

**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 5:00 p.m. on June 11, 2020 in the Whiteside County Airport terminal.

Present for the Board were: Vice President Monte Van Kooten, Dave Koster and Chris King. Others present were Whiteside County Board representative Doug Wetzell, Darin Heffelfinger, Jim Shielein, Jackie Damhoff and Drew Wilkens via “zoom”.

Vice President Monte Van Kooten called the meeting to order and asked for roll call. VanKooten then asked for approval of the minutes of the May 14, 2020 regular board meeting and May 28, 2020 special board meeting. Upon motion by Koster and seconded by King, the both sets of 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.

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CD Interest	\$824.96
Total Disbursements for June 2020 (See itemized list of bills attached)	\$93,653.40

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.

	<b>RECEIPTS</b>
Receipts	Total Receipts
T-Hangar Rents	\$3,878.00
Radio Ranch, Inc.	\$--
Illinois State Police	\$904.99
Sauk Valley Aviation – Flowage Fee	\$172.80
Prof. Lot Maint. – 6SW Garage	\$--
Angel Blazquez – 6NE Garage	\$100.00
State of Illinois – Reimbursement SQI-4689	<u>\$8,831.73</u>
Total Receipts	\$13,887.52

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**FUEL**

Total Gallonage sold by Sauk Valley Aviation for month of: May  
Total Jet A Gallons Pumped: 653.1  
Total 100 LL Self Service Ground : 1535.6

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**BUSINESS & ECONOMIC REPORT**

For the month of: April	Visitors & Fuel Customers	Customer Planes
Sauk Valley Aviation	20	8
Radio Ranch	3	3
Total	23	11

**ACCOUNTS RECEIVABLE**

Nelson Hostetler	3C	November/May - June	\$331.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,137.03
Kelly Hicks	5G	May & June	\$300.00
Mike Hosto	6C	Early fees	\$40.00
Tom Grennan	6H	May & June	\$218.00
Sauk Valley Aviation	6I	Early fees	\$40.00
Marcus Fisch	6J	May & June	\$206.00
Prof. Lot Maintenance	6SWGarage	December/January-June	\$550.00
		TOTAL	\$4,208.03

**Public Comment.** NONE

**Manager's Report.**

1. **Equipment.** The batwing, JD 6130, Toyota courtesy car, Plow #23-Red, Plow #4-Blue are all operational and the snow blower is in storage. The JD 997 Zero Turn Mower is operational. The Ford Pick-up is operational and the front drive seat cover was replaced by Kunes Ford. Gisi Garage also replaced the rear brakes. The JD Gator is operational and the electric pump sprayer, pressure gauge and spray nozzles were all replaced.

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 three (3) fixtures were re-lamped.

2. Terminal Building. The furnace filters were replaced. A new exhaust fan is on order for the men's restroom. Engel Electric repaired downed wires between the terminal building and Hangar C following a thunderstorm. Altorfer completed the yearly servicing and testing of the standby generator.
3. Hangars. All hangars are currently full of paying customers other than 5E where airport equipment is stored. One person is on the waiting list. Russ Renner from the highway department was out to survey Hangar 5 again. He is going to be designing a drain system that would be outside in front of the doors that could be connected into the main drains. Heffelfinger adjusted the open limit switch to a higher setting in Hangar 3A. The main door in Hangar D was repaired by Bellini's Welding. The boom of the doors had rusted away which allowed the door guide rollers to fail. Heffelfinger also replaced a frayed lift cable for the main door in Hangar D.
4. Airport Improvement. 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 had a three (3) hour Zoom interview with Derek Snyder, Terry Schaddel, Estaban Agrive of CMT, Zack Deleav of Kinnley-Horn.

Heffelfinger replaced missing river rock by the front entrance to the terminal and painted the yellow bollards around the fuel pumps.

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

The Rock Falls Chamber and Heffelfinger have been working on hosting a drive-in movie night on July 31 at the airport. There will be one movie shown on possibly three (3) different screens for the event projected onto semi trailers donated by the National Guard. Food trucks will be onsite for the event as well as multiple local bands starting at 7:30 p.m. until the movie starts around 9:15 p.m. The Chamber will be listing Whiteside County Airport, Sauk Valley Aviation and Whiteside County on their insurance coverage for the days leading up to the event and until cleanup is completed after the event.

Wilkens said he was contacted about a possible Illinois Air Hop. Kyle from St. Louis Airport is looking to set up a website to get people out flying and the AirHop would have pilots check into airports using a passport book. Possibly looking at July-August for this event and the Air Hop would be over a 2 week or month time span. More information should be forthcoming on the event.

An AOPA Fly-In/Drive-In town hall meeting is tentatively scheduled for July 8. Whiteside County Airport will be one of the last stops on the tour and AOPA will be meeting with local pilots. This would include approximately four (4) or more airplanes and the pilots and passengers will either camp or stay at a local hotel. Bethany, representative for the Rock Falls Chamber, said they will lend the airport chairs for the

event which would take place in Hangar D. Heffelfinger said he was looking at simple food for the event (hot dogs, hamburgers or pork) and the airport would need to encourage pilots to come to the event. King asked about how invitations would go out and if they could do a registration to approximate how many would be in attendance. Wilkens said Eventbrite was used in the past and is free to use. After discussion, it was decided to wait until Heffelfinger hears back from the event planner and then decide if a special meeting would be needed. King said she would take charge of getting a food truck set up once the board has the definite from AOPA they are stopping at Whiteside County Airport.

**Old Business.** NONE.

**Unfinished Business.**

1. Capital Bill Projects. Heffelfinger said the bill would pay for the resurfacing of 18/36 and the airport would not have to pay the 10% for the project. Darin is meeting with Joel Horn next week. The airport will be receiving \$32,000.00 CARES money and Heffelfinger said Melanie Turner with the State of Illinois suggested putting it towards salaries to get it spent since that is a bill that will have to be paid. King suggested equipment repair since the budget seems to be using that money. Camanaro is looking at another possible grant for which the airport might apply for.
2. Hangar 5/Hangar 1. Heffelfinger said he has a quote for \$11,000.00 - \$12,000.00 for Hangar 1. Russ Renner will give an approximate price for the project but he doesn't have the man power to do the project. He will give suggestions and draw up engineering drawings.
3. Terminal Improvements/Corporate Hangar. VanKooten said he spoke with Winter about doing both the corporate hangar and terminal all at once. Winter said it would work both ways since funds for the terminal are available now, and the corporate hangar will require a loan. VanKooten said he visited Macomb Airport and it had a nice 100'x150' corporate hangar which it built eight (8) years ago. VanKooten suggested going back and looking in more detail and discussing the corporate hangar with the manager at Macomb Airport. King questioned if there was a time frame to get back with McCloud since the board paid for changes to proposed exterior look and VanKooten did not think there was a due date.
4. Airport Usage Fees. Heffelfinger said he will have an agreement for the ag operators by next month. He is looking at a \$200.00 a day fee or 200 gallon fuel purchase.
5. Lease Agreement: Airport Manager & FBO. VanKooten said they have not gotten together to discuss this further yet.

6. Airport Fence Line Clean Up. Heffelfinger said he is still working periodically on cleaning it up and fixing the fence.

**New Business. NONE**

**Next Meeting.** The next regular meeting is scheduled for July 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: 01 p.m.

Respectfully submitted,

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Secretary