

**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 June 15, 2023 in the Whiteside County Airport terminal.

Present for the Board were: President Monte Van Kooten, Ben Adolph, Nick Dirks, and Chris King. Others present were Darin Heffelfinger, Bill Havener, Gary Orlando, Doug Wetzell - Whiteside County Board and Jackie Damhoff.

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

Van Kooten then asked for approval of the consent agenda items including minutes of the regular meeting on May 11, 2023, the itemized bills which a copy is attached hereto, minutes of the special meeting on May 24, 2023, accounts receivable and the business and economic report. Upon motion by Dirks and second by Adolph, the consent agenda items were unanimously approved, four (4) votes in the affirmative.

The following financial transactions were reported:

---

CD Interest	\$1,268.45
Total Disbursements for June 2023 (See itemized list of bills attached)	\$50,911.72

**RECEIPTS**

Receipts	Total Receipts
T-Hangar Rents	\$3,295.00
Radio Ranch, Inc.	\$745.00
Sauk Valley Aviation – Flowage Fee	\$323.81
Davis & Gisi – Building B	\$1,000.00
Prof. Lot Maint. – 6SW Garage	\$-
Angel Blazquez- 6NE Garage	\$-
OSF Aviation LLC	\$-
Total Receipts	\$5,363.81

---

**CDS**

SVB CD Maturing 8/17/23	\$554,211.00
SVB CD Maturing 5/18/23	\$329,075.00

---

**FUEL**

Total Gallonage sold by Sauk Valley Aviation for month of: May

Total Jet A Gallons Pumped: 2400

Total 100 LL Self Service Ground : 1197.3

---

---

**BUSINESS & ECONOMIC REPORT**

For the month of: May

Fuel Customers

Sauk Valley Aviation 71

Radio Ranch 11

Total 

---

82**ACCOUNTS RECEIVABLE**

Romaine Albrecht	1B	May & June	\$164.00
Bruce Colmark	1F	May & June	\$168.00
Doug Baker	2B	May & June	\$167.00
Luke VanderBleek	2D	January	\$102.00
Keith Schriener	4H	January	\$126.00
OSF	5C	June	\$350.00
Robert Henson	5H	July - November/January-April	\$940.00
Sean Cassens	6H	December - June	\$924.00
Prof. Lot Maintenance	6SW	January - June	\$660.00
		TOTAL	\$3,601.00

**Public Comment.** None**Manager's Report.**

1. **Equipment.** The batwing had the deck cutting blades replaced. The JD6130 is operational. The Toyota courtesy car is out of service due to no brake lights and the battery drains overnight. The Bollman courtesy car and Traverse courtesy car are operational. The Ford pick-up, Plow#4-Blue and snow blower are all operational. The Plow #1-Yellow is currently at Bonnell's for service. The JD 1585 mower is out of service and Prairie State has replaced the shivs, pulleys and belts. The mower ran four (4) hours and the right gear box failed and parts are currently on order.

Fuel farm is operational, and Howard Lee & Sons completed their monthly U.S.T. inspection and updated software for the Fuel Master system on May 5, 2023.

The airfield lighting and equipment is operational, and two (2) light bulbs were replaced for the taxiway light fixture. Engle/Helm Group made a repair to the beacon and updated to LED lamps. FAA repaired the failed localizer antenna for the ILS.

2. Terminal Building. The furnace filters were changed. The iron filter/water softener is malfunctioning. Water, Inc. has been notified.
3. Hangars. Hangar 2A had the overhead lights replaced. The up-limit switch on bifold door on Hangar 3A was adjusted.
4. Airport Improvements. CMT completed the survey for the OSF building sight. They will start the airspace review process soon. The building will be shifted about 20' to avoid a pole to gain access to the garage. The 7/25 runway resurface project is still under review by the FAA. The FAA is discussing possibly keeping the length but shortening the width. Civil/Helm is planning to start the taxi-way extension project on July 9. The only foreseen delay may be with acquiring the electrical equipment which is needed..
5. Activities. Civil Air Patrol continues to meet on Monday nights. Civil Air Patrol will be conducting a drill with other units in the near future. OSF conducted safety training to local first responders from Sterling/Rock Falls area on June 7,8 and 9. This included how to select a landing zone in a rural area, how to approach a helicopter and general understanding of hand signals. They will be expanding their training in the near future to smaller communities within the county. The next local first responder training will be for Prophetstown in early July.

TCS has not shown up to install the windows at Radio Ranch or remove the wall. Heffelfinger mentioned reaching out to someone else to complete the wall removal in Hangar D.

**Public Comment.** None.

**Old Business.** None.

**Unfinished Business.**

1. New Hangar Project/1-Ton Hoist. Heffelfinger spoke with Rick Menzel from Blunier Builders and he is going to talk to the Crane company directly about the hoist. Dirks said Pete (Harkness) had sent an email to have a committee meeting for the OSF project to keep everyone up to date on the progress. Van Kooten said he will reach out to Pete about Mondays Special meeting at 4:00 p.m.
2. Security Cameras. Van Kooten said Ufkin is hoping to install one camera after next week but is still waiting for the remaining cameras to be shipped.
3. RE Tax Payment. Van Kooten said he spoke with Jackie (Damhoff) and the taxes will be paid after the meeting. Due to the timing of the meeting and taxes were past due she spoke with Penny VanKampen and there would not be a penalty added.
4. Full Throttle. Dirks said this has been cancelled. They could not get instructors to commit but will look into next year.

5. 7/25 Project. Heffelfinger said Travis at CMT is working on this.

**New Business.**

1. Election of Officers in July. Van Kooten said at the next meeting the election of officers will take place.
2. Rep. Maurice West – June 28. King said she sent him an email regarding the OSF project. He would like a tour of the airport and will discuss OSF on June 28 with the Board.

**Next Meeting.** A special board meeting is scheduled for June 28, 2023 at 4:00 p.m. at the Airport Terminal Building. The next regular meeting is scheduled for July 13, 2023 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 Adolph and passed unanimously, the meeting was adjourned 5:32 p.m.

Respectfully submitted,

---

Secretary