MINUTES OF THE MONTHLY MEETING OF THE PUBLIC BUILDING COMMISSION OF ST. CLAIR COUNTY, ILLINOIS, HELD ON THURSDAY SEPTEMBER 20, 2018 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 Thursday, September 20, 2018 at the St. Clair County Building, Belleville, Illinois.

The following Commissioners answered present to roll call: Richard Sauget, Charles Lee, Richard Effinger, and Thomas Dinges. James Nations and Daniel Polites 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; Tom Knapp, Sheriff's Department; Sue Schmidt; St. Clair County Financial Analyst; Fred Boch, County Board Member; Kelsey Landis, Belleville New Democrat; James Brede, Director of Buildings; and Kelly Dudley, Secretary. Attorney Bernard Ysursa present via telephone. Dan Polites arrived at 10:06 a.m.

Minutes of the August 16, 2018 Regular Monthly Meeting were reviewed. Commissioner Effinger moved that the Regular Monthly Meeting Minutes, dated August 16, 2018 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 September 28, 2018, and moved to approve payment of bills. Second by Commissioner Lee. Roll call as follows:

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

Commissioner Sauget		: Aye
AYES: 5	ABSENT: 1	NAYS: None

Motion carried.

Commissioner Polites reviewed the Airport Expense Claims Report, dated September 28, 2018 and moved to approve payment of bills. Second by Commissioner Lee. Roll call as follows:

Commissioner Nations		: Absent
Commissioner Lee		: Aye
Commissioner Polites		: Aye
Commissioner Effinger		: Aye
Commissioner Dinges		: Aye
Commissioner Sauget		: Aye
AYES: 5	ABSENT: 1	NAYS: None

Motion carried.

Commissioner Polites reviewed the **Monthly Budget Analysis Report for September 2018,** and asked that it be placed on file, stating that the 2018 Budget is in line with the projected percentage of 75.0% expenditures.

Commissioner Polites reviewed the **Trial Balance Report for August 2018** and can be available when requested in the Public Building Commission Office.

Under Operations, James Brede, Director of Buildings, presented the bid for repairs at the Parking Garage to coincide with the elevator remodeling. Director Brede stated Calhoun Construction was the lowest bidder and the architect sent a letter, which recommended them as the most responsible bid. Director Brede stated the contract is for $119,328.00. Commissioner Effinger moved to approve the St. Clair County Parking Garage Elevator Pit Improvement for Calhoun Construction for a base bid of $99,528.00 with the contingency of 20%, which is $19,800.00 to test steel risers. Second by Commissioner Dinges. Roll call as follows:

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

Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 5 ABSENT: 1	NAYS: None

Motion carried.

Director Brede presented the next 2 items which are leases that are being renewed with the County Health Department and the County IGD (Intergovernmental Grants Department). Director Brede added there were updates to the square footage and increased some of the rental. Commissioner Effinger inquired to the rate on the St. Clair County Health Department. Director Brede stated there were missed pages and Kelly just passed them out. Commissioner Effinger moved to approve the St. Clair County Health Department Lease for $20,781.43 per month for a total of $249,377.16 per year, along with a 5-year renewal of 2% increase over the base fees. Second by Commissioner Lee. Roll call as follows:

Commissioner Nations	: Absent
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 5 ABSENT: 1	NAYS: None

Motion carried.

Director Brede presented for approval the lease with IGD, which their Board already approved with Terry Beach. Commissioner Effinger moved to approve the St. Clair County Intergovernmental Grants Department Lease for $14,784.97 per month for a total of $177,419.64 and the base fee will be renewed every 5 years with a 2% fee base increase. Second by Commissioner Polites. Roll call as follows:

Commissioner Nations	: Absent
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 5 ABSENT: 1	NAYS: None

Motion carried.

Director Brede presented for approval to Purchase Jail Equipment in which the HVAC system is being upgraded, along with upgrades to the electrical distribution panel. Director Brede stated he would like approval to direct purchase the equipment, which will save time plus money with the Public Building Commission buying it versus a contractor's mark-up. Director Brede added the cost is $60,000.00 for a new switch gear at the Jail, the chiller is $95,500.00, and then there is a new cooling tower that needs to be added for 105,210.00 for a total cost of $260,500.00. Director Brede stated this is in the budget and will need to go out shortly for bids for the installation, as this needs to be done over the winter. Director Brede added this is a direct purchase to match the Trane units that are currently there, so it is comparable to a sole source. Commissioner Effinger moved to approve Director Brede to purchase the electrical equipment for $60,000.00, 2 chillers in which one chiller is $95,500.00, along with the cost of a cooling tower for $105,210.00, for a total cost of $260,500.00. Second by Commissioner Polites. Roll call as follows:

Commissioner Nations	: Absent
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 5 ABSENT: 1	NAYS: None

Motion carried.

Tim Cantwell, MidAmerica St. Louis Airport Director, presented a 12-month look back on the Airport for enplanements at 193 and moving up. Director Cantwell added the Airport is still 6th and just a little bit behind Bloomington right now. Director Cantwell presented numbers for review from the Bureau of Transportation Statistics with VPS being the number one destination all the way down to Myrtle Beach and Phoenix, which is seasonal. Director Cantwell stated support of the C-17s coming out of Charleston on hurricane evacuation in which the base did the coordination piece, so they could hold 10 and MidAmerica could hold 10. Director Cantwell added MidAmerica is on call all of the time, since there is flat space and it is easy to take many fighters. Director Cantwell stated there are some recent international arrivals with some diverted from Lambert due to weather issues while en route and did not have much gas. Director Cantwell added there were 3 business jets in a month at MidAmerica with 6 probably coming next month. Director Cantwell stated the business jets come and clear into the United States and then they can go to any domestic area. Director Cantwell reviewed the document with the Jet-A column and column 4 being the enplanement passengers.

Director Cantwell presented for approval to Submit Terminal Project for Airport Improvement Program Grant and reviewed pictures in which some items are not ADA compliant and cannot be used, along with some items being pre-9/11, so there needs to be a review of some construction issues. Director Cantwell stated there are some building code items that are not qualified to close MidAmerica down, but definitely needs to be cleaned up. Director Cantwell stated an example would be where do the people go with a problem, since there are no protection areas such as a basement that they can go into. Director Cantwell added this is coming out of the Master Plan. Director Cantwell reviewed the blue line that is the length of federal required TSA reconstitution and inspection line and MidAmerica has a waiver to cut it by about 35 feet. Director Cantwell stated MidAmerica has 2 gates that are the only ones that are ADA qualified boarding bridges. Director Cantwell added the request is to authorize MidAmerica to go for a grant for this. Director Cantwell reviewed the que lines that happen all of the time for check-in, along with having some flow issues. Director Cantwell stated the Finance Committee approved last Monday night the authorization to go through. Director Cantwell added the Public Building Commission needs to give permission to apply for the grant in which there are 2 different ways grants can go for this year. Director Cantwell stated one is through the normal AIP (Airport Improvement Program) Aviation Fund, which is what MidAmerica was in before. Director Cantwell added anything that makes revenue, areas like concession or office real estate comes out of a local match, which it looks like 80/20, but sometimes it could be 70/30, meaning the local match would be 30 because there is a revenue source in there. Director Cantwell stated right now they think it is going to be $6 million to $7 million over a 3-year period for local match. Commissioner Polites moved to authorize development of the FAA Airport Improvement Program Grant Submission for modifying the MidAmerica St. Louis Airport Passenger Terminal. Second by Commissioner Lee. Roll call as follows:

Commissioner Nations	: Absent
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 5 ABSENT: 1	NAYS: None

Motion carried.

Director Cantwell presented the next item, which is in regards to environmental documentation that needs to be done for some land release. Director Cantwell added on the other side of 64, on the north side, there is land that is not going to be attached to the Airport, so the process is needed to go through getting the Grant Assurance to release, and then work back to figure out what to do with the land. Director Cantwell stated this is just one of the steps, and an external environmental company is needed to do that. Director Cantwell stated CMT gave MidAmerica a scope for $25,500.00 and will include any paperwork trail and/or requirement for Phase 2 guidance for remediation, but Director Cantwell does not think there will be any. Director Cantwell added it has been studied by the Highway Department and on the initial buy, along with it being north of 64. Commissioner Polites moved to approve the Scope of Services from CMT for Environmental Documentation associated with the release of 3 Airport parcels at a cost not-to-exceed $25,500.00. Second by Commissioner Lee. Roll call as follows:

Commissioner Nations	: Absent
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 5 ABSENT: 1	NAYS: None

Motion carried.

Director Cantwell added in the picture the land is colored purple as future development or future use or unknown use in the Master Plan. Director Cantwell stated he would anticipate that it would be smart to look at the land north of 64, because there is no direct access to MidAmerica. Director Cantwell added past studies can be looked at to see if they are up-to-date or if there are any changes or if there has been anything else done previously on the land.

Director Cantwell presented for approval the new Concessionaire Lease Agreement with Roy-El, since Roy-El was the successful bidder. Director Cantwell added they did increase their offering for Minimum Annual Guarantee from $3,000.00 to $15,000.00. Director Cantwell stated the environment back then was MidAmerica was redoing passenger service and looked at small numbers. Director Cantwell added Roy-El is very confident with $15,000.00 a year minimum and increased their monthly lease rate off of gross from 5% to 8%, so it was a 3% increase. Director Cantwell added this informs us that it is sometimes good to keep competing; even if it is the incumbent that wins because then you get a different set of circumstances. Director Cantwell stated the request is to approve this and the Chairman to sign the lease. Chairman Sauget stated 8% is typical in the industry. Commissioner Effinger moved to approve the Lease with Roy-El for a yearly lease of the minimum of $15,000.00 with an increase from 5% to 8% of gross income. Second by Commissioner Dinges. Roll call as follows:

Commissioner Nations	: Absent
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 5 ABSENT: 1	NAYS: None

Motion carried.

Director Cantwell stated as the work was cleaned up on the Pay and Revenue Control System, Parking Lot modifications, a fabrication of the parking lot, it was found there were some other elements of work that needed to be done that would only be uncovered as the project was being completed, which is normal for any kind of fabrication. Director Cantwell added this is a request for a Change Order to pay out additional work cost of $23,290.91, which is still $112,000.00 under the $850,000.00 budget. Commissioner Polites moved to approve the Change Order to increase the $23,290.91 for the PARCS additional work and have the Airport Director sign the Change Order. Second by Commissioner Lee. Roll call as follows:

Commissioner Nations	: Absent
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 5 ABSENT: 1	NAYS: None

Motion carried.

Director Cantwell stated in the last 2 years, some of the current terminals have been cleaned up, so this is a project that has already been completed. Director Cantwell added in order to bring it up, some things had to be redone in the current terminals, such as the electric panel still had tubes in it which had to be redone. Director Cantwell stated in the 2-year period of work, there was $94,535.00 of extra work in which the Airport has this in their budget for the match of $10,504.00. Director Cantwell added he needs the Public Building Commission to approve Amendment 1 for the Passenger Terminal Improvement Project, which is in the packet.

Commissioner Effinger moved to approve Amendment 1 with Crawford, Murphy & Tilly to provide professional services for the Passenger Terminal Improvement Project in the amount of $10,504.00 local share. Second by Commissioner Polites. Roll call as follows:

Commissioner Nations	: Absent
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 5 ABSENT: 1	NAYS: None

Motion carried.

Director Cantwell added this is an AIP Project, so that is entitlement money that we have and the FAA and IDOT have already approved this. Director Cantwell stated we are not out of line from what their guidance is on adjudicating and finding that work to be required.

Director Cantwell presented the MMO Lease, who wants to use the Foreign Trade Zone 31 capabilities, which is the first business to use that on the Airport, and there is a temporary site inside the passenger terminal available right now. Director Cantwell added Customs and Foreign Trade Zone authorities have already looked over their business, have looked over the site, have looked over everything and like what is going on. Director Cantwell stated the lease is the start to say he has got the footprint and then they go through CBP and Foreign Trade Zone boards to get the authorization to do the work. Director Cantwell added the lease rate is $2400.00 a year for 2 years, with the stipulation at the end of that time, MMO will produce plans to build a structure on the Airport for follow-on residency in MidAmerica's Foreign Trade Zone 31 Magnet Site. Director Cantwell stated this is a risk step for MMO to operate in the Foreign Trade Zone, to apply and test their business plan, and then to promulgate a building on the Airport. Director Cantwell added this is a major step and another characterization of the Airport that had not been activated, sort of like the Port Authority. Director Cantwell stated this puts notice to Foreign Trade Zone 31 and the Foreign Trade Zone Board that MidAmerica's capabilities have now been pushed out 60 months, so every month he is there, it is pushed out further. Director Cantwell added it is a great benefit, especially in the environment that we are in today with trade and tariffs. Director Cantwell stated the recommendation is to approve the office lease in the passenger terminal with MMO Companies. Commissioner Effinger stated it seems to be a really inexpensive lease. Director Cantwell stated is only 100 square feet, but then to activate and have all of the capabilities. Director Cantwell added the risk level is getting the Federal approvals, and once he gets in, he can make it bigger. Commissioner Polites moved to approve the office lease in the passenger terminal with MMO Companies at a lease rate of $2400.00 per year for the first 2 years, with the stipulation at the end of the time, MMO will produce plans to build a structure on Airport property for follow on residency in the MidAmerica FTZ 31 Magnet Site. Second by Commissioner Lee. Roll call as follows:

Commissioner Nations	: Absent
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 5 ABSENT: 1	NAYS: None

Motion carried.

Director Cantwell stated in closing he would like to add one statement, what the PBC just did was a 20-year effort that Terry Beach, Rich Sauget, and Jim Nations were around for, which put the elements together to have a Foreign Trade Zone on a Port of Entry activated in this region. Director Cantwell added there is a new time clock that happened in June, but this is a huge characteristics change that should not be taken lightly. Commissioner Effinger inquired that this starts the clock over again. Director Cantwell agreed that he has other conversations going.

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

Meeting adjourned at 10:34 a.m.

Respectfully submitted,

Kelly Dudley

Kelly Dudley
Secretary

APPROVED:

Richard A Sargent

CHAIRMAN