

**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 January 14, 2021 in the Whiteside County Airport terminal.

Present for the Board were: President Monte Van Kooten, Chris King, Ben Adolph, Nick Dirks and Mike Zolli. Others present were Darin Heffelfinger, Gary Orlando and Jackie Damhoff. Drew Wilkens and Dan Gryder 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 December 10, 2020 regular board meeting. Upon motion by Adolph 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, five (5) votes in the affirmative.

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Total Disbursements for January 2021 (See itemized list of bills attached)      \$44,862.18

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.

	<b>RECEIPTS</b>
Receipts	Total Receipts
T-Hangar Rents	\$11,351.00
Radio Ranch, Inc.	\$--
Illinois State Police	1,845.90
Sauk Valley Aviation – Flowage Fee	\$117.60
Prof. Lot Maint. – 6SW Garage	\$--
Angel Blazquez – 6NE Garage	<u>\$200.00</u>
Total Receipts	<u>\$13,514.50</u>

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**FUEL**

Total Gallonage sold by Sauk Valley Aviation for month of: December	
Total Jet A Gallons Pumped:	714.8
Total 100 LL Self Service Ground :	658.9

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## BUSINESS & ECONOMIC REPORT

For the month of: December

Sauk Valley Aviation  
Radio Ranch

Visitors & Fuel Customers

21

8

Total

37

Customer Planes

15

8

24

## ACCOUNTS RECEIVABLE

Nelson Hostetler	3C	January	\$107.00
Rex Meyers	4A	January	\$126.00
John Smith	5B	January	\$150.00
Illinois State Police	5C	Sept., Oct., March, May	\$1,124.28
JT Smith	5D	January	\$110.00
Robert Henson Jr.	5H	January	\$150.00
Mohammed Shaker	6D	October	\$126.00
Sauk Valley Aviators	6I	Partial December	\$50.00
Prof. Lot Maintenance	6SW	May - July, September - January	\$990.00
		TOTAL	\$2,700.28

**Public Comment.** None

### **Manager's Report.**

1. **Equipment.** The batwing, JD6130, Toyota courtesy car, Plow #23-Red, Plow #4-Blue, JD 997 mower, the snowblower and JD Gator are all operational. The Ford pick-up had the fluids serviced and Kunes replaced the broken electric window frames on the driver's door, the plow lift chains were replaced and the cutting edge was replaced on the snowplow. The Plow #23-Red had the fluids serviced and multiple cracks on the snowplow blade were welded. Thompson Truck repaired the broken windshield wiper linkage and the headlight wiring. The broken muffler stack band was also replaced.

Fuel farm is operational and Illinois Department Weight and Scales certified the Jet-A and 100LL fuel meters. Howard Lee & Sons completed their monthly U.S.T. inspection on December 21, 2020.

The airfield lighting is operational and two (2) fixtures were re-lamped.

2. **Terminal Building.** The furnace filters were changed.
3. **Hangars.** The bi-fold door opener was replaced on 5B and the closed limit switch. Hangar C had the east lift cable replaced on the bi-fold door. Craig Woodley moved into Hangar 4I. 4E is open after the passing of a long time tenant, Allen Swift. The bi-fold door was stuck open on 5J and the auxiliary contact on the up-limit switch were cleaned.

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. The FAA is now requesting a couple more worksheets to be filled out by Bonnell. Travis from CMT estimates another six (6) weeks before all the waivers are completed.

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.

Howard Lee & Sons is working on finalizing the engineering of the fuel terminal conversion to the new Fuel Master terminal.

Engel Electric has completed the LED conversion project at Radio Ranch. Heffelfinger said Ron Hammer thanked him and the Board for the new lighting.

Engel Electric is hoping to begin on the Hangar 6 electrical project soon.

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

### **Unfinished Business.**

1. ACCA 2021. Dan Gryder said Air Venture is not solid they will be a go for sure on events this year. Gryder feels safe with moving forward with the ACCA event since it is a private event. Gryder also said there are issues with the insurance side which are political. ACCA will help promote the event at Whiteside. Gryder asked about the pandemic in Illinois. King said Illinois is still currently on the same tier we have been since November 20 and the hospitals have low capacity currently and restaurants are still closed. Gryder asked about more information on holding a 5K event in the morning and the airshow in the afternoon. Heffelfinger said he is still waiting to hear from the FFA and Robert Haan regarding the go-ahead. Van Kooten asked about the 501(c)(3) status and Gryder said he has been in contact with his guy in Iowa that will do it for less than \$800 and is just waiting for the go-ahead. King asked if once the website was done if it can start getting forwarded to tourism. King said Melinda at the Rock Falls Chamber has a list of the food trucks and vendors. Gryder said the hot air balloon is done. Heffelfinger asked how many fuel trucks he should have reserved, as he currently has one (1). Gryder didn't see a need for more as long as Heffelfinger could get the gas from the tank if needed. Gryder suggested meeting with King and the volunteer committee group via Zoom soon. Zolli suggested taking a precaution with the pandemic and Adolph suggested possibly reaching out to the health department to get their thoughts on moving forward with the event in July.

**Development Coordinator's Report.** Wilkens went over his report stating the top performing post was made by Gary Orlando on December 2 which was a photo of a Cirrus jet taking off on Runway 36. The other top performing post was a photo of a LearJet 75 operated by Beck Seed Company. A tribute post was also made for former Airport Board Chairman Stan

Domack, about his passing and expressing condolences. Wilkens said the LinkedIn account has been created and set up and Instagram has 109 followers.

### **Old Business.**

1. Replacement of the M3000 to the M4000 fuel terminal. Heffelfinger discussed this in his report.
2. Snow Removal Equipment. Heffelfinger discussed in his report.
3. Booklets. Wilkens said the booklet is uploaded on the website.
4. Penny VanKampen/Community State Bank/Signature Cards. Dirks and King have to still get copies of their driver's license and social security card to Community State Bank. Jackie took a copy of Dirks driver's license and will deliver to Community State Bank on Friday. King said her license is expired and is going to go get a new one soon.

### **Unfinished Business.**

2. Hangar 5 (Burger Estimate?). Heffelfinger said he is waiting for pricing from the drainage company, but Heffelfinger stated in three (3) years the blacktop will need to be resurfaced, so it may be better to wait and put the drains in at that time.
3. Hangar 6. Heffelfinger said they are adding the outlets in each hangar on Tuesday so they don't blow fuses.
4. Radio Ranch Light Fixtures. Heffelfinger reported in his report this is completed.
5. Corporate Hangar (Our "Pre Application" was approved by the USDA for the Guaranteed Loan program. King and Van Kooten met with the USDA in Princeton and they seem to be in favor of the Airport receiving it, however, the EIN number is under Whiteside County and not the airport individually. With that, they would rather have the loan be in Whiteside County's name to match the EIN. Zolli suggested getting with other airports to find out common amounts for rent coming in for the corporate hangar and go gauge interest in the area. King suggested that Van Kooten talk to Jim Duffy to see if the County would loan the money to the airport or be put on the loan with the USDA office. Van Kooten will discuss with Duffy.
6. Summerdale Road Properties. Van Kooten said he is waiting to see the contract from Attorney Bill Shirk for the properties.

### **New Business.**

1. Possible replacement of the JD997 zero turn. Heffelfinger said a year or so ago there was a discussion of replacement of the zero turn mower from Holland & Sons. At the time of the estimate the price was \$32,000.00 for the tractor, \$6,100.00 for the mower

and deck, \$4,200.00 for the snowblower. The airport would get \$8,000.00 for a trade in. Heffelfinger said he will get an current price/cost. Determining a schedule for equipment upgrades was discussed so trade-in values are not so low when upgraded. Adolph said there is a government program for the purchase of the mowers and told Heffelfinger to ask about that when he gets updated costs. Adolph also suggested seeing if there is a leasing program. Heffelfinger will look into these.

**Next Meeting**. The next regular meeting is scheduled for January 14, 2021 at 5:00 p.m. at the Airport Terminal Building.

Orlando asked the Board about getting a display in the terminal which can house pictures of aircraft that have been to the airport. The Board discussed this and determined no objection if the display matches the theme of terminal. Adolph also suggested a digital display on the tvs in the terminal as a possibility.

**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 6:43 p.m.

Respectfully submitted,

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Secretary