

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

The regular monthly meeting of the Whiteside County Airport Board was held April 11, 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 Ben Adolph. Chris King arrived at 5:03 p.m. Others present were County Board Representative Tom Ausman, Bill Havener, Mike Mudge, Darin Heffelfinger and Jackie Damhoff. Ron Hammer arrived at 5:07 p.m.

President Koster called the meeting to order and asked for roll call. Koster then asked for approval of the minutes of the March 21, 2019 board meeting. Upon motion and second, the meeting minutes were unanimously approved as written.

The following financial transactions were reported:

Koster stated the credit card will be discussed later in the meeting. Heffelfinger stated he spoke with Aaron Johnson regarding the lighting project and they should be at the airport to do the sign project after they are done in Dixon which should be around June 1. Heffelfinger said Johnson said the signs were ordered but were incorrect.

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, 4 votes in the affirmative.

CD Interest	\$1,397.48
Total Disbursements for March 2019 (See Itemized list of bills attached)	\$14,289.49

The following Receipts and Accounts Receivable were reported. Koster noted the fuel gallonage was up substationally from last month. Upon motion duly made and seconded, the Receipts and Accounts Receivable were unanimously approved, 4 votes in the affirmative.

RECEIPTS

Receipts	Total Receipts
T-Hangar Rents	\$7,510.00
Radio Ranch, Inc.	\$--
Illinois State Police	\$904.99
Sauk Valley Aviation – Flowage Fee	\$362.07
Advanced Asphalt – 6SW Garage	\$--
Angel Blazquez - 6NE Garage	\$--
Total Receipts	\$8,777.06

FUEL

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

Total Jet A Gallons Pumped:	2664.8
Total 100 LL Gallons Pumped:	1365.6

BUSINESS & ECONOMIC REPORT

For the month of: March		Visitors & Fuel Customers	Customer Planes
Sauk Valley Aviation:		45	20
Radio Ranch:		5	5
		<hr/>	<hr/>
		50	25

OTHER SPECIAL BUSINESS

NONE

ACCOUNTS RECEIVABLE

Nelson Hostetler	3C	April	\$107.00
Steve Caron	3F	April	\$107.00
Illinois State Police	5C	Sept., Oct., March, May	\$3,042.02
Tom Grennnan	6H	April	\$114.00
Sauk Valley Aviators	6I	April	\$136.00
Marcus Fisch	6J	April	\$272.00
Prof. Lot Maintenance	6SW	April	\$110.00
TOTAL			<hr/>
			\$3,888.02

Public Comment. NONE

Manager's Report.

1. **Equipment.** The batwing is in storage and Heffelfinger is planning on getting it out in a week or two. The JD 4040 had fluids serviced. The battery was charged and an operation check was done in the JD 997 zero turn mower. The Ford pick-up is operational, the fluids were serviced and the snow plow and counter-weights were removed. Plow #23-Red had fluids serviced, plow was greased, snow plow blade was removed as was rock from the dump bed. Plow #4-Blue had fluids serviced, plow greased and the snow plow blade was removed as well as the rock from the dump bed. The snowblower is operational.

Fuel farm is operational and the monthly check was completed by Howard Lee & Sons on April 10. Howard Lee is working with the State Fire Marshall and Protonic, Inc. to decide which type of spill bucket testing will be required to meet the new Illinois EPA UST testing requirements which will need to be done every three (3) years.

The airfield lighting is operational and fifteen (15) fixtures were re-lamped. Engel Electric is repairing the failed REILS for RWY36 (flashers at the end of the runway). They are making the repairs to the electronic control board for it and a control relay has been ordered.

2. Terminal Building. The furnace filters were replaced. The snack machine arrived and is in the hallway. The new base Unicom radio has been installed.
3. Hangars. The old sliding door rails and hardware from Hangars 2 & 3 were removed. The outdoor light fixture clamping mechanism is broken in Hangar 6F and the new parts are here, but waiting for decent weather to do the repair safely.
4. Airport Improvement. The cabinets for the terminal are on order. There have been numerous compliments about the terminal upgrades, especially the new wall.
5. Taxiway A/Signage. Darin spoke with Aaron Johnson of CMT and J.F. Edwards Construction Company of Geneseo, Illinois who stated they are planning on starting the lighting project on June 1. Aaron Johnson reported there was an error in the sign design that the contractor ordered.
6. Taxiway C & D. Nothing new to report on.
7. Activities. Great River Region SCCA will be holding races on May 5, June 9, and August 4, 2019. Darin has told them there is a construction project that could possibly impact the June and August dates. Sauk Valley Pilots Association held a meeting on Saturday, April 6 at the terminal building. The meeting included a presentation on the next generation of aviation from Mr. Pete Rosa representing the FAA.

Civil Air Patrol continues to meet every Monday in the terminal. They are interested in volunteering around the airport. A couple of possible projects they may help with are the painting of the red and white dog houses that surround the windsock. Darin had his lineman bring the dog houses over to the Hangar D area where they have power-washed the loose paint from the wood. Darin has already purchased the paint and supplies needed to repaint them.

8. Training. Darin stated he has completed FAA training for the NOTAM Manager System which allows him the ability to issue NPTAMs (notices) pertaining to the airport online.

Rock River Energy Contract. Heffelfinger stated Mike Mudge from Rock River Energy Services Company was in attendance to discuss the electricity contract for the airport. Mudge stated this month's amounts are slightly higher than last month, but not by much. Mudge told the board that even if they do switch to solar in the future, the airport will still need a supplier. Mudge stated you only pay for what you use. Koster questioned if the contract with the supplier would be affected if the airport becomes a smaller user than currently. Mudge stated it would not be affected. King questioned why the airport received a ComEd and Constellation bill currently for the electricity. Heffelfinger stated

one supplies the electricity while the other delivers it. Koster asked if ComEd's rate was negotiable and Mudge stated is it not because it is set by state regulations. Koster stated the board went with a one (1) year contract last year since they were unsure what they were planning with solar panels, but stated with the prices a three (3) year contract looked better for the airport. After discussion, a motion was made by King and seconded by VanKooten to sign the agreement for a three (3) year contract with Constellation at the rate of .04216 through New River Energy Services Company. Koster signed the contract accepting the rate for three (3) years with Constellation.

Old Business.

1. Wing Fest. Koster stated Wing Fest is set for June 15 and Wilkens has been working on a program for the event. Buffalo Wild Wings will be in a tent selling wings and more details on that will be discussed at the meeting with Buffalo Wild Wings next week. There is also a FAA Wings program with eight (8) speakers which will be in hangars C & D.

Koster stated audio equipment will be needed again for the speakers and two (2) will be needed – one (1) for each hangar. Koster stated he could get one from his church and is looking to buy a set of speakers with stands, a projector and screens since it is becoming a reoccurrence of needing them for speakers at events. Koster stated the cost he found is approximately \$800.00-\$900.00. Koster stated the speakers could also be used inside for events or speakers. King asked for the pdf of the Wing Fest to be emailed to her. Koster said Wilkens sent an email to him requesting a \$3,500.00 budget for the event, but stated it may not all be used. Koster said chairs and port-a-potties will be needed for sure. The meeting with Buffalo Wild Wings will be held on April 17 at 3:00 p.m. at Buffalo Wild Wings. Koster stated the event will include wing training seminars, a bunch of planes will be at the airport and he felt pubic should know about it. Koster said he was unsure about a billboard, but would be meeting with Turnroth on the signs at the airport and would ask how long is needed to get a billboard up. Heffelfinger stated FAA was requested to be here to give Eagle flights to kids. King questioned if any projects could be done before the event. Koster asked the boards thought on purchasing audio equipment and King asked Koster to forward what he is looking to purchase to her so she could get a second opinion on the price. Koster said he believes he will also be getting the bounce house from his church. Adolph questioned if the airport will be making anything from the event and Koster stated it will not be. After discussion, a motion was made by Adolph and seconded by King to approve a budget of \$3,500.00 for the Wing Fest event.

2. Airport Marketing for OshKosh 2019. Koster stated Wilkens would like to make the airport a stop on the way to Oshkosh because planes come from all over to attend the event. King questioned if the airport needed to do a lower fuel rate to entice them to stop here. Koster said he was not sure what all Wilkens was planning in order to get them to stop at the airport. Adolph stated a co-marketing plan should be in effect with local hotels and restaurants. Heffelfinger stated he was planning on reaching out to those he had contact with on facebook a few days before the event. Koster stated he thought it was a great idea to get with a hotel and restaurant to offer discounts. King questioned meeting next Wednesday before or after the meeting with Buffalo Wild Wings. King is contacting the tourism lady in Rock Falls to see if she is available to meet. The

event in Oshkosh is on July 22. After discussion, a motion was made by VanKooten and seconded by Adolph for a budget of \$2,000.00 for airport marketing for the event.

3. Hangar 5 Issues. Koster stated the contractors he has contacted are giving him a quote of \$10,000.00-\$15,000.00 to replace the concrete in the hangar. Koster stated after looking at the blueprints, Hangar 6 was poured correctly, but the blueprints showed low points for Hangar 5 which has the issues. VanKooten questioned if the contractors were going to guarantee the issue to be corrected and Koster said they were but thought \$100,000.00 to correct all ten (10) hangars in Hangar 6 was a lot at this time. Koster said one contractor was planning on putting a trough in and stated the State Police uses a squeegee to get the water out around their plane. Koster said he thought about jackhammering out the concrete and putting in drains. Adolph questioned if it was okay to put in drains on our own with nowhere to go but in the ground. He stated it could be an issue with gas and/or oil in the ground. VanKooten questioned the cost to build a new hangar. Koster stated rent is \$1,000.00 per month for the hangar which would take ten (10) years to pay off if the concrete was repaired. Heffelfinger stated over the winter one plane was frozen in the hangar and another person fell when walking into the hangar. Koster stated he could contact CMT to possibly draw out plans for the issues and see what they come up with. King asked who the contractors were that were contacted and Koster said Burger and Hendricks. Koster said these are the most expensive hangars since they are the largest. VanKooten questioned if there was anything they could apply for to get the state to share the expense and Koster said he spoke with Aaron Johnson who indicated there was not. King asked the timeframe to get the concrete jackhammered out and Koster thought maybe a week, but did say there is conduit under the concrete which could take longer since it was built with no intentions to have to be repaired. Ausman stated the county now has building codes that the airport will have to follow as well. Koster will contact CMT to see what they have to say about the issue.

New Business.

1. Crack Sealing. Koster said last year no crack sealing was done but in the prior years \$9,000.00 was spent on crack-sealing taxiways and runways. King questioned if anything needs to be done prior to June 15 (Wing Fest) and it was not indicated anything needed to be done before that event. Heffelfinger stated the taxiways are both to be replaced in the next year so those shouldn't be worried about too much, but Taxiway A has not been sealed in a few years since it was replaced. Heffelfinger is to get quotes on crack sealing.
2. Building B Paint. Koster authorized Heffelfinger to get quotes on Building B paint and repairs.
3. Airport Credit Card Limit. Koster stated the airport has two (2) credit cards, one in Heffelfinger's name and the other in his name. An Amazon business account was also set up. Koster stated the card has a \$2,500.00 credit limit and they maxed that out already in the first month between the new wall in the terminal and computer equipment. Koster indicated the cabinets are around \$7,000.00 when they come in proposed a \$10,000.00 credit limit. King suggested setting up an account at Frary's for the cabinets instead of putting it on the credit card

instead of increasing the credit limit to \$10,000.00 after the first month. Koster will set up an account at Frary's. King questioned if Community State Bank had to approve the credit increase and Koster did not think so. After discussion, a motion was made by VanKooten and seconded by Adolph to authorize Koster to raise the credit limit on the credit card to \$5,000.00.

King asked Koster if an agenda needed to be put together for the meeting next Wednesday with Buffalo Wild Wings and/or the meeting with Megan at the tourism department at the City of Rock Falls if a quorum was present. Koster indicated he would get one put together tomorrow (April 12) with the details.

Next Meeting. The next regular meeting is scheduled for May 16, 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 6:21 p.m.

Respectfully submitted,

Secretary