Public Building Commission Meeting Minutes
May 15, 2025

The Public Building Commission of St. Clair County met at 19 Public Square, Belleville, Illinois 62220 on May 15, 2025. The meeting was called to order by Chairman Richard Sauget at 9:59 a.m.

Members Present:
Richard Sauget, Chairman
Thomas Dinges
Richard Effinger
Kevin Bouse
Edmond Brown
Donna Richter

Members Absent:
Terry Beach

Others Present:
Debra Moore, County Administrator
James Brede, Director of Buildings
Darren James, MidAmerica St. Louis Airport Director
Bernard Ysursa, Attorney via telephone
Monica McMurphy, Financial Analyst
Traci Firestone, Secretary
Cynthia Romero, Assistant Secretary
Randy Pierce, The Tribune

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 Dinges, it was unanimously agreed to approve the Regular Monthly Meeting and Executive Meeting Minutes of April 17, 2025. Motion carried.

Upon a motion by Commissioner Dinges and seconded by Commissioner Effinger, it was unanimously agreed to approve the **Regular Expense Claims Report with Payroll Ledger Report** of May 30, 2025. Motion carried.

Upon a motion by Commissioner Dinges and seconded by Commissioner Brown, it was unanimously agreed to approve the **Airport Expense Claims Report** of May 30, 2025. Motion carried.

Commissioner Dinges reviewed the **Monthly Budget Analysis Report for May 2025** and stated the Operations and Maintenance 2025 Budget is in line with the projected percentage of 41.7% expenditures.

Commissioner Dinges reviewed the **Trial Balance Report for April 2025,** and it can be available when requested in the Public Building Commission Office.

PUBLIC BUILDING COMMISSION OPERATIONS

Upon a motion by Commissioner Dinges and seconded by Commissioner Effinger, it was unanimously agreed to approve the Bond Budget Amendment in the Bond Fund to be able to track the use of bond proceeds for construction. Motion carried.

Upon a motion by Commissioner Effinger and seconded by Commissioner Bouse, it was unanimously agreed to approve the corrected contract amount for Bazan Painting to include the performance bond and insurance costs of $4,000.00 totaling $229,000.00. Motion carried.

FAIRGROUND OPERATIONS

Upon a motion by Commissioner Effinger and second by Commissioner Bouse, it was unanimously agreed to approve Litteken Plumbing Co. Inc.'s Change Order in the amount not to exceed $38,858.60 and authorize the Director to execute such change order. Motion carried.

Upon a motion by Commissioner Bouse and seconded by Commissioner Brown, it was unanimously agreed to approve Holland's Change Order #1 for their Builder's Risk Policy associated with the Belle-Clair Fairgrounds Park Redevelopment – Expo Center in the amount of $43,580.00. Motion carried.

AIRPORT OPERATIONS

Upon a motion by Commissioner Brown and seconded by Commissioner Effinger, it was unanimously agreed to approve the Ground Lease rent renegotiation with North American Helicopter and authorize the Chairman to execute the agreement when appropriate. Motion carried.

Upon a motion by Commissioner Effinger and seconded by Commissioner Bouse, it was unanimously agreed to approve the Second Lease Amendment between the Public Building Commission and North Bay Produce and authorize the Chairman to execute the agreement when appropriate. Motion carried.

Request for consent to sublease premises for AVMATS was stricken due to required information not provided.

Upon a motion by Commissioner Effinger and seconded by Commissioner Dinges, it was unanimously agreed to approve and authorize the Airport Director to execute the marketing extension with Hubbard Radio for a total not to exceed $18,900, increasing the total marketing service not to exceed cost to $38,820.00. 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 submit the Passenger Facility Charge Application at a rate of $4.50 per passenger and update the Airport Rates and Charges when appropriate. Motion carried.

Upon a motion by Commissioner Effinger and seconded by Commissioner Bouse, it was unanimously agreed to approve a new five-year agreement with Inzo Technologies for an On-Premise telephone system 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 approve the lowest responsible bidder as indicated in the bid tabulation, which is Integrated Facility Services, in the amount of $26,882.00 for HVAC service and authorize the Airport Director to sign the contract when appropriate. Motion carried.

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

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

Respectfully submitted,

Traci Firestone

Traci Firestone, Secretary

APPROVED:

CHAIRMAN

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Public Building Commission
St. Clair County, Illinois
May 15, 2025

Darren V. James | Airport Director

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1. Ground Lease Rent Renegotiation Agreement – NAH

North American Helicopter (NAH) has operated from an Aircraft Hanger located on the MidAmerica St. Louis Airport Golf Apron since May 21, 2020. The leased space consists of approximately 70,784 rentable square feet.

The original Lease Agreement commenced on May 21, 2020 and had the initial term of Thirty (30) years, which term expires in conformance with the lease as of May 31, 2050, with County having the right to renew the lease for two (2) additional five-year renewal terms. Pursuant to Section 4.03 of the lease which requires rent renegotiation every five years, NAH and the Airport agreed to a ground rent for the period beginning June 1, 2025 and ending May 31, 2030.

The lease agreement includes the following terms:

Period	Monthly Rent
6/01/2025 thru 5/31/2030	$0.31/Sq Ft

Per Section 4.02 of the lease, Ground Rent shall be increased by 2% per year.

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 North American Helicopter and authorize the Chairman to execute the agreement when appropriate.

2. Ground Lease Amendment – North Bay Produce

The original North Bay Produce (NBP) Lease Agreement commenced on October 30, 2011, and the First Amendment to the Lease Agreement was signed on August 15, 2013. The amended term commenced on June 22, 2012, and ends on June 30, 2035. Lessee has the option to extend the Lease for two (2) additional periods of four (4) years.

NBP has requested an amendment to the Lease Agreement for additional parking space. Specifically, NBP has requested an additional 19,228 Sq Ft of land to increase available parking by approximately 111 spaces. The project will be contracted and paid for by NBP. Per the Airport Rates and Charges, Aviation Ground/Land for non-commercial use is $0.35 per Sq Ft. The amendment includes a requirement to renegotiate rent every five (5) years.

The lease agreement includes the following terms:

Period	Monthly Rent
6/01/2025 thru 5/31/2030	$0.35/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 Second Lease Amendment between the Public Building Commission and North Bay Produce and authorize the Chairman to execute the agreement when appropriate.

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3. Marketing Services Agreement – Hubbard Radio

Airport marketing is an on-going process of attracting users and tenants, developing services, and positioning the airport against the competition. Hubbard radio operates five FM radio stations with a projected 313,000 cumulative weekly listeners interested in leisure travel to destinations served by Allegiant.

In March 2025, the Airport identified the need for a new broadcast partnership as part of a comprehensive marketing strategy, focusing on the convenient, low cost and hassle-free travel from BLV. Under the Airport Director's authority, a short-term agreement for $19,920 was signed for marketing content through 5/31/2025. The agreement included three (3) stations and multiple live spots per week. Due to positive response, the Airport desires to extend the marketing agreement through the summer to maximize passenger traffic and continue to highlight the newest line of service to Gulf Shores, AL, as well as other locations highlighted by Allegiant. The intent is to extend the marketing agreement by nine (9) weeks and add a fourth station. Projected reach with four (4) stations will be over 330,000 people. The extension exceeds the Airport Director's authority by $18,820 necessitating PBC Board approval of the extension.

<u>Financial Impact:</u> Marketing services are included in the FY2025 Airport Budget.

Motion: Approve and authorize the Airport Director to execute the marketing extension with Hubbard Radio for a total NTE $18,900, increasing the total marketing service NTE cost to $38,820.

4. Passenger Facility Charge Application – Terminal Mod Ph 4A/B

The Airport has been coordinating with Customs and Border Protection (CBP) and the FAA regarding a new Federal Inspection Station (FIS) with an embedded General Aviation Facility (GAF) to be constructed as Phase 4 of the terminal construction. In March 2024, the PBC approved the Guaranteed Maximum Price (GMP) with Holland Construction for Phase 4A. On 06/11/24, BLV issued NTP to begin construction. On 06/24/24, construction began. Anticipated funding identified for both Phase 4A and 4B includes PFC.

PFC is a critical tool for airports to augment limited federal funding and help further their capital improvement programs. BLV's current PFC authority is $3.00 per passenger up to $7M associated with the original Terminal construction. BLV is one of only three airports served by Allegiant that collects less than the maximum allowed amount of $4.50. The application in support of Terminal Modification Phase 4 will be at a value of $4.50 per passenger. This increase was discussed with Allegiant airlines over the past year, and Allegiant's Airport Affairs representative discussed the increase internally. The airline understands the desire to more favorably manage long-term debt and reduce overall airport cost sooner rather than later. Allegiant requested the new PFC application notification when the Airport is ready. The information contained herein was provided to the Board Chairman of St. Clair County.

Financial Impact: The overall project is included in the Airport Capital Budget.

Motion: Approve and authorize the Airport Director to submit the Passenger Facility Charge Application at a rate of $4.50 per passenger and update the Airport Rates and Charges when appropriate.

5. Services Contract Renegotiation – Inzo Technologies

The backbone for the airport's original telephone system was acquired and installed in the mid to late 1990s by Harris Communications, the original Systems Integrator. In August 2021, the PBC approved a contract with STL Communications to replace the 1990s system with an on-premise Avaya telephone system. At that time, the PBC approved a 5-year contract at a cost of $5,179.00/month.

After utilizing the new system for several years, an internal audit determined that several phones could be eliminated, and some phones replaced with less expensive models. As such, the airport met with Inzo Technologies (formerly STL Communications) to renegotiate the agreement. The new five-year agreement is proposed at $2,822.60/month with no payment for the first 12 months to account for an overpayment of existing services.

Financial Impact: Funding for this project was previously approved in the Airport Operating budget.

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

Motion: Approve a new five-year agreement with Inzo Technologies for an On-Premise telephone system and authorize the Chairman to execute the agreement when appropriate.

6. Services Agreement – Airport HVAC

The Airport's existing service agreement for HVAC Services is set to expire on June 30, 2025. On March 10, 2025, the Airport issued an Invitation to Bid for HVAC Service and Maintenance for various buildings at MidAmerica St. Louis Airport. The information was advertised in the Belleville News Democrat on March 9, 2025, listed on the Airport and St. Clair County websites, and notices were sent directly to 37 potential bidders.

The scope of the work includes seasonal inspection and service of the Passenger Terminal boilers, air handler units, make-up air units, building management system, and ice machine; the Maintenance Facility ice machine; and the Boeing Facility HVAC and heating units. The proposed contract is for three years (July 1, 2025 through June 30, 2027) with an option for two additional one-year extensions. Bid documents were requested by eight (8) potential bidders and three (3) bids were received on April 22, 2025. Apparent low bidder is Integrated Facility Services (current service provider).

Financial Impact: The project was budgeted under the Airport Operating Budget.

Legal: The 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 Airport Director to sign the contract when appropriate.

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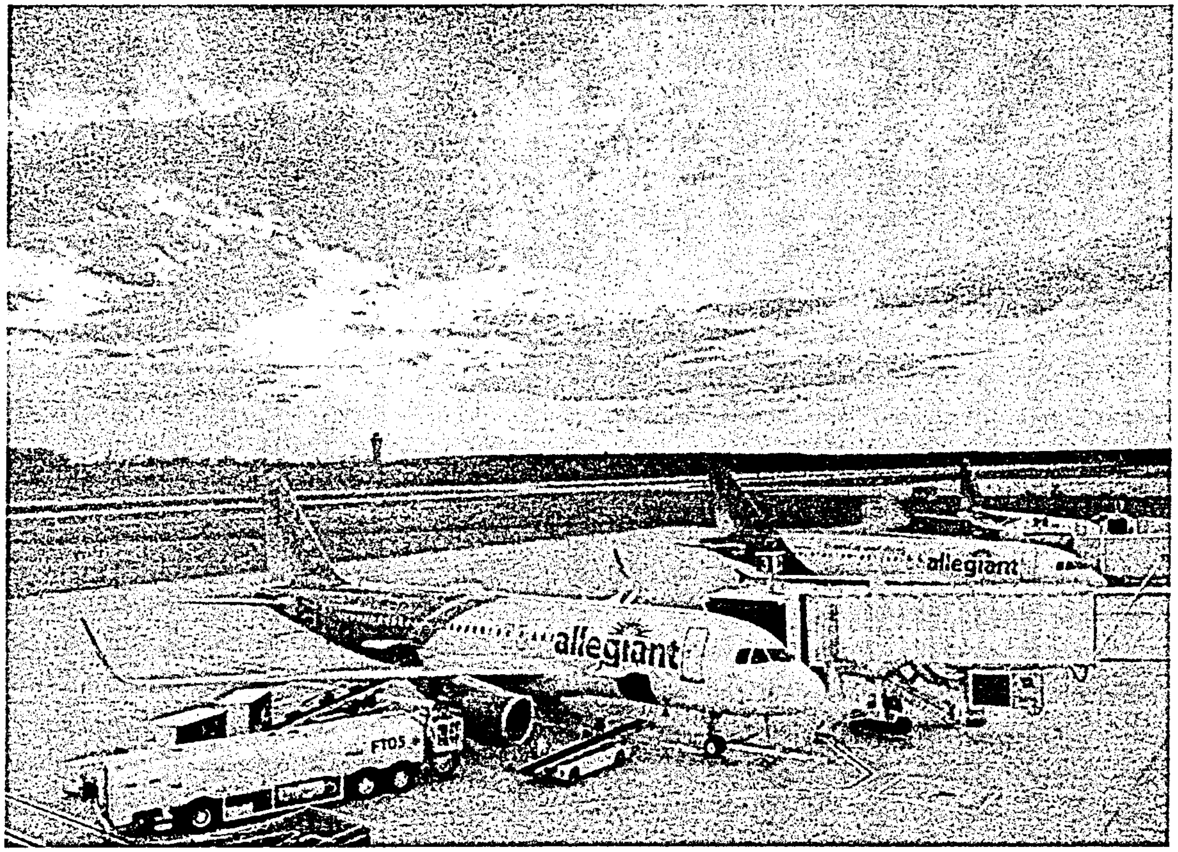
Airport Update



Top Illinois Airports (per enplanements - February 2024 - January 2025)

Locid	City	Airport Name	S/L	Hub	2023 Rank	State Rank DOT (February 2024 - January 2025)	Enp DOT (February 2024 - January 2025)	Allegiant Total Passengers (February 2024 - January 2025)
ORD	Chicago	Chicago O'Hare International	P	L	5	1	31,806,857	623
MDW	Chicago	Chicago Midway International	P	L	30	2	9,993,232	126,125
PIA	Peoria	General Downing - Peoria International	P	N	166	3	346,774	324,342
MLI	Moline	Quad Cities International	P	N	176	4	329,348	136,173
BMI	Bloomington-Normal Airport	Central Il Regional/Bloomington-Normal	P	N	198	5	161,656	70,387
BLV	Belleville	Scott AFB/Midamerica St Louis	P	N	203	6	152,886	305,255
RFD	Rockford	Chicago/Rockford International	P	N	216	7	132,102	258,225
CMI	Savoy	University of Illinois/Willard	P	N	251	8	88,214	585
SPI	Springfield	Abraham Lincoln Capital	P	N	270	9	50,993	32,077
MWA	Marion	Veterans Airport of Southern Illinois	P	N	403	10	13,907	1,042
DEC	Decatur	Decatur	P	N	394	11	12,864	0
UIN	Quincy	Quincy Regional-Baldwin Field	CS	None	473	12	4,070	0

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Enplanements

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MidAmerica St. Louis Airport
Monthly Passenger Enplanements

	2025				2024			
Month	Departures	Enp	Avg Enp	Load Factor[3]	Departures	Enp	Avg Enp	Load Factor[3]
Jan	62	8,546	137.8	80%	58	7,908	136.3	78%
Feb	79	11,303	143.1		55	8,174	148.6	85%
Mar	144	20,043	139.2		92	13,585	147.7	86%
Apr	93	12,768	137.3		85	11,117	130.8	77%
May	138	20,897	151.4		98	15,164	154.7	88%
Jun	183	28,695	156.8		142	21,589	152.0	85%
Jul	181	28,663	158.4		144	22,201	154.2	86%
Aug	144	19,596	136.1		101	13,373	132.4	75%
Sep	83	12,598	143.2		66	9,015	136.6	81%
Oct	87	11,970	137.6		73	9,660	132.3	78%
Nov	73	10,142	138.9		73	9,483	129.9	76%
Dec	84	12,633	150.4		84	11,973	142.5	83%
TOTAL	1356	197,855	145.9	80%	1071	153,242	143.1	82%
FAA Total CY Enplaned Passenger Data						*TBD*		

	2023				2022			2021		
Month	Departures	Enp	Avg Enp	Load Factor[3]	Departures	Enp	Avg Enp	Departures	Enp	Avg Enp
Jan	56	8,327	148.7	86%	63	7,456	118.3	57	6,405	112.4
Feb	53	8,329	157.2	90%	61	8,425	138.1	65	7,519	115.7
Mar	91	13,945	153.2	90%	108	16,315	151.1	118	13,033	110.4
Apr	95	12,974	136.6	81%	102	14,392	141.1	81	8,947	110.5
May	93	13,754	147.9	87%	107	16,226	151.6	94	12,448	132.4
Jun	125	20,225	161.8	90%	143	22,390	156.6	182	24,663	135.5
Jul	131	21,501	164.1	90%	155	24,300	156.8	191	27,505	144.0
Aug	84	11,766	140.1	77%	99	13,442	135.8	125	13,907	111.3
Sep	55	8,178	148.7	88%	57	8,220	144.2	82	9,641	117.6
Oct	70	9,943	142.0	86%	72	9,964	138.4	102	12,336	120.9
Nov	61	8,713	142.8	85%	62	8,931	144.0	87	10,740	123.4
Dec	62	9,573	154.4	90%	82	12,649	154.3	85	12,533	147.4
TOTAL	976	147,228	150.8	87%	1111	162,710	146.5	1269	159,677	125.8
FAA Total CY Enplaned Passenger Data		*147,421*				*162,819*			*161,562*	

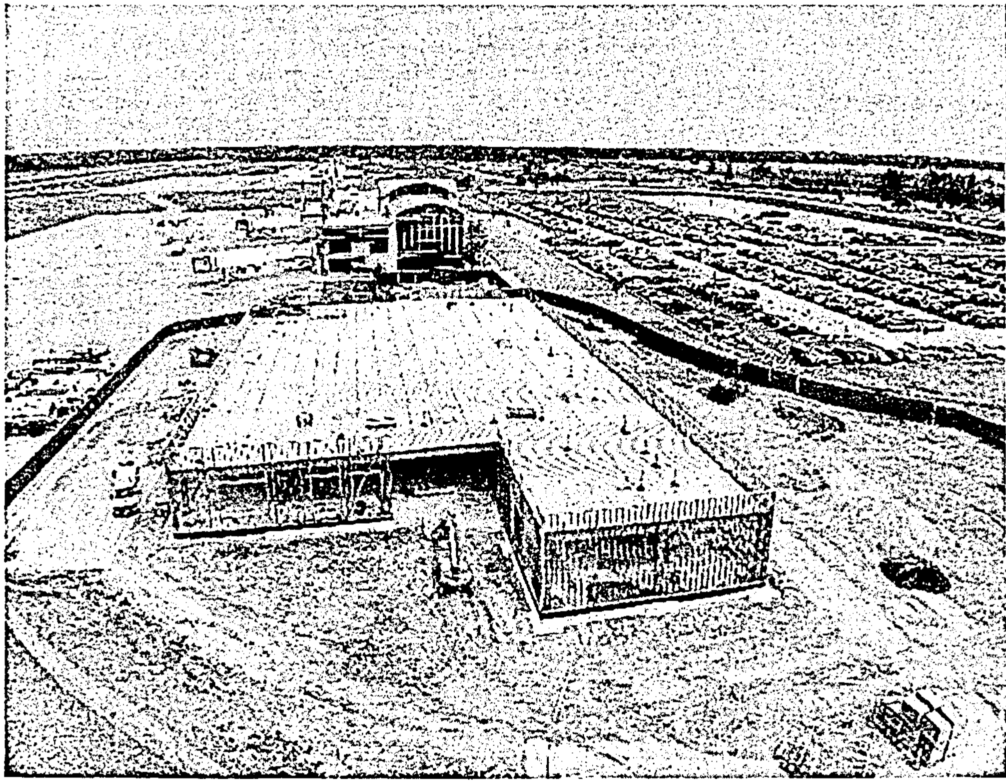
Legend

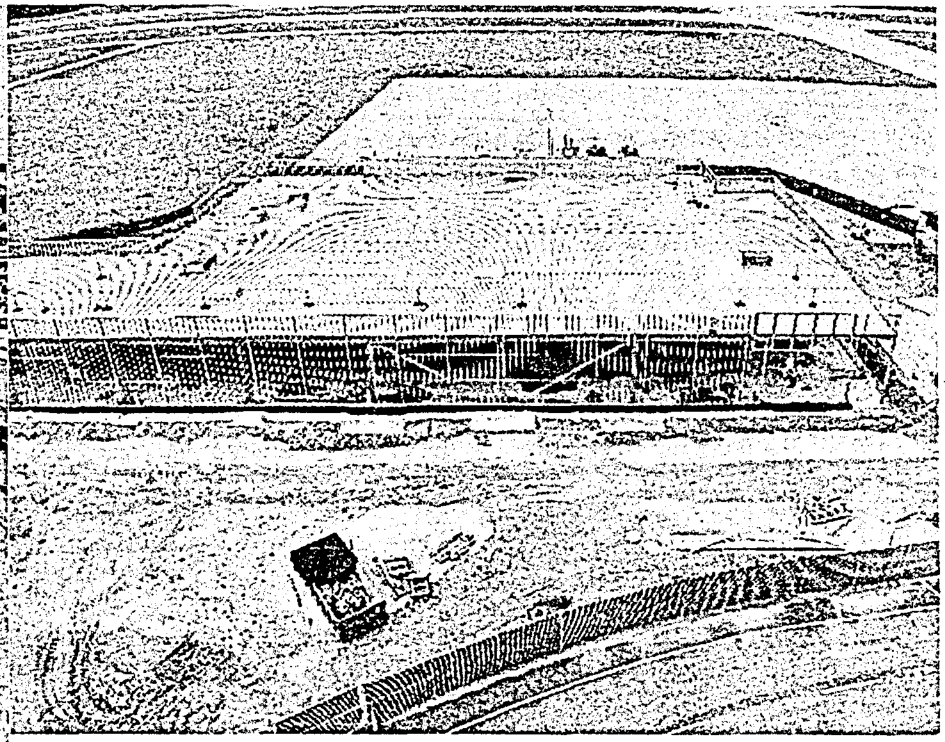
	Departures based on Allegiant schedule.
	Departures calculated based on previous year's departures per month
	Passenger enplanements projected utilizing average of three previous year's average enplanements per departure per month applied to scheduled departures.

Notes

1. Future enplanements projected utilizing previous year's number of scheduled departures and average of three previous year's enplanements per departure.
2. FAA TAF (updated January 2025) for FY 2025 is 178,199 and FY 2026 is 179,027. This equates to a CY 2025 forecast of 178,406 and CY 2026 forecast of 179,239.
3. Load factor for departures only calculated from T-100 Segment data.

Terminal Modification





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Thank You.

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