

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

The regular monthly meeting of the Whiteside County Airport Board was held March 21, 2019 in the Terminal Building at the Whiteside County Airport at 5:00 p.m.

Present for the Board were: President David Koster, Monte VanKooten and Drew Wilkens. Others present were County Board Representative Glen Frank, Rick Smith, Bill Havener, Harry Ioder, Dawn Heffelfinger and Darin Heffelfinger.

President Koster called the meeting to order and asked for roll call. Koster then asked for approval of the minutes of the February 14, 2019 board meeting. Upon motion and second, the 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. Upon motion duly made and seconded, the bills were unanimously approved, 3 votes in the affirmative.

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CD Interest	\$1,780.81
Total Disbursements for March 2019 (See Itemized list of bills attached)	\$41,593.62

The following Receipts and Accounts Receivable were reported. Koster noted the farm rent from Calvin Deetz was received this month. 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	\$2,951.00
Radio Ranch, Inc.	\$745.00
Illinois State Police	\$904.99
Sauk Valley Aviation – Flowage Fee	\$90.96
Advanced Asphalt – 6SW Garage	\$-
Angel Blazquez - 6NE Garage	\$200.00
Calvin Deetz (2019 Farm Rent)	\$43,132.50
Total Receipts	\$48,024.45

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**FUEL**

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

Total Jet A Gallons Pumped:	678.5
Total 100 LL Gallons Pumped:	330.1

## BUSINESS & ECONOMIC REPORT

For the month of: February

Sauk Valley Aviation:  
Radio Ranch:

Visitors & Fuel Customers	Customer Planes
20	16
4	4
<hr/> 24	<hr/> 20

## OTHER SPECIAL BUSINESS

NONE

## ACCOUNTS RECEIVABLE

Mohammed Shaker	1D	March	\$102.00
Mohammed Shaker	4G	February & March	\$164.00
Illinois State Police	5C	Sept., Oct., March, May	\$3,042.02
Mohammed Shaker	5H	February & March	\$300.00
Mohammed Shaker	6D	February & March	\$262.00
Marcus Fisch	6J	March	\$136.00
		<b>TOTAL</b>	<hr/> \$4,006.02

### Public Comment.

Rick Smith, Commander of Civil Air Patrol presented the board with a Certificate of Appreciation thanking the board for all the support and working with Darin.. Koster said the board is fortunate to have CAP at the airport and will do whatever it can to enhance them.

### Manager's Report.

1. Equipment. The batwing and JD 997 zero turn mower are in storage. The JD 4040 had fluids serviced. The Ford Pick-Up is operational, the fluids were serviced and the snow plow was removed. Courtesy car had power steering leaking all over so that was repaired. Plow #23-Red had fluids serviced, windshield wiper motor fell apart and was repaired and plows were greased. Plow #4-Blue had fluids serviced and plow greased. The snowblower had blower shear bolts replaced twice this winter. Fuel farm is operational The airfield lighting is operational and two (2) fixtures were re-lamped. T-hangars 1D and 5D were relamped with LED lights.
2. Terminal Building. The furnace filters were replaced. The stone wall when you enter the terminal was finished.
3. Hangars. 1D and 5D were relamped with LED lights.

4. Airport Improvement. Two different farm tile companies have come out to see if there is anything that can be done to make improvements to some of the wetlands.
5. Taxiway A/Signage. Darin spoke with Aaron Johnson of CMT and J.F. Edwards Construction Company of Geneseo, Illinois who stated the signs should be completed in 6-8 weeks and then will be installed. Wilkens questioned if there is any way to make sure this project does get complete since it was supposed to be done last fall. Koster stated it is a state funded project.
6. Taxiway C & D. The final submittal to the Division of Aeronautics for the airport's Taxiway C & D Rehab project was submitted.
7. Activities. Great River Region SCCA has requested the dates of May 5, 2019, June 9, 2019, and August 4, 2019. Request was sent to IDOT and it sounds like it will be approved. Sauk Valley Pilot Association will be meeting Saturday, April 6 at the terminal building. The meeting will include a presentation from Mr. Pete Rosa representing the FAA. Weather permitting, a flyout following the meeting will be scheduled. Civil Air Patrol is continuing to meet every Monday in the terminal. They are interested in volunteering around the airport with projects such as painting of the red and white dog houses surrounding the windsock and cleaning of fence lines surrounding the airport boundaries.

Mike Mudge, who deals with the airport's electricity, stated the electricity cost is down and thought the board should lock down the rate of .0441 which is a little cheaper than last year. He said he could attend the April meeting unless the board wanted to lock in the rate at this meeting and he could get the contract. Koster stated the cost is not much lower than last year. It was decided to have Mudge attend the April meeting.

### **Old Business.**

1. Wing Fest. Koster stated Wilkens has been working this. Wilkens stated the wing fest is planned for June 15 and the schedule is still being put together. It is a trifecta of "wings" with airplane wings, FAA wings seminars and Buffalo Wild Wings will be serving their wings. It will be a fly-in/drive-in event with the general public being invited to come and see planes, learn about aviation and will be a few activities for kids. Wilkens has talked with the local EAA chapter about giving free Eagles rides for kids who have never had them and also to helicopter folks from down south about having a helicopter here as well. Wings program, Andy Miller from AEOPA, is planning to fly down a little yellow bird and will also do a few presentations. The night before he would like to get together with anyone that is interested in information on how to get the youth involved in aviation. He has a list of what he can present and has gotten some feedback with areas of interest. Mark Zumata, who did Class B Chicago Operations safety seminar during our career day, will be coming back to do a presentation. Elroy Hilbert, Rock Valley College instructor, will present a talk about tailwheel flying. Simple Flight Radio will be coming out for the event. Lee Stentson will be out to help with the wings program. Meeting is next month with Buffalo Wild Wings to set up that portion of the event.

Wilkins stated volunteers will be needed to help with the event. VanKooten asked what the hours were and Wilkins stated that has not been set yet as it keeps getting bigger, but possibly thinking 10:00 a.m. – 2:00 p.m. Koster said a budget should be set next month for this event for tables, chairs and advertisements. VanKooten questioned the radio advertising. Wilkins felt facebook was better for word of mouth or Instagram might be another way to since it is used by a younger crowd. Koster felt in April there should be a better idea on what all will be needed for the event to set the budget.

## **New Business.**

1. **Economic Development.** Koster stated nothing is moving forward on it. Koster said the board needs to pursue something on it.
2. **Terminal Improvements.** Koster stated the Terminal is slowly getting up-to-date. He said discussion of installing counters has been discussed for the last few months and he has received a few quotes and a layout of cabinets that would go to with the coffee station and the flight planning area which will have counter height. Koster stated he is looking at getting replumbing to put a kitchen sink in as well as a water fountain which has already been purchased. Koster stated the total from Frary Lumber for the cabinets with laminate tops is \$6,467.00 and Menards was \$5,050.00 for a difference of about \$1,400.00. He said he feels when dealing with counters and laminate tops, you get what you pay for. Frary actually came out and took the measurements and Koster took those measurements to Menards.

After counters, the lights would be only thing needing to be replaced with LED lights besides the restrooms Koster said. Wilkins asked if anyone had been reached to replace the lights. VanKooten asked from what budget line this would be taken and Koster stated it would not go over our budget. Koster recommended to go ahead with the Frary bid and get the terminal project wrapped up. Wilkins recommended getting the terminal done all at once with the cabinets, counters and lights. The bid to redo the bathrooms was \$20,000.00 so that will not be getting done now. VanKooten asked if a quote was received for the ceiling and lights and Koster stated it had not been done yet. After discussion, a motion was made by VanKooten and seconded by Wilkins to approve the Frary Lumber quote of \$6,467.00 for cabinets and laminate tops.

3. **Airport Marketing for Oshkosh 2019.** Wilkins stated it is basically building the airport's relevance for Oshkosh for fueling and an overnight stop for those going to Oshkosh. Wilkins stated he was looking at doing some general marketing with social media to reach those that need it and showcasing what the airport and county has to offer.
4. **Hangar 5 Issues.** Koster stated Hangar 5 was built in the 90's, maybe 80's. It has the biggest hangars (10 of them), but has issues with the floors. The floors are sloped so when the bi-fold doors come down it is higher than 10' in or 5' in and doesn't keep the water out. Anytime there is rain or snow the seals do not keep the water out. Two contractors have come out and given quotes to redo the floors with drains to tile out to the storm sewers. Koster stated he also spoke

with the engineers. The project cost is \$10,000.00 - \$12,000.00 per hangar. Koster said he looked at the blueprints of Hangar 6 to see how that was built.

5. Hangar D Redevelopment.

6. Corporate Hangar.

**Next Meeting.** The next regular meeting is scheduled for April 11, 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, seconded and passed unanimously, the meeting was adjourned at 6:10 p.m.

Respectfully submitted,

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Secretary