

Public Building Commission Meeting Minutes

December 19, 2024

The Public Building Commission of St. Clair County met in the County Board Conference Room on December 19, 2024. The meeting was called to order by Chairman Richard Sauget at 10:03 a.m.

Members Present:

Richard Sauget, Chairman
Edmond Brown
Kevin Bouse
Rick Effinger

Members Absent:

Thomas Dinges
Charles Lee
Terry Beach

Others Present:

Debra Moore, Director of Administration
James Brede, Director of Buildings
Darren James, Airport Director of MidAmerica St. Louis Airport
Bernard Ysursa, Attorney via telephone
Tom Knapp, Sheriff's Department
Traci Firestone, Secretary
Monica McMurphy, Financial Analyst
Natalie Birk, Executive Assistant

The Pledge of Allegiance was recited.

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

Upon a motion by Commissioner Effinger and seconded by Commissioner Bouse, it was unanimously agreed to Approve the **Regular Monthly Meeting Minutes of November 21, 2024.**

Upon a motion by Commissioner Effinger and seconded by Commissioner Bouse, it was unanimously agreed to Approve the **Regular Expense Claims Report with Payroll Ledger Report of December 30, 2024.**

Public Building Commission Meeting Minutes

December 19, 2024

Page 2

Upon a motion by Commissioner Effinger and seconded by Commissioner Bouse, it was unanimously agreed to Approve the **Airport Expense Claims Report of December 30, 2024**.

Commissioner Effinger reviewed the **Monthly Budget Analysis Report for December 2024** and stated the 2024 Budget is in line with the projected percentage of 100.0% expenditures.

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

Resolutions

Upon a motion by Commissioner Effinger and seconded by Commissioner Brown, it was unanimously agreed to Approve the Resolution for Adopting Approval of Flexible PBC Budget.

PBC Operations

Upon a motion by Commissioner Effinger and seconded by Commissioner Brown, it was unanimously agreed to Approve the Middendorf & Reuss Construction Change Order for additional construction for the new Animal Services Facility Storage Shed and HVAC not to exceed \$157,280.00. Motion carried.

Upon a motion by Commissioner Effinger and seconded by Commissioner Bouse, it was unanimously agreed to authorize Chairman Sauget to approve any emergency funding approvals. Motion carried.

Upon a motion by Commissioner Bouse and seconded by Commissioner Brown, it was unanimously agreed to Approve the Johnson Controls Proposal to proceed with the work for the Integration of the Annex Chiller in the amount of \$28,678.00. Motion carried.

Fairground Operations:

Upon a motion by Commissioner Bouse and seconded by Commissioner Brown, it was unanimously agreed to Approve CENPRO Services for the renovation asbestos abatement project for a fee not to exceed \$93,000.00. Motion carried.

Public Building Commission Meeting Minutes

December 19, 2024

Page 3

Upon a motion by Commissioner Bouse and seconded by Commissioner Brown, it was unanimously agreed to Approve the Millenia Professional Services Proposal for additional scope of services for a fee not to exceed \$46,098.20. Motion carried.

Upon a motion by Commissioner Effinger and seconded by Commissioner Bouse, it was unanimously agreed to Approve G & W Engineering's proposal to provide additional design and redesign of work to accommodate the new roofing project for a fee not to exceed \$48,000.00. Motion carried.

Airport Operations:

Upon a motion by Commissioner Bouse and seconded by Commissioner Brown, it was unanimously agreed to Authorize the Chairman to approve the FY2026-2030 Transportation Improvement Program for submission to the Illinois Division of Aeronautics. Motion carried.

Upon a motion by Commissioner Brown and seconded by Commissioner Bouse, it was unanimously agreed to Approve Keeley Construction, the lowest responsive bidder as indicated in the bid tabulation, for Boeing TFT Shelter Removal - Golf Apron and authorize the Chairman to execute the agreement when appropriate for base bid amount only at a cost of \$193,686.00. Motion carried.

Upon a motion by Commissioner Effinger and seconded by Commissioner Brown, it was unanimously agreed to Approve the award of a five (5) year contract with options for up to three (3) one-year extensions for Custodial Services to Service Management Systems, Inc. and authorize the Chairman to execute the agreement when appropriate. Motion carried.

Upon a motion by Commissioner Bouse and seconded by Commissioner Effinger, it was unanimously agreed to Authorize the Chairman to execute the Ground Services Amendment #4 between the Public Building Commission and AGI Ground, Inc. Motion carried.

Upon a motion by Commissioner Bouse and seconded by Commissioner Effinger, it was unanimously agreed to Approve and authorize the Airport Director to execute the marketing services agreement with Digital Strike, LLC at a cost not to exceed \$44,820.00. Motion carried.

Public Building Commission Meeting Minutes

December 19, 2024

Page 4

Upon a motion by Commissioner Effinger and seconded by Commissioner Bouse, it was unanimously agreed to Approve the SnowGo National Services, LLC Lease Agreement of the Airport farmhouse for \$1,500.00 per month annually for a 1-year lease up to a 2 year extension and authorize the Airport Director to execute the agreement when appropriate. Motion carried.

Upon a motion by Commissioner Effinger and seconded by Commissioner Brown, it was unanimously agreed to Approve the Ground Lease rent renegotiation with AVMATS and authorize the Chairman to execute the agreement. Motion carried.

Discussions regarding January meeting time will be moved up to 9:30 a.m. due to PBC New Animal Control Groundbreaking Ceremony to follow at 11:00 a.m. and potentially moving February meeting to the following Monday, February 24, 2025.

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

With there being no further business to come before the Public Building Commission, Commissioner Effinger moved to adjournment. Seconded by Commissioner Bouse and carried.

Meeting adjourned at 11:00 a.m.

Respectfully submitted,



Traci Firestone, Secretary

APPROVED:



CHAIRMAN



Public Building Commission
St. Clair County, Illinois
December 19, 2024

Darren V. James | Airport Director



1. IDOT – Airport Improvement Program (FY2026-2030)

Each year, the Airport is required to submit a list of proposed projects for future development of the Airport to meet forecasted requirements. The FY2026-2030 Transportation Improvement Program (TIP) submittal for MidAmerica St. Louis Airport was developed and a preliminary program was presented to IDA and FAA on November 14, 2024. Similar submittals from other airports will be aggregated by IDA to produce the IDOT FY2026-2030 Airport Improvement Program. Projects for 2025 include the Terminal Expansion Phase 4A & 4B, Terminal Apron Expansion, and Rehabilitation / Widening Existing Airport Access Roads (Design).

Financial Impact: Funding for individual projects varies and sources are indicated in the briefing paper attachment.

Motion: Authorize the Chairman to approve the FY2026-2030 Transportation Improvement Program for submission to the Illinois Division of Aeronautics.

2. Boeing TFT Shelter Removal – Golf Apron

In November 2019, the PBC approved the Boeing F15QA Lease / Improvement proposal (aka Transitional Flight Training or TFT). The improvements were constructed in 2020 and leased to Boeing until fall 2024. As part of the original agreement, the airport was to disassemble any usable items from the improvements and turn them over to Boeing at lease expiration. On 12/2/2024, the Airport issued an Invitation to Bid for TFT Shelter Removal (Solicitation 2024-30) at MidAmerica Airport. The information was advertised in the Belleville News Democrat, advertised with SIBA, listed on the Airport and St. Clair County websites, and notices were sent directly to 6 potential bidders. The scope of the work includes disassembly of the shelters (two as a base bid and the third as an additive alternate) and removal of all ancillary items (i.e., lightning protection, etc.). Bid documents were received on 12/17/24.

Financial Impact: This project will be funded out of the Airport Operating Budget. Costs for this demolition were anticipated and collected through the original lease.

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

Motion: Approve the lowest responsive bidder as indicated in the bid tabulation and authorize the Chairman to execute the agreement when appropriate.

3. Service Agreement – Airport Custodial Services Selection

Historically, custodial services at MidAmerica St. Louis Airport were contracted under a master agreement with the St. Clair County Public Building Commission (PBC). As operations at MidAmerica St. Louis Airport have grown and buildings have expanded, it became apparent that the airport should solicit for custodial services separate from the PBC. On October 24, 2024, the Airport advertised Solicitation 2024-29, Request for Proposal for Custodial Services. The project was advertised in the Belleville News-Democrat on 10/27/24, 11/03/24, and 11/10/24, listed on the Airport website and the St. Clair County website, advertised with SIBA, and distributed to 22 potential proposers. A pre-proposal meeting was held on 11/12/2024, and proposals were due on 11/26/2024. Four proposals were received and were reviewed by an Airport Selection Committee with interviews taking place on 12/9 and 12/10. The highest rated Custodial Firm was Service Management Systems, Inc.

Financial Impact: Funding for custodial services was included in the 2025 Airport Budget.

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

Motion: Approve the award of a five (5)-year contract with options for up to three (3) one-year extensions for Custodial Services to Service Management Systems, Inc. and authorize the Chairman to execute the agreement when appropriate.

4. Services Agreement – AGI Ground, Inc. Amendment #4

Airport Terminal Services (ATS) has been providing a wide variety of aircraft and air carrier support services for the MidAmerica St. Louis Airport since 2013, and was renamed AGI Ground, Inc in February 2024. AGI services include passenger services, fixed based operator (FBO), aircraft fueling, de-icing services, apron handling, cabin cleaning services, lounge services, and airport ambassador programs. The service provided by AGI is integral to providing high quality goods and services. The ‘above’ and ‘below’ wing services provided by AGI will be essential for the airport’s continued growth.

Financial Impact: Annual cost for the AGI ground service agreement is approximately \$351,000. Funding for the AGI ground service agreement was included in the FY2025 Airport Budget.

Legal: Reviewed Amendment #4 and found it legally sufficient.

Motion: Authorize the Chairman to execute the Ground Services Amendment #4 between the Public Building Commission and AGI Ground, Inc.

5. Marketing Agreement – Digital Strike, LLC

Airport marketing is an on-going process of attracting users and tenants, developing services, managing community relations, and positioning the airport against the competition. Digital Strike, LLC is a St. Louis-based Digital Marketing Agency with 65 years of combined marketing experience and 45 years of combined general Search Engine Optimization (SEO) experience.

The Airport identified the need for a comprehensive digital marketing strategy, and in partnership with the Hauser Group, set out to find a company to help develop and execute the strategy. The proposed scope of work includes the following:

1) Familiarize the Digital Strike team with the Airport functions and goals, and a review of the current website to identify adjustments. 2) Map the website and identify potential content opportunities. 3) SEO optimized link building to the Airport website increasing overall authority and popularity within search engines. 4) Research and analyze potential new keyword targets, then provide page-level content optimization recommendations. 5) Audit Google Analytics, Google Tag Manager, Google Search Console, Microsoft Clarity, set up of required tools, and recommend actions. 6) Data warehouse setup and creation of a reporting dashboard. Total compensation will not exceed \$44,820 annually.

Financial Impact: Marketing services with Digital Strike, LLC was included in the FY2025 Airport Operating Budget.

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

Motion: Approve and authorize the Airport Director to execute the marketing services agreement with Digital Strike, LLC as a cost not to exceed \$44,820.

6. SnowGo Lease Agreement – Airport Farmhouse

Snow and Ice Removal Services for the landside portions of the airport are provided under contract. This includes all snow removal for Airport Blvd, Air Service Drive, Air Terminal Drive, the long term and airport building parking lots, and sidewalks in front of the terminal. During the October 2024 PBC meeting, SnowGo National Services, LLC of Nashville, TN was awarded a 3-year contract with up to two (2) 1-year extensions for landside snow and ice removal.

Since award, SnowGo approached the Airport seeking leased office space. The Airport farmhouse is available and SnowGo offered to lease the main floor of the building.

Financial Impact: All income will offset Airport operational cost.

Legal: Agreement was drafted by PBC legal counsel and is legally sufficient.

Motion: Approve SnowGo National Services, LLC lease of the Airport farmhouse and authorized the Airport Director to execute the agreement when appropriate.



7. Ground Lease Rent Renegotiation Agreement – AVMATS

AVMATS has operated from both a Maintenance Hangar and a Paint Hanger located on the MidAmerica St. Louis Airport Golf Apron since May 31, 2003. The leased space consists of approximately 44,961 rentable square feet.

The original Lease Agreement commenced on May 31, 2003 and had the initial term of twenty-five (25) years, which term expires in conformance with the lease as of May 31, 2028, with Lessee having the right to renew the lease for two (2) additional ten-year renewal terms. Pursuant to Section 402 of the lease which requires rent renegotiation every five years, AVMATS and the Airport agreed to a ground rent for the period beginning January 1, 2025 and ending May 31, 2028 which coincides with expiration of the original term.

The lease agreement includes the following terms:

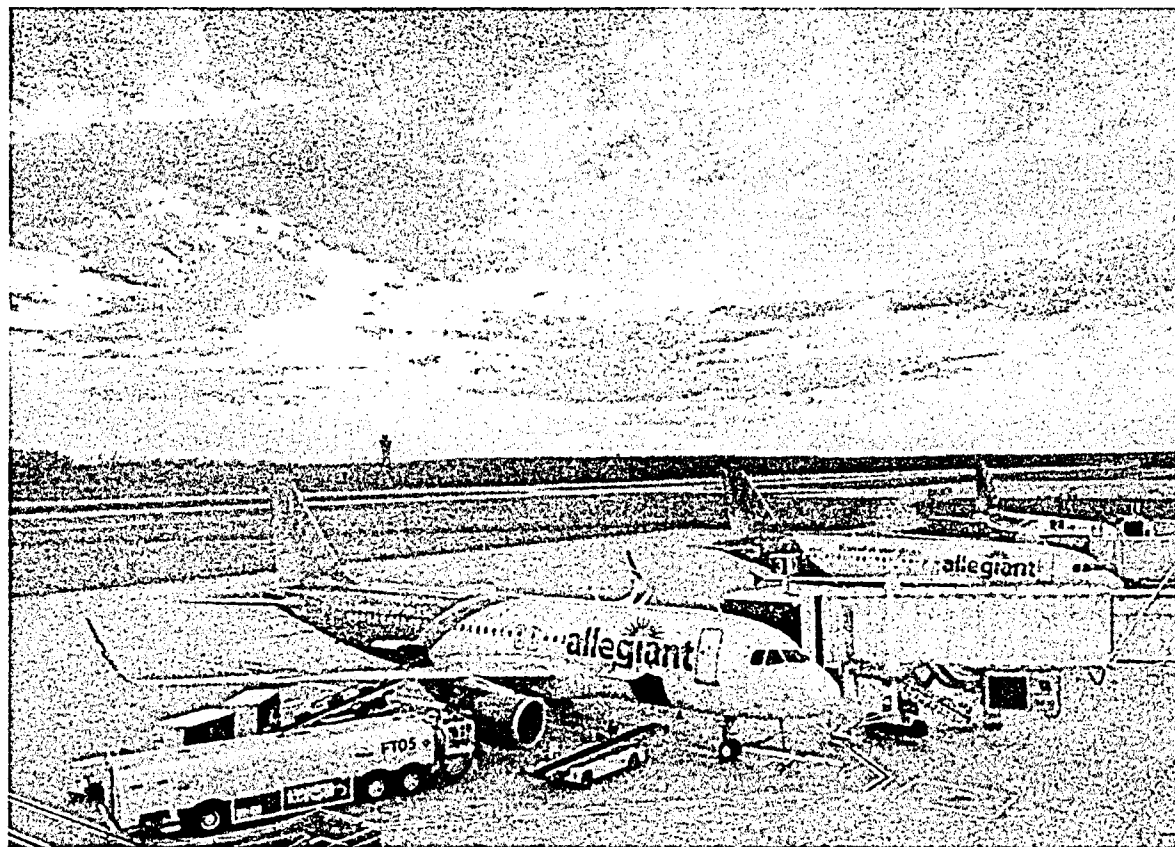
<u>Period</u>	<u>Monthly Rent</u>
1/01/2025 thru 5/31/2028	\$0.32/Sq Ft

Financial Impact: No cost to the Airport. All revenue will offset Airport Operational Costs.

Legal: Agreement was reviewed by PBC legal counsel and found to be legally sufficient.

Motion: Approve the Ground Lease rent renegotiation with AVMATS and authorize the Chairman to execute the agreement.

Airport Update





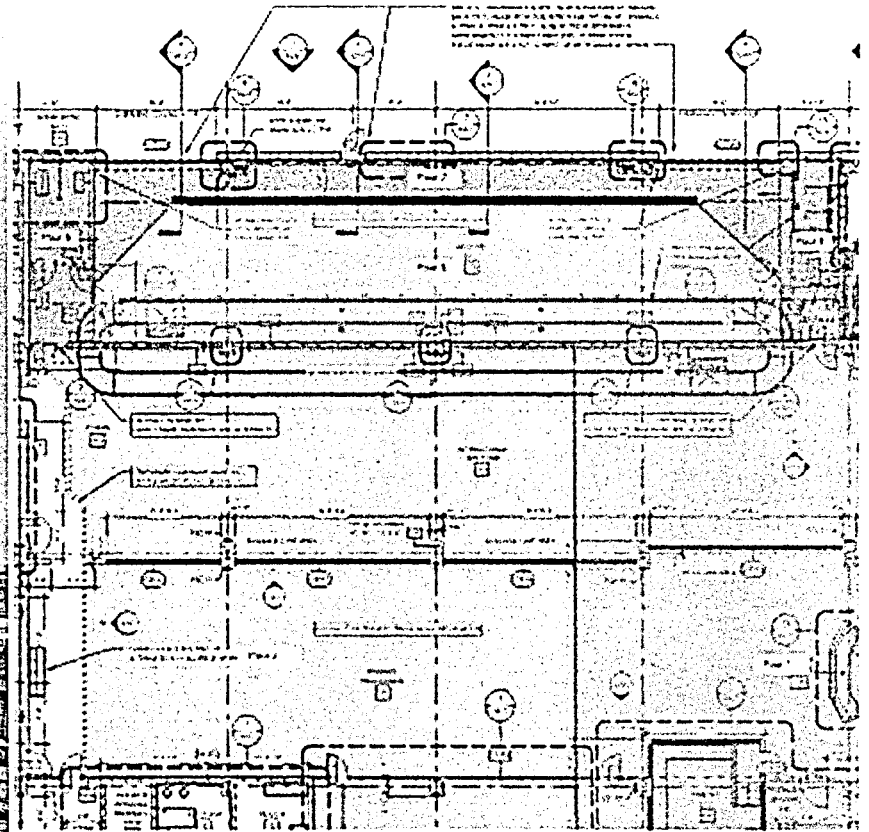
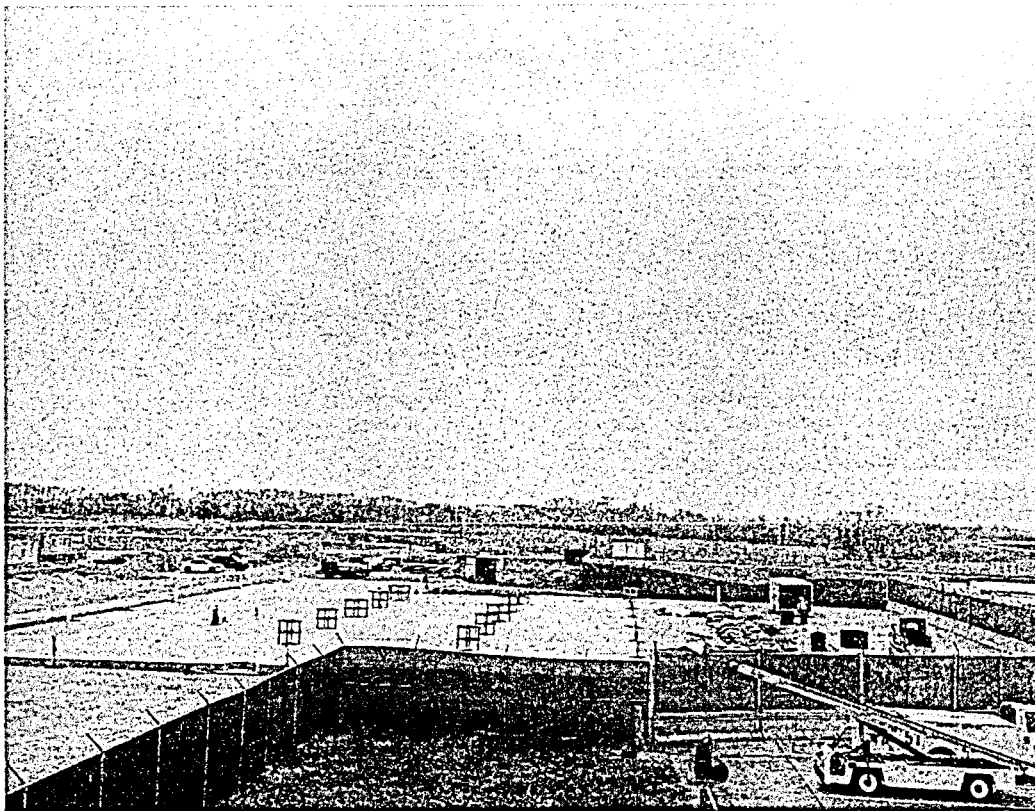
Top Illinois Airports (per enplanements - October 2023 - September 2024)

Locid	City	Airport Name	S/L	Hub	2023 Rank	State Rank DOT (October 2023 - September 2024)	Enp DOT (October 2023 - September 2024)	Allegiant Total Passengers (October 2023 - September 2024)
ORD	Chicago	Chicago O'Hare International	P	L	5	1	30,971,449	1,243
MDW	Chicago	Chicago Midway International	P	L	30	2	10,212,723	134,192
PIA	Peoria	General Downing - Peoria International	P	N	166	3	334,114	314,253
MLI	Moline	Quad Cities International	P	N	176	4	312,597	133,439
BMI	Bloomington- Normal Airport	Central Il Regional/Bloomington- Normal	P	N	198	5	161,523	70,650
BLV	Belleville	Scott AFB/Midamerica St Louis	P	N	203	6	149,946	299,163
RFD	Rockford	Chicago/Rockford International	P	N	216	7	130,330	256,251
CMI	Savoy	University of Illinois/Willard	P	N	251	8	81,759	304
SPI	Springfield	Abraham Lincoln Capital	P	N	270	9	50,950	32,819
MWA	Marion	Veterans Airport of Southern Illinois	P	N	403	10	13,691	1,522
DEC	Decatur	Decatur	P	N	394	11	12,041	0
UIN	Quincy	Quincy Regional-Baldwin Field	CS	None	473	12	4,244	0



S. Load factor for departures only calculated from T-100 Segment data.

Terminal Modification





Thank You.

★BLV