

**AIRPORT COMMISSION**

**MINUTES**

**Wednesday, August 5, 2020 - 2:00 P.M.**

**Meeting was held via Teleconference/Webex**

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Members Present      Mr. Cantwell, Mr. Fitzgerald, Ms. Fowler, Dr. Gaal, Ms. Green,  
By Teleconference:   Mr. Jenkins, Mr. Kling, Dr. Nemanick, Ms. Osborn, Mr. Sauget,  
                                 Mr. Stelzer, Ms. Teitelbaum and Chairperson Hamm-Niebruegge

Members Absent:      Mr. Bales, Ms. Davis, Mr. Reed

Vacancy:                One

Airport Staff:         Bagwell, Becker, Glasener, Hoare, V. Jones, Kulinsky, Lotz, Salarano,  
                                 Smart, Spencer, Stella, Strong, Wingron

Legal Department  
Via Teleconference:   Pandolfo, Emmel

The Meeting was called to order at 2:02 P.M.

1.      **MINUTES**

Approval is requested for the Minutes of the June 3, 2020 Airport Commission meeting.

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

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

2.      **ORDINANCE**

Draft Ordinance authorizing the Director of Airports to provide, on behalf of the City, abatement of minimum annual guarantee (“MAG”) payment obligations of Airport concessionaires and abatement of permit fees of certain for-hire Airport ground transportation operators pursuant to the four (4) month abatement policy attached thereto as ATTACHMENT “1” entitled “Abatement Policy on Financial Relief for STL Concessionaires and Certain Ground Transportation Operators.

A motion for approval was made by Dr. Nemanick and seconded by Mr. Stelzer.

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

This Ordinance provides for a four-month Abatement Program to assist Concessionaires, Taxicab Operators and Ground Transportation Operators at the Airport.

Earlier this year, the Airport received funds through the CARES Grant to assist with operating expenses. In May 2020, the Airport instituted a four-month deferral program for Concessionaires, Airport Taxicabs and certain Ground Transportation Operators, which provided for the temporary deferral of certain contractual payment obligations (“Deferral Program”). Upon considering the many issues surrounding business operations at the Airport, including FAA policy and guidance, the City determined that further steps were necessary in order to help mitigate the adverse impact on businesses operating at the Airport. Therefore, the City established a new Abatement Policy. Each Concessionaire, Airport Taxicab Operator and eligible Ground Transportation Operator that previously took advantage of the Deferral Program will now have the option of remaining in the Deferral Program or may elect to restructure their deferral payments, terminate their participation in the Deferral Program and participate in the abatement program in accordance with the Abatement Policy.

Mr. Strong provided further details regarding the Abatement, Program including eligibility requirements and the terms of the Abatement Policy.

There being no discussion, a vote was taken and the motion carried with Commissioner Fitzgerald abstaining.

### 3. **OPERATIONS**

- A. Approval of the Service Agreement with Quick Care Oxygen System to provide Service & Equipment for Oxygen Inhalators. The term of the Agreement will begin on October 1, 2020 and will end on September 30, 2023. The Contract Not-To-Exceed amount will be \$16,050.

A motion for approval was made by Mr. Fitzgerald and seconded by Dr. Gaal.

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

This three-year Service Agreement covers the maintenance and equipment of approximately 50 oxygen inhalators, along with associated masks and hoses used by the Airport Fire Department.

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

- B. Approval of the Service Agreement to with Aero Snow Removal to provide Snow Removal Services for the Airport. The Agreement will begin on October 1, 2020 and will end September 30, 2023. The total Contract Not-To-Exceed Amount will be \$6,000,000.

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

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

This three-year Service Agreement will provide snow removal services for the Airport's public and private roads, as well as the airfield ramp area.

The total Not-To-Exceed amount remains the same as the previous Agreement. Due to decreases in the cost of equipment (.3% to 14%), as well as a decrease in the mobilization fee, a savings of approximately \$248,000 over the term of the Agreement is anticipated.

The Contractor intends to hire local workers for this snow removal contract, especially workers who perform seasonal work during the summer months; many of those workers are union members in their seasonal jobs.

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

- C. Approval of a Professional Service Agreement with Abbott Ambulance, Inc. to provide Emergency Medical and Ambulance Services for the Airport. The Agreement will commence October 1, 2020 and will end September 30, 2023. The total Contract Not-To-Exceed Amount will be \$1,334,118.

Ms. Smart provided the details of the Professional Service Agreement as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

This three-year Professional Service Agreement provides emergency medical and ambulance services to the passengers, visitors and employees at St. Louis Lambert International Airport. Abbott Ambulance has been performing these services to the Airport for more than 20 years. Abbott has an ambulance stationed on-site 24/7, 365 days per year.

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

#### 4. **PROPERTIES**

##### Ground Handling Permit with G2 Secure Staff, LLC (AL-157)

A motion for approval was made by Dr. Nemanick and seconded by Mr. Cantwell.

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

This Ground Handling Permit provides a non-exclusive right to handle air carriers operating without either a signed Use Agreement or signed Operating Agreement with the Airport, i.e. charters, diversion and irregular operators. Revenue to the Airport is \$1,200 annually; plus all

fees or charges collected from those non-Agreement airlines served. The Permit contains a 10-day cancellation provision for both parties.

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

5. **OTHER BUSINESS**

Supervisor of the Quarter

Mr. Rex Otten, Airfield Maintenance Foreman, was chosen as the Supervisor of the Quarter. Mr. Otten was unable to attend today's meeting and will receive his award at a later time.

Employee of the Quarter

Ms. Vanessa Jones, Executive Secretary in the Director's Office, was chosen as the Employee of the Quarter due to her work ethic and outstanding attitude. She is a very conscientious employee, handles her duties efficiently, and willingly offers assistance to others whenever needed, whether they be fellow employees or the traveling public.

Covid Management

In response to St. Louis County's mask mandate, the Airport now requires that face coverings be worn at all times in the public areas of the Airport. Complimentary masks are available for those who do not have one upon entering the terminals. An on-line reporting portal has been added to the Airport's website to report any business or employee at the Airport that is not abiding by the mandate. Signage regarding the wearing of face coverings, along with social distancing rules, has been installed at the entryways and around the baggage carousels. Additional hand sanitizer dispensers have been installed throughout the Airport. The Airport purchased 360 deep-cleaning Chlorox machines, which are operated in-house by employees, providing a substantial monetary savings.

Air Traffic

Compared to 2019, April traffic was about 10-15%. May traffic increased to about 20%; June traffic increased close to 30%; July traffic is anticipated to be 40-45%. Southwest Airlines kept many of its connecting flights in St. Louis, which has helped stabilize the overall traffic numbers. These percentages are fairly standard throughout the industry.

Southwest Airlines recently announced a 30-day adjustment for September and October whereby the schedule will be reduced by 50 flights per day. It is anticipated that these flights will return leading up to the holiday season.

Cargo operations at the Airport rose approximately 20% through May 2020 compared to the same period in 2019. June's cargo numbers were up 19.8%.

## Budget

Since the Commission approved the Airport's FY '20-'21 budget in the amount of \$170 million, the Airport has determined ways to reduce its budgeted expenditures by approximately 7%, to \$163 million.

The Airport received \$59.9 million in CARES Act grant funding. Of that amount, \$10 million was used in FY '20 to pay debt service for May and June 2020. The remaining \$49.9 million will be used in FY '21 to further lower the budget. There is currently an airport relief package, entitled the HEALS Act, being discussed in the U.S. Senate and, if passed, the Airport could receive additional funds.

The Airport has received approximately \$59,000 of the roughly \$200,000 in Covid-related expenses submitted for FEMA reimbursement. Expenses will continue to be submitted for reimbursement as incurred.

Many of the scheduled capital improvement projects were postponed due to the Covid-related budget shortfall. Several projects, funded through bond proceeds, will continue. The Terminal 2 roadway project includes two new entrances into the parking garage. The anticipated completion date for the eastbound to westbound entrance to the Terminal 2 parking garage is October. The westbound to eastbound entrance is currently in the design phase.

The addition of a U-shaped lane on the lower drive of Terminal 2, to be used for shuttles, has an expected completion date of September.

The employee vacancy rate remains at 107. Of these vacancies, approximately 40 positions have been deemed critical and efforts to fill those positions continue.

After review of the July and August revenue numbers, additional adjustments will be made to the budget. The Airport will continue to review all cost-saving measures and revenue-generating opportunities and apprise the Commission of these efforts.

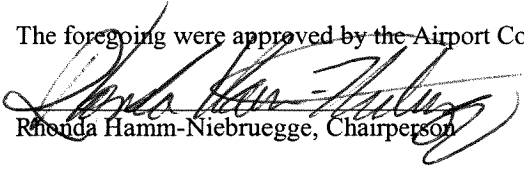
### 6. NEXT MEETING

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

### 7. ADJOURNMENT

The meeting adjourned at 2:58 P.M.

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

  
Rhonda Hamm-Niebruegge, Chairperson

Date

9/3/2020