

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

The regular monthly meeting of the Whiteside County Airport Board was held December 22, 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 and Monte VanKooten. Others present were County Board Representative Bill McGinn, Darin Heffelfinger, Dawn Heffelfinger, Jim Duffy and Bill Havener.

President Koster called the meeting to order and asked for roll call. Koster then asked for approval of the minutes of the November 15, 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 noted the bill for the gator is included in this month's bills. Upon motion duly made and seconded, the bills were unanimously approved, 3 votes in the affirmative.

CD Interest	\$2,110.56
VOID CK #5523 – Erect-A-Tube (duplicate payment)	\$89.31
5th RE Tax Distribution	\$2,529.57
Final Interest Distribution	\$87.08
Total Disbursements for December 2018 (See Itemized list of bills attached)	\$27,331.81

The following Receipts and Accounts Receivable were reported. Upon motion duly made and seconded, the Receipts and Accounts Receivable were unanimously approved, 3 votes in the affirmative.

**RECEIPTS**

Receipts	Total Receipts
T-Hangar Rents	\$2,891.00
Radio Ranch, Inc.	\$745.00
Illinois State Police	\$1,809.98
Sauk Valley Aviation – Flowage Fee	\$138.21
Advanced Asphalt – 6SW Garage	\$-
Angel Blazquez - 6NE Garage	\$100.00
Total Receipts	\$5,684.19

## FUEL

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

Total Jet A Gallons Pumped:	860.1
Total 100 LL Gallons Pumped:	745.7

## BUSINESS & ECONOMIC REPORT

For the month of: October		Visitors & Fuel Customers	Customer Planes
Sauk Valley Aviation:		30	26
Radio Ranch:		2	2
		<hr/>	<hr/>
		32	28

## OTHER SPECIAL BUSINESS

NONE

## ACCOUNTS RECEIVABLE

Mohammed Shaker	1D	October - December	\$306.00
Allen Swift	4E	October late fee	\$146.00
Mohammed Shaker	4G	October - December	\$368.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,934.05
Mohammed Shaker	5H	October - December	\$450.00
Tom Grennan	6H	August - December	\$780.00
Marcus Fisch	6J	December	\$136.00
TOTAL			<hr/>
			\$5,120.05

**Public Comment.** NONE

### **Manager's Report.**

- Equipment.** Darin stated the batwing is in storage for the winter. JD 4040 is operational and the fluids were serviced, the batwing was removed, the bucket was installed and Meiner's repaired the leaking hydraulic hose couplers. The JD997 is in storage. New tires were installed by Moore Tire on the Ford Pick-up and the lift chain on the snowplow was replaced. Bonnell's replaced the snowplow cutting edge blade of Plow #23-Red and straightened the bent snowplow blade and installed new cutting edge blade on Plow #4-Blue. The snowblower, is operational. The fuel filters for Jet-A and 100LL were replaced and the 100LL fuel pump was primed. The check valve may possibly be in the early stages of failing. The airfield lighting is operational, the beacon light was repaired by Engel Electric – same issue as last year with freezing ice which causes the driveshaft set screws were loose causing the belt to slip. Three (3) fixtures were re-lamped and the wind sock LED lighting kit was installed.
- Terminal Building.** The furnace filters were replaced.

3. Hangar 6I. Darin said he reset a tripped circuit breaker which has been an ongoing issue.
4. Airport Improvement. Darin stated he is in the 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 early spring.
6. Taxiway C & D. The final submittal to the Division of Aeronautics for the Airport's Taxiway C & D Rehab project was submitted two (2) weeks ago.
7. Activities. Great River Region SCCA is requesting the dates of May 5, 2019, June 9, 2019, and August 4, 2019. Civil Air Patrol is continuing to meet every Monday in the terminal. Sauk Valley Aviation held a Christmas party on Monday, December 17<sup>th</sup> at 5:00 p.m. King mentioned it was a nice thing for him to do. Koster thanked Dawn and Darin for hosting the party.

### **Old Business.**

1. Economic Development. Koster stated the Board was to meet with Gary Camarano about a month ago, but it was cancelled due to weather and another meeting date has not been set. Koster stated he emailed Wilkens and he is still currently in Texas in training. Koster stated Wilkens thinks he will be done with training in February and Adolph was in Washington for a meeting tonight. Koster said it would be better to put the retreat date on hold until both Wilkens and Adolph are back rather than trying to set a date without them present.

### **New Business.**

1. 2019 Projects. Koster stated he sat down with Darin to go over what needs to be done at the Airport.

TIPS. Koster stated looking at the TIPS projects there is snow equipment money which was budgeted in 2015 and nothing has been done with it yet. Koster said he is taking on this project and has printed out all the forms from Barry Logan (100-200 pages). Koster said he plans to go through the hoops to try to get \$165,000 for a tractor, snowblower and 9' brush to sweep the snow. Koster explained that CMT usually does projects for us but Aaron (Johnson of CMT) stated they don't do tractors. It took Logan nine (9) months to get approval, but he was able to get it. There are stipulations such as it can't be Case IH or John Deere, but they got yellow tractor and it has to be new and not used.

TIPS taxiway signage is all set up and just waiting for company to come and put the lights in.

Taxiway C & D has been surveyed, engineering done and probably April for starting the project.

**Local projects.** Koster stated he and Darin looked at local projects which there is not federal money for, but things that need to be done and possibly some completed in 2019 are:

*Glide slope tree removal* due to trees on the south side of property and a fence that goes through the trees and an inspector looked at and indicated there may be a problem with the glide slope.

*Bathrooms* need to be modernized – possibly replacing floors and walls, adding a locking door in both restrooms and hiring outside contractors to do instead of internally.

*Terminal cabinets* to be installed in flight planning area and window room area. Water fountain installed.

*Fence lines perimeter* on Thome Road is starting to get trees grown up in the fence already. The fence along Route 40 is massive with trees and Koster stated the fence may need to be pulled to get the trees out and maintained. The drainage district is going to break up the trees north of the terminal which they initiated and the airport will be getting a bill which was estimated to be about \$10,000.00. After it is cleaned it will need to be maintained.

*LED Conversion Project.* Koster stated they had a lady come out and take inventory of the lights, she gave a proposal but we (board) haven't gotten back to her. This will be a project where the Board will spend money, but will get some money refunded. Koster stated a few people talked to us about solar panels but tariffs may have thrown that out of reach. King questioned if the current buildings were built well enough to hold the panels and Koster stated they would be built on a wall.

*Drain Tube.* Needs to be put in where the beavers did damage.

*Paint Beacon Pole.*

*Remove old door hardware from hangars 1, 2 and 3.* Koster stated years ago there were slider doors and they are now bi-fold doors. The hardware on some of them have been removed, but others are still there and it is an ideal resting place for pigeons.

*Hangar area bird control.* Possibly putting up stainless steel bird spikes to keep pigeons away.

*Install field tile to increase farmable acreage.* Koster stated he doesn't see any tiles installed in the farmland on the property and it could increase acreage by installing the tile. Koster stated it should be looked at.

*Convert unused land.* There is currently 160 acres of farmable land and another 60 acres that was farmed until the FAA stated it could only be mowed grass and no crops. Koster stated there is land

around other airports that is used as hayfields and as long as it is kept mowed he feels these acres along with the property could be converted if a tile is installed this would increase the acres. Koster isn't sure on price for renting it out but it is worth looking into.

*Building B – exterior paint and repair.*

*Radio Ranch parking lot replacement.* This has never been done and Ron has been a great tenant for 28 years so need to look into.

*Block Top crack filling.*

*Remove old lift station located North of Hangars 2 & 3.*

*T-Hangar electrical upgrades.* Koster stated something to look at and upgrade and make safer. Koster also stated tin may need to be replaced in the future.

King asked if these items need to be prioritized. Koster stated they didn't need to be prioritized at this point and could wait until the rest of the board is present. Koster asked if King of VanKooten had any objections to any of these projects. Koster stated they can prioritize it and budget it for the upcoming years. King stated in the past they had short-term goals and long-term goals for the airport. Koster stated they applied for grants with extra money for airports from federal monies and the resurfacing of the runway 725 which the money could be applied towards. After discussion, motion was made by VanKooten to authorize Darin to get bids from independent contractors for the bathroom upgrades and the parking lot replacements for Radio Ranch and seconded by King. King also added they need to contact Keith for a price for cabinets for the flight planning and window room area as well.

**Next Meeting.** The next regular meeting is scheduled for January 10, 2019 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 VanKooten, seconded by King and passed unanimously, the meeting was adjourned at 5:54 p.m.

Respectfully submitted,

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Secretary