

Public Building Commission Meeting Minutes

August 15, 2024

The Public Building Commission of St. Clair County met at 19 Public Square, Belleville, Illinois 62220 on August 15, 2024. The meeting was called to order by Chairman Richard Sauget at 10:00 a.m.

Members Present:

Richard Sauget, Chairman
Charles Lee
Thomas Dinges
Terry Beach
Edmond Brown
Kevin Bouse

Members Absent:

Richard Effinger

Others Present:

Mark Kern, St. Clair County Board Chairman
Debra Moore, County Administrator
James Brede, Director of Buildings
Darren James, MidAmerica St. Louis Airport Director
Bernard Ysursa, Attorney (via telephone)
Thomas Knapp, Sheriff's Department
Traci Firestone, Secretary
Randy Pierce, The Tribune
Sara Lee

The Pledge of Allegiance was recited.

There were no Public Comments made or Questions asked at this Meeting.

Upon a motion by Commissioner Dinges and second by Commissioner Bouse, it was unanimously agreed to approve the Regular Monthly Meeting Minutes of July 18, 2024. Motion carried.

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PUBLIC BUILDING COMMISSION OPERATIONS

Director Brede stated due to the emergency he would like to request to bypass the normal bidding procedure. PBC did reach out to 3 companies, that just bid last month on a pole barn at the fairgrounds, for a bid on the new Animal Control Building on the new property. We received one bid back and they came back with an amount less than our estimate of \$170,000.00. Chairman Kern stated that we relied on the good graces of The Humane Society and Gateway Pet Guardians and we need to have our own plan to evacuate animals and this will be a great place to go. Director Brede stated heat is not included in this proposal but can be added. Also, Animal Control lost a lot of property and would be able to use this for dry storage. Chairman Kern stated there really is no way to mitigate the water issues at Animal Control and appreciates the support. Upon a motion by Commissioner Beach and second by Commissioner Brown, it was unanimously agreed to approve the proposal with Middendorf & Reuss Construction, Inc., to build the Animal Control Storage Shed for an amount not to exceed \$145,280.00. Motion carried.

Upon a motion by Commissioner Dinges and second by Commissioner Bouse, it was unanimously agreed to approve the **Regular Expense Claims Report with Payroll Ledger Report** of August 30, 2024. Motion carried.

Upon a motion by Commissioner Dinges and second by Commissioner Bouse, it was unanimously agreed to approve the **Airport Expense Claims Report** of August 30, 2024. Motion carried.

Commissioner Dinges reviewed the **Monthly Budget Analysis Report for August 2024** and stated the Operations and Maintenance 2024 Budget is in line with the projected percentage of 66.7% expenditures.

Commissioner Dinges reviewed the **Trial Balance Report for July 2024**, and it can be available when requested in the Public Building Commission Office.

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NEW BUSINESS

Upon a motion by Commissioner Bouse and second by Commissioner Dinges, it was unanimously agreed to approve the release of Executive Minutes based on Attorney Ysursa's letter of recommendation dated August 6, 2024 to release November 16, 2023, December 21, 2023, February 15, 2024, and March 26, 2024. The Minutes from December 20, 2018, will be released in part due to personnel discussions which will be redacted. Motion carried.

FAIRGROUND OPERATIONS

No Business

AIRPORT OPERATIONS

Upon a motion by Commissioner Bouse and second by Commissioner Brown, it was unanimously agreed to approve and authorize the Chairman to execute Change Order 27 to Contract 2021-15, Non-AIP CMAR – Miscellaneous Terminal with Holland Construction at a cost not to exceed \$88,947.49. Motion carried.

Upon a motion by Commissioner Brown and second by Commissioner Bouse, it was unanimously agreed to approve a professional services agreement with CMT for Construction Phase Services for rubber removal, associated striping, and sealcoat of the airfield shoulders for Runway 14L/32R at an amount not to exceed \$50,000.00 and authorize the Chairman to execute the agreement when appropriate. Motion carried.

For updates on Enplanements, Terminal Financial Report and Terminal Modification/Renovation, please see the attached documents.

Upon a motion by Commissioner Brown and second by Commissioner Bouse, it was unanimously agreed to adjourn the meeting at 10:23 a.m. Motion carried.

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Respectfully submitted,

Traci Firestone

Traci Firestone, Secretary

APPROVED:

Paul Sargent

CHAIRMAN



Public Building Commission
St. Clair County, Illinois
August 15, 2024

Darren V. James | Airport Director



1. Terminal Modifications – Non-AIP CMAR Change Order 27

In May 2021, the PBC approved a CMAR Agreement with Holland Construction for Non-AIP eligible work. There are several miscellaneous items which are the subject of this change order. The work under Package 1 (Administrative Offices) was identified as PCO 37 and focused on enhancements to the existing ATS restroom remodel which were not originally anticipated. The work under Package 2 (Security Systems Enhancements) was identified as PCO 35 and includes camera enhancements identified during the project, a fire damper associated with the MDF Room HVAC, additional work that was necessary at Vehicle Gate 24, and additional Power Distribution Unit and power outlets in the MDF Room. The work under Package 4 (Interior Renovations) was identified as PCO 36 and includes miscellaneous electrical, plumbing, painting, and plaster work, as well as additional corner guards and carpet in Passenger Boarding Bridges 3 and 5. Change Order 27 will not exceed \$88,947.49.

Financial Impact: The project is budgeted in the 2024 Airport Operating Budget (91700-999).

Motion: Approve and authorize the Chairman to execute Change Order 27 to Contract 2021-15, Non-AIP CMAR – Miscellaneous Terminal with Holland Construction at a cost not to exceed \$88,947.49.

2. Rubber Removal, Striping and Sealcoat – Construction Phase Services Agreement

In July 2024, the PBC approved a contract with Hi-Lite Airfield Services, LLC to complete rubber removal, restoration of impacted pavement markings, and crack seal and sealcoat of the asphalt airfield shoulders for Runway 14L/32R. Professional services will be necessary to complete the construction phase of the project. The Airport has negotiated with Crawford, Murphy, and Tilly (CMT) to complete this work. Details of the proposal were provided in the talking paper.

Financial Impact: Budgeted under the Airport Operating Budget in FY2024.

Legal: Agreement will be reviewed and approved by PBC legal counsel prior to execution.

Motion: Approve a professional services agreement with CMT for Construction Phase Services for rubber removal, associated striping, and sealcoat of the airfield shoulders for Runway 14L/32R at an amount not to exceed \$50,000 and authorize the Chairman to execute the agreement when appropriate.

Airport Update



Top Illinois Airports (per enplanements - May 2023 - Apr 2024)

Locid	City	Airport Name	S/L	Hub	2022 Rank	State Rank DOT (May 2023 - Apr 2024)	Enp DOT (May 2023 - Apr 2024)	Allegiant Total Passengers (May 2023 - Apr 2024)	Rank DOT (May 2023 - Apr 2024)
ORD	Chicago	Chicago O'Hare International	P	L	4	1	29,711,000	0	4
MDW	Chicago	Chicago Midway International	P	L	30	2	10,171,000	?	29
PIA	Peoria	General Downing - Peoria International	P	N	166	3	320,000	306,000	163
MLI	Moline	Quad Cities International	P	N	171	4	284,000	127,000	171
BMI	Bloomington/Normal	Central II Regional Airport at Bloomington	P	N	189	5	161,000	66,410	195
BLV	Belleville	Scott AFB/Midamerica St Louis	P	N	192	6	145,000	288,000	202
RFD	Rockford	Chicago/Rockford International	P	N	214	7	115,000	231,000	213
CMH	Champaign/Urbana	University of Illinois-Willard	P	N	257	9	72,000	0	244
SPI	Springfield	Abraham Lincoln Capital	P	N	250	8	46,000	34,440	270
DEC	Decatur	Decatur Airport	CS	-	407	10	12,000	0	371
MWA	Marion/Herrin	Veterans Airport of Southern Illinois	CS	-	397	11	10,000	0	380
UIN	Quincy	Quincy Regional-Baldwin Field	CS	-	477	12	4,602	0	437





MidAmerica

ST. LOUIS AIRPORT

MidAmerica St. Louis Airport

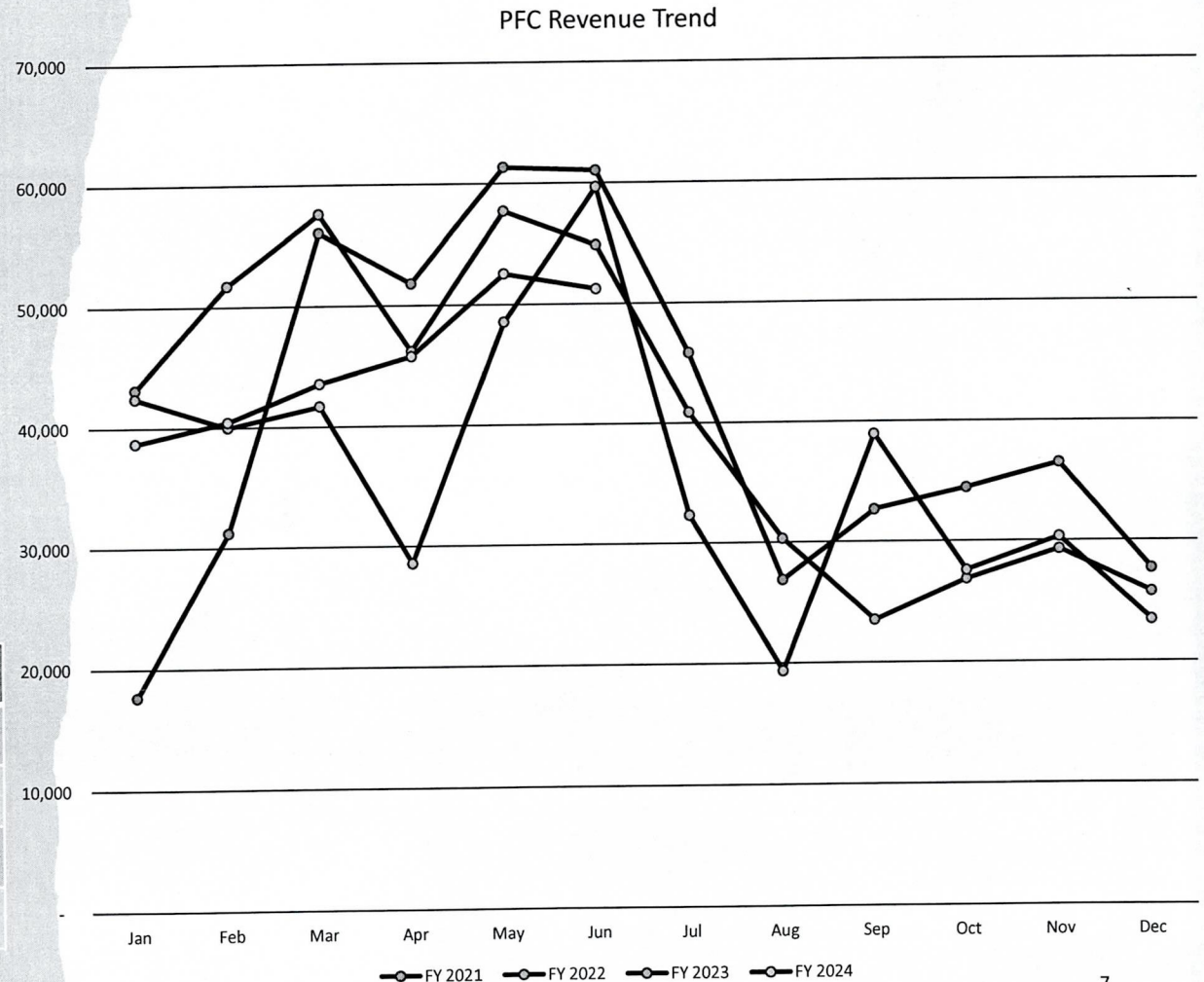
Monthly Passenger Enplanements

	2024			2023			2022			2021			2020		
Month	Departures	Enp	Avg Enp	Departures	Enp	Avg Enp	Departures	Enp	Avg Enp	Departures	Enp	Avg Enp	Departures	Enp	Avg Enp
Jan	58	7,908	136.3	56	8,327	148.7	63	7,456	118.3	57	6,405	112.4	65	9,706	149.3
Feb	55	8,174	148.6	53	8,329	157.2	61	8,425	138.1	65	7,519	115.7	69	10,389	150.6
Mar	92	13,585	147.7	91	13,945	153.2	108	16,315	151.1	118	13,033	110.4	95	9,304	97.9
Apr	85	11,117	130.8	95	12,974	136.6	102	14,392	141.1	81	8,947	110.5	4	123	30.8
May	98	15,164	154.7	93	13,754	147.9	107	16,226	151.6	94	12,448	132.4	65	6,003	92.4
Jun	142	21,589	152.0	125	20,225	161.8	143	22,390	156.6	182	24,663	135.5	122	14,367	117.8
Jul	144	22,201	154.2	131	21,501	164.1	155	24,300	156.8	191	27,505	144.0	162	15,937	98.4
Aug	102	14,287	140.1	84	11,766	140.1	99	13,442	135.8	125	13,907	111.3	121	10,078	83.3
Sep	66	9,614	148.7	55	8,178	148.7	57	8,220	144.2	82	9,641	117.6	65	6,692	103.0
Oct	78	11,079	142.0	70	9,943	142.0	72	9,964	138.4	102	12,336	120.9	85	9,821	115.5
Nov	73	10,427	142.8	61	8,713	142.8	62	8,931	144.0	87	10,740	123.4	69	7,491	108.6
Dec	81	12,507	154.4	62	9,573	154.4	82	12,649	154.3	85	12,533	147.4	72	8,337	115.8
TOTAL	1074	157,852	147.0	976	147,228	150.8	1111	162,710	146.5	1269	159,677	125.8	994	108,248	108.9
FAA Total CY Enplaned Passenger Data				147,421			162,819			161,562			108,765		
Legend															
Departures based on Allegiant schedule.															
Departures calculated based on previous year's departures per month															
Passenger enplanements projected utilizing previous year's average enplanements per departure per month applied to scheduled departures.															
Notes															
1. Impacts from COVID-19 were initially realized in March 2020.															
2. Future enplanements projected utilizing previous enplanements per departure and scheduled departures.															
3. FAA TAF (data accessed on 08/09/23) for FY 2023 is 132,662 and FY 2024 is 135,660. This equates to a CY 2023 forecast of 133,387 and CY 2024 forecast of 135,698.															
4. Draft FAA TAF updated (provided on 08/09/23) for FY 2023 is 149,842 and FY 2024 is 146,687. This equates to a CY 2023 forecast of 149,053 and CY 2024 forecast of 147,092.															

Passenger Facility Charge (PFC)

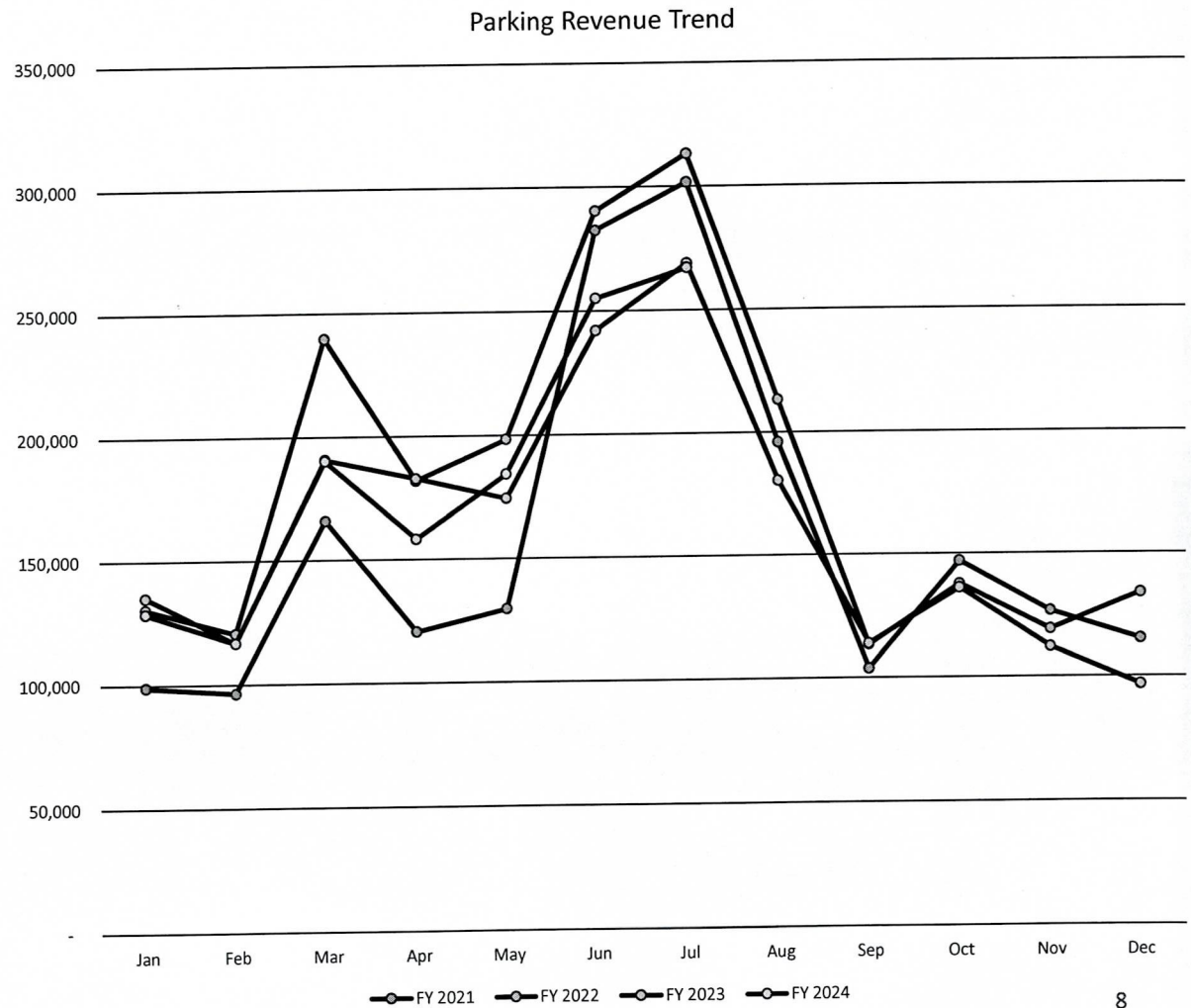
Note: The current PFC is \$3.00 per revenue passenger

	PFC
FY2021	\$482,957
FY2022	\$487,757
FY2023	\$432,792
FY2024 (YTD June)	\$272,230



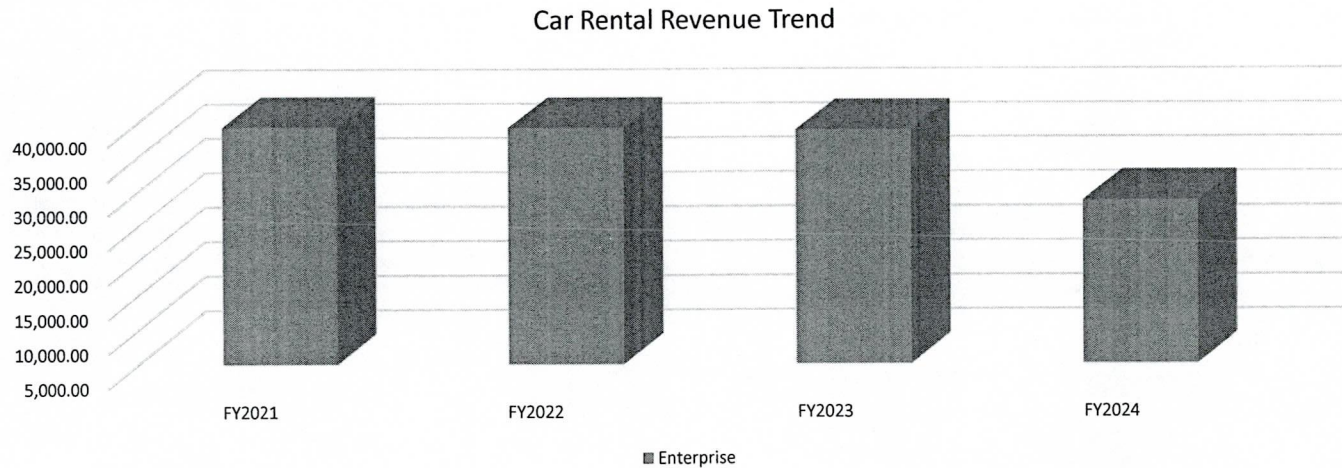
Parking Revenue

	Parking Revenue
FY2021	\$1,883,499
FY2022	\$2,191,262
FY2023	\$1,949,051
FY2024 (YTD July)	\$1,299,931



Car Rental Revenue – Enterprise (CFC)

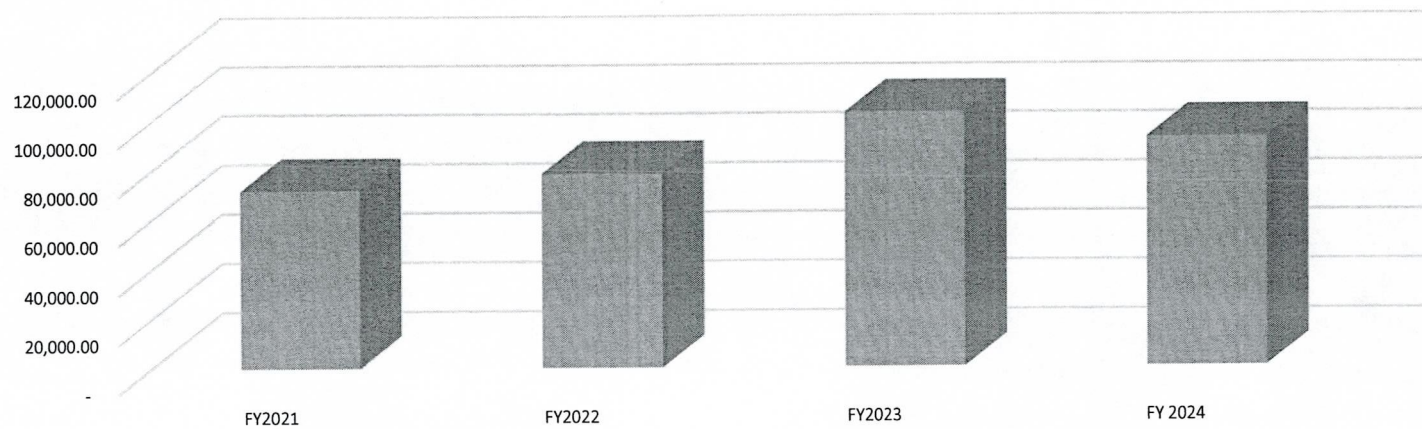
	FY 2021	FY2022	FY2023	FY2024 (YTD July)
Enterprise	\$39,354	\$39,236	\$38,873	\$28,567



Note: All CFC revenue is restricted for car rental capital improvements (625 ILCS 5/6-305) (from Ch. 95 1/2, par. 6-305) Sec. 6-305

	FY 2021	FY2022	FY2023	FY20234 (YTD July)
Food & Beverage Concessionaire Revenue	\$72,128	*\$78,804	\$103,241	\$92,8478

Food & Beverage Revenue Trend



Note: Roy-el agreement expired as of 10/31/2022. A new concession agreement with Tailwind became effective as of Nov. 1, 2022 with \$100,000 minimum annual guarantee ("MAG").

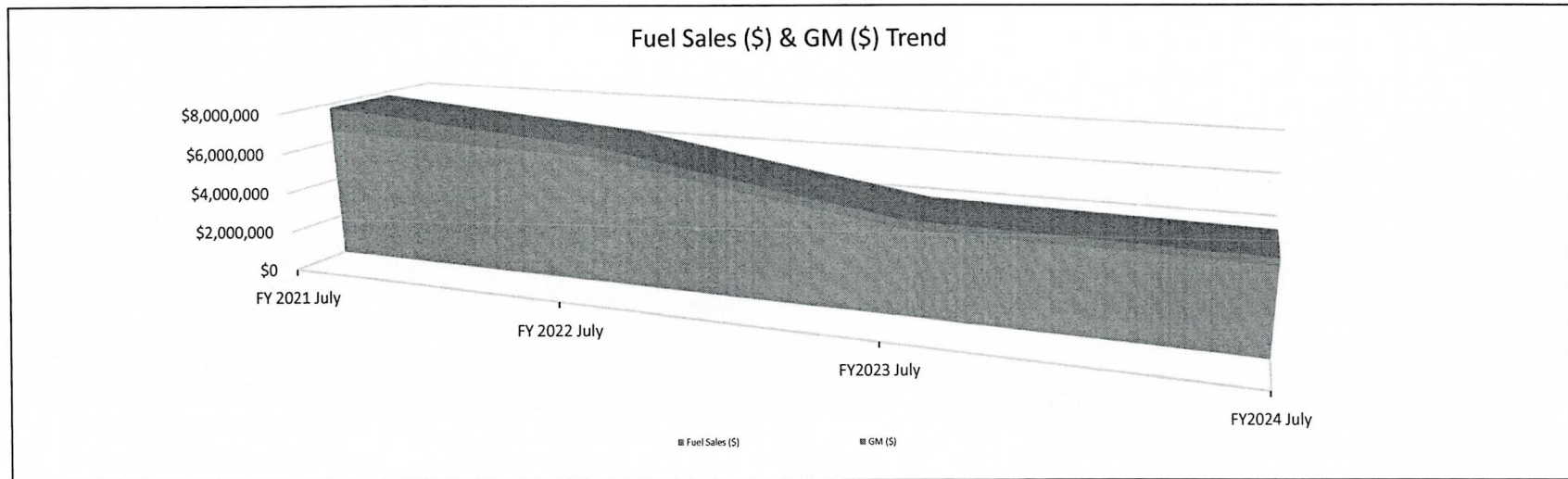
Fuel Sales

	FY 2021 (YTD July)	FY2022 (YTD July)	FY2023 (YTD July)	FY2024 (YTD July)
Fuel Volume (Gallons)	2,444,079	1,530,245	1,206,840	1,182,521
Fuel Sales (\$) (A)	\$6,540,903	\$6,188,206	\$4,011,628	\$3,897,472
Fuel Cost (B)	\$5,299,693	\$5,662,993	\$3,599,129	\$3,562,021
GM (\$) (A-B)	\$1,241,210	\$525,214	\$412,499	\$335,451
GM (%)	19%	8%	10%	9%

FY2021: Boeing F15 training program launched in March 2021 and ended in the end of 2021.

Fuel Sales (\$) & Fuel Gross Margin (\$) – Historical Trend

	FY 2021 (YTD July)	FY2022 (YTD July)	FY2023 (YTD July)	FY2024 (YTD July)
Fuel Sales (\$)	\$6,540,903	\$6,188,206	\$4,011,628	\$3,897,472
GM (\$)	\$1,241,210	\$525,214	\$412,499	\$335,451







Thank You.

BLV