

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

The regular monthly meeting of the Whiteside County Airport Board was held January 16, 2020 in the Terminal Building at the Whiteside County Airport at 5:03 p.m.

Present for the Board were: President Drew Wilkens, Dave Koster, and Monte Van Kooten. Others present were County Board Representative Gene Jacoby, James Duffy, Ron Hammer, Dawn Heffelfinger, and Darin Heffelfinger.

President Wilkens called the meeting to order and asked for roll call. Wilkens then asked for approval of the minutes of the December 12, 2019 board 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	\$2,868.34
Total Disbursements for January 2020 (See Itemized list of bills attached	\$21,789.13

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	\$12,256.00
Radio Ranch, Inc.	--
Illinois State Police	\$904.99
Sauk Valley Aviation – Flowage Fee	\$171.47
Prof. Lot Maint. – 6SW Garage	\$ --
Angel Blazquez – 6NE Garage	\$100.00
Total Receipts	\$13,432.46

FUEL

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

Total Jet A Gallons Pumped:	999.4
Total 100 LL Self Service Ground :	1021.9

BUSINESS & ECONOMIC REPORT

For the month of: December

Visitors & Fuel Customers

Customer Planes

Sauk Valley Aviation

25

20

Radio Ranch

8

8

Total

33

28

ACCOUNTS RECEIVABLE

Michael Hosto	2B	January	\$107.00
Nelson Hostetler	3C	October - January	\$418.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,137.03
Mark Earl	5G	November - January	\$440.00
Greg Dempsey	6A	November - January	\$136.00
Sauk Valley Aviators	6I	January	\$136.00
		TOTAL	\$3,374.03

Public Comment. NONE

Wilkins stated the board members received a letter from Mr. Havener regarding the speed of the biographical sketches of the Hall of Fame. Wilkins said it has been corrected and instead of 20 seconds between slides there are 60 seconds.

Manager's Report.

1. **Equipment.** The batwing is operational and in storage. The JD6130 has been used a few times for moving snow and fluids were checked. The JD 997 Zero Turn Mower is operational and in storage. The Ford pick-up is operational and fluids were serviced. The snowplow frame is broken and Bellini's Welding is repairing. The Toyota courtesy car had fluids checked. Plow #23-Red is operational and fluids were checked. Plow #4-Blue is operational. The fluids were checked, the hydraulic fluid leak in cab was repaired by Bonnell Industries, dash panel gauge cluster replaced, power steering repairs were done, right rear turn signal was replaced and the right front turn signal was repaired and muffler replaced, and a DOT truck inspection completed by Thompson Truck Repair. The snowblower is operational and fluids were checked.

Fuel farm is operational and the monthly check was completed by Howard Lee & Sons. Howard Lee and Sons also repaired a vent pipe bracing for the 100LL and Jet-A.

The airfield lighting is operational and three (3) fixtures were re-lamped. The ramped lights were replaced with LED fixtures.

2. Terminal Building. The furnace filters were replaced. The entryway cement has been replaced. The project may cost a little more than expected as there was no rock or footing under the concrete so a block wall was put up to reinforce it so it does not happen again.
3. Hangars. All hangars have tenants except 5E where airport equipment is stored.
4. Airport Improvement. Engel Electric began the ComEd LED light conversion project on Wednesday, December 11. Hangar C high bay lights have been replaced. Buildings A, C, D, E, 1, 2, 3, 4, 5 and the pump exterior lights have been installed. Still waiting on the proper fixtures for Hangar 6. Entry road lights have also been replaced; however they are still inoperative due to a voltage issue. The west ramp lights are complete and they are currently working on the east ramp lights.

Workman's Heating and Air Conditioning have installed the equipment for the ISP building. Engel Electric moved an electrical circuit that was preventing Workman's from installing the new furnace.

Howard Lee and Sons is putting together an estimate for removing the underground fuel tanks and installation of two (2) new 10,000 gallon above-ground tanks, displays and a card reader.

5. Activities. Civil Air Patrol continues to meet every Monday in the terminal. Sauk Valley Aviation, Inc. had a Christmas party on December 16.

Old Business.

Unfinished Business.

1. Airport Economic Development. There was no update
2. Single Project Agreement for Engineering Services [AIP/IDOT SRE Project]. Wilkens said this is no longer in effect. IDOT ended up doing the entire re-selection for the next five (5) years.
3. Capital Bill Projects. Wilkens said this is at Howard Lee & Son who is putting together and discussed under airport manager's report.

4. Drive, Parking Lot, Ramp & Hangar LED Lighting Conversion. Wilkens said Heffelfinger already talked about.
5. Business Tenant Office Air Conditioners. Heffelfinger already touched base on this as well.
6. Hangar 5/Hangar 1. No new updates.
7. Terminal Improvements. Wilkens said he and Heffelfinger met with Skip McCloud of McCloud and Associates Architecture out of Sterling, Illinois and he put together a proposal for services for the exterior and interior of the terminal. This is including the bathrooms up to code and a facelift on the exterior. Task Company out of Shannon, Illinois also gave a proposal. Wilkens said there are hourly rates which are exactly the same but McCloud and Associates also gave an estimate on the entire project. VanKooten suggested if there is a corporate hangar being built in years to come we would want to tie it all together. Wilkens said there is nothing currently set about corporate hangar. It was discussed to hold off until the other members of the board were in attendance to make any decisions. Heffelfinger said he received two quotes for the ceiling tiles for \$27,000.00 and the bathroom for \$20,000.00.
8. Corporate Hangar. Wilkens said there is no new news.
9. Airport Usage Fees. Wilkens said no news.
10. Bylaws & Mission Statement. Wilkens said he has been talking with the Assistant State's Attorney about the by-laws and the airport committee. The airport committee is a quorum and the open meetings act would apply. Wilkens said this means that any time the bills are approved whether or not the members were at the airport to approve the bills, it would be a quorum of the committee. VanKooten said as long as the two members that met were not part of the executive committee, they are okay. Wilkens said they are still trying to work it out on what they can do. Wilkens said the approval of the bills isn't approved until the actual meeting, but when the two that meet to review them, that is to make sure there are not any issues with the bills and forward them to the rest of the members. Wilkens asked about moving the spending authority amount to \$7,500.00 for emergency situation such as snowplow equipment. A discussion took place on limits on the airport manager's authority on spending and Wilkens said he is still working on language with the Assistant States' Attorney. Koster asked if the airport committee really needed to approve the bills or if the bills could just be emailed out for all the board members to review. Wilkens said no the committee doesn't really need to approve them beforehand. Wilkens said a representative would just need to send out the invoices to the board members and Wilkens suggested the airport manager should send them out. Wilkens said Adolph put together a mission statement "Whiteside County Airport is committed to providing communities of northwest Illinois with a safe and sufficient and convenient option for corporate and private travel. Aviation is continuously promoted through community engagement and networking allowing for residents and visitors to explore the advantages of using the Whiteside County Airport

for an exceptional experience". Wilkens said they will discuss it further when all of the members are at the meeting.

New Business.

1. Ramp Tie Down Lease Agreement Review. Wilkens said he retyped the agreement Dave Murray had done previously. Wilkens said the only thing that needs to be reviewed is the fees associated and if that is something that needs to be continued and if it should be monthly or weekly. Heffelfinger said not many are here for long periods of time. Koster asked if this was for long term stuff only. Wilkens said yes and he suggested getting rid of the weekly tie down fee. Wilkens said the language could be left in and deal with it if an issue arises. It was agreed to keep the agreement as typed and a motion wasn't needed since it was already in existence.
2. [FAA AIP/IDOT] Engineering Services Selection. Wilkens asked Heffelfinger to discuss this. Heffelfinger said he has been contacted from four (4) different companies and CMT is the only one that gave a proposal to him. The time limit has passed for the other companies to submit a proposal. A motion was made by VanKooten to approve CMT for the engineering services selection and seconded by Koster and agreed upon by all members.
3. Airport Social Media Promotional Campaigns. Wilkens said he is going to push this back to next month. Wilkens said it is to promote on social media to get our name out there and advertising with EAA to get planes to come in.

Next Meeting. The next regular meeting is scheduled for February 13, 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 6:04 p.m.

Respectfully submitted,

Secretary