

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

The regular monthly meeting of the Whiteside County Airport Board was held December 12, 2019 in the Terminal Building at the Whiteside County Airport at 5:00 p.m.

Present for the Board were: President Drew Wilkens, Dave Koster, Chris King, Ben Adolph and Monte Van Kooten. Others present were County Board Representative Doug Wetzell, Sue Britt, Jim Duffy, Gary Camarano, Bill Havener, Nancy Havener, Augie Ufkin, Darin Heffelfinger, Dawn Hefelfinger 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 November 14, 2019 board meeting. Upon motion by Koster and second by VanKooten, 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 (5) votes in the affirmative.

Transfer to Sauk Valley Bank CD	\$150,000.00
CD Interest	\$1,586.58
5th RE Tax Distribution	\$2,415.46
Total Disbursements for November 2019 (See Itemized list of bills attached	\$14,597.67

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	\$3,723.00
Radio Ranch, Inc.	\$1,490.00
Illinois State Police	--
Sauk Valley Aviation – Flowage Fee	\$273.43
Prof. Lot Maint. – 6SW Garage	\$ --
Angel Blazquez – 6NE Garage	\$200.00
State of Illinois – Reimbursement SQI-4585	\$25,720.17
State of Illinois – Reimbursement SQI-4689	\$47,694.44
Highway Safety Project	<u>\$3,960.30</u>
Total Receipts	\$83,061.34

FUEL

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

Total Jet A Gallons Pumped:	2045.9
Total 100 LL Self Service Ground :	983.4

BUSINESS & ECONOMIC REPORT

For the month of: November

Visitors & Fuel Customers

Customer Planes

Sauk Valley Aviation

36

28

Radio Ranch

11

11

Total

47

39

ACCOUNTS RECEIVABLE

Douglas Baker	2B	September - December	\$311.00
Nelson Hostetler	3C	October - December	\$311.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,137.03
Mark Earl	5G	November & December	\$290.00
Angel Blazquez	6NE	August Early Fee	\$10.00
Sauk Valley Aviators	6I	October early fee	\$10.00
Marcus Fisch	6J	November & December	\$176.00
Prof. Lot Maintenance	6SW	July - December	\$600.00
		TOTAL	\$3,845.03

Public Comment. NONE

Unfinished Business.

1. Airport Economic Development. Wilkens introduced Gary Camarano, Whiteside County Economic Development Director, who gave information on the economic development of the Airport. Camarano said he had spoken to Winter Construction about a virtual spec hangar at the airport. Winter Construction has done hangars before and is also the contractor for the Halo buildings in Sterling. Camarano said he will revisit with them in January. With Winter Construction, they will draw up a plan for no charge as long as they receive the job. If the airport decides not to go forward with the hangar, they will pay for the plans. The amount will be discussed in January. Heffelfinger said he spoke with Clinton County Airport about their commercial hangar and it was positive feedback. They have a 100'x100' hangar but

the door is not tall enough. They charge by the wingspan of the airplane. Heffelfinger did not have any info on monthly hangar rent. Heffelfinger said he has not been in contact with Macomb yet but did contact Rochelle. The rental charge is \$8,300.00 per month and includes office space. Illinois Valley has one (1) corporate hangar which is rented out by the city and is 100'x100' for \$700.00 per month. It was discussed and decided to revisit in January.

Manager's Report.

1. Equipment. The batwing is operational and the flat rear tire was replaced on the old batwing. The new batwing has been delivered and is in storage. 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 catalytic converter was replaced by Gisi's Garage on the Toyota courtesy car. Plow #23-Red and Plow #4-Blue both had the snow blades mounted and the fluids were checked. The snowblower is operational and fluids were checked.

Fuel farm is operational and the monthly check was completed by Howard Lee & Sons on November 21, 2019. The 100LL vent pipe is broken below ground level. Howard Lee & Sons is scheduling a repair date. This was broke during the inspection by Protonic. Protonic completed the yearly inspection and one discrepancy was found with a tank monitor probe installation. Howard Lee & Sons will evaluate when they are at the airport for the vent pipe.

The airfield lighting is operational and two (2) fixtures were re-lamped. Runway 18/36 lighting circuit project SQI-4766 is estimated for a July – September construction period.

2. Terminal Building. Heffelfinger changed furnace filters and removed wallpaper and painted managers office.
3. Hangars. All hangars have tenants except 5E 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. Two (2) light fixtures were re-lamped in hangar 5J.
4. Airport Improvement. Engel Electric began the ComEd LED light conversion project on Wednesday, December 11. Hangar C high bay lights have been replaced. The outside barn lights were mounted to Hangar C,D, E today and the pump house is also planned for replacement. Workman Heating & Air Conditioning ordered the equipment for Radio Ranch and ISP office. Jeff Workman discovered an electrical issue that needs to be addressed before he will continue. Engel Electric will look at the issue which is moving a disconnect and adding a neutral and ground wire to the circuit. Trees were removed along the fence line by Radio Ranch.

5. Snow Equipment. A pre-design meeting on the SRE Acquisition project was held on December 4 at the airport. Joe Staats from IDA, Aaron Johnson from CMT, Wilkens and Heffelfinger were in attendance.
6. Activities. Civil Air Patrol continues to meet every Monday in the terminal. Sauk Valley Aviation, Inc. is planning a Christmas party on December 16.

Old Business. NONE.

Unfinished Business.

2. Drive, Parking Lot, Ramp & Hangar LED Lighting Conversion. This was discussed in the Manager's Report.
3. Business Tenant Office Air Conditioners. A report was given in the manager's report.
4. Hangar 5/Hangar 1. Wilkens said this will be revisited in the spring again.
5. Terminal Improvements. Wilkens said he attached an architectural services fee sheet he received from The Task Company for upgrading the exterior of the building. The fee schedule is as follows: licensed architect \$125.00/hour; project architect is \$80.00/hour and support staff is \$40.00/hour. It was discussed to get other bids from local architect. The improvements were discussed which 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, land side sidewalk & doorway approach reconstruction, air side terminal approach concrete reconstruction. Koster suggested getting quotes for the flooring of the bathrooms only to see if that could help cut costs. King questioned if a corporate hangar was added if the bathrooms would be moved as she didn't feel upgrading them now and again in a few years would be a great benefit.;
 2. *LED Lighting Conversion Project* – this is currently being upgraded;
 3. *Tree removal projects including glideslope area* (southeast corner of property) due to FAA/IDOT 5110 write-up of black locust trees) which Heffelfinger said he has a proposal from Johnson, drainage district areas, IL-40 & Thome Road fence lines – this has to be done as a requirement from the FAA;
 4. *Paint beacon pole* – Heffelfinger said he has a proposal from Prater for \$6,500.00, but to have it spec'd out with FAA regulation paint so cost may be higher. Koster and Wilkens said they could paint this in the spring;
 5. *Hangar area bird control* – still working on;

6. *Convert unused land.* Brandon Rosengren stopped at the airport and brought maps that show contract calls for 159 acres to farm, but he was only able to farm 128.7. He said 30 acres are swamp and he is going to dig out the ditch to help with the flooded property. Adolph is going to look at FSA office Morrison to see what was farmed in the past;
 7. *Install field tile to increase farmable acreage.* Adolph is going to look into quotes on this;
 8. *Building B exterior paint and repair* – Heffelfinger said he has a proposal from Prater for \$4,500.00;
 9. *Black top crack filling* – no news to report;
 10. *Remove old lift station/septic tank north of Hangars 3 & 4* – this is being pushed off until the spring;
 11. *T-Hangar electrical updates in Hangars 1 & 6;* and
 12. *Illinois 40 airport signage rehab/new construction*
6. Warbirds Event. Wilken said he spoke with Dan Gryder, and, unfortunately after the crash with the 909, Gryder is not sure if the event is a good idea. He would like to postpone the event for next year since he is not sure how many big planes would be willing to come in and he feels he can't guarantee a good crowd.
 7. Airport Usage Fees. Wilkens said currently there is not a fee. Adolph suggested any planes coming in to sign a waiver to hold harmless and stating there is a fee if any spills are left to cover the risk side from EPA side. No action was taken.
 8. Bylaws & Mission Statement. Wilkens said he received notes back from Tim Palen at state's attorney's office on the bylaws. Wilkens took Palen's suggestions and changed some wording on the bylaws to incorporate. Adolph said he is still working on the mission statement.

New Business.

1. Single Project Agreement for Engineering Services. Wilkens said for the airport to get funding on snow removal equipment the airport will need to rebid engineering services. There are two options which include IDOT to send out to get bids or the board does own contacting and all the paperwork to select a contractor. The reason this needs to be rebid is due to the snow removal equipment not being on the top five (5) of list of projects for the airport. After discussion, a motion was made by Adolph and seconded by VanKooten and passed unanimously to use IDOT to bid out engineering services for snow removal equipment.
2. Capital Bill Projects. Wilkens said this will be coming out in January and should be getting information from IDOT regarding the capital bill projects. At the board's meeting with IDOT in October it was discussed upgrading the fuel farm but will have a narrow window to submit the projects. Wilkens is hoping by the next meeting the board will

know what is needed and how much time is allowed. Wilkens thought the fuel farm would be a good project since it will not be under federal funding.

3. 2020 Events. Wilkens said the only thing planned so far is Discover Aviation Day.

Next Meeting. The next regular meeting is scheduled for January 16, 2020 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 6:42 p.m.

Respectfully submitted,

Secretary