

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

The regular monthly meeting of the Whiteside County Airport Board was held May 16, 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, Chris King and Drew Wilkens. Others present were Bill Havener, Darin Heffelfinger 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 April 11, 2019 board meeting and April 17, 2019 Special Board meeting. Upon motion and second, both meeting minutes were unanimously approved as written.

The following financial transactions were reported:

Koster said a bill from Crawford, Murphy and Tilly came in and will be approved next month, but asked Jackie what the process was for reimbursement on the project. Jackie stated in the past the bill was paid and after completion, paperwork is submitted for reimbursement from the State.

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	\$1,148.17
Total Disbursements for May 2019 (See Itemized list of bills attached)	\$15,488.72

The following Receipts and Accounts Receivable were reported. 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	\$4,807.00
Radio Ranch, Inc.	\$1,490.00
Illinois State Police	\$1,809.98
Sauk Valley Aviation – Flowage Fee	\$194.38
Advanced Asphalt – 6SW Garage	\$330.00
Angel Blazquez - 6NE Garage	\$200.00
Sports Car Club of America	\$250.00
Total Receipts	\$9,081.36

FUEL

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

Total Jet A Gallons Pumped:	1006.1
Total 100 LL Gallons Pumped:	1339.5

BUSINESS & ECONOMIC REPORT

For the month of: April		Visitors & Fuel Customers	Customer Planes
	Sauk Valley Aviation:	43	17
	Radio Ranch:	10	10
		<hr/>	<hr/>
		53	27

OTHER SPECIAL BUSINESS

NONE

ACCOUNTS RECEIVABLE

Doug Baker	2B	May	\$107.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,137.03
Mohammed Shaker	5H	May	\$148.00
Tom Grennnan	6H	April & May	\$250.00
		TOTAL	\$2,642.03

Public Comment. NONE

Manager's Report.

1. **Equipment.** The batwing will need a couple of tires will need replaced this summer, Meiner's Repair replaced the steel side skid plates for the deck and did a quick evaluation and said it appears to be in good shape. The JD 4040 had fluids serviced, oil and filter was changed and Meiner's repaired and serviced the air conditioner. The engine oil filter, induction air filters and hydrostat filter were all changed in the JD 997 zero turn mower. The Ford pick-up is operational, the fluids were serviced and vinyl side decals have been added to the cab doors with the airport logo. Plow #23-Red, Plow #4-Blue and the snow blower are all operational and in storage.

Fuel farm is operational and the monthly check was completed by Howard Lee & Sons. Protonic, Inc. conducted the three (3) year spill bucket testing that is required by the new Illinois EPA UST testing requirements.

The airfield lighting is operational and ten (10) fixtures were re-lamped. Engel Electric is still repairing the failed REILS for RWY36 (flashers at the end of the runway). They repaired the control board and have replaced a relay switch.

They have ordered slow blow fuses for the control board. The fuses are due in this week.

2. Terminal Building. New external speaker has been added to the Unicom radio.
3. Hangars. Hangar 6F outdoor light fixture clamping mechanism was repaired. Hangar 4E door opener had mechanically failed. The opener was taken to Westwood Machine Shop where repairs were made in the amount of \$809.00 (a new opener was quoted at \$5,500.00). The opener and new cables will be installed this week.
4. Airport Improvement. The cabinets for the terminal have arrived. The push mower was replaced.
5. Taxiway A/Signage. J.F. Edwards Construction Company of Geneseo, Illinois has estimated the signage/taxiway lighting project to begin the end of June or the first of July. There will be a preconstruction meeting June 10 at 9:30 a.m.
6. Taxiway C & D. Martin & Company of Oregon, Illinois has been awarded a bid for \$333,879.39 for the rehabilitation project of taxiway C & D. A start date has not been set, but it will be in 2019.
7. Activities. Great River Region SCCA held a race on May 5. The next scheduled races are 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 were excited they had three females join.

8. Training. Heffelfinger stated he received an email about the IT security training regarding the county email. No one else had received this, so Heffelfinger was to make sure it was not a scam.

Old Business.

1. Wing Fest. Koster stated he has a bounce house and audio and visual equipment from his church to use for the event. Koster said the airport needs to order another set which would include a projector and screen. Koster will look into prices for purchasing this. King asked for flyers on the event. Wilkens stated the budget for advertising was \$1,000.00 and currently \$200.00 has been spent. There are 100 new likes on the Facebook page and 898 people are interested in the event. Wilkens said chairs, tables and port-a-potties still need to be arranged. Wilkens said an email was sent to VanKooten as to numbers needed of each. Wilkens stated there are currently eight (8) planes and pilots currently coming. Wilkens said he plans on having a VIP area in Building B for the pilots to use the restroom, etc. Wilkens said TRICON and Simple Flight will be attending. Heffelfinger will reach out to CAP to make sure they will be at the event to assist. King will send the flyer to Sondergrath to forward to the schools

in the area. Wilkens asked Heffelfinger to send out a letter to the hangar tenants asking if any would like to display their airplanes for the event. The board needs to determine number of volunteers, places where they can be used. Volunteers will each receive a hat.

2. Airport Marketing for OshKosh 2019. Wilkens said he has not started anything for this yet. He will look into on his next set of days off.
3. Hangar 5 Issues. Koster stated the cement is still sloped and has been since '94. The quotes from Burger and Hinricks were two different ways to correct the issue but came in at \$10,000.00. Koster stated the board looked at putting drains in, but an oil separator would need to be placed. Koster suggested cutting out 10' inside and slope the concrete and put a 4' apron on the hangar. Koster will contact Crawford, Murphy & Tilly to have them come and give an estimate on this. Koster stated one part may need to be done this year and one next year, but if nothing it done it will be an ongoing issue until it is fixed.

New Business.

1. Rules and Regulations. Wilkens stated he had retyped the rules and regulations. Everything is still the same as it was and anything that was updated had a black line on the page and was noted for the board to review. Some changes included the website address, phone number, services available, IDOT's name, the language in flying clubs and the use of hangar space to mirror the FAA regulation. After discussion, a motion was made by King and seconded by VanKooten to approve the Rules and regulations with the corrections of the hours of operation to 8-5 p.m. year round and the landing pattern.
2. Crack Sealing. Koster said Franque was out to give a quote on grinding out the blacktop and putting a rubber seal in on Taxiway A. This could last for around fifteen (15) years. It would be approximately 20,000 feet with crosscracks repaired. Heffelfinger said he has not received a proposal yet. Heffelfinger said he also asked Franque to give a proposal on the taxiway where there is old patches but they are breaking up and the Radio Ranch parking lot.
3. Route 40 Sign. Koster said he and Wilkins were discussing updating the sign on Route 40 near the entrance. Quotes were received from Galesburg Sign & Lighting. One was a 20'9"x13' wide which had a video screen and eight (8) tenant spots and the other was similar to the current size of 15'9"x9'3" and included the video screen and eight (8) tenant spots. The price of the bigger one was over \$100,000.00 and the one similar to the current one was \$34,550.00. VanKooten asked how Wilkens found out about Galesburg Sign. Wilkens stated S & B Signs gave him their information. King asked about getting other bids. King also suggested getting a quote for a sign without tenant spots and it could be a rotating screen instead. Wilkens will look at other options for the sign.

Heffelfinger asked to revisit the Manager's Report. He asked for the board approval to get proposals on new concrete leading into the terminal. Heffelfinger stated two (2) people have tripped over the small step there is in front of the door and one person had to be helped up.

Next Meeting. The next regular meeting is scheduled for June 13, 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 6:14 p.m.

Respectfully submitted,

Secretary