

**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 5:02 p.m. on October 12, 2023 in the Whiteside County Airport terminal.

Present for the Board was: Chris King in person. Nick Dirks and Monte Van Kooten attended via Zoom. Others present were: Gary Orlando, Joe Rosengren, Larry Russell - Whiteside County Board and Jackie Damhoff.

Vice President Dirks called the meeting to order and asked for roll call.

Dirks then asked for approval of the consent agenda items including minutes of the regular meeting on September 14, 2023, the itemized bills which a copy is attached hereto, accounts receivable and the business and economic report. The minutes of the Special Board Meeting on October 7, 2023. Upon motion by King and second by Van Kooten, the consent agenda items were unanimously approved, three (3) votes in the affirmative.

The following financial transactions were reported:

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|  |             |
|--|-------------|
| CD Interest  | \$3,838.15  |
| 4th RE Tax Distribution  | \$73,504.00 |
| Total Disbursements for October 2023 (See itemized list of bills attached) | \$49,532.40 |

**RECEIPTS**

| Receipts                           | Total Receipts |
|------------------------------------|----------------|
| T-Hangar Rents                     | \$2,256.00     |
| Radio Ranch, Inc.                  | \$745.00       |
| Sauk Valley Aviation – Flowage Fee | \$149.12       |
| Davis & Gisi – Building B          | \$500.00       |
| Prof. Lot Maint. – 6SW Garage      | \$-            |
| Angel Blazquez- 6NE Garage         | \$100.00       |
| OSF Aviation LLC                   | \$-            |
| Simple Grants – deposit refund     | \$2,838.00     |
| Aerial Crop – one month            | \$116.00       |
| Fisch Motors – Toyota Sequoia      | \$500.00       |
| Total Receipts                     | \$7,204.12     |

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**CDS**

|                          |              |
|--------------------------|--------------|
| SVB CD Maturing 8/17/23  | \$554,211.00 |
| SVB CD Maturing 11/18/23 | \$329,075.00 |

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**FUEL**

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

|                                    |        |
|------------------------------------|--------|
| Total Jet A Gallons Pumped:        | 378.6  |
| Total 100 LL Self Service Ground : | 1589.5 |

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**BUSINESS & ECONOMIC REPORT**

For the month of: September

Sauk Valley Aviation  
Radio Ranch

Fuel Customers

|       |    |
|-------|----|
|       | 73 |
|       | 8  |
| Total | 81 |

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**ACCOUNTS RECEIVABLE**

|                       |     |  |            |
|-----------------------|-----|--|------------|
| Romaine Albrecht      | 1B  | October                                | \$62.00    |
| Doug Baker            | 2B  | May - October                          | \$595.00   |
| Luke VanderBleek      | 2D  | January                                | \$102.00   |
| Harry Ioder           | 3D  | October                                | \$23.00    |
| Triple F LLC          | 3E  | September-October                      | \$214.00   |
| Dennis Jokerst        | 4D  | October                                | \$126.00   |
| OSF                   | 5C  | June - October                         | \$1,750.00 |
| Robert Henson         | 5H  | July - November/January-April, October | \$950.00   |
| Sean Cassens          | 6H  | December - October                     | \$1,468.00 |
| Prof. Lot Maintenance | 6SW | January - October                      | \$1,100.00 |
|                       |     | TOTAL                                  | \$6,390.00 |

**Public Comment.** None

**Manager's Report.**

1. **Equipment.** The batwing was cleaned and the deck and gear boxes were lubricated. The JD6130 is operational. The Toyota courtesy car was sold to Marcus Fisch for \$500.00. The Bollman courtesy car and Traverse courtesy car are operational. The Ford pick-up, Plow #1-Yellow and snow blower are operational. The Plow #4-Blue is inoperative. The batteries were changed and it is not starting. Thompson Truck is sending a mechanic to investigate. Heffelfinger said possibly a crack in the fuel line. The JD 1585 mower had the front deck wheel replaced. The JD Gator is operational, but the fuel pump failed. It had new spark plugs, wires and fuel filter replaced.

Fuel farm is operational, and Howard Lee & Sons completed their monthly U.S.T. inspection on October 10, 2023. Illinois Department of Weight and Measure recertified the fuel meters. Heffelfinger completed Illinois Fire Marshall UST Class C certification certificate.

The airfield lighting and equipment is operational, and one (1) light fixture was replaced for coupling for runway 7/25. FAA removed from service the localizer, glide slope, PAPI, MALSAR, and REILS due to the taxiway construction project. This project has forced the temporary closure of runway 7/25. Plan is to have the runway re-opened tomorrow (10/13/23), reseeded next week and paint to be completed next month.

2. Terminal Building. The furnace filters were changed, and the water filter was changed on the drinking fountain.
3. Hangars. The circuit breaker for the overhead door was reset on Hangar D. The electric breaker for the door opener on Hangar 1B is not always releasing, causing the breaker to trip.
4. Airport Improvements. August Ufkin has mounted a camera on the southwest and one on the northeast side of the terminal building. The 7/25 runway resurface project is still under review by the FAA. Civil/Helm started the taxi-way extension project on Monday, July 31. Phase I has been completed and Phase 2 is well underway. The full project should be completed around October 13. Final submittal for the entrance road rehabilitation was submitted to IDOT on Monday, August 7, 2023. The project has been awarded to Civil/Helm and should begin next summer. The OSF hangar floor concrete is underway and with the weather the concrete should be poured on Monday, October 16. October 17 there will be two building crews here to start building.
5. Activities. Civil Air Patrol continues to meet on Monday nights. The Boy Scouts camping October 13-15 has been cancelled. A celebration of life for Bill Havener will be on October 21 at 2:00 p.m. in the main terminal.

### **Public Comment.**

### **Old Business.**

1. Fall Conference IPAA. Van Kooten said he spoke with Gary Wilson from the FAA about the runway.

### **Unfinished Business.**

1. Purchase of Hoist for New Hangar. Van Kooten said the approximate cost for the hoist for the OSF hangar is \$38,000.00 from CEF Crane Services. After discussion, a motion was made by King, seconded by Van Kooten and passed unanimously to approve the purchase of the hoist for the OSF hangar for a price not to exceed \$40,000.00.
2. New Hangar Project. Heffelfinger gave an update in his report. Heffelfinger also mentioned he is going to contact Nicor to have them visit next week to get on the list to get gas hooked up.

3. Farm Lease. Dirks asked if there were any bids for the farm lease. King said there were two (2) and she opened them both. The first bid was from GreenRose for 145 acres at \$30,500.00 per year for a three (3) year lease. The second bid was from Kelby Hartman for 145 acres at \$207/acre which is \$30,015.00 per year for a three (3) year lease. After discussion, a motion was made by Dirks, seconded by King and passed unanimously to accept the bid from Green Rose in the amount of \$30,500.00 per year for three (3) years.
4. Security Cameras. Dirks said Heffelfinger covered this in his report.
5. 7/25 Project. Heffelfinger updated in his report.
6. Summerdale Lots. Van Kooten said that the owner of the Summerdale lots reached out to him again and would like to hand over the lots by the end of the year. Van Kooten said he spoke with Harkness and Harkness suggested a Phase I and estimated it would cost \$1,000.00-\$2,000.00. After discussion, a motion was made by King, seconded by Van Kooten and passed unanimously to have a Phase 1 completed on the two lots to get the two (2) lots conveyed to the airport by the end of the year. Van Kooten will talk to Harkness about the Phase 1.

**New Business.**

**Next Meeting**. The next regular meeting is scheduled for November 16, 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 Van Kooten, seconded by King and passed unanimously, the meeting was adjourned 5:22 p.m.

Respectfully submitted,

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Secretary