



## AIRPORT COMMISSION

### MINUTES

Wednesday May 5, 2021 at 2:00 P.M.  
Meeting was held via Teleconference/Zoom

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#### Members Present

By Teleconference: Mr. Bales, Mr. Cantwell, Mr. Fitzgerald, Ms. Fowler, Dr. Gaal, Mr. Kling, Mr. Lents, Dr. Nemanick, Ms. Osborn, Mr. Sauget Mr. Stelzer, Ms. Teitelbaum and Chairperson Hamm-Niebruegge

Members Absent: Alderman Cohn, Comptroller Green, Mr. Jenkins, President Reed

Airport Staff: Bagwell, Becker, Davidson, Greene, Herbst, Hoare, Kinsey, Kulinsky, Lyles-Wiggins, Salarano, Smith, Stella and Strong

Legal Department: Bauman, Emmel

Guests: The Honorable Tishaura Jones, Mayor of the City of St. Louis and Chief of Staff Mr. Jared Boyd

The Meeting was called at 2:00 P.M.

Chairperson Hamm-Niebruegge welcomed, the Honorable Tishaura Jones, Mayor of the City of St. Louis and Chief of Staff Mr. Jared Boyd, to the Airport Commission Meeting.

#### 1. MINUTES

Approval is being requested for the Minutes of the April 7, 2021 Airport Commission meeting.

A motion for approval was made by Commissioner Stelzer and seconded by Commissioner Bales.

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

#### 2. OPERATIONS

A. Approval of the First Amendment for the Agreement with Midwest Elevator Company to provide the Airport with Elevator, Escalator, and Power Walk Services. The Agreement commenced on March 1, 2021 and will end on February 29, 2024. The Total Contract Not-To-Exceed (NTE) Amount will be increased by \$2,958,114.74 from \$2,904,974.26 to \$5,863,089.00. The First Amendment will increase the Contract Not-To-Exceed by \$2,958,114.47. The Scope of Work and Appendix C have been revised to incorporate the new moving walkways and new subcontractor.

A motion for approval was made by Commissioner Gaal and seconded by Commissioner Stelzer.

Mr. Stella provided the details of the Agreement as set out in the Executive Summary included with the agenda items and recommended approval of the motion. The First Amendment does not change the current agreement and is being executed to allow the refurbishing of moving walkways C1 through C6 in Terminal 1. The Contractor will furnish all material, labor, equipment, and personnel to provide Elevator, Escalator, & Power Walk Services for the Airport.

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

**B. Approval of the Agreement with Tech Electronics to provide the Airport with Electronic Systems Services required by the Airport. The agreement will commence on July 1, 2021 and will end on June 30, 2024. The Contract Not-To-Exceed (NTE) Amount will be \$4,769,779.00.**

A motion for approval was made by Commissioner Sauget and seconded by Commissioner Gaal.

Mr. Stella provided the details of the Tech Electronics Service Agreement as set out in the Executive Summary included with the agenda items and recommended approval of the motion. This is a three year Service Agreement that provides for the repair and maintenance of electronics systems at the Airport. The Solicitation for Bids for Electronic System Services was released and a bid was submitted by Tech Electronics, Inc., a qualified and responsive company, that submitted the lowest and best bid. Tech Electronics, Inc. contract is approximately 9% higher than the current contract. Tech Electronics is the incumbent and current MBE/WBE Participation on Contract 71506. MBE/WBE goals are being met with this contract.

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

### **3. MARKETING & BUSINESS DEVELOPMENT**

Approval of the Agreement with Informa Princeton LLC dba Airport Strategy and Marketing LTD, to provide the Airport with Air Service Development Consulting Services. The Agreement will commence on June 1, 2021 and will end on May 31, 2024. The Contract Not-To-Exceed (NTE) Amount will be \$742,500.00.

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

Mr. Kinsey provided the details of the Professional Service Agreement set out in the executive summary included with the agenda items and recommended approval of the motion. The Request for Proposal Process was used for Air Service Development Consulting Services. Informa Princeton LLC dba Airport Strategy and Marketing LTD, (ASM) was determined by Selection Committee to be a qualified and responsive consultant, and submitted the best proposal. The total Not-To-Exceed Amount is 10% less than previous agreement. MBE/WBE Goals have been set at

25% for MBE and 5% for WBE. Chris Warren, Project Manager for Informa Princeton LLC was present via teleconference.

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

#### **4. FINANCE AND ACCOUNTING**

**A.** Approval of Agreement with Unison Consulting, Inc., to perform Airport Business Services required by the Airport. The Agreement will commence on July 1, 2021 and will end June 30, 2024. The Contract Not-To-Exceed (NTE) Amount will be \$1,581,100.00.

A motion for approval was made by Commissioner Bales and seconded by Commissioner Gaal.

Mr. Strong provided the details of the Unison Consulting, Inc. Professional Service Agreement set out in the executive summary included with the agenda items and recommended approval of the motion. Gregory Chappelle, Principal Officer of Unison Consulting, Inc. was present via teleconference. The hourly service rates increased by 3% from the prior contract. The Not-To-Exceed Contract Amount for the first year of the contract increased by 66% from the prior contract to account for post go live activities, for the new accounting software implementation, and integration with the City's new ERP system. The Not-To-Exceed amount for the first and second year increased by 12% for future Airport Use and Lease contract negotiations. The Request for Proposal process was used. The Selection Committee, after review and discussion, determined that Unison Consulting, Inc. a qualified and responsive consultant that submitted the best proposal.

Unison, a minority firm, has specialized knowledge of the aviation industry, assists with annual airline rates and charges, aviation forecasts, analysis and documentation of passenger facility charge applications and other strategic planning matters for the Airport.

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

#### **B.** Approval of the Airport Budget Request-Fiscal Year 2021-2022

A motion for approval was made by Commissioner Stelzer and seconded by Commissioner Lents.

Mr. Strong provided the details of the Budget Request Fiscal Year 2021-2022 set out in the executive summary included with the agenda items and recommended approval of the motion. The Budget Request to begin July 1, 2022, set at \$170 Million dollars, which includes funds in the amount of \$15 million, anticipated grant relief from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) funds. Mr. Strong presented a PowerPoint Presentation FY21 and FY22 budget comparisons. The Sub-total line for the Operation & Maintenance portion of the budget indicates a (4.6%) decrease in expenses between the Fiscal Year 2021 Budget and the Fiscal Year 2022 Request, however in comparison to the FY21 Amended Budget there is a 7.18% increase. When debt service is factored in, the grand total FY22 Budget request indicates a total variance of 2.96 % between the Fiscal Year 2021 Budget

and the Fiscal Year 2022 Budget request, however comparison to the amended budget there is a 4.41% increase.

Mr. Strong discussed Budgeted Positions for FY'22 is set at 532. Professional Services has increased by 13.99%, due to the high vacancy rate, contributing factors being the increase in the attrition rate and the need for overtime increasing. Software implementation and post go live support, AUA negotiations, and new marketing/public relations contract. The Airport Budget Request for Fiscal Year '22 includes; the CARES Act funds received \$59,995,499 Million, along with the CRSSAA funds in the amount of \$13,581,518, and the \$1,664,937 concessionaire's relief along with \$291,339.00 requested and received from FEMA.

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

## **5. PROPERTIES**

**A.** Approval of the First Amendment to Cargo Facility Lease Agreement, AL-096 with United Parcel Service Inc. The First Amendment extends the Term of this lease by one year, now expiring on June 30, 2022, and adds a mutual one year Renewal Option, concurrent with the Term of the Airport Use Lease Agreement.

A motion for approval was made by Commissioner Lents and seconded by Commissioner Bales.

Mr. Salarano provided the details of the First Amendment to Cargo Facility Lease Agreement, AL-096 with United Parcel Service Inc., set out in the executive summary included with the agenda items and recommended approval of the motion. Tenant snow removal costs become reimbursable under the First Amendment.

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

**B.** Approval of the First Amendment to the Cargo Facility Lease Agreement, AL-097 with Federal Express Corporation. The First Amendment extends the Term of this lease by one year, now expiring on June 30, 2022, and adds a mutual one year Renewal Option, concurrent with the Term or the current Airport Use Lease Agreement.

A motion for approval was made by Commissioner Nemanick and seconded by Commissioner Bales.

Mr. Salarano provided the details of the Lease agreement with Federal Express Corporation, set out in the executive summary included with the agenda items and recommended approval of the motion. Tenant snow removal costs become reimbursable under the First Amendment.

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

**C.** Approval of the Airport Use and Lease Agreement, AL-197 with Spirit Airlines, Inc. The Term to commence on May 27, 2021 and shall expire on June 30, 2021. The First Amendment

extends the expiration date of the AUA one year to June 30, 2022. There is also a one year mutual renewal option.

A motion for approval was made by Commissioner Gaal and seconded by Commissioner Kling.

Mr. Salarano provided the details of the Lease agreement with Spirit Airlines and the Airport Use Agreement. Mr. Salarano recommends approval of this Airport Lease Agreement and First Amendment with Spirit Airlines. Spirit Airlines is a low cost carrier providing service to Los Angeles, CA, Las Vegas, NV, Fort Lauderdale, FL, Orlando, FL, and Pensacola, FL.

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

**D. Approval of Consent of City of St. Louis ("City") to Transfer and Assignment of Space Permit AL-093 from USO of Missouri, Inc. ("Transferor") to United Service Organization, Inc. ("Transferee").**

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

Mr. Salarano provided the details of the Transfer and Assignment of Space Permit AL-093 from USO of Missouri, Inc., to United Service Organization, Inc., set out in the executive summary included with the agenda items and recommended approval of the motion. The Airport recognizes that across the nation, the few remaining independent USO legal entities are being replaced by the USO national organization.

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

## **6. OTHER BUSINESS**

### **Supervisor of the Quarter**

**Rhonda Smith** – Supervisor, Finance and Accounting

Ms. Rhonda Smith was nominated for her extensive knowledge of Finance and Accounting that she brings to the department. Her morale and team building she has implemented with the team has significantly strengthened the lines of communications amongst her staff. Rhonda's managerial position has allowed her to cross-train gracefully in all areas of the Finance and Accounting Department. Rhonda always exhibits a positive and motivating approach to assisting her team with challenges and meeting deadlines.

### **Employee of the Quarter**

**Chris Herbst** – Employee, Operations Department

Mr. Chris Herbst was nominated for being able to improve the efficiency of the Operations Department. Chris recently created a new inspection to track and fix terminal related issues. This allows the department to find issues easily and have the correct departments address them. Chris has

also taken over the required inspection for the Command Bus (Bus 800). Chris takes pride in his work and strives to make the Airport a great place to work.

### Summer Flights

Flights continue to increase, with the expectation to have a strong summer at the Airport. Spirit Airlines will begin flights at the Airport, May 27, 2021 with five daily flights. United Airlines will begin non-stop flights to Hilton Head, South Carolina on May 27th which will run through early September. Frontier Airlines will be adding additional flights to Orlando and Las Vegas. Southwest Airlines will be adding flights to Jacksonville, Florida, Miami, Florida, Long Beach, California and Oakland, California this summer. Southwest Airlines plans to add six additional markets, for a total of 55 non-stop markets, compared to 49 pre-pandemic markets.

### 7. NEXT MEETING

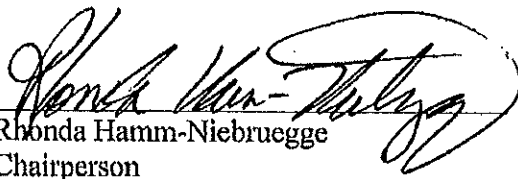
Wednesday June 2, 2021 at 2:00 P.M.

### 8. ADJOURNMENT

A motion for adjournment was made by Commissioner Cantwell and seconded by Commissioner Nemanick.

Meeting ended at 3:29 P.M.

The foregoing were approved by the Airport Commission at its meeting on Wednesday, June 2, 2021.

  
Rhonda Hamm-Niebruegge  
Chairperson

  
Date