

**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 July 16, 2020 in the Whiteside County Airport terminal.

Present for the Board were: Vice President Monte Van Kooten, Dave Koster, Ben Adolph and Chris King. Others present were Whiteside County Board representative Glen Frank, Darin Heffelfinger, Jackie Damhoff, Drew Wilkens and Dave Murray.

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 June 11, 2020 regular board meeting. Upon motion by Koster and seconded by Adolph, 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, four (4) votes in the affirmative.

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CD Interest	\$2,000.42
1 <sup>st</sup> RE Tax Distribution	\$126,978.72
Total Disbursements for July 2020 (See itemized list of bills attached)	\$51,433.61

The following Receipts and Accounts Receivable were reported. Upon motion duly made and seconded, the Receipts and Accounts Receivable were unanimously approved, four (4) votes in the affirmative.

	<b>RECEIPTS</b>
Receipts	Total Receipts
T-Hangar Rents	\$5,456.00
Radio Ranch, Inc.	\$1,490.00
Illinois State Police	\$2,732.93
Sauk Valley Aviation – Flowage Fee	\$324.83
Prof. Lot Maint. – 6SW Garage	\$--
Angel Blazquez – 6NE Garage	\$200.00
Lenoc Chemical Solutions-Bldg B & Hgr D	<u>\$1,500.00</u>
Total Receipts	\$11,703.76

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**FUEL**

Total Gallonage sold by Sauk Valley Aviation for month of: June  
Total Jet A Gallons Pumped: 1569.5  
Total 100 LL Self Service Ground : 2398.3

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**BUSINESS & ECONOMIC REPORT**

For the month of: June	Visitors & Fuel Customers	Customer Planes
Sauk Valley Aviation	32	18
Radio Ranch	12	12
Total	44	30

**ACCOUNTS RECEIVABLE**

Nelson Hostetler	3C	May - July	\$438.00
Allen Swift	4E	July	\$96.00
Illinois State Police	5C	Sept., Oct., March, May	\$309.09
Kelly Hicks	5G	May - July	\$450.00
Robert Henson	5H	July	\$8.00
Mohammed Shaker	6D	July	136.00
Tom Grennan	6H	May - July	\$354.00
Prof. Lot Maintenance	6SWGarage	March - July	\$660.00
		TOTAL	\$2,451.09

**Public Comment.** NONE

**Manager's Report.**

1. **Equipment.** The batwing is operational and the tractor to mower drive shaft was replaced as well as the three-point hitch from the rear of the tractor was removed. The 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 Pickup is operational and the air conditioner was charged with 134A Freon. The JD Gator is also operational.

Fuel farm is operational and Howard Lee & Sons completed their monthly U.S.T. inspection on June 22, 2020.

The airfield lighting is operational and two (2) fixtures were re-lamped. FAA replaced the glide slope antenna wiring.

2. Terminal Building. The furnace filters were replaced. A new exhaust fan was installed in the men's restroom. The water fountain filters were changed and lasted about one (1) year. Altorfer completed the yearly servicing and testing of the standby generator.
3. Hangars. Hangar 6A is now vacant after Dempsey sold his airplane and vacated the hangar. The airport equipment is stored in Hangar 5E. Hangar D and Building B have been rented for a month by Lenoc chemical of Florida for \$1,500.00. Heffelfinger adjusted the open limit switch to a higher setting in Hangar 3A. The door lift cable was replaced on Hangar 4F. One Tuesday (July 14) Jeff Kay of Illinois State Police was informed to move his airplane and belongings to DuPage Airport. He was held by his supervisor they will re-evaluate whether or not they will renew their lease at Whiteside in the spring.
4. Airport Improvement. Heffelfinger put 3 yards of mulch around Building B and the beacon pole and burned four (4) tree piles by the glide slope building. Project SQI-4584 SRE is in the pre-final project submittal stage. The intent is to advertise the project on Monday, July 20 with a bid letter date of Monday, August 10. Project SQI-4766 Runway 18/36 lighting project should happen this fall.
5. Activities. Civil Air Patrol Monday night meetings until the Covid-19 epidemic is over. has cancelled

The Rock Falls Chamber movie night is on hold waiting for approval from the FAA and IDOT.

**Old Business.** NONE.

### **Unfinished Business.**

1. Capital Bill Projects. No new update.
2. Hangar 5/Hangar 1. Heffelfinger said Russ Renner at the County emailed three (3) proposals. He will forward out to the board to review. The proposals include ideas and material costs. The project will have to be bid out.
3. Terminal Improvements/Corporate Hangar. McCloud sent two (2) more outdoor options for the building. Koster doesn't believe money will be saved to wait and add with the corporate hangar addition. Koster believes a decision needs to be made to update the terminal and add with corporate hangar building and combine the two or to tear down the current terminal building and add the main office in the corporate hangar. Adolph suggested getting proposals for a new corporate hangar for ideas of cost before making any decisions. VanKooten suggested looking at LaSalle-Peru's corporate hangar. He will look into some dates to visit. Adolph questioned getting firmness of numbers to

build the corporate hangar. He said the Board may have to pay engineering to see options available. VanKootne will contact Winters to get more specific amounts.

4. **USDA Rural Development Loan Pre-Application.** VanKooten said the application is pretty detailed to see if you are a good fit. Adolph has another grant option but it is with a AG focused agency and they will take a percentage of the grant. Adolph said if we could tie it into being AG related it could pay for a portion of the corporate hangar. King and VanKooten are going to get together to fill out the application.
5. **Airport Usage Fees.** Heffelfinger said he has not completed the agreement yet. The agreement will basically cover liability for spillage on the runway. Certificate of Insurance from those using the airport when spraying is required. It was discussed this should be more of a legal document along with a release of liability and remediation clause. Darin he will have an agreement for the ag operators by next month. Heffelfinger will contact County Attorney and Horn.
6. **Lease Agreement: Airport Manager & FBO.** King said she and VanKooten met with Heffelfinger regarding the agreement with him. It was suggested that a new 3 year contract would reflect an annual 2% "COLA" increase plus an amount to compensate the manager for the increase in the State mandated minimum wage over \$10 per hour. Manager indicated he is currently paying minimum wage on about 100 hours of labor per week. Also discussed was an amount to compensate the manager for anticipated increase in insurance costs. Manager Heffelfinger also pointed out that the contract refers to a "committee" and there are currently no committees. Another change for the contract would be regarding the tie-downs. If someone stays in a hangar that money should be treated the same as the tie-down hangar rent. Currently the hangar rent goes to the board and tie-downs go to FBO. It was discussed that charges to tie-down and hangar rents for anything over seven (7) days would come to the Board otherwise manager would keep anything less than seven (7) days. King said it would be an annual fee for the billed hours per week to figure out minimum wage increase for a month. Koster suggested a three (3) year contract but have it built on current insurance premium increase. VanKooten is going to work up the contract and discuss it with the State's Attorney before next month's meeting.

### **New Business.**

1. **Airport Development Coordinator.** VanKooten said they need a motion to nominate someone for the Airport Development Coordinator. After discussion, a motion was made by Adolph and seconded by King to appoint Drew Wilkens to take the position of the development coordinator.
2. **Promotional Booklet.** There is a promotional booklet to have available to handout or available for conventions/businesses with information on the airport. This will be available on the website as well.

**Next Meeting** . The next regular meeting is scheduled for August 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 6:22 p.m.

Respectfully submitted,

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Secretary