

**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 5:02 p.m. on August 13, 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 Tom Ausman, Darin Heffelfinger, Bill Havener, Gary Lando. Dan Gryder and Jim Duffy attended via “Zoom” and Drew Wilkens joined via Zoom at 6:06 p.m.

Vice President Monte Van Kooten called the meeting to order and asked for roll call. Van Kooten introduced Nick Dirks as the new airport board member. Van Kooten swore in Dirks and he officially joined the airport board. Van Kooten then asked for approval of the minutes of the July 16, 2020 regular board meeting. Upon motion by King and seconded by Koster, 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.

CD Interest	\$824.96
2 nd RE Tax Distribution	\$6,833.93
Total Disbursements for August 2020 (See itemized list of bills attached)	\$16,487.17

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.

RECEIPTS	
Receipts	Total Receipts
T-Hangar Rents	\$2,385.00
Radio Ranch, Inc.	--
Illinois State Police	--
Sauk Valley Aviation – Flowage Fee	\$499.62
Prof. Lot Maint. – 6SW Garage	\$330.00
Angel Blazquez – 6NE Garage	--
State of Illinois – Reimbursement SQI-4689	<u>\$323.78</u>
Total Receipts	<u>\$11,703.76</u>

FUEL

Total Gallonage sold by Sauk Valley Aviation for month of: July
Total Jet A Gallons Pumped: 1653.5
Total 100 LL Self Service Ground : 4775.3

BUSINESS & ECONOMIC REPORT

For the month of: July	Visitors & Fuel Customers	Customer Planes
Sauk Valley Aviation	42	23
Radio Ranch	13	13
Total	55	36

ACCOUNTS RECEIVABLE

Frank Strader	2E	August	\$107.00
Nelson Hostetler	3C	May - August	\$545.00
Allen Swift	4E	July & August	\$222.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,119.07
Kelly Hicks	5G	May - August	\$600.00
Mohammed Shaker	6D	July	\$136.00
Tom Grennan	6H	May - August	\$490.00
Marcus Fish	6J	early fees	\$80.00
Prof. Lot Maintenance	6SW	March - August	<u>\$440.00</u>
		TOTAL	\$4,632.07

Public Comment. Dan Gryder spoke via “Zoom” about a potential event for the airport to make up for the Warbird event that did not take place this year. He said he just put one on in Kansas which had 30 you-tubers, 150 planes and brought in thousands of people from all over. Gryder said the you-tubers are known for aviation and have several followers. Gryder said the venue for next year is on the market if the Whiteside County Airport is interested in possibly hosting the event as long as the COVID virus is under control. The event would take place prior to AirVenture the last weekend in July. Gryder told the board they could discuss and get back to him if they are interested.

Manager’s Report.

1. **Equipment.** The batwing, JD6130, Toyota courtesy car, Plow #23-Red, Plow #4-Blue, Ford Pick-up and JD Gator are all operational and the snow blower is in storage. The JD 997 mower is operational and the mower deck spindle was replaced as well as three (3) new blades.

Fuel farm is operational and Howard Lee & Sons completed their monthly U.S.T. inspection on July 21, 2020.

The airfield lighting is operational and four (4) fixtures were re-lamped. FAA repaired the localizer antenna power supply following the storm this week (August 11).

2. Terminal Building. The furnace filters were replaced. The men's bathroom was painted white and a few new pictures were hung.
3. Hangars. Hangar 6A is now vacant after Greg 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. Hangar 3E and 3F both had their fiberglass skylights blown off during the storms and high winds on Monday.
4. Airport Improvement. The Project SQI-4584 SRE "New Snowplow" bids are due tomorrow (August 14) at 9:30 a.m. and will be read at that time. Project SQI-4766 Rwy 18/36 lighting project should happen this fall.
5. Activities. Civil Air Patrol Monday night meetings have resumed.

Three new pilot certificates were earned this month. Two (2) brothers Nick and Matt Gill from the Rockford area earned their private pilot certificate. Monte Van Kooten also earned his instrument rating.

Old Business.

1. Aero CARES Grant. No new update.

Unfinished Business.

1. Capital Bill Projects. No new update.
2. Hangar 5/Hangar 1. Heffelfinger emailed the board Russ Renner's (county engineer) proposals. All of the proposals include work done inside the buildings only and nothing being done outside of the buildings. Koster said he felt the issue would still be there with buildup on the outside of the door and when it opens the water/snow will go inside the building. Van Kooten suggested possibly getting an electrical change in the hangars to include heat. Heffelfinger will request quotes on adding heat to the hangars.
3. Terminal Improvements/Corporate Hangar. Van Kooten said he and Adolph visited LaSalle-Peru to look at their corporate hangar. LaSalle had three (3) different hangars in the corporate hanger and OSF was in one of theirs. King said she is still looking at the USDA Loan Application and Van Kooten has not yet met with the state's attorney. McCloud reached out to see where the board was with moving forward and said he would send the invoice for Phase 1 and 2. There was a question on whether that was already paid as Heffelfinger thought it had been paid and will have Jackie look into seeing if this has been paid.

4. Airport Usage Fees. Heffelfinger passed out a draft of the usage fees agreement. Joel Horn looked the agreement over and Heffelfinger believes some of the areas on the agreement are not necessarily needed for the airport but asked the board to review.
5. Lease Agreement: Airport Manager & FBO. Van Kooten said it was suggested that a new three (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 and reimbursement for the liability insurance increase. Koster questioned the jobs of the manager separate from the FBO and when the jobs were a position together, the salary amounts were not separate, but as one. Koster said they (airport boards) ended up having more apply for the manager position than the FBO and he wonders about subsidizing the FBO to be here. Koster proposed looking into having the manager be a county employee with full benefits until 4:30 p.m. and the FBO run the flight school and other necessary business but would make all the profit from the fuel sales, flight school, mechanic manager. Dirks said if a corporate hangar is indeed built, a draw would be having a FBO available onsite and if the FBO can't stay afloat with only the fuel sales, flight school and mechanic, that could potentially turn renters away. Dirks suggested leaving it as is now and if the corporate hangar is built to revisit eliminating the FBO at that time depending who is renting the corporate hangar. Koster said his main concern is in insurance keeps going up, when is the cut off of increasing and paying for that insurance increase for the FBO. King suggested the board getting together for a special meeting and do a retreat in the morning since there is another new board member, break for lunch and then discuss the FBO/Manager contract in the next couple of weeks. Van Kooten will check with Adolph's schedule.
6. USDA Rural Development Loan Pre-Authorization. King is still looking it over but will be submitted soon.
7. Promotional Booklet. Wilkens asked if any members had reviewed the booklet yet. Wilkens said the booklet can be printed in 8 or 12 pages. Wilkens said 2-3 pages were of the economic development and it could possibly be taken down to 1 page with a link to more information. Wilkens will change it to a 8 page version and 12 page and check prices.

New Business.

1. Election of Officers and operations Executive. Van Kooten named the positions that are available for the board. Van Kooten had Dirks read the descriptions for the operations executive. After discussion, Van Kooten was nominated for President by Koster and seconded by King. Koster was nominated for Vice President by King and seconded by Dirks. King was nominated for Secretary by Van Kooten and seconded by Koster. Van Kooten was nominated for Operations Executive and seconded by Koster. All of the nominations were approved by unanimous vote.
2. 2021 Budget. The board discussed the 2021 budget and Van Kooten said there is \$250,000.00 in building improvements to allow for any changes they may do in the upcoming year. The service contracts is at \$165,000.00 which is more since there will be more to CMT for the 18/36 Project and the airport will be reimbursement for 95% of those fees. After discussion, a motion was made by King to approve the 2020-2021 budget and seconded by Dirks.

Next Meeting. The next regular meeting is scheduled for September 10, 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 6:52 p.m.

Respectfully submitted,

Secretary