

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

The regular monthly meeting of the Whiteside County Airport Board was held April 16, 2020 via “Zoom” due to State of Illinois COVID-19 restrictions at 11:01 a.m.

Present for the Board were: President Drew Wilkens, Dave Koster, Chris King, Ben Adolph and Monte Van Kooten. Others present were James Marks 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 March 12, 2020 regular board meeting. Upon motion by Koster and seconded by VanKooten, the minutes were unanimously approved as written. King abstained from the vote since she was not in attendance of the meeting.

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	\$2,851.56
Total Disbursements for April 2020 (See Itemized list of bills attached)	\$91,108.01

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	\$5,762.00
Radio Ranch, Inc.	\$745.00
Illinois State Police	\$--
Sauk Valley Aviation – Flowage Fee	\$206.67
Prof. Lot Maint. – 6SW Garage	\$--
Angel Blazquez – 6NE Garage	\$100.00
State of Illinois – Reimbursement SQI-4689	\$3,062.34
State of Illinois – Reimbursement SQI-4585	\$--
ComEd Energy Efficiency Program Rebate	\$11,013.36
Total Receipts	\$20,889.37

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## FUEL

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

Total Jet A Gallons Pumped:	1434.1
Total 100 LL Self Service Ground :	903.7

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## BUSINESS & ECONOMIC REPORT

For the month of: March

Visitors & Fuel Customers

Customer Planes

Sauk Valley Aviation

24

18

Radio Ranch

6

6

Total

24

30

## ACCOUNTS RECEIVABLE

Nelson Hostetler	3C	March & early fees	\$117.00
Illinois State Police	5C	Sept., Oct., March, May	\$3,042.02
Mark Earl	5G	November - April	\$890.00
Woodley Ariel Spray	5J	March - April	\$280.00
Greg Dempsey	6A	November	\$126.00
Sauk Valley Aviators	6I	April & early fees	\$156.00
Prof. Lot Maintenance	6SW	February - April	\$330.00
		TOTAL	\$4,941.02

**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. Holland & Sons replaced the blade engagement switch. The oil and filter were changed and fuel filter, inner and outer air induction air filter, and mower deck discharge chute were all replaced. The Ford pick-up is operational, fluids were serviced, and the snowplow and counterweight were removed. The Toyota courtesy car had fluids checked. Plow #23-Red, Plow #4-Blue are all operational and fluids were checked. The snow blower has been put in storage.

Fuel farm is operational and the monthly check was completed by Howard Lee & Sons on March 10, 2020. The vinyl cover for the fueling terminal was updated and the terminal display was modified with plexiglass.

The airfield lighting is operational and three (3) fixtures were re-lamped.

2. Terminal Building. The furnace filters were replaced. A hangar payment drop box was mounted in the vestibule. Roofing cement around the antenna mass poles on the east of the building roof was applied.
3. Hangars. All hangars have tenants except 5E where airport equipment is stored. Roofing cement was put around the sewer vent pipe for the State Police bathroom.
4. Airport Improvement. Engel Electric has completed the ComEd LED light conversion project. The rebate check has been received.

Workman's Heating and Air Conditioning has installed the new furnace for the Radio Ranch building. The trees along the fence lines are in the process of being removed.

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. Wilkens said he has not received any news from IDOT to date.
2. Hangar 5/Hangar 1. Wilkens said there is not any new updates. Heffelfinger said he contacted a contractor to look at Hangar 1.
3. Terminal Improvements. Heffelfinger said as far as he knew McCloud had not been out to do the external measurements, but it is possible since it is all done outside and he didn't see him.
4. Corporate Hangar. Wilkens said there is nothing new for this. VanKooten said he reached out to Camerano and he said Winter's would be sending the Board some sort of bid for construction of the hangar sometime soon.
5. Airport Usage Fees. Wilkens said this will be on the agenda for next month.
6. Mission Statement. Wilkens said Adolph sent out the mission statement a few months ago and asked if the Board had any comments on it. VanKooten found the mission statement on his computer and emailed it again to all the board members to review. Wilkens read the mission statement Adolph prepared: "The Whiteside County Airport is committed to providing communities of Northwest Illinois with a safe, efficient, 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 aviation experience." Adolph suggested possibly adding a vision statement with the mission statement as he has been seeing that more and more which adds in a goal

statement of the airport. Adolph said this is something that could be looked into and he didn't feel he would be the right member to come up with this. After discussion, a motion was made by Koster to approve the mission statement and seconded by King.

7. Lease Agreement: Airport Manager & FBO. Wilkens asked VanKooten if King had met with Heffelfinger to discuss this further. VanKooten and King had not. VanKooten questioned if they change the requirement of two (2) planes in the contract. Wilkens said if that is done he will have to look at the rules and regulations because those would need to be changes as well. Wilkens asked Heffelfinger if it would be a major loss or benefit to removing it. Heffelfinger said he was hoping to rent the plane more this summer, but now with the Covid-19 he is unsure if that will be essential and be rented much. VanKooten and King are to coordinate a meeting with Heffelfinger for changes in the contract. There is still plenty of time since his contract does not expire until September 30.

### **New Business.**

1. Radio Ranch Request. Wilkens said he received an email from Ron Hammer requesting his monthly rent for April be waived due to being a "non-essential" business during the Covid-19 outbreak and being closed. Hammer said he closed March 21 and he is hoping to open back up on May 1. King questioned whether he has applied for financial help if he has not laid off any employees and is having them all come back once they do re-open. Wilkens was unsure if he had applied for any assistance. The monthly rent is \$745.00 per month. It was discussed whether or not to prorate from the time he closed in March until the end of April or not. After discussion, a motion was made by Koster to forgo April rent of \$745.00 and to revisit next month. King requested Hammer look into being open due to an emergency in aviation with communication.

King questioned what the Board was going to do with the \$30,000.00 the airport will be receiving as a C.A.R.E. package from the government due to the shutdowns. Wilkens said he has to do some research on this to see what the obligations are and if the State is taking a portion of the amount. King suggested putting the money towards the water issues in Hangar 5. No action was taken.

**Next Meeting.** The next regular meeting is scheduled for May 14, 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 11.44 a.m.

Respectfully submitted,

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Secretary

