

AGENDA
PUBLIC BUILDING COMMISSION
FEBRUARY 18, 2021

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

TELECONFERENCE ROLL CALL:

INTRODUCTION OF VISITORS:

Mark Kern, County Board Chairman
Debra Moore, Director of Administration
Tom Knapp, Sheriff's Department
Bernard Ysursa, Attorney

Bryan Johnson, MidAmerica St. Louis Airport Director
Dan Trapp, MidAmerica St. Louis Eng/Planning Director
James Brede, Director of Buildings

In accord with Section 12 of Governor JB Pritzker's December 11, 2020 Disaster Proclamation, the February 18, 2021 meeting of the Public Building Commission will be held remotely. The following remote electronic access is being provided for Members, Staff, and Public.

TELECONFERENCE: To Activate Dial (866)434-5269
Enter Access Code 7715605 Followed by #
If not the Host, Press # when prompted

COMMUNICATION: Committee Assignments

MINUTES:

- | | | |
|----------------------------|---|------------------|
| 1) Annual Meeting | - | January 21, 2021 |
| 2) Regular Monthly Meeting | - | January 21, 2021 |
| 3) Executive Meeting | - | January 21, 2021 |

TREASURER AND FINANCE:

- | | | |
|---|---|-------------------|
| 1) Regular Expense Claims Report with Payroll Ledger Report | - | February 26, 2021 |
| 2) Airport Expense Claims Report | - | February 26, 2021 |
| 3) Budget Analysis Report | - | February 2021 |
| 4) Trial Balance Report (Copy in PBC Office) | - | January 2021 |

FOR YOUR INFORMATION:

OPERATIONS:

AIRPORT OPERATION BUSINESS:

- | | | |
|---|---|---------------|
| 1) Memorandum of Understanding – Site 1-1 Land Transfer | - | Bryan Johnson |
| 2) RSM Service Agreement – IT Services | - | Bryan Johnson |
| 3) Airport Leasing Policy (Revision) | - | Bryan Johnson |

EXECUTIVE SESSION:

- 1) Air Service Development**

ADJOURNMENT:

**MINUTES OF THE MONTHLY MEETING OF THE
PUBLIC BUILDING COMMISSION OF ST. CLAIR
COUNTY, ILLINOIS, HELD ON THURSDAY,
FEBRUARY 18, 2021 AT 10:12 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 10:12 a.m., on Thursday, February 18, 2021 at the St. Clair County Building, Belleville, Illinois.

The following Commissioners answered present to roll call: Charles Lee. Richard Sauget, Terry Beach, Thomas Dinges, and Edmond Brown answered present via Zoom. Dan Polites answered present via telephone conference. Rick Effinger was absent.

Also present for the meeting, or for a portion thereof, were the following: James Brede, Director of Buildings; Traci Firestone, Secretary; and Kelly Dudley, Assistant Secretary. Tom Knapp, Sheriff's Department; Randy Pierce, Fairview Heights Tribune; Kavahn Mansouri, Belleville News-Democrat; and Monica Taylor, Financial Analyst; answered present via telephone conference. Debra Moore, County Administrator; Bryan Johnson, MidAmerica St. Louis Airport Director; Dan Trapp, MidAmerica St. Louis Airport Engineering and Planning Director; Midori Henrichs, MidAmerica St. Louis Airport Finance Director; and Attorney Bernard Ysursa answered present via Zoom.

Chairman Sauget stated under Communication and concerning Committee Assignments, he spoke with Edmond Brown about being on the Finance Committee and he has agreed to do that. Chairman Sauget added Dan Polites was on 3 different committees, so Dan will come off that committee, and he has spoken with Terry Beach about being on the Airport Committee, so that position has been filled. Chairman Sauget stated regarding the Airport Committee that would put him in a position that he could be involved, if he so chooses, in all the different

committees. A discussion was held regarding Tom Dinges being on the Finance Committee, since he is the Treasurer. Chairman Sauget added Tom is also on the Audit Committee and the Personnel Committee. Chairman Sauget inquired if Terry would have a problem with being on the Finance Committee. Commissioner Beach stated he would be on any committee that Chairman Sauget wanted to put him on and he thought Airport might be useful. Chairman Sauget added Commissioner Beach's experience with Economic Development with the County would be very helpful. Chairman Sauget inquired if Tom Dinges would be okay with the Finance Committee and that Terry Beach could be on the Personnel Committee. Commissioner Beach agreed to this. Chairman Sauget stated they would do that. Chairman Sauget added Personnel is Rick Effinger and Terry Beach, Operations is Rick Effinger and Dan Polites, Finance is Tom Dinges and Edmond Brown, Airport is Terry Beach and Dan Polites, Audit is Charles Lee and Tom Dinges. Chairman Sauget stated as far as officers, it would be himself, as the Chairman, Vice-Chairman is Dan Polites, Treasurer is Tom Dinges, Assistant Treasurer is Charles Lee, Secretary is Traci Firestone, Assistant Secretary is Kelly Dudley, and Attorney is Bernie Ysursa. A discussion was held for clarification of committees Terry Beach would be holding.

Minutes of the January 21, 2021 Annual Meeting, Regular Monthly Meeting, and Executive Meeting were reviewed. Commissioner Beach moved that the Annual Meeting Minutes, Regular Monthly Meeting Minutes, and Executive Meeting Minutes dated January 21, 2021 be approved as provided. Second by Commissioner Brown. Roll call as follows:

Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Absent
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
Commissioner Beach	: Aye
Commissioner Brown	: Aye

AYES: 6 ABSENT: 1 NAYS: None

Motion carried.

Under Treasurer and Finance, Commissioner Lee, Assistant Treasurer, reviewed the Regular Expense Claims Report with Payroll Ledger Report for February 28, 2021, and moved to approve payment of bills. Second by Commissioner Beach. Roll call as follows:

Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Absent
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
Commissioner Beach	: Aye
Commissioner Brown	: Aye
AYES: 6 ABSENT: 1	NAYS: None

Motion carried.

Commissioner Lee reviewed the Airport Expense Claims Report, dated February 28, 2021, and moved to approve payment of bills. Second by Commissioner Brown. Roll call as follows:

Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Absent
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
Commissioner Beach	: Aye
Commissioner Brown	: Aye
AYES: 6 ABSENT: 1	NAYS: None

Motion carried.

Commissioner Lee reviewed the **Monthly Budget Analysis Report for February 2021** and asked that it be placed on file, stating that the 2021 Budget is in line with the projected percentage of 16.7 expenditures.

Commissioner Lee reviewed the **Trial Balance Report for January 2021** and asked that it be placed on file. The Secretary has a copy available for review in the Public Building Commission Office.

Under Airport Operation Business, Bryan Johnson, MidAmerica St. Louis Airport Director, stated if anyone is looking to warm up, you can take a low-cost flight to Florida, and he is looking forward to getting out of the chill soon.

Director Bryan Johnson stated the first item on the agenda is a Memorandum of Understanding between St. Clair County/Public Building Commission/MidAmerica St. Louis and U.S. Air Force for a land transfer and it is referred to as Site 1-1. Director Johnson added this has been a project of several years, as Tim Cantwell, Dan Trapp, the Airport Staff, Bernie, along with the Chairman, have all been involved in this for quite some time. Director Johnson stated it is great to get it to this point and this MOU is the precursor to formalizing the transfer of approximately 250 acres to the U.S. Air Force. Director Johnson added there may be the question of why they are wanting to transfer that much property and through a series of evaluations and analysis and discoveries, it has been determined that for MidAmerica Airport, it is a piece of property that is not needed in any time in the foreseeable future or beyond. Director Johnson stated there is no purpose for it and it does not present any value whatsoever and the map that will be presented in a few minutes will show why. Director Johnson added what sets this up with the MOU is it is a transfer of property to the U.S. Air Force at no cost, which the purpose of this MOU is to provide a framework and collaboration and effort between the parties in working to pursue the transfer from the County to the U.S. Air Force. Director Johnson stated they intend to utilize the MOU as an outline for various steps in the transfer process, identify responsibilities for each party and the undertaking, which will ultimately help complete the process. Director Johnson added the transfer is advantageous for everyone, as MidAmerica would not be here if that was not the case. Director Johnson stated it will promote the perspective as an Airport of St. Clair County/PBC, as well as U.S. Air Force and obligations with the Joint Use Agreement. Director Johnson added this is the trigger for more work and it is in

draft form right now, which Bernie has looked at it. Director Johnson stated it has been sent over to the U.S. Air Force legal and is under review right now, but he wanted to get an approval today on this transfer, as they work the various avenues that they need to complete before formalizing it, hopefully, sometime this year. Director Johnson added the other thing about the MOU for himself and the staff at the Airport is it is a trigger to start the FAA and the State of Illinois formal land release that would then relieve MidAmerica of all federal obligations of this property. Director Johnson reviewed the property from about 30,000 feet, depending on the day, of purple area/County-owned/PBC-owned/Airport-owned property, which is the basis for the establishment of the Airport 20-plus years ago. Director Johnson reviewed the 250 acres, which lays right next to Scott Air Force Base, and is what they oversee and manage today. Director Johnson reviewed clear zone and Airport protection zones and the intent of the zones is to protect people and property of an aircraft incident or accident. Director Johnson stated it is a heavily-wooded area and it is marshy and there is nothing of any value in there, so that is why it makes sense to accommodate the Air Force and accommodate MidAmerica, as they move forward in the Airport planning and future master plans. Director Johnson added this is contingent upon final review of St. Clair County Legal Counsel, as well as signature by the Chairman. Attorney Ysursa stated the County Attorneys of Civil Division have looked at this, as well, and they preliminarily approved, so that is another entity that needs to be on board. Debra Moore, County Administrator; stated it will need to go to the County Board, as well, not knowing the process or the schedule for approval, and if Director Johnson could get it to her today, she can put it on the agenda for Monday night. Director Moore added that otherwise, she will wait until after Director Johnson gets the final and put on the board agenda then. Director Johnson stated his preference would be to wait for the final review by Bernie and other legal and final approval by the PBC before he would forward it onto Director Moore and the County Commission.

Chairman Sauget inquired if there are any environmental issues that might be on the property. Director Johnson stated there are a handful of environmental issues, such as monitoring wells on the site and they would assume those responsibilities and duties, along with assuming the deforestation, as some of the trees are penetrating the surfaces, so they assume with a clear title and transfer all the liabilities associated with the property. Commissioner Dinges made a motion to approve the Memorandum of Understanding between the County and the United States Air Force. Second by Commissioner Brown. Roll call as follows:

Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Absent
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
Commissioner Beach	: Aye
Commissioner Brown	: Aye
AYES: 6	ABSENT: 1
NAYS: None	

Motion carried.

Director Johnson presented for approval RSM Service Agreement – IT Advisory Services, as since his arrival it has become apparent that there are a lot of various technology needs, both internally as an Airport with the service to their terminal tenants, including Allegiant Air, ATS, and others, as well as tenants on the airfield. Director Johnson stated they have a couple of new ones that have been picked up recently, added some new agreements with the aerospace friends, as well as North American Helicopter. Director Johnson added they were seeing an uptick in needs and this organization is intended to come in and be a support mechanism for MidAmerica and may be similar to other service agreements that they already have in play. Director Johnson stated it is planned in the FY2021 Airport Operating Budget. Commissioner Polites moved to approve the service agreement between MidAmerica Airport St. Louis and RSM US LLP with signature by the Airport Director. Second by Commissioner Lee.

Chairman Sauget inquired if Director Johnson is basically engaging them now, as they do certain types of work, they will give estimates what that work is and the cost. Chairman Sauget stated it is in the budget but inquired if they work by the hour or if they do certain tasks and give an estimate. Director Johnson stated it is time and material, so it is a project-by-project, and there are probably a dozen or more projects in mind, but everyone is individual, and they do get those costs and evaluate those internally with staff and look to move forward. Director Johnson added that this is in the IT section of the budget, as well as they have several service agreements with all kinds of entities to help support the Airport. Director Johnson stated it is strategic and deliberate and they wanted to bring them on board to make sure MidAmerica could get the assistance needed, if they needed it. Chairman Sauget stated he and Bryan talked about this and this company has worked for a lot of other airports in the United States and they are out of Chicago and very well-known for the type of services they provide for air service facilities. Roll call as follows:

Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Absent
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
Commissioner Beach	: Aye
Commissioner Brown	: Aye
AYES: 6 ABSENT: 1	NAYS: None

Motion carried.

Director Johnson stated that item 3 was brought to the Board last month with the original Airport Leasing Policy, which was approved, and he received some good feedback from Bernie. Director Johnson stated they did go back and added Section 8, which addresses administrative appeals, as well as dispute resolutions, and as a landlord of about 5,000 acres, it is very, very important to include, not only their policy, but even within their lease agreement. Director Johnson added this is the only revision. Commissioner Polites moved to approve and implement

the Airport Leasing Policy revised to include the addition of Section 8, which is part of the Airport's primary management compliance documents. Second by Commissioner Beach. Roll call as follows:

Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Absent
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
Commissioner Beach	: Aye
Commissioner Brown	: Aye
AYES: 6	ABSENT: 1
NAYS: None	

Motion carried.

Director Johnson requested to move to Executive Session to address Air Service Development at MidAmerica St. Louis. Attorney Ysursa inquired if this has to do with leasing and land development. Director Johnson stated this does involve leasing. Attorney Ysursa stated to make sure they are going in to discuss sale/purchase/leasing of real estate. Commissioner Beach moved to enter Executive Session. Second by Commissioner Dinges. Motion carried.

The Doors closed 10:47 a.m.

The Regular Meeting reconvened at 11:03 a.m.

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

Meeting adjourned at 11:04 a.m.

Respectfully submitted,

Traci Firestone
Traci Firestone
Secretary

APPROVED:

David D. Bahr
CHAIRMAN

VICE
CHAIR