

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

The regular monthly meeting of the Whiteside County Airport Board was held February 13, 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, Chris King and Monte Van Kooten. Others present were County Board Representative Bill McGinn, James Duffy and Skip McCloud.

President Wilkens called the meeting to order and asked for roll call. Wilkens then asked for approval of the minutes of the January 16, 2020 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 (4) votes in the affirmative.

CD Interest	\$1,586.58
Total Disbursements for January 2020 (See Itemized list of bills attached	\$24,657.55

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	\$5,702.00
Radio Ranch, Inc.	\$745.00
Illinois State Police	\$904.99
Sauk Valley Aviation – Flowage Fee	\$--
Prof. Lot Maint. – 6SW Garage	\$700.00
Angel Blazquez – 6NE Garage	\$--
State of Illinois – Reimbursement SQI-4689	\$12,911.72
Total Receipts	\$20,963.71

FUEL

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

Total Jet A Gallons Pumped:	1600.1
Total 100 LL Self Service Ground :	590.9

BUSINESS & ECONOMIC REPORT

For the month of: January

Sauk Valley Aviation	17	22
Radio Ranch	1	1

	Visitors & Fuel Customers	Customer Planes
Total	18	23

ACCOUNTS RECEIVABLE

Michael Hosto	2B	January	\$107.00
Nelson Hostetler	3C	October - February	\$525.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,137.03
Mark Earl	5G	November - February	\$590.00
Robert Henson	5H	February	\$8.00
Greg Dempsey	6A	November - February	\$262.00
Marcus Fisch	6J	February	<u>\$60.00</u>
		TOTAL	\$3,689.03

Public Comment. NONE

Manager's Report.

1. Equipment. The batwing is operational and in storage. The JD6130 had fluids checked and is operational. The JD 997 Zero Turn Mower is operational and in storage. The Ford pick-up is operational and fluids were serviced. The snowplow frame was repaired by Bellini's Welding, the snowplow electric motor and hydraulic pump were replaced. The hydraulic leak was also repaired. The Toyota courtesy car had fluids checked. Plow #23-Red, Plow #4-Blue and the snow blower are all operational and fluids were checked.

Fuel farm is operational and the monthly check was completed by Howard Lee & Sons.

The airfield lighting is operational and one (1) fixture was re-lamped.

2. Terminal Building. The furnace filters were replaced. The entryway cement has been replaced.

3. Hangars. All hangars have tenants except 5E where airport equipment is stored.
4. Airport Improvement. Engel Electric has completed the ComEd LED light conversion project. They are currently working on submitting the final paperwork to ComEd rebate program.

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

Wilkens and Heffelfinger met with CMT and IDOT last week to discuss the runway 18/36 resurfacing project.

5. Activities. Civil Air Patrol continues to meet every Monday in the terminal. Sauk Valley Pilots' Association hosted a presentation by AOPA named "Difficult Decisions." There were 20 local pilots in attendance for the presentation and pilots qualified for FAA Wings credit.

Old Business.

1. Drive, Parking Lot, Ramp & Hangar LED Lighting Conversion. This is complete as mentioned in the manager's report.
2. Single Project Agreement for Engineering Services [AIP/IDOT SRE Project]. This has been completed and CMT is current engineering firm for the airport.

Unfinished Business.

1. Terminal Improvements. Wilkens introduced Skip McCloud with McCloud & Associates. McCloud showed the members previous work his firm has done with other businesses in the area. McCloud submitted a proposal for the exterior of the terminal building in January. This includes different phases which starts with an existing condition survey with measurements. After this is complete it can then be customized to fit within the budget. McCloud mentioned whatever the amount for the project budget should be doubled. McCloud also said he doesn't have to be hired for all steps of the project. The firm can be hired for just the initial phase for the measurements and design concepts. It was discussed if a corporate hangar is added in the future, it would be good to match that to the terminal building to tie it all together. It was decided to not make any decisions at this meeting.
2. Airport Economic Development. VanKooten is meeting with Gary Camerano and Scott Winters Construction on Thursday at 10:00 a.m. He invited Koster and Wilkens to attend if they would like. It was decided to post the agenda in case a quorum would be

present. King said the board needs to determine what Winters can do as to the exterior of the building before hiring the architectural firm as well.

3. Capital Bill Projects. Wilkens said he has not received any news from IDOT to date.
4. Business Tenant Office Air Conditioners. Wilkens said Workman did not bid the job at prevailing wage. Heffelfinger halted the job to bring to the board. Workman resubmitted a bid and after discussion the consensus was to go ahead. The difference between the bids was \$500.00. No action was needed since the board already approved of Workman's bid.
5. Hangar 5/Hangar 1. No new updates.
6. Corporate Hangar. Wilkens said there is no new news.
7. Airport Usage Fees. Wilkens said no news.
8. Bylaws & Mission Statement. Wilkens said he and the assistant state's attorney have been discussing the bylaws back and forth. Wilkens said when the board and Heffelfinger is sending emails, all members should be blind copied (bcc'd) instead of all in the "to" to avoid a quorum for a meeting. After discussion, a motion was made by VanKooten and seconded by King to approve the bylaws. These will not be published on Whiteside County's website. Wilkens said the mission statement can wait until Adolph is in attendance.

New Business

1. Flight Simulator Equipment Donation Acceptance Letter. Wilkens said Bill Mansfield has donated a Gateway 2000 computer, along with the yolk and rider pedals to the airport. After discussion, a motion was made by Koster and seconded by King approving the acknowledgement of the donation letter written by Wilkens to Mr. Mansfield. There was not a donation amount on the letter.
2. Airport Social Media Promotional Campaigns. Wilkens said he has reached out to Hope Linker, a media manager and she would be able to go over how to engage more attention on social media. VanKooten suggested Heffelfinger would benefit from this as well and King suggested Dawn Heffelfinger as well. Linker could do two (2) hours of training along with some photography for \$597.00. King suggested opening this up to all that are at the facility, but Wilkens was not sure if the price would change, but will look into it. King is going to check with another person she is familiar with as well.
3. Lease Agreement: Radio Ranch. Wilkens asked the members if they were all able to review the agreement that he emailed prior to the meeting. Nothing had been changed besides the dates. The agreement extends the contract with Radio Ranch for another

year. After discussion, a motion was made by Koster and seconded by VanKooten and passed unanimously to renew the lease agreement with Radio Ranch for one year.

4. Lease Agreement: Airport Manager & FBO. Wilkens said the agreement with the manager and FBO will be coming up in September. Wilkens said if nothing in changed in the structure of the contract the board can renew the contract with Sauk Valley Aviation, but if there are any changes the job will need to be posted for bids. Wilkens suggested King to negotiate terms with Darin prior to the next meeting. It was discussed the contract should be for three (3) years instead of one (1) year term.
5. Aviation Fuel Self Service Kiosk. Heffelfinger received a letter from QT Pod and they are stopping their support of our current self-serve credit card terminal. The board does have until June 30 where we can receive a \$2,000.00 discount for an upgrade. Wilkens said if Comcast does go down the WiFi will be lost on the upgraded kiosk and that it would be a good idea to have the cellular connection.

Wilkens had the signature cards for the second account that is being added from the treasurer's office, but King noticed her social security number was incorrect. It was decided to have Community State Bank redo the signature cards with the correct social security number for Chris King.

Next Meeting . The next regular meeting is scheduled for March 12, 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 6:38 p.m.

Respectfully submitted,

Secretary