

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

Present for the Board were: President Monte Van Kooten, Chris King, Ben Adolph and Mike Zolli. Nick Dirks attended via "Zoom". Others present were Whiteside County Board representative Bill McGinn, Darin Heffelfinger, Gary Orlando, Jackie Damhoff, Bill Havener and Nancy Havener. Drew Wilkens and Jim Duffy attended via "Zoom".

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 November 12, 2020 regular board meeting. Upon motion by King and second by Zolli, 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, five (5) votes in the affirmative.

Final RE Tax Distribution	\$2,478.72
RE Interest Distribution	\$51.53
Total Disbursements for December 2020 (See itemized list of bills attached)	\$15,925.94

The following Receipts and Accounts Receivable were reported. Upon motion duly made and seconded, the Receipts and Accounts Receivable were unanimously approved, five (5) votes in the affirmative.

RECEIPTS	
Receipts	Total Receipts
T-Hangar Rents	\$3,119.00
Radio Ranch, Inc.	\$1,490.00
Illinois State Police	922.95
Sauk Valley Aviation – Flowage Fee	\$167.34
Prof. Lot Maint. – 6SW Garage	\$100.00
Angel Blazquez – 6NE Garage	--
Total Receipts	<u>\$5,799.29</u>

FUEL

Total Gallonage sold by Sauk Valley Aviation for month of: November
Total Jet A Gallons Pumped: 884.7
Total 100 LL Self Service Ground : 1126.7

BUSINESS & ECONOMIC REPORT

For the month of: November	Visitors & Fuel Customers	Customer Planes
Sauk Valley Aviation	30	17
Radio Ranch	7	7
Total	37	24

ACCOUNTS RECEIVABLE

Allen Swift	4E	Partial November	\$72.00
Illinois State Police	5C	Sept., Oct., March, May	\$2,065.19
Mohammed Shaker	4G	Partial October	\$38.00
Mohammed Shaker	5I	October	\$150.00
Mike Hosto	6C	Partial December	\$60.00
Mohammed Shaker	6D	May/October	\$252.00
Sauk Valley Aviators	6I	Partial December	\$50.00
Marcus Fisch	6J	December	\$136.00
Prof. Lot Maintenance	6SW	May - July, September - December	\$880.00
		TOTAL	\$3,703.19

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, the snowblower and JD Gator are all operational. The courtesy car will be going to Ken Nelson in Dixon to have the rear door handle replaced. Heffelfinger is also going to have them look at the multiple gauge panel warning lights. Plow #23-Red had multiple cracks in the snowplow blade welded. Plow #4-Blue had the snowplow hydraulic frame welded.

Fuel farm is operational and the JET-A and 100LL fuel filters were replaced. Howard Lee & Sons completed their monthly U.S.T. inspection on November 12, 2020. Prontanic did the yearly cathodic testing on November 20. During the testing, they found a couple wiring discrepancies which were repaired.

The airfield lighting is operational and fifteen (15) fixture was re-lamped.

2. **Terminal Building.** The furnace filters were changed. Three (3) fluorescent hallway lights were removed and replaced with LED fixtures.

3. Hangars. The cables to the door in 5B are damaged and need to be replaced. Erect-A-Tube will be sending a new part to fix. Craig Woodley will be moving into Hangar 4I.
4. Airport Improvement. The Project SQI-4584 SRE "New Snowplow" update: Bonnell has finished the Buy American waiver paperwork. The Illinois Department of Aeronautics approved the waiver and the state has sent the waiver to the FAA for final approval.

Runway 18/36 blacktop resurfacing project should begin around May 1, 2021 and is estimated to take around six (6) weeks. Heffelfinger has completed the Intergovernmental Agreement between the state and the airport for funding of the project. Project SQI-4766 runway 18/36 lighting project should happen in the spring.

The cleaning up of the fence line along Thome Road is complete. Heffelfinger is currently working on the fence line along Summerdale Road.

Howard Lee and Sons gave a proposal for replacing the QT Technologies fuel terminal with a Flow Master brand system last month. Heffelfinger received an updated amount that includes adding the JET-A pump to the self-service terminal. The total project with the addition is \$26,704.00. Heffelfinger is working with Pat O'Brien from Howard Lee and Sons to iron out the transition with the credit card company from QT-Pod to Fuel-Master.

ComED approved Engel Electric to proceed with the LED conversion project at Radio Ranch.

The State of Illinois notified Heffelfinger the airport is required to fly a POW/MIA flag. Heffelfinger has ordered a new flag to meet this requirement.

5. Activities. Civil Air Patrol Monday night meetings are via Zoom.

Due to the pandemic, Sauk Valley Aviation will not be able to host their annual Christmas party.

Development Coordinator's Report. Wilkens went over his report stating numbers have been down on social media besides Orlando's last photo on November 18 of a Sonex airplane. Wilkens suggested paying for advertising some of the events and resources going on at the airport on social media platforms to try to boost the followers and keep interest. Adolph asked about posts syncing with Instragam, as there has not been any posts on Instagram since November 2019. Wilkens will look into this as he was under the impression they should. King asked if the Airport had a Linked-in account yet, Wilkens said he would look into getting one set up. Orlando said he usually talks to the pilots after he takes a photo explaining what he is doing and a pilot recently contacted Heffelfinger for Orlando's email. He was wanting more of the photos that were taken. Orlando asked if it would be permissible for him to ask pilots for \$20.00 for extra prints he would send them. The board had no objection to this.

Old Business.

1. Replacement of the M3000 to the M4000 fuel terminal. Heffelfinger covered this in the Manager's Report above.
2. Snow Removal Equipment. Heffelfinger covered in the Manager's Report above.
3. Penny VanKampen/Community State Bank/Signature Cards. Van Kooten asked the members if they had gotten the information the bank was needing. Everyone is working on it, Zolli submitted his via email.

Unfinished Business.

1. ACCA 2021. King said the board needs to come up with a name for the 501 (c)(3). The members of the 501(c)(3) board currently are Pete Harkness, James Marks and Bill Wescott. Gryder was going to reach out to a person in Iowa that would do the 501(C)(3) for \$800.00.
2. Hangar 5/Hangar 1. Heffelfinger said Burger came out to look at the hangar, but he has not gotten a price yet.
3. Hangar 6. Heffelfinger said Engel is hoping to start before Christmas.
4. Radio Ranch Light Fixtures. Heffelfinger updated in his Manager's Report.
5. Corporate Hangar. Van Kooten said he spoke with the USDA office and they are hoping to send the application off/down next week.
6. Summerdale Road Properties. Van Kooten said acquiring the properties from Gail Rogers should not have much expense since he is donating the lots. The closing of the well and septic is not very expensive. The owner also mentioned the well and septic would be done before it was turned over as well. After discussion, a motion was made by King and seconded by Adolph and passed unanimously to have Van Kooten talk to the attorney of Gail Rodgers to acquire the four (4) lots on Summerdale Road.
7. Promotional Booklet. Van Kooten said he tried to deliver booklets to the hospital, but due to the pandemic, they would not accept them since there are not any waiting rooms. It was discussed to put the booklet into pdf form and post on social media to get the information out there. King will get booklets to the local chambers.

New Business.

Next Meeting. The next regular meeting is scheduled for January 14, 2021 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 Zolli, seconded by Dirks and passed unanimously, the meeting was adjourned 5:56 p.m.

Respectfully submitted,

Secretary