meet these demands. Commissioner Polites moved to adopt the Public Building Commission's Operating Budget for 2018. Commissioner Polites added that the Public Building Commission has reviewed the Five Year Plan for 2018-2023. Commissioner Polites moved approval of the

Five Year Plan for 2018-2023. Second to both motions 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.

Commissioner Polites reviewed the **Monthly Budget Analysis Report for November 2017,** and asked that it be placed on file, stating that the 2017 Budget is in line with the projected percentage of 91.7% expenditures.

Commissioner Polites reviewed the **Trial Balance Report for October 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, stated the first 2 items on the agenda are basically a review of current agreements with the first one being an approval for the purchase resolution in which there have been 2 changes. Director Brede added last year the Public Building Commission Board approved the Personnel Code Book that the County has, which under the "Accepting Gifts and Meals," it was $25.00 and the Personnel Code Book was $75.00. Director Brede stated the changes were made to be in compliance with the County Personnel Code Book. Director Brede added the second change was on Purchases from $0.00 to $10,000.00 in which the 3 bid process can be waived under that area. Commissioner Nations stated that Director Brede had mentioned to him that these changes were in line with the Illinois Regulations. Director Brede stated this was correct and under the Illinois Regulations up to $20,000.00 can be spent without bids, but the Public Building Commission decided to have tighter rules. Director Brede added it was at $2,500.00, but he cannot have a company come out to bid on something for $2,500.00, since it is not worth their time and wanted to charge fees to give a price. Director Brede stated this will help improve the Public Building Commission's efficiency. Commissioner Nations stated to his knowledge there is not a clean definition enacted in this resolution and inquired to a clear definition of the meaning of sole source. Director Brede stated that it is something that they would have to sit down with the Board and come up with the Commissioners' definition and this needs to be worked on for the future. Attorney Bernard Ysursa stated this is almost on a case-by-case basis and the statues say sole source. Attorney Ysursa added to leave it as sole source and then it can be interpreted on a case-by-case basis to what is reasonable. Commissioner Nations inquired as to if Attorney Ysursa had a chance to review the resolution. Attorney Ysursa stated that he just did the review. Commissioner Nations inquired if it is legally acceptable to Attorney Ysursa. Attorney Ysursa stated that it is acceptable. Commissioner Nations moved to adopt resolution. 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 Brede presented the second item of review of purchase of electric power agreement that has been in place for three years and due at end of 2018. Director Brede stated that he met with Fred Schreiber and he recommended for next year that we go out for bids again for the power. Director Brede added the only recommendation is for approval to give the ability to start that process. Commissioner Nations stated he did not think the Commissioners needed to act on this. Director Brede stated he was not for sure because the Commissioners voted on that contract. Commissioner Nations added to make any revisions the Commissioners would need to be involved, but it is the Public Building Commission's obligation to bring it back to the Commissioners with the best recommendation at the time. Chairman Sauget agreed with this statement.

Director Brede presented the Change Order for the St. Clair County Annex for asbestos abatement. Director Brede added we were going to hold off until further into the project for a change order, but the State's Attorney has already moved in and the flooring is being replaced, and discovered it needs to be abated as well. Director Brede stated this portion can be included in the bidding process to get the best price, but this was not part of the original overall project, which was $19,850.00. Commissioner Nations inquired into the square footage of the facility. Director Brede stated it was 5,000 square feet and also bids were received on the abatement on other sections that are being worked on and those bids came in a lot higher, which was surprising. Director Brede added a company from Chicago is coming down to help with the abatement process, so the bids came in a lot higher than was expected, so this was wrapped into one change order for $70,759.00 to cover all 3 projects. Commissioner Nations added his concern is if this continues to be pursued and the costs continue to go up, along with the desire to retain the structure because of historical value, but any further increases would probably need to be reconsidered in the efforts in this area. Commissioner Nations stated this needs to be brought in as tightly as possible to make it worthwhile. Director Brede stated this is on the rear building, but the majority of the cost in the State's Attorney is in the main building. Commissioner Nations moved to approve. 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 Brede presented for Approval of Jail Tractor Purchase to replace failing existing tractor. Commissioner Polites moved to approve the replacement of the John Deere Tractor with the submitted bid not to exceed $25,300.00. Second by Commissioner Dinges. Commissioner Nations inquired as to the second bid. Director Brede stated it was $1300.00 more, which was on the accessories since the tractor itself is under State bid. 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 Brede presented for the Approval of an Advancement for Airport Fuel Truck from the Public Building Commission. Director Brede added last month the Board approved the purchase of the fuel truck, but need approval to loan the money to the Airport to pay for the purchase. Director Brede stated this would be contingent on the finance for the County Board. Commissioner Nations moved to approve the recommendation of the adoption of an installment promissory note between the Public Building Commission and MidAmerica Airport in St. Clair County. Commissioner Nations stated they are fundamentally recognizing that the Public Building Commission has investment sums of money; the current interest rate on the money is less than 1% in most cases. Commissioner Nations added the Airport had negotiated an agreement with their vendor to provide a one-year financing of those monies by the use of the

Public Building Commission loan in which both sides of this transaction will benefit. Commissioner Nations stated the Public Building Commission will earn a slightly additional interest rate and the Airport will receive significantly lower costs for their financing. Commissioner Nations moved for approval of that process with the loan amount of $128,700.00 to be repaid with 36 monthly payments. Second by Commissioner Polites. Attorney Ysursa stated he reviewed this and the prior issues were addressed. 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.

Tim Cantwell, MidAmerica St. Louis Airport Director, presented updated activities at the Airport. Director Cantwell stated MidAmerica was co-sponsor with North Bay Produce and Ambassador to Mexico discussing trade and current activities. Director Cantwell stated he and North Bay were in a special meeting before with discussion about business relationships, climate, and the business down there. Director Cantwell added this gentleman is new and was nominated on January 3rd and confirmed by their Senate on January 5th. Director Cantwell stated he is a career diplomat with great financial knowledge. Director Cantwell stated 100,000 passengers took to the skies through the Airport last month, along with a month over month review of October which is up 74% from last year. Director Cantwell added total enplanements are over 107,000 as of November 19th. Director Cantwell presented a picture of when 2 airplanes are on the ground, and if there are 3 airplanes on the ground, it becomes a real strain. Commissioner Nations inquired as to the improvement that has been experienced on the TSA evaluations. Director Cantwell stated no one is falling off the steps upstairs due to being backed up and overcrowded. Director Cantwell stated there have not been any issues noted with the TSA and a general discussion was held regarding finding firearms and ammunition in baggage. Commissioner Nations inquired to the long-range terminal plan. Director Cantwell stated the Master Planners are getting the FAA buy-in to the scoping of passengers forecast. Director Cantwell added usually passenger forecasts are 2%/3% and for MidAmerica's they are trying to upscale the percentage because of the growth capability and increase year over year. Director Cantwell stated they are getting this approved and there will be 3 models. Director Cantwell added one is slow domestic growth, the next one is domestic and international growth, and the last one is basing an airplane. Director Cantwell stated they are also taking a survey of other interests, including North Bay, Boeing, looking at some of the military operations that are going on, and watching the fuel turnover as MidAmerica does not want to keep a lot of fuel due to it getting stale. Director Cantwell added this is a long-term view and looking out 10 years to be solid and 20 years to get into the planning phase. Commissioner Nations inquired as to the fundamental anticipated outcomes that are going to be focused on terminal expansion and the flatwork needs for the ramp areas. Director Cantwell agreed with this statement along with a review of land usage in non-approved areas. Commissioner Nations inquired as to where cargo falls into that discussion. Director Cantwell stated the flatwork and the unexpanded areas. Commissioner Nations inquired to Phase 1 that will come to the Board and the County will be looking at the passenger requirements. Director Cantwell agreed with this statement. Commissioner Nations inquired as to the timing before Phase 1 will be brought back to the Board. Dan Trapp stated it will be sometime in the first quarter of next year. Director Cantwell added there are a number of guidelines that the FAA requires, as well, since it is a cookie cutter to them and applied to a community. Director Cantwell presented a year look back of August over August with 109,000 enplanements, which puts MidAmerica 6th on the list. Director

Cantwell does not feel MidAmerica will overtake Bloomington, but this depends on next year's schedule. Director Cantwell added the forecast is 130,000 for the end of this year and 135,000 for next year.

Director Cantwell presented the ATS (Air Terminal Services) Ground Services Agreement Amendment, which provides ground services and passenger check-in services on a third-party basis. Director Cantwell added they are used for labor for de-icing and fueling, and then bill those aircraft with an upcharge on labor lines. Director Cantwell stated the hourly wage difference was about 2.5% increase, which would have to cover that company's benefits, as well. Commissioner Polites moved to approve Amendment 13 to the Air Terminal Services contract, funding included in the 2018 Airport Budget. Commissioner Nations moved to second for discussion the background paper speaks to Amendment 11 and the contract language refers to the 10th Amendment. Commissioner Nations inquired if this information should state the 11th. Director Cantwell agreed with this statement. Commissioner Nations stated with permission of Commissioner Polites, he would like to modify the motion to reference the 11th Amendment and all elements of the document be adjusted to reflect the 11th. Commissioner Nations inquired to the background paper on Page 1, second paragraph, Amendment 11, the statement "third services". Director Cantwell stated it means third party. A general discussion was held regarding Paragraph 4 to reaffirm services that are specific and highlighted in the previous Amendments. Commissioner Nations made a motion as Amendment. 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 Elevator/Escalator Service Agreement. Director Cantwell stated there was a pretty big disparity between the bids according to the background papers with 5 potential bidders. Director Cantwell added only 2 bids were received with one from Kone for $17,272.80 and the other one from Advanced Elevator for $51,196.00. Director Cantwell stated these were rechecked by Engineering Planning and there is a slight escalation in the out years. Director Cantwell added the Kone bid was for a 3-year service, along with two additional 1-year options. Commissioner Polites moved to approve the 3-year service agreement with Kone, Inc. with two additional 1-year year options not-to-exceed $17,300.00 per year. Second by Commissioner Dinges. Commissioner Nations inquired if the optional years are more than listed. Director Cantwell stated there is an increase. Dan Trapp added it is a 3% increase per year. Director Cantwell also added it is after the first year with this cost being for 2018 and then it does increase 3% each year. Commissioner Nations inquired as to if Commissioner Polites can include the 3% annual increase on year 2 and year 3. Commissioner Polites agreed with this statement and added then this increase will not have to be approved next year or the following year. Commissioner Nations motioned to accept. 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 for Pro-Tec Fire Services Agreement with this being the same operation for services as that are in place for Air Terminal Services with renegotiating the fee for a 2-year period. Director Cantwell added this is covered in the budget for 2018 and 2019. Director Cantwell stated he was asked before about the overall increase and it was in the 3% increase area and did not increase any of the back benefits again. Commissioner Nations inquired that the salary levels were approximately 3% of what they were in 2017. Director Cantwell agreed with this statement. Commissioner Nations moved 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 a Request for Qualifications with the need to establish another Selection Committee with the qualifications needed are a 5-year agreement with a firm who will provide engineering services for us as a pre-designated engineering service for Airport Improvement Program funding. Director Cantwell added the reason this is important, it decreases the lengthy timeline for any kind of Airport Improvement Program Project. Director Cantwell stated it is authorized by the FAA to give AIP funds. Director Cantwell stated this will allow an engineer to stand by on call for those services, as opposed to lengthening out another 90 days to pick an engineer for each individual project. Director Cantwell added this has been done in the past as an RFQ and the request is to approve the process and then have the Public Building Commission Chairmen designate members of the Selection Committee. Director Cantwell stated names can be taken from anywhere with 3 minimum and 5 maximum, which makes for an easier discussion and Engineering and Planning will moderate. Commissioner Nations inquired given this is an RFQ, is there any compelling reason to request qualifications on a broadcast basis, since it is Commissioner Nations' sense that there is satisfaction with the current firm, and could simply renew their current contract. Director Cantwell stated this cannot be done and just would be a continuance and this process has to be gone through. Director Cantwell added the current engineer is CMT and is the prime and would come in with a number of people, such as an environmentalist firm, a survey team, a design team, and an architect team. Commissioner Nations added if they do not have the expertise, they bring them in from the outside, and act as the project manager. A general discussion of how the process will work when viewing a project. Director Cantwell added in the past, the committee selected 2 to come in and give a presentation, they gave their presentation, and then there was a selection. Commissioner Nations moved for approval for Request for Qualifications for an Engineering Consultant and Appointment of a Selection Committee as per the recommendations. Second by Commissioner Polites. Chairman Sauget added in the comment section to discuss who is going to be on the committee. Director Cantwell stated you can suggest some and can pick it from anywhere. Director Cantwell added the suggestion of one from the Airport staff. Chairman Sauget suggested Dan Trapp. Director Cantwell suggested one or two from the Public Building Commission. Chairman Sauget inquired to Charles Lee being part of the committee. Chairman Sauget stated they could ask Debra Moore if she wants to be on the committee. Director Cantwell added she is pretty busy and they tried to put her on the last committee, but she had a busy schedule. Director Cantwell stated he could ask Anne Markezich from zoning or Norm Etling from the Highway Department, who is the County Engineer. Chairman Sauget stated they will ask him and if he cannot, then there will be another selection. Director Cantwell added Norm is familiar with the whole process and the engineers in this area. 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 Item 5, which is the Site Work for the Parking & Revenue Control System background paper. Director Cantwell showed the list of bidders with the Engineer's Estimate of $274,000.00, Plocher Construction of Highland is the low bidder and bids are verified and correct. Director Cantwell motioned to request to have Public Building Commission approve Plocher Construction Company selection for the Site Work, the lanes coming in and temporary signage to go up to show people how to go in and out, while blocking and constructing something at the current entrance way, along with some other items. Director Cantwell added this is not to exceed $226,500, along with trying to move up days and get $1,000.00 per day bonus for early completion with the planned completion date being February 16. Director Cantwell stated the goal is to try to gain 10 days and get everything moved up and start revenue acceptance earlier. Commissioner Nations inquired to the 10 days meaning 2 weeks. Director Cantwell added 10 days meaning 2 work weeks. Commissioner Nations inquired to the meaning of 10 work calendar days. Dan Trapp stated the key is the completion date. Commissioner Polites made a motion for Public Building Commission to approve Plocher Construction Company selection for the PARCS Site Work not to exceed $226,500.00 with an additional not to exceed $10,000.00 to be approved at a later date for an early completion bonus based on $1,000.00 a day for 10 calendar days with the deadline date of February 16, 2018. 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 for approval to forward up to the Illinois Department of Transportation, Illinois Department of Aviation, and the FAA for 2019-2023 timeframe for Transportation Improvement Program items. Director Cantwell stated this is the best plan to appropriate money for improvements from the Airport Improvement Program which was discussed before with the major ones that were completed are the internal maintenance access road that connected the ramps so the fuel trucks are not on the taxiway, along with some shoulder repair. Director Cantwell added fiscal year 2018 is update the Master Plan, finish the Airport access road, passenger terminal improvements, which are going on right now and includes PA system that is 20 years old that does not work and electric that is 20 years old that needs to be updated from tubes to clear contacts. Director Cantwell stated then the next year looks at initial step of the passenger terminal expansion and to acquire a snow broom, which will be 23 years old by that time. Commissioner Nations moved for approval of the Fiscal Year 2019-2023 Transportation Improvement Proposal Project as recommended. Second by Commissioner Effinger. Commissioner Nations inquired to the terminal improvements being the white box and improvements being on the right side of the terminal, as depicted on the picture. Director Cantwell stated the expansion pieces as forecasted will be on that side. Commissioner Nations inquired to the expansion of the ramp on the other side, the blue area. Dan Trapp stated this is a long-term look in order to prepare that for long-term expansion and the next phase. Commissioner Nations stated this is to basically make space available to grow the other side. Dan Trapp agreed with this statement. Director Cantwell added MidAmerica can operate on this service right now as it is currently. 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 2018 Airport Budget. Commissioner Nations moved to adopt the Airport recommended Budget. 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 stated Phoenix/Mesa started last Friday and doing well with the flight loads.

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

Meeting adjourned at 10:55 a.m.

Respectfully submitted,

Vickie Boydte

Vickie Boydte
Secretary

APPROVED:

CHAIRMAN