

**AIRPORT COMMISSION**

**MINUTES**

**Wednesday, March 4, 2020 - 2:00 P.M.  
Lindbergh Conference Room**

Members Present: Mr. Bales, Mr. Fitzgerald, Ms. Fowler, Mr. Kling, Dr. Nemanick,  
Mr. Sauget, Mr. Stelzer, Ms. Teitelbaum and Chairperson Hamm-  
Niebruegge

Via Telephone: Ms. Osborn

Members Absent: Mr. Cantwell, Ms. Davis, Dr. Gaal, Ms. Green, Mr. Jenkins, Mr. Reed

Vacancy: One

Airport Staff: Beckmann, Glasener, Gooding, Hoare, Klein, Kulinsky, Lea, Morris,  
Ramos, Ruth, Ryan, Salarano, Spencer, Stella, Stoffel, Strong, Tiemann,  
Tribl

Legal Department: Pandolfo, Emmel

Guests: Maurice Fall, Board of Aldermen; Jeff Fernhoff, Huntleigh, McGehee;  
Sandra Hannon, Arthur J. Gallagher; Jordan Haar, First Rule; Jennifer  
Kuchinski, WSP USA; Marie Morgan, Morgan Graves

Media: Mark Schlinkmann, Post-Dispatch

Meeting called to order at 2:00 P.M.

1. **MINUTES**

Approval is requested for the Minutes of the February 5, 2020 Airport Commission meeting.

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

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

2. **OPERATIONS**

- A. Approval of a Second Amendment to the Service Agreement with Gateway Industrial Power, Inc. to provide Emergency Generator Maintenance Services for the Airport. The Agreement commenced on August 1, 2016 and will now end on

June 30, 2021. The Not-To-Exceed Contract Amount will be increased by \$225,000 from \$845,000 to \$1,070,000.

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

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

This Second Amendment, which extends the term by 12 months, provides for continued maintenance and inspection of the Airport's 23 standby emergency generators, the 10,000-gallon aboveground diesel storage tank and two portable diesel fuel tankers, along with the annual fuel polishing and fuel testing services on all of the generators. There are no changes to either the scope of work or the rates.

After further discussion, a vote was taken and the motion carried unanimously.

- B. Approval of a First Amendment to the Service Agreement with Aschinger Electric Company to provide Sealed, Non-Gassing Battery System and Uninterrupted Power Supply (UPS) Maintenance Services for the Airport. The Agreement began on May 1, 2017 and will now end on April 30, 2021. The Contract Not-To-Exceed amount will be increased by \$213,568.60 from \$650,000 to \$863,568.60.

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

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

This First Amendment, which extends the term by 12 months, provides for the continued inspection of, and preventive maintenance on, the Airport's Sealed and Non-Sealed, Non-Gassing Battery System & Uninterrupted Power Supply (UPS) located throughout both terminals and the Airport's outer buildings. Due to additional UPS systems and batteries, the not-to-exceed amount increased 7% and the emergency labor costs increased by 2%.

Commissioner Fowler entered the proceedings at this time.

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

- C. Approval of a First Amendment to the Agreement with Morgan Graves Consultants, LLC to provide the Airport with Customer Survey Services. The Agreement began on October 1, 2018 and will now end on June 30, 2021. The Contract Not-To-Exceed Amount will be increased by \$31,130 from \$54,477.50 to \$85,607.50.

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

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

Marie Morgan, CEO of Morgan Graves, was present and introduced to the Commission.

This First Amendment will provide continued collection and analysis of data from surveys completed by passengers at the Airport. Approximately 750 surveys are conducted each quarter with the results sent to Airports Council International for analysis.

Morgan Graves Consultants, certified as both a Minority Business Enterprise and a Women-Owned Business Enterprise, will account for 91.42% of the minority participation on this Agreement.

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

3. **PROPERTIES**

A. Space Permit with L3 Harris Technologies, Inc. - AL-124

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

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

This three-year Space Permit covers areas located at the North Fire House and the Airport Office Building to be used for the mounting of two antennae, which will be used to collect inflight aircraft transponder data for the FAA. The data, integrated into a visual format, can be observed real-time by Airport personnel. Revenue to the Airport begins at \$7,212 annually (year one), increases to \$7,428.36 (year two) and increases to \$7,651.20 (year three). The Permit includes a 30-day cancellation provision for both parties.

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

B. Space Permit with Huntleigh USA, Inc. - AL-142

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

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

This three-year Space Permit covers 561 sq. ft. of space in Terminal 1 and 221 sq. ft. of space in Terminal 2, for use as office and breakroom space. Revenue to the Airport is set at the normal Terminal 1 and Terminal 2 rental rates, which currently totals \$22,766.57. This Permit contains a 30-day cancellation provision for both parties.

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

C. Space Permit with SITA Inc., USA – AL-146

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

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

This three-year Space Permit covers space on a rack located in an electrical room on the C Concourse to be used for radios and access to rooftop antenna equipment. Annual revenue to the Airport is \$6,600. This Permit contains a 180-day cancellation provision for both parties.

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

D. Space Permit with ABM Aviation - AL-145

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

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

This three-year Space Permit covers two offices in Terminal 1 (460 sq. ft. and 156 sq. ft.) for use as office and breakroom space. Revenue to the Airport will be \$16,273.51 annually. This Permit contains a 30-day cancellation provision for both parties.

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

E. Cyber Liability and Crime Insurance Policies

A motion for approval was made by Mr. Fitzgerald and seconded by Ms. Fowler.

Ms. Ruth provided the details of the Cyber Liability and Crime Insurance Policies as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

Sandra Hannon, of Arthur J. Gallagher, was present and introduced to the Commission.

Crime Insurance: a renewal of the current policy, which protects the Airport in the event of theft

by employees (computer fraud, forgery, credit card fraud, etc.). All coverages and the cost of the policy remains the same.

Cyber Liability Insurance: a one-year renewal of the current policy, with a different carrier. This policy protects the Airport in the event of the release of personally identifiable information, any loss of revenue in the event of a breach from a third-party operator and, additionally, coverage for “bricking” (damage to the computer hardware). This policy is approximately \$10,000 lower than the previous policy.

After further discussion, a vote was taken and the motion carried unanimously.

#### 4. OTHER BUSINESS

##### Employee and Supervisor of the Quarter:

Employee: Cassandra Noldon, of the Finance and Accounting/Payroll Department, was nominated for her continued dedication and work ethic. For an extended period, Ms. Noldon has been handling all payroll duties at the Airport, which normally would be performed by two employees. Cassandra performs her duties in a pleasant and professional manner.

Supervisor: Regina Reynolds, of the Finance and Accounting Department, was nominated for her hard work and dedication to the department. She has volunteered numerous times to fill in when there were employee vacancies in several departments. She handles the general ledger, the audits and has recently been assisting in covering the duties of the Assistant Director. She is organized and very knowledgeable about the entire Finance/Accounting Department.

##### Other

The Blue Note restaurant, located in Terminal 2, will display memorabilia from the Blues Stanley Cup championship games. A soft opening was held on February 29, 2020 and the official opening date is March 12, 2020.

There will be several changes to the Terminal 2 signage in order to assist in wayfinding. The signage, both inside and out, will be more vibrant, contain bigger text and have brighter colors and will contain more pictograms. The anticipated completion date is summer of 2020, to coincide with the changes to the Terminal 2 garage.

The year-end closeout with the airlines produced a cost per enplaned passenger of \$8.92, which was significantly under the amount forecast.

The finalization of the Airport’s Strategic Plan is ongoing and the information will be provided to the Commissioners upon completion.

In response to concerns regarding the Coronavirus, the Airport has instituted rigorous cleaning schedules, installed extra hand sanitizers in the public areas and near the checkpoints, as well as provided extra training for all employees on the proper protective equipment. Commissioner Fowler advised that Barnes-Jewish Hospital has listed the most current information regarding the virus on its website, [BJC.org](http://BJC.org).

A proposal to review the possibility of regional governance of the Airport, which was being considered by the East/West Gateway Council, did not pass and no further plans are being considered at this time.

In Missouri, a Real ID-compliant driver's license is required by October 1, 2020. The Airport has installed larger signs at the checkpoints and is running digital reminders throughout the terminals.

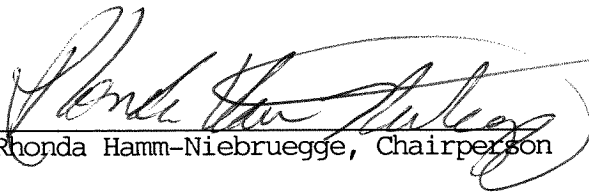
5. **NEXT MEETING**

Wednesday, April 1, 2020 at 2:00 P.M.

6. **ADJOURNMENT**

The meeting adjourned at 2:47 P.M.

The foregoing were approved by the Airport Commission at the meeting held on Wednesday, May 6, 2020.

  
Rhonda Hamm-Niebruegge, Chairperson

5/7/2020  
Dated