

## **Public Building Commission Meeting Minutes**

**July 18, 2024**

The Public Building Commission of St. Clair County met at 19 Public Square, Belleville, Illinois 62220 on July 18, 2024. The meeting was called to order by Chairman Richard Sauget at 10:00 a.m.

### **Members Present:**

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

### **Members Absent:**

Kevin Bouse

### **Others Present:**

Debra Moore, County Administrator  
James Brede, Director of Buildings  
Darren James, MidAmerica St. Louis Airport Director  
Rick Stubblefield, Executive Director Intergovernmental Grants Department  
Bernard Ysursa, Attorney  
Thomas Knapp, Sheriff's Department  
Monica McMurphy, Financial Analyst  
Jeff Sandusky, Director of Information Technology  
Traci Firestone, Secretary  
Natalie Birk, Executive Assistant  
Randy Pierce, The Tribune  
Alexis Cortis, Belleville News Democrat  
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 Effinger and second by Commissioner Brown, it was unanimously agreed to approve the Regular Monthly Meeting Minutes of June 20, 2024. Motion carried.

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

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

Commissioner Dinges reviewed the **Monthly Budget Analysis Report for July 2024** and stated the Operations and Maintenance 2024 Budget is in line with the projected percentage of 58.3% expenditures.

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

### NEW BUSINESS

Jim Brede recommended the appointment of Rick Effinger as Assistant Treasurer due to Rick being close and all the quick financial obligations with emergencies and construction projects. Rick accepted and Commissioner Beach second the motion. Motion carried.

### RESOLUTIONS

Upon a motion by Commissioner Effinger and second by Commissioner Beach it was unanimously agreed to approve the Resolution for accepting Park Grant Money for Livestock Sheds. Motion carried.

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### PUBLIC BUILDING COMMISSION OPERATIONS

Jim Brede made an announcement that he did call Chairman Sauget regarding two emergencies. One being repairs to the 313 W. Washington building we are renovating for the Elections Department. We turned on the water and there was a major leak right outside the building. We decided to dig up the waterline and ran into footings and foundation 3 foot outside of the building which is part of a retaining wall. This will increase the cost and could exceed the amount Director Brede's authorized to approve. Chairman Sauget wanted to point out the severity of the situation is the waterline was 10 feet deep. Chairman Sauget gave him the go ahead to get it done. Attorney Ysursa advised the board to make a motion regarding this. Upon a motion by Commissioner Effinger and second by Commissioner Dinges it was unanimously agreed to approve the extra expenditure of the 313 St. Clair County Service Building for the waterline repair. Motion carried.

Second emergency Director Brede contacted Chairman Sauget in regard to was the flooding that occurred on Tuesday. We lost the Animal Control Building. We were able to get all the animals out. Servpro is in cleaning and tearing out. We are moving animal services and hoping to have it open by Monday so they can work out of the kennels to work with the public. We will be moving administration for Animal Services temporarily to the Auffenberg location next to Denny's owned by the Fairgrounds. Director Brede would like to commend his staff for jumping in and doing what they needed to do during this emergency.

Upon a motion by Commissioner Effinger and second by Commissioner Brown, it was unanimously agreed to approve the lowest responsible bidder, Desco Systems, L.C., to replace the epoxy flooring in eight showers at the Juvenile Detention Center for an amount not-to-exceed \$23,345.00. Motion carried.

### FAIRGROUND OPERATIONS

Upon a motion by Commissioner Effinger and second by Commissioner Brown, it was unanimously agreed to approve Pyramid Electric's lowest responsible bid for \$231,950.00 for the renovation of the Belle-Clair Fairgrounds Park Livestock Sheds. Motion carried.

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Upon a motion by Commissioner Effinger and second by Commissioner Dinges, it was unanimously agreed to approve Middendorf and Reuss Construction, Inc.'s bid for \$428,400.00 with an additional approval for \$29,000.00 to paint all columns for the renovation of the Belle-Clair Fairgrounds Park Livestock Sheds. Commissioner Beach asked if funding was coming primarily from grants. Director Brede confirmed that and added the remainder will come from ARP money. Motion carried.

Upon a motion by Commissioner Effinger and second by Commissioner Brown, it was unanimously agreed to approve Holland Construction Services, Inc. to manage the replacement of the existing standing seam roof at the Expo Center and renovations to the Livestock Sheds for a fee not-to-exceed \$467,878.00. Motion carried.

### **AIRPORT OPERATIONS**

Upon a motion by Commissioner Dinges and second by Commissioner Effinger, it was unanimously agreed to approve and authorize the Chairman to execute the legal services agreement with Jenkins & Kling, P.C. Motion carried.

Upon a motion by Commissioner Effinger and second by Commissioner Brown, it was unanimously agreed to approve the MidAmerica St. Louis Airport DBE (Disadvantaged Business Enterprise) Policy Statement. Motion carried.

Upon a motion by Commissioner Effinger and second by Commissioner Brown, it was unanimously agreed to approve utilization of a purchasing cooperative to complete rubber removal, associated striping, and sealcoat of the airfield shoulders through Hi-Lite Services, LLC for up to \$500,000.00 and authorize the Chairman to execute the agreement when appropriate. Motion carried.

Upon a motion by Commissioner Beach and second by Commissioner Effinger, it was unanimously agreed to approve and authorize the Chairman to execute the contract to purchase and implement the Business Central financial software upgrade. The implementation cost will be \$151,960.00 - \$173,234.00 and an annual licensing cost of \$8,592.00. Motion carried.

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

Upon a motion by Commissioner Beach and second by Commissioner Effinger, it was unanimously agreed to adjourn the meeting at 10:48 a.m. Motion carried.

Respectfully submitted,

*Traci Firestone*

Traci Firestone, Secretary

APPROVED:

*Richard Sanyal*

CHAIRMAN



Public Building Commission  
St. Clair County, Illinois  
July 18, 2024

Darren V. James | Airport Director



## 1. Legal Services Agreement – Jenkins & Kling, P.C.

In January of 2018 the Public Building Commission entered into an agreement with David P. Weiss of Sandberg Phoenix & Von Gontard, P.C. to provide general representation regarding leasing, usage and other contracts pertaining to MidAmerica St. Louis Airport, its facilities, operations and compliance with Federal Aviation Administration regulations. As of May 21, 2024, David Weiss resigned from Sandberg Phoenix and moved to Jenkins & Kling. MidAmerica St. Louis Airport desires to secure representation from David P. Weiss of Jenkins & Kling, P.C. to provide legal services and counsel in matters regarding to FAA compliance, use and lease agreements, and general airport matters. Charges for services will be based on time and effort expended at a present rate of \$300.00 per hour for Attorneys and \$135.00 per hour for Law Clerks and Paralegals in the firm.

Financial Impact: Legal services are included in the FY2024 Airport Budget.

Legal: Agreement reviewed and approved by PBC legal counsel.

**Motion: Approve and authorize the Chairman to execute the legal services agreement with Jenkins & Kling, P.C.**

## **2. Disadvantaged Business Enterprise (DBE) – Policy Statement**

The Public Building Commission originally approved and established a DBE program in 2007 for the receipt of federal grant funds in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. MidAmerica St. Louis Airport has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, BLV has signed an assurance that it will comply with 49 CFR Part 26. To comply, the Airport must issue a signed and dated policy statement that expresses its commitment to its DBE program, states its objectives, and outlines responsibilities for its implementation. The Airport must circulate the statement throughout the organization and to the DBE and non-DBE business communities that perform work on DOT-assisted contracts. It is the policy of the Airport to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts.

Financial Impact: None

Legal: DBE Policy Statement reviewed and approved by PBC legal counsel.

**Motion:** Approve the MidAmerica St. Louis Airport DBE Policy Statement (next slide).

## **Disadvantaged Business Enterprise (DBE) – Policy Statement**

It is the policy of BLV to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also BLV policy to engage in the following actions on a continuing basis:

1. Ensure nondiscrimination in the award and administration of DOT–assisted contracts
2. Create a level playing field on which DBEs can compete fairly for DOT–assisted contracts
3. Ensure that the DBE Program is narrowly tailored in accordance with applicable law
4. Ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs
5. Help remove barriers to the participation of DBEs in DOT–assisted contracts
6. Promote the use of DBEs in all types of federally–assisted contracts and procurement activities
7. Assist the development of firms that can compete successfully in the market place outside the DBE Program
8. Make appropriate use of the flexibility afforded to recipients of Federal financial assistance in establishing and providing opportunities for DBEs

### **3. Rubber Removal, Striping and Sealcoat – Cooperative Service Agreement**

During the normal use of airport runways, aircraft landing gear deposit rubber on the runway pavement surfaces. This rubber must be removed from time to time as it decreases the skid resistance of the pavement and obstructs critical pavement marking. Due to increased workload and the advantages of utilizing specialized equipment, rubber removal and the associated pavement marking are being completed under contract on a bi-annual basis with the BLV Maintenance department completing a partial rubber removal operation on an as needed basis. Runway 14L/32R is in need of rubber removal and the airfield asphalt shoulders are in need of maintenance. The scope of the work includes rubber removal on Runway 14L/32R, restoration of impacted pavement markings, and crack seal and sealcoat of the asphalt airfield shoulders. Utilizing a Purchasing Cooperative is a legal method of procurement and Sourcewell's procurement resulted in Contract #110122-HLA with Hi-Lite Airfield Services, LLC (effective 01/11/2023 - 01/13/2027) and 20% discount. The airport requested a proposal from Hi-Lite and received a proposal based on unit prices. The total proposal price is \$448,018.80, which is based on actual measured quantities.

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 utilization of a purchasing cooperative to complete rubber removal, associated striping, and sealcoat of the airfield shoulders through Hi-Lite Services, LLC for up to \$500,000 and authorize the Chairman to execute the agreement when appropriate.

#### **4. Airport Financial Software Upgrade – Microsoft Dynamics Business Central**

MidAmerica St. Louis Airport's current financial software is an on-premise server application. The solution has reached the end of support and will no longer be available for updates. The Airport has considered the current support arrangements for the financial software, Great Plains. While a temporary support agreement has been reached, the vendor is no longer sending updates for the software. The next generation of financial software with this vendor is a cloud-based solution that will serve the needs of the airport now and in the years ahead. In coordination with the county, the IT department has reviewed the needs of the airport and the current airport network environment to ensure the upgrade will be a good fit. The cloud-based application is called Business Central with an implementation cost of \$151,960 - \$173,234 and an annual licensing cost of \$8,592.

Financial Impact: Included in the FY2024 Airport Budget.

Legal: SCC legal counsel reviewed and approved.

**Motion: Approve and authorize the Chairman to execute the contract to purchase and implement the Business Central financial software upgrade.**

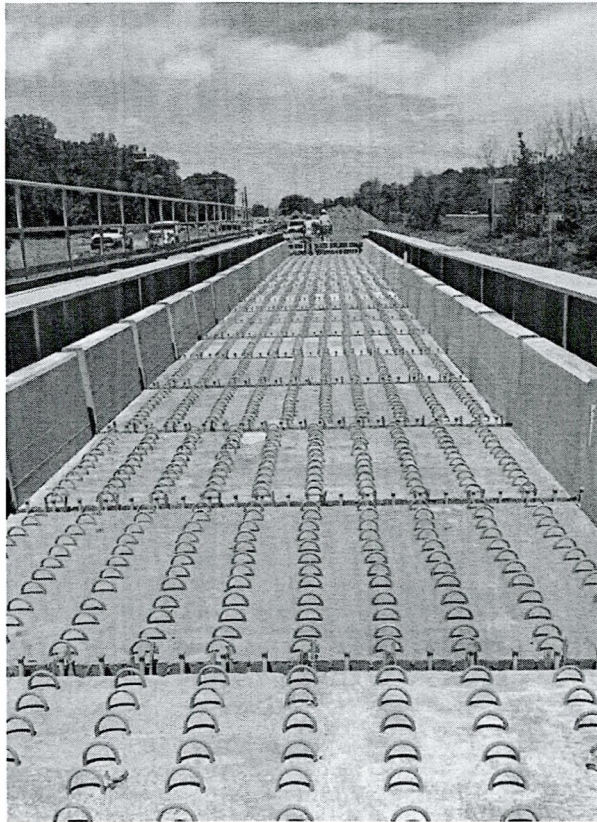
## Airport Update



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

| Locid | City               | Airport Name                               | S/L | Hub | 2022 Rank | State Rank DOT<br>(May 2023 - Apr 2024) | Enp DOT<br>(May 2023 - Apr 2024) | Allegiant Total Passengers<br>(May 2023 - Apr 2024) | Rank DOT<br>(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                               |
| CMI   | 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                               |







**Thank You.**

