

**AIRPORT BOARD MEETING
DIXON MUNICIPAL AIRPORT
CHARLES R. WALGREEN FIELD
1650 FRANKLIN GROVE ROAD
THURSDAY, AUGUST 24, 2017
5:00 P.M.**

AGENDA

1. Roll Call
2. Approval of Minutes
3. Airport Status report – Jim Canterbury
4. Amy Fenwick – discussion on possible flea market
5. Discussion on possible working arrangement with Whiteside Airport
6. Discussion on FBO Building Leases
7. Discussion on fuel sales and operation
8. Status on lock key box for courtesy car
9. Public/Visitor Comment
10. Adjournment

City of Dixon Airport Advisory Board
JULY 12th, 2017 - 5:00 PM at Dixon Municipal Airport

CALL TO ORDER

The meeting was called to order at 5:00 PM by President Dan Ruckman.

ROLL CALL

Present: Mark Appelquist - Dave Flenner - Dick Meggers - Dan Ruckman

Board Members Absent: Brian Brown

Others Present: Airport Manager Jim Canterbury, City Manager Cole O'Donnell, Public Works Director – Terry Weter, Sauk Valley News -Rachel Rodgers, Breneman Aircraft Service – Clay Breneman

APPROVAL OF MINUTES

Appelquist moved to approve the minutes with CORRECTIONS

- **Approval of Minutes** - shows incorrect date of June 5th - **corrected TO: May 10, 2017** of the Airport Advisory Board Meeting of Wednesday, June 14, 2017. Seconded by Meggers.

Voting Yea: 1. Appelquist 2. Flenner 3. Meggers 4. Ruckman - ABSENT: 5. Brown

Voting Nay: None. Motion carried.

AIRPORT STATUS REPORT: Jim Canterbury

- Runway Light – All but 3 working they are being stubborn
- Current Hangers Status –Two (2) “B” hangers vacant, Two (2) Hangers Vacant with exception of use for temporary city storage. “E5” (contains Fire Dept. Trailer) & “F10” (contains Street Dept. Equip. including Bucket Truck)
- AWOS – “Visibility” is working again but not because any repairs. Jim is not sure why it is working but will watch over it as it may be temporary and still need repairs.
Has had trouble getting Repairs since Belfort was sold and repairs are to be performed by another party. Jim spoke with FAA and with their help was contacted by a new man “Ty Burden” that seems like a nice guy. Jim hopes to get better service on repairs.
- OBSTRUCTIONS Runways 8/26 –
 - EAST access road – Signs made and to be installed closing road into runway Approach Safety zone. This should address FAA obstruction issue regarding (dirt) road used mostly for farm field access.
 - What else needs addressed to get Night approaches activated – Discussion about trees (on “8” approach) and earth berm (on “26” approach) leaves us questioning if all issues have been addressed to FAA satisfaction. Need to review this with ENGINEERING to see what their finding were with their past survey.
- Hay Fields – Currently this area needs cut. Farm Lease does not address this as it was cut by past tenant. Jim has spoken with tenant to see if he is intending to cut this area. This area should have been cut twice by this time normally. Appears that tenant may not be interested in it for his farm needs but implies they have been busy but will get to it. Jim will follow up with tenant and have it cut by him or offer it to someone else if he is not interested. It is to our advantage to have it cut for Hay rather than the time and expense of mowing these areas.
- Fuel Farm
 - Card programing –City IT guy is working with Fuelmaster to complete program update.
 - Last month receipt printer was not working. It appears the paper deteriorates with age and will no longer work correctly in printer.

OLD BUSINESS

- Hanger rent rate – Ruckman questioned the timing of notice and activation of new hanger fees by City Offices not being as agreed to at past meeting. Appelquist and Brown reported some tenants calling asking was going on. Flenner read from past minutes as recorded.
O'Donnell said, “we probably should get new leases out in June so they can start July 1st”.

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Terry Weter told Board that O'Donnell was taking care of it with the tenants.

RUNWAY LIGHTING PROJECT C73-4284

O'Donnell reports there is some confusion on what IDOT wants and what Dan with Engineering regarding forms and the Cities intent being properly notified to proper people. This is being worked on currently to get people between Engineering, FAA and Illinois DOT to work together with O'Donnell. With approval by IDOT that Lighting project can proceed at what cost then City can approve project to be done.

AIRPORT Fuel Sales and Operations

Assigned sub-committee made up of Brian Brown, Dave Flenner with input from Jim Canterbury, Clay Breneman, Cole O'Donnell and Terry Weter to put figures together on yearly fuel sales and cost of operation.

COURTESY Car Access

Canterbury would like to use a key lock box like those use on Home Listings for sale by Realtors for key access. This would be used for Transit pilots access to Courtesy Car after hours. Pilot would still supply personal information and sign the present Courtesy Car Agreement. When Canterbury is satisfied with information given over the phone (by voice or text photo as needed) then access number to key lock box would be given to pilot to access car keys.

Discussion also suggested updating Cab information available to Pilots for Dixon. It is possible some information posted could be inaccurate due to ownership or phone number changes.

NEW BUSINESS

- **MAINTENANCE HANGER and OFFICE RENT**

Assigned sub-committee made up of Brian Brown, Dave Flenner with input from Jim Canterbury, Clay Breneman, Cole O'Donnell and Terry Weter to put figures together on value of rental space.

- **NORTH PERIMETER FENCE PROJECT C73-4370**

Ruckman with us still working at getting Runway Light project started it is best to table discussion on the Fence project until Lighting project is active and we have our funding status understood.

- **EAA WEB SITE** - promoting AIRPORTS to Transit Pilots going to Airventure.

1. Flenner ask if any thought had been given to permit Transit Pilots to tent camp overnight in a area such as grass area east of Power Block House and fence east of it. Discussion decided should Airport *Manager be asked by a pilot to do this that he could notify Police that permission had been granted. At this time, we should not promote this on web site.
2. Breneman offered to promote fuel sales by reducing period price 12 cents per gallon. He also suggested if the City could waive the Flow Rate (8 cents per gallon) for same period it could be discounted 20 cents per gallon.

Meggers moved to suspend Flow Rate on Fuel to Breneman Aircraft Service for the promotion time to enable Breneman Aircraft Service to reduce fuel price 20 cents (Breneman 12 cents and City Flow Rate 8 cents total of 20 cents) per gallon from July 20 to August 04, 2017 to promote on EAA Airventure web site and other sites such as 100LL.com. Seconded by Appelquist.

Voting Yea: 1. Appelquist 2. Flenner 3. Meggers 4. Ruckman - ABSENT: 5. Brown

Voting Nay: None. Motion carried.

Public/Visitor Comment: NONE

Closing Comments: NONE

Adjourn at 6:10 P.M. **MOTION by Appelquist, 2nd by Meggers - APPROVED**

Next meeting – Wednesday August 09, 2017 at 5:00PM

Future scheduled dates for 2017 –Sept. 13th, Oct. 11th, Nov. 8th, Dec.13th.

Minutes submitted by Secretary, David Flenner