

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

The regular monthly meeting of the Whiteside County Airport Board was held October 10, 2019 in the Terminal Building at the Whiteside County Airport at 5:02 p.m.

Present for the Board were: President Drew Wilkens, Dave Koster, Monte Van Kooten Ben Adolph and Chris King. Others present were County Board Representative Glenn Frank, Darin Heffelfinger.

President Wilkens called the meeting to order and asked for roll call. Wilkens then asked for approval of the minutes of the September 12, 2019 board meeting. Upon motion and second, the 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, five (5) votes in the affirmative.

CD Interest	\$2,316.91
4th RE Tax Distribution	\$64,530.92
VOID CK #5703 - Paid via Visa Card – Hills Electric	\$15.30
Total Disbursements for October 2019 (See Itemized list of bills attached	\$17,866.19

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

RECEIPTS	
Receipts	Total Receipts
T-Hangar Rents	\$4,503.00
Radio Ranch, Inc.	\$1,490.00
Illinois State Police	\$1,809.98
Sauk Valley Aviation – Flowage Fee	\$268.57
Prof. Lot Maint. – 6SW Garage	\$ --
Angel Blazquez – 6NE Garage	\$100.00
Scrap Metal	<u>\$120.83</u>
Total Receipts	<u>\$8,292.38</u>

FUEL

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

Total Jet A Gallons Pumped:	1293.5
Total 100 LL Self Service Ground :	1988.8

BUSINESS & ECONOMIC REPORT

For the month of: September	Visitors & Fuel Customers	Customer Planes
Sauk Valley Aviation	48	30
Radio Ranch	14	14
Total	62	44

ACCOUNTS RECEIVABLE

Douglas Baker	2B	September	\$107.00
Michael Hosto	3B	October	\$107.00
Nelson Hostetler	3C	October	\$107.00
Harry Ioder	3D	October	\$107.00
Mohammed Shaker	4G	July	\$126.00
Kelly Hicks	4I	August - October	\$378.00
Mohammed Shaker	4J	June	\$86.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,137.03
Mohammed Shaker	5I	June	\$140.00
Mohammed Shaker	6D	June	\$136.00
Greg Houldson	6F		\$16.00
Tom Grennan	6H	April - October	\$930.00
Sauk Valley Aviators	6I	October	\$136.00
Marcus Fisch	6J	September - October	\$292.00
Prof. Lot Maintenance	6SW	July - October	\$380.00
		TOTAL	\$5,185.03

Public Comment. NONE

Manager's Report.

1. **Equipment.** The batwing is operational and the gear box fluids checked. Mounted the batwing mower on the JD6130 and Adam from Holland and Sons is acquiring operational manuals for the tractor. The JD 99 Zero Turn Mower is operational and the fluids were serviced. The external part of the radiator was also cleaned and degreased. The Ford pick-up is operational and fluids were serviced. Plow #23-Red and Plow #4-Blue were all run and operated for 30 minutes. The snowblower is operational.

Fuel farm is operational and the monthly check was completed by Howard Lee & Sons on September 21, 2019. Heffelfinger also completed his Underground Storage Tank Class C Operating Certificate training.

The airfield lighting is operational and one (1) fixture was re-lamped. FAA has finished most of the work replacing the underground wiring and faulty light fixtures for the "MALSR" Medium Approach Light System with Runway Alignment Indicator lights. They still have landscaping work to complete once the ground water diminishes.

2. Terminal Building. Darin removed old unused antennas and satellite dish from the roof of the terminals. He installed an outdoor weather camera that will eventually have a live feed linked to the WCA, SVA and Sauk Valley weather.com websites. Installation of the after-hours courtesy car lock box and two (2) security cameras was completed.
3. Hangars. All of the hangars are full of tenants, except 5E and 5J, which have airport equipment stored in them. The bottom rollers have failed due to rust in Hangar 4F. The door will need the same repairs as 4C required.
4. Airport Improvement. Engel Electric has completed the ComEd LED light conversion program estimate. The estimate is \$28,952.00 with a two (2) year payback. The project includes ramp lights, parking lot lights, entry road lights, hangar exterior barn lights, hangar C lights, flagpole, vault, building A & B outdoor wall parks. Koster asked who does the rebate return and Heffelfinger thought Engel Electric would do the paperwork. Workman Heating & Air Conditioning gave an estimate for the ISP office and Radio Ranch second floor heating and air systems in the amount of \$3,032.00 for the ISP office and \$6,289.00 for the Radio Ranch building. Loescher gave a bid of \$9,000.00. Workman noted there is a gas and electric one since it would be more efficient as a 96% efficiency unit. Loescher's estimate was for the gas unit. Loescher is at a 60,000 BTU and Workman is at 40,000 BTU and air conditioner is the same size. Wilkens asked if Workman stated what the cost would be for a crane rental and Heffelfinger said he did not. Heffelfinger said the cheaper quote it due to using the existing duct work. After discussion, it was decided to compare quotes side by side for the same type of air conditioning unit and heating unit at the next meeting.
5. Fence Line Repair. State Farm Insurance has issued a check for the repair of the fence from the accident, which should be here within a week.
6. Taxiway C & D. Martin & Company of Oregon, Illinois completed the C & D project. The project was finished two (2) weeks ahead of schedule. There has not been a final inspection meeting planned yet.
7. Activities. Civil Air Patrol continues to meet every Monday in the terminal. Sauk Valley Pilot Association hosted guest speaker Chuck Clausen on Saturday, October 5, 2019. He told his story about his trip around the world flight in his Beechcraft Bonanza back in 1988. Discover Aviation Day was held on September 21 and although the weather did not cooperate, it was successful with a lot of community interest expressed in the day's events.

Old Business.

1. Illinois Public Airport Association Conference. Wilkens said it was a good conference. Koster, Van Kooten, Heffelfinger and he had the opportunity to chat with different airport managers and directors in Illinois. Wilkens was working on a network within Illinois to increase the communication among the airports, working together to not reinvent the wheel on some things. If an airport had questions, they could post to a Google Group and other airports that would be able to help answer questions. Wilkens, Heffelfinger, VanKooten and Koster all attended.
2. Discover Aviation 2019. Wilkens thanked Darin and Sauk Valley Aviation for all the time and preparing, construction and deconstruction for the event. Wilkens said unfortunately the event got rained out, but 25 Young Eagles were able to fly. EAA said 223 kids were signed up to fly and Wilkens believes this is something that should be continued. There is not a rescheduled date for the remainder of the year. Darin said he spoke with the exhibitors and they were understanding and said they would return and encouraged the airport to do it again.

Unfinished Business.

1. Agriculture Land Lease. Wilkens said looking down the line if the board is looking at the Warbirds event the Board would need to talk to Green Rose Farms about parking up front. Wilkens said the airport could do the wheat crop themselves and the conservation office has a drill to put the oats in. The members reviewed the map and determined useable area of approximately 7.5 acres on the north side of the road and 9.5 acres on the south side. Adolph questioned putting alfalfa on the land because it would still have revenue for the tenant. Adolph suggested cutting the 17 acres out of the lease and the airport putting the alfalfa in themselves and getting the revenue from it. After discussion, a motion was made by King and seconded by Adolph and passed unanimously for the airport committee to address the lease with the tenants for next year to reduce the amount of acreage or see if they would put in a cover crop into alfalfa or hay.
2. Hangar 5/Hangar 1. No updates.
3. Corporate Hangar. CMT thought the board should update the Airport Layout Plan for planning of the Corporate Hangar. Wilkens stated that the Airport Layout Plan has a corporate hangar planned in the space currently occupied by Building B. Heffelfinger will continue to work with CMT for Corporate Hangar development.
4. Terminal Improvements. There are new security cameras and a new table in the terminal. King asked what was still left on the wish list. Wilkens said the bathroom remodeling to get to ADA compliance remains, but Heffelfinger stated the bids were around \$30,000.00.
5. Business Tenant Office Air Conditioners. Wilkens said this was discussed in the manager's report and it will wait until next month.

6. Airport Board Retreat. Wilkens said King is going to head up this retreat up. King asked Wilkens what his November schedule looks like. Wikens said he is basically open during the week Tuesday – Friday except Thanksgiving. Wilkens said the board meeting is on the 14th, Koster said he will be gone the following week. Wilkens asked about the 5th, 6th, 7th or 8th. After discussion, it was decided to go with Wednesday, November 6 at 9:00 a.m. in Building B at the airport.
7. Warbirds Event. Wilkens said Darin had information on previous events and Wilkens typed up a broad guideline with volunteers and other items needed for the event. Dan Gryder said he currently had 10 planes lined up so far and he was waiting to see how things went with items he requested before committing to more. Wilkens said last week he went to the public works committee and talked with board members and addressed concerns. Gryder has list of items he is looking for including:
 - a. financial guarantee up to a set amount (not specified), but looking for sponsors,
 - b. 100LL truck (which Darin said he can secure),
 - c. provision for camping on the field (Wilkens didn't think there was anything in the rules and regulations)
 - d. 12,000 gallons of 100LL and the tank is 10,000LL and Darin will have to arrange a delivery along the way and
 - e. Provision for beer and wine on airport property, but not for sale.

One of the hurdles is a provision for beer on the property which the board will have to talk to the county board about. Warbirds has been attempted before and shot down. Gryder is not looking for it to be sold and only a hospitality only thing for the warbirds and pilots after a shut down for the night for a social event (Friday and Saturday). King questioned taking them offsite to feed them and if the social event could be at that time. King thought there was enough facilities in the area to hold 300-400 people.

It will be a major transportation event bussing them back and forth to the hotels (possibly Dixon and even Clinton). Wilkens said the board needs to logistically look at what hotels and if food should be catered in and see about getting the alcohol on the premises. Ordinances prohibit alcohol on County property. King said the new venue downtown in Rock Falls will be open by this date and it is suppose to hold 500 people and have a bar and restaurant. The new hotel will not be open for the event. Wilkens said the next step would be to approach the county. King said the next thing would be to form a committee to start getting hotels blocked off. King said they will have to get local sponsors and corporate sponsors and charge for parking.

New Business.

1. Aircraft Rescue & Fire Fighting First Responder: Training October 29, 2019. Wilkens said information was sent to board and press release sent to media outlets. Chris Collins from Mt. Vernon Airport has many to do so many training sessions for certification, andt is coming to do the training for free. He did ask for help with his fuel and room and board. Spencer Cull with the FAA will be assisting him. Chief Cook is going to send out 20 firefighters in the morning and in the afternoon. Eleven are signed

up through Eventbrite which totals 31 in the morning session and 21 in the afternoon. Darin was contacted by the Sauk Valley React group and they have 7 they wanted to attend. Wilkens said they do need the internet for YouTube, so that will have to be worked out. Wilkens said they need a budget for tables and chairs for the event. King said the TIPS meeting is also on October 29 in Springfield, so questioned length of training. Wilkens replied it is all day with one session from 8:00 a.m. to noon and the second is 1:00 p.m. to 5:00 p.m. After discussion, a motion was made by King, seconded by VanKooten and passed unanimously for a budget of \$400.00 for the aircraft rescue and fire fighter training on October 29.

2. Discover Aviation 2020. Wilkens asked the board if they would like to hold another event and set a date for 2020. Wilkens said he talked to Chris at Sauk Valley Chamber of Commerce and the first weekend in October is full with events. With the Warbirds event, it was discussed whether to hold another event as well. After discussion, a motion was made by Koster and seconded by King for Discover Aviation Day on October 17, 2020.
3. Drive, Parking Lot, Ramp & Hangar LED Lighting Conversion. Wilkens said this was discussed earlier in the manager's report. A motion was made by Adolph to move forward with the LED Lighting Conversion Project and seconded by Koster. The motion was passed unanimously. (this is was really soft and I can't tell what it was)
4. Airport Usage Fees. Wilkens said this came about with AOPA and it is a review for transparency. Wilkens handed out the current schedule of the airport's fees along with other airports. Wilkens said the biggest thing is the ag since currently no such fee. In Marshal County, they have a per acreage charge. Wilkens said his concern is that one of the ag companies spilled something on the ramp and didn't notify anyone or clean it up and there are stains. King asked how they pay and Wilkens said Marshal County does it on the honor system. Wilkens said in the Google group he is in other airports were having similar issues. He said nothing needs to be done at this point, but put on the radar for the future. Wilkens said when you use something it should be back in the regular state it was when you first got there. Heffelfinger stated that the Sports Car Club of America asked him about coming back in 2020. They would pay \$300 per event. After a lengthy discussion on the fees for the non-aeronautical use of the airport, a motion was made to allow the Sports Car Club of America to use the airport for \$1,000 per event, if they were willing to agree to it, by VanKooten and seconded by Adolph and passed unanimously.

Next Meeting. The next regular meeting is scheduled for November 14, 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 6:49 p.m.

Respectfully submitted,

Secretary