

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

The regular monthly meeting of the Whiteside County Airport Board was held November 14, 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 and Monte Van Kooten. Others present were County Board Representative Doug Wetzell, Ron Hammer, Sue Britt, Bill Havener, Nancy Havener, Darin Heffelfinger, Dawn Heffelfinger and Jackie Damhoff.

President Wilkens called the meeting to order and asked for roll call. Wilkens then asked for approval of the minutes of the September 14, 2019 special board meeting. Upon motion by Koster and second by VanKooten, the minutes were unanimously approved as written. Wilkens then asked for approval of the minutes of the October 10, 2019 board meeting. Upon motion by VanKooten and second by Koster, the minutes were unanimously approved as written. Wilkens asked for approval of the minutes of the October 29, 2019 special board meeting. Upon motion by VanKooten and second by Koster, the minutes were unanimously approved as written. Wilkens then asked for the approval of the November 6, 2019 special meeting. Upon motion by VanKooten and second by Koster, 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, three (3) votes in the affirmative.

CD Interest	\$1,631.68
5th RE Tax Distribution	\$3,727.51
Total Disbursements for November 2019 (See Itemized list of bills attached	\$100,051.91

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

RECEIPTS

Receipts	Total Receipts
T-Hangar Rents	\$6,758.00
Radio Ranch, Inc.	--
Illinois State Police	\$1,809.98
Sauk Valley Aviation – Flowage Fee	\$392.54
Prof. Lot Maint. – 6SW Garage	\$ --
Angel Blazquez – 6NE Garage	\$100.00

State of Illinois – Reimbursement SQI-4585	\$13,393.06
Fence Property Damage	<u>\$1,493.31</u>
Total Receipts	\$23,946.89

FUEL

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

Total Jet A Gallons Pumped:	2682.8
Total 100 LL Self Service Ground :	1775.2

BUSINESS & ECONOMIC REPORT

For the month of: September	Visitors & Fuel Customers	Customer Planes
Sauk Valley Aviation	45	33
Radio Ranch	5	5
Total	<u>50</u>	<u>38</u>

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	<u>\$5,185.03</u>

Public Comment. NONE

Manager's Report.

1. Equipment. The batwing is in storage and a new one will be delivered shortly. The loader bucket was mounted on the JD6130. The JD 997 Zero Turn Mower is operational and is in storage. The Ford pick-up is operational and fluids were serviced. The Toyota courtesy car key fob is inoperative and the key must be used to enter and exit the car. The catalytic converter has rusted in two and Gisi's Garage has ordered a new one. Plow #23-Red and Plow #4-Blue both had the snow blade mounted and rock was put in the truck bed for weight and the fluids were checked. The snowblower is operational.

Fuel farm is operational and the monthly check was completed by Howard Lee & Sons. Protonic will be doing the annual tank testing next week.

The airfield lighting is operational and two (2) fixtures were re-lamped.

2. Terminal Building. Darin changed furnace filters and replaced light bulbs in the back hallway fixtures. Darin has also started to remove the wallpaper and painting the managers offices. New end tables were assembled for the window room.
3. Hangars. All hangars have tenants except 5E and 5J where airport equipment is stored. The bottom rollers in Hangar 4F have failed due to rust. Bellini's Welding has made repairs by splicing in new 3"x3" steel tubing. Three light fixtures were re-lamped in hangar 6I.
4. Airport Improvement. Engel Electric has completed the ComEd LED light conversion program estimate. Workman Heating & Air Conditioning gave an estimate for the ISP office and Radio Ranch second floor heating and air systems which will be discussed later in the meeting.
5. Snow Equipment. A pre-design meeting on the SRE Acquisition project will be held on December 4 at 10:30 a.m. at the airport. Joe Staats from IDA will be in attendance to discuss the options.
6. Activities. Civil Air Patrol continues to meet every Monday in the terminal. Sauk Valley Aviation, Inc. is planning on December 16 Christmas party.

Old Business.

1. Aircraft Rescue & Fire Fighting Fire Responder Training. Wilkens said there were forty (40) first responders at the training and there have been good reviews for the event.
2. Airport Board Retreat. Wilkens said this was a day with time well spent.

3. TIPS Meeting. Wilkens said the TIPS meeting was covered at the retreat. The projects were arranged including the south parallel with a 2020 completion date. The board needs to list out projects they want completed and submit them. Representative McCombie's office is researching the vertical development money. The Board has been told two (2) different things about including Osmond from CMT who stated there is money to be used for projects.

Unfinished Business.

1. Hangar 5/Hangar 1. Wilkens said an employee from Russ Renner's office at the highway department came and checked the grading of the hangar and took the plan book. He is going to draw up a plan but nothing will be completed until next summer. Darin said he has not received a call back from electrician for Hangar 1.
2. Corporate Hangar. There is nothing new to report.
3. Terminal Improvements. Wilkens said this will be discussed in the Airport Projects section of the meeting.
4. Business Tenant Office Air Conditioners. The board reviewed the proposals from Workman Heating and Loescher. Workman's proposal for Ron Hammer's building is for a Carrier furnace (60,000 BTU) comes with the following warranties: 1 year for parts, 20 years for heat exchanger, 1 year air conditioning and 5 years compressor for the price of \$6,289.00. Loescher's proposal for a York furnace (60,000 BTU) comes with the following warranties: 10 year limited compressor, 10 year limited parts warranty and 1 year labor for a price of \$5,850.00.

For the State Police hangar Workman's quote was for a Carrier furnace (9,000 BTU) with a 5 year manufacture warranty for a price of \$3,032.00. Loescher's quote is for a York furnace (9,000 BTU) with a 5 year manufacture warranty for a price of \$3,825.00. After discussion, a motion was made by Vankooten to approve Workman's comprehensive bid for both units for the price of \$9,321.00 and seconded by Koster and passed unanimously.

5. Warbirds Event. Wilkens said Koster attended the county executive meeting to inquire about allowing alcohol on the airport property. Koster said the executive committee is moving to allow alcohol on the property and it will be on the agenda at the County Board meeting next Tuesday, November 19. Wilkens said he should be able to attend that meeting, as a member of the airport board should be there in case there are questions. Wilkens also said he checked with Joel Horn and no board member can be on 501(c)(3).
6. Drive, Parking Lot, Ramp & Hangar LED Lighting Conversion. Darin reported on these in his manager's report.

7. Airport Usage Fees. Nothing new.
8. Bylaws & Mission Statement. Wilkens said Adolph was working on the mission statement but was unable to be at the meeting. The by-laws are being reviewed by the states attorney to make sure the wording is appropriate.

New Business.

1. 2020 Meeting Schedule. Wilkens asked the board to review the meeting schedule. A motion was made by Koster and second by VanKooten and passed unanimously approving the 2020 meeting dates.
2. Airport Projects. Wilkens handed out a list of non-federal airport improvement projects for 2020. The list included:
 1. Terminal Building Updates/Upgrades – restrooms, ceiling rehab/replacement, lighting conversion to LED, projector and screen inclusion, roof rehabilitation/replacement, exterior siding redesign and replacement/modernization, landside sidewalk & doorway approach reconstruction, airside terminal approach concrete reconstruction;
 2. LED Lighting Conversion Project;
 3. Tree removal projects including glideslope area (southeast corner of property) due to FAA/IDOT 5110 write-up of black locust trees) which Darin said he has a proposal from Johnson, drainage district areas, IL-40 & Thome Road fence lines;
 4. Paint beacon pole – Darin said he has a proposal from Prater for \$6,500.00, but to have it spec'd out with FAA regulation paint may add to that price;
 5. Hangar area bird control;
 6. Convert unused land;
 7. Install field tile to increase farmable acreage;
 8. Building B exterior paint and repair – Darin said he has a proposal from Prater for \$4,500.00;
 9. Black top crack filling
 10. Remove old lift station/septic tank north of Hangar 3 & 4;
 11. T-Hangar electrical updates in Hangars 1 & 6; and
 12. Illinois 40 airport signage rehab/new construction
3. Holiday Event. Wilkens asked about having an event with Santa at the airport. He proposed having Santa fly-in on a Saturday morning and kids could visit with Santa in the terminal. No action was taken as it was decided to wait until possibly next year.

Next Meeting. The next regular meeting is scheduled for December 12, 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 5:51 p.m.

Respectfully submitted,

Secretary