

**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 November 12, 2020 in the Whiteside County Airport terminal.

Present for the Board were: President Monte Van Kooten, Chris King, Nick Dirks and Mike Zolli. Ben Adolph attended via "Zoom". Others present were Whiteside County Board representative Doug Wetzell, Darin Heffelfinger, and Jackie Damhoff.

President Monte Van Kooten called the meeting to order and asked for roll call.

Van Kooten introduced Mike Zolli as the new airport board member. Van Kooten swore in Zolli and he officially joined the airport board.

Van Kooten then asked for approval of the minutes of the October 15, 2020 regular board meeting. Upon motion by King and second 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 (5) votes in the affirmative.

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5th RE Tax Distribution	\$4,622.07
Total Disbursements for October 2020 (See itemized list of bills attached)	\$12,864.44

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	\$5,040.00
Radio Ranch, Inc.	745.00
Illinois State Police	922.95
Sauk Valley Aviation – Flowage Fee	\$121.71
Prof. Lot Maint. – 6SW Garage	--
Angel Blazquez – 6NE Garage	--
Total Receipts	<u>\$6,829.66</u>

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## FUEL

Total Gallonage sold by Sauk Valley Aviation for month of: October  
Total Jet A Gallons Pumped: 441.6  
Total 100 LL Self Service Ground : 1107.8

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## BUSINESS & ECONOMIC REPORT

For the month of: October	Visitors & Fuel Customers	Customer Planes
Sauk Valley Aviation	25	14
Radio Ranch	5	5
Total	30	19

## ACCOUNTS RECEIVABLE

Allen Swift	4E	Partial July & October - November	\$340.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,083.15
Robert Henson, Jr.	5H	November	\$150.00
Greg Houldson	6F	November	\$132.00
Marcus Fisch	6J	November	\$100.00
Prof. Lot Maintenance	6SW	May - July, September - November	\$770.00
		TOTAL	\$3,575.15

**Public Comment.** Van Kooten said Bill Havener requested the airport to sponsor an EAA fly-in, but the equipment was given to Geneseo so in order to host a fly-in, it would need to be a fundraising event for a group instead of the airport.

### Manager's Report.

- 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. Plow #23-Red had all fluids serviced and tire pressures checked. The snowplow blade was prepared for welding repair. Plow #4-Blue had all fluids serviced and tire pressure checked. The snowplow hydraulic frame was prepared for welding. Five (5) broken  $\frac{3}{4}$ " bolts that attach the plow frame to the truck frame were replaced. Three (3) 12 volt starting batteries were replaced. Heffelfinger ordered a welder.

Fuel farm is operational and Howard Lee & Sons completed their monthly U.S.T. inspection on October 18, 2020 and November 12, 2020. The Jet-A and 100LL fuel filters were replaced. Howard Lee & Sons scheduled the yearly cathodic testing to be done on November 20. This test will check the integrity of the Jet-A steel fuel tank.

The airfield lighting is operational and one (1) fixture was re-lamped.

- Terminal Building.** The furnace filters were changed.

3. Hangars. Craig Woodley will be moving into Hangar 4I.
4. Airport Improvement. The Project SQI-4584 SRE "New Snowplow" update. Waiting for Bonnell Industries to finish Buy American waiver paperwork.

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 in the spring.

The burn piles by the glide slope building have been cleaned up and leftover unburnt wood was trucked to the southwest corner of the property for further burning. The cleaning up of trees in the fence line along Thome Road has been started.

The windsocks and greased pole bearings were replaced.

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

**Development Coordinator's Report**. The Board reviewed Wilkens report, but no discussion took place since Wilkens was not in attendance or not present.

### **Old Business**

1. Replacement of the M3000 to the M4000 fuel terminal. Heffelfinger said Howard Lee & Sons contacted QT Technology and after talking with them, they will not work with QT Technologies. The customer service is not good. Heffelfinger said Howard Lee does have a full master system. It was discussed whether to put it out for bid or not, but Van Kooten looked up bylaws and it is not required if under \$30,000.00. Zolli asked if the Board could get state money for the project, but Heffelfinger said in order to do that, the Board would have to prove it will increase fuel sales. King suggested getting a quote for the full master system with hooking up to the JetA right away and what the cost would be to wait to add that in. After discussion, a motion was made by Dirks and second by King to authorize Heffelfinger to purchase the fuel master system not to exceed \$29,999.00, discussed this in his manager's report. All members voted aye.
2. Snow Removal Equipment. Heffelfinger said there is a paperwork delay. The 90 day deadline is in two (2) days, but everything should be okay since the hold up is on the State's end.
3. Penny VanKampen/Community State Bank/Signature Cards. Van Kooten said Zolli and Dirks need to get a copy of their ID and social security card to Community State Bank. Van Kooten, King and Adolph need to get a copy of their updated license to the bank.

### **Unfinished Business**

1. ACCA 2021. King said she and Van Kooten met with Melinda at Rock Falls Tourism. The Rock Falls Tourism was a big push with the events in the past. Gryder wanted \$5,000.00 - \$7,000.00 by the 1<sup>st</sup> of December, but King told him that will not happen.

King said the county State's Attorney said the Airport does not need a 501(c)(3), but Gryder is saying the Board does. King will talk further to Gryder about this and the State's Attorney to find which route is needed. King has a list of members for the 501(C)(3) only. Gryder wants to keep entity name separate and keep donations in a separate account so it would not necessarily benefit the airport. King said the weekend of the event Rock Falls Tourism does have food trucks lined up downtown on Friday night along with a band. King got several quotes from the local hotels from Rock Falls and Dixon. Days Inn also has detassellers on their premises which do take up most of their rooms. All hotels will reserve blocks for the event. King said for the hot air balloon event, there are a few local clubs that do this in the area. The airshow Gryder would like to have would include jets, Warbirds and pistons. King has the documents from the Warbirds event which she has not looked over yet, but will be. King said the warbirds paid to get people here with planes, but no one on the Board is under the impression it would be the same for this event. Van Kooten said he spoke with Rosengren regarding planting oats in the field in front of the airport and he was very accommodating.

2. Hangar 5/Hangar 1. Van Kooten said Hangar 5 is tabled for the time being. Heffelfinger suggested maybe getting a quote to add a drain just inside the hangar which would run outside the hangar to the drain. The Board agreed to have Heffelfinger get bids on doing this. Van Kooten said regarding Hangar 6, it was suggested to add extra circuits to each hangar. A motion was made by Dirks and second by Zolli to approve adding the circuits in Hangar 5 in the amount of \$7,809.00.
3. Radio Ranch Light Fixtures. Heffelfinger said Engel Electric will take the rebate and reduce the cost to the airport. A motion was made by King and second by Zolli to approve Engel Electric's proposal of \$10,415.00 less the rebate amount of \$3,084.00 for a total cost of \$7,331.00.
4. Corporate Hangar. Van Kooten said he has not yet heard any new news on the rural development program from the USDA office. Van Kooten said Heffelfinger spoke with someone from Astec and he thought it would be easy to fill.
5. Summerdale Road Properties. Van Kooten said he reached out to the health department on the well and septic, but has not yet heard back. Van Kooten will look into the situation more.
6. Promotional Booklet. The promotional booklet was printed and Heffelfinger received them today. The board thought they looked very nice.

### **New Business.**

1. Vice President Election. After discussion of the open Vice President position, Adolph nominated Nick Dirks as Vice President of the Airport Board and King seconded. All members voted aye.
2. 2021. A motion was made by King and second by Dirks to approve the meeting dates as attached.

**Next Meeting**. The next regular meeting is scheduled for December 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 by Dirks, seconded by Zolli and passed unanimously, the meeting was adjourned 6:18 p.m.

Respectfully submitted,

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Secretary