

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

The regular monthly meeting of the Whiteside County Airport Board was held at 5:01 p.m. on May 14, 2020 via "Zoom" due to State of Illinois COVID-19 restrictions.

Present for the Board were: President Drew Wilkens, Dave Koster, Chris King, Ben Adolph and Monte Van Kooten. Others present were Whiteside County Board representative Larry Russell, Darin Heffelfinger, Jim Duffy 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 April 16, 2020 regular board meeting. Upon motion by Koster and seconded by King, 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.

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CD Interest	\$771.73
Total Disbursements for May 2020 (See itemized list of bills attached)	\$41,101.67

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.

	<b>RECEIPTS</b>
Receipts	Total Receipts
T-Hangar Rents	\$5,794.00
Radio Ranch, Inc.	\$745.00
Illinois State Police	\$1,809.98
Sauk Valley Aviation – Flowage Fee	\$120.91
Prof. Lot Maint. – 6SW Garage	\$--
Angel Blazquez – 6NE Garage	\$--
Building B – one time rent	\$200.00
State of Illinois – Reimbursement SQI-4689	\$464.83
Total Receipts	\$9,134.72

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**FUEL**

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

Total Jet A Gallons Pumped:	306.4
Total 100 LL Self Service Ground :	1289.5

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**BUSINESS & ECONOMIC REPORT**

For the month of: April

	Visitors & Fuel Customers	Customer Planes
Sauk Valley Aviation	14	5
Radio Ranch	1	1
Total	15	6

**ACCOUNTS RECEIVABLE**

Frank Strader	2E	May	\$107.00
Nelson Hostetler	3C	November & May	\$107.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,137.03
Kelly Hicks	5G	May	\$150.00
Robert Henson	5H	early fees	\$8.00
Tom Grennan	6H	May	\$82.00
Marcus Fisch	6J	May	\$70.00
		TOTAL	\$2,554.03

**Public Comment.** Jim Duffy thanked Wilkens for all of his work on the Board, his time and effort and stated he will be missed.

**Manager's Report.**

- Equipment.** The batwing is operational and was put into service for the first time but before using Heffelfinger had to contact tech support to level the deck. Holland and Sons then came out to adjust the attitude positioning of the deck and it seems to mow level now. The JD 997 Zero Turn Mower is operational. The mower deck began to vibrate excessively. After investigation it was noted that the #1 spindle housing had failed. The air intake filter cover clips had worn out as well allowing the cover to fall off onto the exhaust manifold causing it to melt and burn. The mower was no longer operational with no cover. Holland & Sons expedited a cover to us. The JD6130, Toyota Courtesy car, Plow #23-Red, Plow #4-Blue are all operational. The snow blower has been put in storage.

Fuel farm is operational and the yearly financial responsibility form was updated with the Illinois State Fire Marshall's office. Howard Lee & Sons completed their monthly U.S.T. inspection on May 5, 2020.

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

2. Terminal Building. The furnace filters were replaced. Roofing cement was applied around the antenna mass poles on the east side of the building's roof. Although roofing cement was applied, the roof continues to leak rain when the wind blows.
3. Hangars. Approximately twenty (20) 300-watt incandescent light bulbs were replaced with 300-watt equivalent LED bulbs. All hangars have tenants except 5E where airport equipment is stored. One person is currently on the waiting list. Still waiting to receive more bids for Hangar 1F floor replacement.
4. Airport Improvement. Still in process of removing trees along fence lines and currently trimming back the ditch trees along the north side of the t-hangars. The removal of these trees will allow the mowing of grass to the edge of the bank.

Heffelfinger has been working on filling out the Illinois State Aviation (ISA) Plan Interview forms. This is a local and state economic impact study. Heffelfinger has a three (3) hour virtual interview with Derek Snyder, Terry Schaddel, Estaban Agrive of CMT, Zack Deleav of Kinnley-Horn.

Heffelfinger has verified the Whiteside County GATA profile is current with the state. This had to be verified before the Division of Aeronautics will release any of the CARES Act funding (\$30K).

An estimate from Kuhlemier Construction was received for roof repairs for Hangars 1, 2, 3 and terminal building. They also supplied an estimate for painting of Building B and the beacon pole.

5. Activities. Civil Air Patrol has cancelled Monday night meetings until the Covid-19 epidemic is over.

**Old Business.** NONE.

### **Unfinished Business.**

1. Capital Bill Projects. Heffelfinger said he is working on with the county for these projects.
2. Hangar 5/Hangar 1. Heffelfinger said he has received one quote for concrete and will see if county could help.

3. Terminal Improvements. Van Kooten said that he asked McCloud to get a presentation ready for the Board. It was discussed to hold a special meeting to meet with McCloud to go over the presentation since it would be better to see a visual instead of over the computer. The presentation will have three (3) ideas based on \$200,000.00 and the Board can scale back from that proposal. After further discussion it was decided to have Van Kooten reach out to McCloud to see what their availability would be to meet with the Board to go over this and send out an email to the Board with the date and time of the special meeting.
4. Corporate Hangar. Wilkens said McCloud is working on combining the corporate hangar possibly with the terminal improvements. King asked if Winters had responded with their proposal and if it included an office space. The building would be approximately 100'x150' and King asked if cones could be possibly set up for the meeting with McCloud to get more of a visual.
5. Airport Usage Fees. Wilkens said he has not completed this yet, but looking at \$100.00/day or 200 gallons of fuel. Adolph asked how the board planned to make it known to the public this was a change. Wilkens said it would be put on the website after the States Attorney reviews the agreement. King asked if the ag pilots could receive this information prior to landing and Heffelfinger said most land a day before they do any work so he would talk to them. King asked if the airport would need a different insurance policy if we charge them. Heffelfinger will check on the chemical cleanup responsibility from the insurance side of it.
6. Lease Agreement: Airport Manager & FBO. Van Kooten said there is no update on this as they have not been able to meet up.

### **New Business.**

1. Airport Fence Line Clean Up. Wilkens said the fence line had been let go. Heffelfinger took a lot of time to cleanup and hired two (2) additional guys to help with the cutting down trees and burning. Wilkens asked if the board wanted to help with the offset of hiring the additional help with this project. It was discussed whether to add into the contract with the FBO/Manager on what is a requirement and what is above and beyond. It was also discussed whether to have Heffelfinger bid on jobs instead of putting requirements in the contract. Adolph asked about having Heffelfinger submit an invoice for the hours to be reimbursed to cover costs and it was asked if they get prevailing wage. Jim Duffy said Joel Horn would be able to tell the Board who gets prevailing wage and who does not. Heffelfinger said he still has some work to finish after harvest. King asked Heffelfinger to make an invoice for reimbursement for the next meeting.
2. Election of operations Executive. Wilkens asked the members who would like to be the operations executive. Koster asked what the job would involve and what happened with the Executive Committee. Wilkens said it was illegal since it didn't go along with

the Open Meetings Act. Wilkens said the Operations Executive would review the bills and if there was an emergency situation that person would help out and be the gopher between the board and the manager. Wilkens said this did not have to go along with the Board President's position. Koster suggested waiting since terms are up for the board on June 30 and to see what happens. No action was taken.

Wilkens announced he was resigning from the Board effective after the Board meeting this evening. He turned in his resignation earlier this month and he and his family are moving out of state. It was discussed Van Kooten is Vice President and he would act as president until the vacancy is filled.

**Next Meeting.** The next regular meeting is scheduled for June 11, 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 6:41 p.m.

Respectfully submitted,

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Secretary