



AIRPORT COMMISSION

MINUTES

Wednesday, November 4, 2020 - 2:00 P.M.

Meeting was held via Teleconference/Zoom

Members Present: Mr. Bales, Mr. Cantwell, Mr. Fitzgerald, Ms. Fowler, Ms. Osborn,
By Teleconference: Mr. Reed, Mr. Stelzer, Ms. Teitelbaum and Chairperson Hamm-Niebruegge

Members Absent: Ms. Davis, Dr. Gaal, Ms. Green, Mr. Jenkins, Mr. Kling, Dr. Nemanick,
Mr. Sauget

Vacancy: One

Airport Staff: Becker, Beckmann, Glasper, V. Jones, Lyles-Wiggins, Kulinsky, Salarano,
Spencer, Stella, Strong

Legal Department:
Via Teleconference: Pandolfo, Emmel

The Meeting was called to order at 2:01 P.M.

1. **MINUTES**

Approval is requested for the Minutes of the October 7, 2020 Airport Commission meeting.

A motion for approval was made by Mr. Stelzer and seconded by Ms. Teitelbaum.

There being no discussion, a vote was taken and the motion carried unanimously.

2. **PROPERTIES**

Lease Agreement with Textron Ground Support Equipment Inc. (AL-153)

A motion for approval was made by Ms. Teitelbaum and seconded by Mr. Stelzer.

Mr. Salarano provided the details of the Lease Agreement as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

This three-year Cargo City Lease Agreement covers 4,093 sq. ft. of enclosed cargo building space and 4,004 sq. ft. of adjoining unenclosed space. Revenue to the airport is \$35,088.57 annually. This Cargo City Lease contains a 30-day cancellation provision.

There being no discussion, a vote was taken and the motion carried unanimously.

3. **OTHER BUSINESS**

Supervisor of the Quarter

Gigi Glasper – Contract Supervisor, Properties Division.

Ms. Glasper was nominated for her dedication and work ethic. Many of the service contracts previously extended for one or two years, needed to be rebid this year. Upon the resignation of another employee in the Properties Department, Gigi single-handedly processed all of the Solicitation for Bids for those new service contracts. She worked diligently to ensure that each Solicitation for Bids was processed and completed in a timely manner.

Employee of the Quarter

Deion Duplessis – Mr. Duplessis was unable to attend today’s meeting and will be presented his award at a later time.

WSP Presentation on ALP

Mr. John van Woensel, Vice-President of WSP, provided a presentation outlining the scope of work and timeline for the Airport Layout Plan Update (“ALPU”) study.

WSP is engaged in a comprehensive study of the short-term, medium-term and long-term development needs for the Airport, to include the entire airport, including airfield enhancements, improved safety, passenger, terminal and roadway system improvements over the next 20 years. In order to plan for development, a facility condition assessment will be conducted on the Airport’s infrastructure, to include roadways, parking garages and bridges.

A Technical Advisory Committee was formed, consisting of representatives from governmental agencies (local, state and federal), representatives of TSA, FAA, tenants, airlines, concessions, as well as community and development organizations, to review all aspects of the study.

Three surveys will be issued to gather comments from businesses, development firms, the public and surrounding communities. The first survey, completed earlier this year, elicited over 500 responses. There will be two more surveys issued. Notices of these surveys, as well as the progress on the study, are posted on the Airport’s website and through media releases.

The final ALPU Report is anticipated to be completed by summer 2021.

Other

It is anticipated that the December meeting agenda will include an extension of the Airport Use and Lease Agreement, which was originally set to expire in June 2021. Considering the current

COVID climate, the Airport and the airlines made the decision to postpone negotiations on a new Agreement at this time.

Due in part to the connecting traffic with Southwest Airlines, the enplanement numbers for October were the highest since March, at the onset of the pandemic. These numbers are expected to increase around the holidays, especially with the annual Christmas exodus from Fort Leonard Wood, whereby 3,000 - 5,500 soldiers will travel through the Airport.

The Terminal 2 roadway project providing a new entrance into the Terminal 2 garage is nearing completion, with an expected opening the week of Thanksgiving.

The Airport's goal of allocating the CARES Act funding monthly over a 12-month period has been attained. As revenue's increase, the amount of CARES Act funds used will be reduced, allowing for use of those funds over a longer period.

The annual KPMG audit of the Airport, currently being conducted, has an expected completion date of the end of November. The results of that audit will be shared with the Commissioners upon completion.

Regarding the decision of Southwest Airlines to begin utilizing the middle seat on their flights, the Chairperson advised that the airlines have reviewed this matter thoroughly and have relied on recent studies conducted by the FAA and other organizations, which showed that the use of HEPA filtration onboard, along with the cleaning regimen and passengers wearing masks, made airplanes a very safe form of travel.

Commissioner Fitzgerald raised a question regarding whether the Airport would be amending the Airport's FY21 budget presented for approval to the Commission in May 2020. His understanding was that a budget amendment would be needed during this quarter.

The Chairperson advised that at the Airport Commission meeting in May 2020, several items were discussed that could potentially impact the Airport's budget moving forward into FY21. There were many uncertainties regarding revenues coming in, CARES monies and whether there would be a relief package, but that the Airport would be taking measures to cut costs without jeopardizing safety and/or security. Additionally, there were 105 open positions or vacancies that were budgeted for, but only the most critical vacancies would be filled during this time when activity levels were low. Although included in the FY21 budget, many other expenses were being cut and this would continue on a monthly basis. The Airport Commissioners would be kept informed during this process.

The Chairperson and Mr. Pandolfo then advised the Commissioners that the Minutes from the May meeting would be checked, but the FY21 budget would only be amended if it were discovered that there was a need for a significant rate base adjustment under the Airport Use and Lease Agreement. If that adjustment to the rate base were necessary, it would require amending the FY21 budget previously approved by the Airport Commission and the Board of Aldermen.

With the Airport's diligent review of its expenditures, along with CARES Act funds, this has not been the case and there is no need to amend the FY21 Budget at this point. The Airport continues to monitor the revenues and expenditures closely and will continue to keep the Commissioners apprised of the situation.

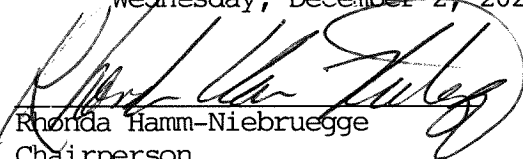
4. **NEXT MEETING**

Wednesday, December 2, 2020 at 2:00 P.M.

5. **ADJOURNMENT**

The meeting adjourned at 2:55 P.M.

The foregoing were approved by the Airport Commission at the meeting held on Wednesday, December 2, 2020.


Rhonda Hamm-Niebruegge
Chairperson

12/2/2020
Dated