

**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 September 10, 2020 in the Whiteside County Airport terminal.

Present for the Board were: Vice President Monte Van Kooten, Ben Adolph, Nick Dirks and Chris King. Others present were Whiteside County Board representative Glen Frank, Darin Heffelfinger, Bill Havener, Gary Orlando. Drew Wilkens attended via "Zoom" and Dan Gryder attended via "Zoom" at 6:23 p.m.

Vice President Monte Van Kooten called the meeting to order and asked for roll call. Van Kooten then asked for approval of the minutes of the August 13, 2020 regular board meeting. Upon motion by King and seconded by Dirks, 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	\$798.34
3rd RE Tax Distribution	\$9,620.36
Total Disbursements for September 2020 (See itemized list of bills attached)	\$16,920.65

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	\$3,742.00
Radio Ranch, Inc.	745.00
Illinois State Police	--
Sauk Valley Aviation – Flowage Fee	\$331.53
Prof. Lot Maint. – 6SW Garage	--
Angel Blazquez – 6NE Garage	<u>\$100.00</u>
Total Receipts	\$4,918.53

FUEL

Total Gallonage sold by Sauk Valley Aviation for month of: August	
Total Jet A Gallons Pumped:	1465.5
Total 100 LL Self Service Ground :	2642.5

BUSINESS & ECONOMIC REPORT

For the month of: August

Sauk Valley Aviation
Radio Ranch

Visitors & Fuel Customers

36

10

Total

46

Customer Planes

18

10

28

ACCOUNTS RECEIVABLE

Nelson Hostetler	3C	May - September	\$652.00
Steve Caron	3F	September	\$107.00
Allen Swift	4E	Partial July	\$88.00
Mohammed Shaker	4G	Partial June	\$38.00
Illinois State Police	5C	Sept., Oct., March, May	\$1,214.08
Mohammed Shaker	5G	September	\$150.00
		TOTAL	\$2,249.08

Public Comment. None

Manager's Report.

1. **Equipment.** The batwing, JD6130, Toyota courtesy car, Plow #23-Red, Plow #4-Blue, JD 997 mower, Ford Pick-up and JD Gator are all operational and the snow blower is in storage. The JD 997 mower deck blade spindle and one front tire were replaced. Both rear tires have been taken to Moore Tires to be replaced.

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

JET-A fuel filters were replaced and the 100LL filter will be replaced when drier weather is predicted.

The airfield lighting is operational and two (2) fixtures were re-lamped. FAA repaired the visual approach slope indicator lights following a possible lightning strike.

2. **Terminal Building.** The furnace filters were replaced and the carpet was shampooed.
3. **Hangars.** Kelly Hicks has moved from Hangar 5G to 6A. 5G is now vacant. Hangar 2F bi-fold electric door would not open. The electrical connector was cleaned and the door is now operational.
4. **Airport Improvement.** The Project SQI-4584 SRE "New Snowplow" bids were received and only one bidder, "Bonnell Industries" met the FAA AWD requirements. The AWD requirement has raised the price of the truck higher than predicted. CMT is contacting Springfield in attempt to acquire the extra funds needed to obtain the truck. The resurfacing project of 18/36 is coming in at a lower cost than expected so the extra funds from this may be able to be shifted to the snowplow overage.

Runway 18/36 blacktop resurfacing project should begin around May 1, 2021 and is estimated to take around six (6) weeks. Project SQI-4766 runway 18/36 lighting project should happen this fall.

A few trees and brush were removed and an empty lot that is owned by the airport was mowed. This property is located off Duden Road. Also continuing to clean up the burn piles by the glide slope building.

Radio Ranch has requested the airport board replace the light fixtures in Building E. Ron Hammer has maintained the original fixtures himself for years. Parts for the 40 plus year old fixtures are getting harder to find. Heffelfinger suggested having Engel Electric do a ComEd LED conversion study to determine the cost to update the lighting using the program that was used to update the airport exterior lighting last year.

Three (3) contractors inspected and gave estimates for rewiring of Hangar 5 but only one estimate received to date.

5. Activities. Civil Air Patrol Monday night meetings have resumed.

Development Coordinator's Report. Wilkens said the views are increasing on social media and Gary Orlando has been getting great pics from the airport. Wilkens said he is transitioning the website and adding the board members info and email contacts.

Old Business.

1. Replacement of the M3000 to the M4000 fuel terminal. Heffelfinger said currently they will not get a trade in value for the current fuel farm. He does not have numbers yet for a price on the upgrade, but is hoping to have numbers by the next meeting. Darin said the current one is still working and will until it quits and at that time the airport could be without fuel.

Unfinished Business.

1. Capital Bill Projects. Heffelfinger said he believes in what he has read on this bill, the airport missed this. Heffelfinger said he read that the permits had to be received by April. VanKooen will verify with Camarano that this is the case.
2. Hangar 5/Hangar 1. VanKooten said the board received Renner's suggestions but Darin does not feel those suggestions are feasible with keeping water out. Heffelfinger is getting quotes to redo the wiring in the hangar instead.
3. Terminal Improvements/Corporate Hangar. Van Kooten is going to talk to Winters about moving forward with the building.
4. Airport Usage Fees. Heffelfinger said he is going over the final details before completing, including solid numbers for the liability portion of the agreement.

5. Lease Agreement: Airport Manager & FBO. Van Kooten said the board has agreed to a new three (3) year contract which 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 based on 50 hours of labor per week. Van Kooten said instead of the insurance increase payment, the Board will give Heffelfinger free hangar rent. The contract will also reflect a change to make the tie-downs and hangar rental use for less than a week be paid to Heffelfinger. The worker's compensation insurance will be paid by Heffelfinger. Heffelfinger said his insurance went up 15% for the current year. After discussion, a motion was made by Dirks and seconded by King to accept the contract with the changes for a three (3) year contract with Heffelfinger.
6. USDA Rural Development Loan Pre-Authorization. Van Kooten said he thought he had completed all portions of the application, but was notified more documents are needed. Van Kooten will look into this further.
7. Promotional Booklet. Wilkens asked if any members had reviewed the booklet yet. Wilkens said having more eyes on it will catch any grammatical errors before printing. Gary Orlando sent a few edits with minor details. Adolph said he will look over the ag portion and send any changes to Wilkens. It was suggested to downsize the booklet to eight (8) pages until there is a new blueprint for the corporate hangar; at that time, more pages can be added to advertise for the corporate hangar. King suggested to print 100 booklets and hand out to chambers in the county. There was a discussion to do advertising at the airport (such as restaurants offered in the area) to offset costs for the printing of the booklet.

New Business.

1. ACCA 2021. Van Kooten questioned the board if everyone was on board for hosting this event which was proposed by Gryder at the last meeting. Wilkens contacted Gryder to attend the meeting via "zoom" to answer what be needed at this time from the board. Van Kooten said he was under the impression Gryder would push for Whiteside but the board would have to approve a potential cost of \$30,000.00 for the event, but Gryder thought that amount should be offset by sponsors. Gryder joined via Zoom. Gryder said he would like to have the location of the event published by November 1. Van Kooten told Gryder the board has strong enthusiasm to host the event, but can't guarantee alcohol could be on the premises at this time without going to the County board. Gryder said the first year would be a "planting of the seed" and the next years would increase by word of mouth. Gryder felt if there was a loss for the event it would not be big. Van Kooten will reach out to the county board about alcohol on the premises. Gryder expressed that the DC-3 event worked great due to Gary Schopp and Mike Dowell doing the community activities and involvement. Gryder suggested King would be a great person for reaching out to the community for the event. The members discussed the possibility of the event and that Gryder would like to have everything onsite including food and drinks. While the alcohol can't be guaranteed, King could reach out to Candlelight and Triple P about possibly doing food onsite. King suggested bringing up the possibility of the event to the county at the meeting on Tuesday, they could put on the next meeting agenda for approval. After further discussion, a motion was made by Van Kooten and seconded by Dirks to underwrite the ACCA event on July

24-26, 2021 up to \$30,000.00 which excludes alcohol. Wilkens will contact Gryder and Van Kooten will reach out to Horn and Duffy.

2. Special Meeting Date. The board discussed having a special meeting to review the budget, ACCA event and go over other airport board details for the newest members at a retreat. The special meeting will be held on September 24, 2021 at 9:00 a.m.
3. Meeting Owl Purchase. Wilkens suggested the Meeting Owl purchase which is a conference room camera with mics and speakers to improve sound for those attending meetings via zoom. Wilkens said it does come with a thirty (30) day trial period. The Meeting Owl is approximately \$1,000.00 and Heffelfinger will look into.

Next Meeting. The next regular meeting is scheduled for October 15, 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 7:11 p.m.

Respectfully submitted,

Secretary