

**MINUTES OF THE REGULAR MONTHLY MEETING
OF THE WHITESIDE COUNTY AIRPORT BOARD**

The regular monthly meeting of the Whiteside County Airport Board was held November 15, 2018 in the Terminal Building at the Whiteside County Airport at 5:00 p.m.

Present for the Board were: President David Koster, Chris King, Monte VanKooten, Ben Adolph and Drew Wilkens. Others present were County Board Representative Doug Wetzell, Sue Britt, Jim Duffy, Bill Havener, Augie Ufkin (came in at 5:10 p.m.) and Jackie Damhoff.

President Koster called the meeting to order and asked for roll call. Koster then asked for approval of the minutes of the October 11, 2018 board meeting. Upon motion and second, the special meeting minutes were unanimously approved as written.

The following financial transactions were reported:

The itemized bills were presented for payment, a copy of which is attached hereto. Koster pointed out there were a few bigger items this month including the carpet in the terminal and the insurance payment to Whiteside County for 2018. Koster also stated the bill for the gator has not been received or paid so that will be included on next year's budget. Upon motion duly made and seconded, the bills were unanimously approved, 5 votes in the affirmative.

CD Interest	\$1,352.26
5th RE Tax Distribution	\$3,995.97
Total Disbursements for November 2018 (See Itemized list of bills attached)	\$46,978.86

The following Receipts and Accounts Receivable were reported. Upon motion duly made and seconded, the Receipts and Accounts Receivable were unanimously approved, 5 votes in the affirmative.

RECEIPTS

Receipts	Total Receipts
T-Hangar Rents	\$3,719.00
Radio Ranch, Inc.	\$ -
Illinois State Police	\$--
Sauk Valley Aviation – Flowage Fee	\$255.39
Advanced Asphalt – 6SW Garage	\$440.00
Allen Swift - 6NE Garage	\$200.00
Total Receipts	\$4,614.39

FUEL

Total Gallonage sold by Sauk Valley Aviation for month of: October

Total Jet A Gallons Pumped: 1834.9

Total 100 LL Gallons Pumped: 1027.2

BUSINESS & ECONOMIC REPORT

For the month of: October		Visitors & Fuel Customers	Customer Planes
	Sauk Valley Aviation:	53	30
	Radio Ranch:	10	10
		<hr/>	<hr/>
		63	40

OTHER SPECIAL BUSINESS

NONE

ACCOUNTS RECEIVABLE

Mohammed Shaker	1D	October - November	\$204.00
Bruce Colmark	1F	November	\$102.00
Allen Swift	4E	October - November	\$146.00
Mohammed Shaker	4G	October - November	\$252.00
Robert Tautz	4J	November	\$126.00
Illinois State Police	5C	Sept., Oct., March, May	\$3,875.03
Mohammed Shaker	5H	October - November	\$300.00
Greg Dempsey	6A	October	\$136.00
Allen Swift	6B	November	\$136.00
Mohammed Shaker	6D	September - October	\$282.00
Tom Grennan	6H	July - November	\$644.00
		TOTAL	<hr/> \$6,203.03

Public Comment. Sue Britt stated when she walks in the terminal now it looks very nice and professional.

Manager's Report.

1. **Equipment.** Darin stated he lubricated the drive shafts and checked the gear box levels and the Batwing is operational and put away for the winter. JD 4040 is operational and the fluids were serviced. The JD997 chassis was lubricated and is operational. New tires have been ordered from Moore Tire and will be installed on the Ford Pick-Up next week. Darin stated he went through a government program and he received a discount of \$25.00 per tire. Plow #23-Red and Plow #4-Blue, snowblower, and fuel farm are all operational. The airfield lighting is operational, Engel Electric is working on Taxiway A lighting circuit that failed. They have made a temporary fix until a couple of new parts arrive. Forty-three (43) fixtures were re-lamped and wind sock LED lighting kit has been ordered and shipped.

2. Terminal Building. The furnace filters were replaced.
3. Hangar 5E. Darin stated new cables have been installed from Erect-A-Tube.
4. Airport Improvement. Darin stated he is currently in process of repairing the drain tile south of Runway 7 and east of Runway 36.
5. Taxiway A/Signage. J.F. Edwards Construction Company of Geneseo, Illinois, estimated the signage/taxiway project will begin in late fall or early spring.
6. Taxiway C & D. The final submittal to the Division of Aeronautics for the Airport's Taxiway C & D Rehab project is Friday, November 16. Randy Schmitt has started clearing the ditch.
7. Activities. Great River Region SCCA is requesting the dates of May 5, 2019, June 9, 2019, and August 4, 2019. Darin stated the board may want to take action or look into the dates since there will be issues with projects that will be coming up next year. Civil Air Patrol is continuing to meet every Monday in the terminal. Sauk Valley Aviation will be hosting a Christmas party on Monday, December 17th at 5:00 p.m. King asked if CAP will be here and Darin stated they cancelled their meeting last year and were invited.

Koster, VanKooten and Darin attended the Illinois TIPS meeting in Springfield on October 22. VanKooten asked when the board will hear back from the letter that was sent to the FAA with regard to the extra money that is available. The deadline for the request was October 31 and if the airport is eligible to receive it, the projects will be 100% covered by the government which would help with the Runway 1836 project or taxiway project next year. King asked if Koster, VanKooten or Heffelfinger had copies of the reports/timelines for the board members which were brought back from the meeting. Koster stated they would get to them as they did not bring to tonight's meeting.

Adolph questioned if the runway taxiway lights which were taken out by lightening is covered under the airports insurance. There was a discussion that when this is switched over to LED lights it will cost more if lightening does strike it and it may be worth it to add to the insurance coverage if it isn't covered already. King asked what the deductible was and Koster stated he will look into this.

Old Business.

1. AOPA Fly-In. Koster stated he spoke with Chris Eades this past week with regard to the 2019 AOPA Fly-In. Eades stated for 2019 there will be two (2) on the east coast and two (2) on the west coast and there will be one (1) more. Whiteside County will not be holding any of the events in 2019. Eades indicated Montana is the best fly-in for the planes and Midwest does have the best participation for these fly-in's, but with the Whiteside County Airport being close to Oshkosh, more pilots will probably fly to Oshkosh over Whiteside County. Adolph asked what the top two benefits are of having the AOPA Fly-in. Koster stated one would be it would put them on the map. King stated that since they will not be hosting the AOPA Fly-In, a date could be chosen for the career day. It was discussed to have a brainstorming session to get a pitch for AOPA and to

possible change the Career Day to Aviation Discovery Day to possibly change to draw more people to the event.

2. **Economic Development.** Koster stated Giselle Hamm was supposed to get the report to him by the 15th but he has not received that yet. He will contact her to try to get it emailed to the board members. Koster stated the board should look at having a retreat meeting with Gary Camarano around the first of the year to go over this report and where the airport is heading. King met with Camarano last year and she said he was not expecting a final report. VanKooten questioned if the board wanted to get things figured out before the Thomson Prison opens in full force to possibly be a main airport for inmates coming in and attorneys and/or families. VanKooten stated he will get in contact with Camarano to set something up to with the prison and Camarano. Adolph asked if the prison had approached the airport about use. Koster stated it was mentioned at the economic development meeting but the prison had not made any contact about utilizing the airport. King stated she believes the date needs to be set for the retreat. King stated Adolph and Wilkens were two that should be in attendance since they will go over things to get Adolph up to speed on things going on at the airport since he is the newest member on the board as well as the economic development side of the airport. Adolph stated he is busy more weekdays in January and Wilkens stated he is out for December and January. Wilkens stated he will be out for training in December and January and it is hard to plan anything without a schedule for February. The board discussed meeting after Thanksgiving on Monday, November 26. (Jim Duffy called Camarano to see if he would be available then and he will be available on that date). It was decided to meet on Monday, November 26 at 9:00 a.m. at the airport terminal to get Adolph caught up on what the board is doing and discuss marketing and new promotional services.

New Business.

1. 2019 Meeting Schedule. Upon motion duly made and seconded, the meeting schedule for 2019 which was included in the board packets was approved as presented.

Next Meeting. The next regular meeting is scheduled for December 13, 2018 at 5:00 p.m. at the Airport Terminal Building.

Adjournment. There being no further or other business to come before the board, on motion duly made by Wilkens, seconded by Adolph and passed unanimously, the meeting was adjourned at 5:44 p.m.

Respectfully submitted,

Secretary