

**MINUTES OF THE MONTHLY MEETING OF THE
PUBLIC BUILDING COMMISSION OF ST. CLAIR
COUNTY, ILLINOIS, HELD ON THURSDAY
OCTOBER 19, 2017 AT 10:10 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 10:10 a.m., on Thursday, October 19, 2017 at the St. Clair County Building, Belleville, Illinois.

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

Also present for the meeting, or for a portion thereof, were the following: Tim Cantwell, MidAmerica St. Louis Airport Director; 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 Boyde, Secretary.

Minutes of the September 21, 2017 Regular Monthly Meeting were reviewed. Commissioner Polites moved that the Regular Monthly Meeting Minutes, dated September 21, 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 October 30, 2017, and moved to approve payment of bills. Second by Commissioner Lee. Roll call as follows:

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

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

Motion carried.

Commissioner Polites reviewed the Airport Expense Claims Report, dated October 30, 2017 and moved to approve payment of bills. Second by Commissioner Lee. Roll call as follows:

Commissioner Nations : Absent
Commissioner Jackson : Aye
Commissioner Lee : Aye
Commissioner Polites : Aye
Commissioner Effinger : Aye
Commissioner Dinges : Aye
Commissioner Sauget : Aye
AYES: 6 ABSENT: 1 NAYS: None

Motion carried.

Commissioner Polites reviewed the Monthly Budget Analysis Report for October 2017, and asked that it be placed on file, stating that the 2017 Budget is in line with the projected percentage of 83.3% expenditures.

Commissioner Polites reviewed the Trial Balance Report for September 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 for Approval the Master Agreement with BRiC Partnership. Director Brede stated there are projects at the Jail and Courthouse, which involve mechanical issues, and with the Master Agreement, BRiC can be hired for future plans. Commissioner Polites inquired if this was an hourly fee. Director Brede added this would depend on the project and if there is a problem, then BRiC can give a cost that can be brought back for approval. Commissioner Effinger moved to approve the Master Agreement with BRiC Partnership. Second by Commissioner Dinges. Roll call as follows:

Commissioner Nations : Absent
Commissioner Jackson : Aye
Commissioner Lee : Aye
Commissioner Polites : Aye
Commissioner Effinger : Aye
Commissioner Dinges : Aye
Commissioner Sauget : Aye
AYES: 6 ABSENT: 1 NAYS: None

Motion carried.

Under Airport Operations, Tim Cantwell, MidAmerica St. Louis Airport Director, stated Phoenix-Mesa starts November 17th, which is twice a week and year round. Director Cantwell added that bookings are okay and Allegiant is happy with them. Director Cantwell presented a snapshot of 2:30 on the 2nd showing people there and a need to probably have more expance than what is currently there. Director Cantwell stated he has been going through a year-over-year review and September-over-September is up 26% as of yesterday, with total enplanements of 97,361, with a little over 100,000 this month. Director Cantwell added by the end of the year there will be a minimum of 125,000 enplanements, which is on the low forecast. Director Cantwell stated on 100,000 enplanements, the passenger facility charge revenue is \$289,000.00, so for every passenger it is \$2.89 in which the Airline keeps \$0.11 for admin fees. Director Cantwell presented *Airport Business* and a story that went National and International in regards to the TSA Pre-Check.

Tim Cantwell, MidAmerica St. Louis Airport Director, presented acquisition of a fuel truck on the handout, and shows the mid-month sales of 1.83 million gallons of gas. Director Cantwell stated the fuel trucks are older, and are continually maintained, but need additional hoses. Director Cantwell added they are looking at bigger hoses and bigger trucks, but they are not economical at this time with the current pressure at the Airport. Director Cantwell stated there is a definite need for another hose to fill in the time when performing maintenance on the other trucks. Director Cantwell added these are specific and industrial and have to be modified

with the accounting system and printers. Director Cantwell stated a new truck is incrementally too much money with a new one costing \$125,000.00. Director Cantwell added as of right now, they get about 5 to 8 years out of a truck, and if there is a third truck, then the trucks can be rotated around to extend the life on them. Director Cantwell presented a 5,000 gallon truck at the top, along with the current 5,000 gallon truck in which they are similar in chassis and some of the same mechanisms. Director Cantwell added the pump is different with the one at the top of the picture that has an upgraded pump in which there is a need for training on this. Director Cantwell stated there is 3-year financing available that is sort of along the lines of lease to own, which is \$3,831.00 a month. Director Cantwell stated the printers will be added, along with training in Kansas City. Director Cantwell added they are needing 3-year financing for the 1998 International 4900 Fuel Truck. A general discussion was held in regards to keeping the fuel trucks inside or outside and Director Cantwell added it is not uncommon for the fuel trucks to be outside and if he stores them in the big barn down at maintenance, then it is a 30-minute transfer. Director Cantwell stated one of these days a barn will have to be considered for all of the equipment. Commissioner Polites moved to approve the purchase of the Garsite LLC 1998 International 4900, 5,000 gallon Fuel Truck at a price of \$125,900.00 with a 3-year financing agreement and an amount not to exceed \$3700.00 for training and transportation of the vehicle. Director Cantwell stated the total financing is \$137,920.00 and will need an additional \$1500.00 on top of it, along with \$3700.00 for training and transportation. Commissioner Polites moved to approve with those changed items. Second by Commissioner Lee. Roll call as follows:

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

AYES: 6 ABSENT: 1 NAYS: None

Motion carried.

Director Cantwell wanted to bring attention to the current gross margin on gas of \$313,000.00 net revenue, which is up about \$100,000.00. Director Cantwell stated there is a new contract for Military Fuel.

Director Cantwell presented the next item of sourcing for a vendor. Director Cantwell introduced Dan Trapp to present details of selection committee. Dan Trapp stated the PARCS system is separated into 3 elements with the first being construction, the second is for equipment, and the third is for a company to manage it. Director Cantwell added they will make a selection and it will be brought back to the Public Building Commission for confirmation in all 3 areas. Director Cantwell stated there needs to be at least 3 members on selection committee and wanted to have the Chairman select. Chairman Sauget stated Dan Trapp, Mr. Walker, along with one other person on the Commission, who would want to be on the committee. Commissioner Polites stated he would be glad to volunteer. Director Cantwell added that Mr. Trapp will do the coordination of the committee.

Chairman Sauget requested that the date of the Regular Monthly Meeting in November be changed to Monday, November 20, 2017, at 10:00 a.m. at the St. Clair County Building.

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 10:25 a.m.

Respectfully submitted,



Vickie Boydte
Secretary

APPROVED:


CHAIRMAN