

AGENDA

Airport Advisory Board
Tuesday, February 23, 2021, 7:00 p.m.

Location

3232 Pleasant Street, West Community Hangar
DeKalb, Illinois 60115

- A. Roll Call
- B. Approval of Agenda – Additions / Deletions
- C. Public Participation
- D. Approval of Minutes - January 26, 2021
- E. Old Business

1. Deice Truck

Airport Manager's Summary: We received the replacement deice truck on Friday, Feb. 12, but due to the inclement weather experienced during transport, it needed to be thawed out for a proper operational check which occurred on Monday, Feb. 15, by Mike Burke, Filtration Corp. a few items were discovered that may have been affected by the sub-zero temperature/inclement transport conditions and needed repair. The deice truck vendor decided, at his cost, to have his transport driver return on Thursday, Feb. 18, and pick up the deice truck and take it back to the vendor's shop for the repairs, rather than sending a technician to DKB. The vendor assured that repairs will be priority and he will return it promptly. Mike Burke will return to confirm all repairs have been accomplished and perform operational checks and training for our Line Service staff. Until Mike is satisfied, we are not providing payment to the vendor.

2. 2200 Pleasant St. Hangar

Airport Manager's Summary: Throughout the month I have been in close communications with Exelon and ComEd executives in finalizing the anticipated leasing of the 2200 Pleasant St. hangar, formally used for Airport Equipment Maintenance, to the ComEd Aerial Group for their regional helicopter operations and maintenance. Matt Rose, City Attorney and I had a conference call with Davis Linton, Exelon Real Estate and Facilities manager, who is the lead on the legal aspects of the lease. We were able to provide assurances that the lease elements in question are agreeable and/or negotiable. The last hurdle crossed was approval by the ComEd Group VP, which was obtained on Friday, Feb. 19, with two minor elements requiring completion, which the group's supervisor intends to have completed by Friday, Feb. 26, at latest. Having approval by the ComEd VP, the Exelon Legal department was able to move forward on providing their redlines the draft lease and we anticipate a meeting this week to review and finalize. They requested having the lease coincide with their current lease with Rogers Helicopters, Inc., which renews in April, and their office lease term at Joliet Airport (JOT). They requested an allowance to have access to the hangar prior to moving equipment and office furniture for minor adjustments to the office space. Most likely, the lease will begin May 1 and would be a two- or three-year term. Davis assured that once ComEd is

established in a location, they are unlikely to move again soon, and he expressed appreciation for our patience through their layers of corporate bureaucracy as we have ultimately moved toward a positive outcome.

3. Flight/Ground Operations

Airport Manager's Summary: Between back-to-back-to-back snow events, air traffic has been somewhat regular; however, due to the inclement weather smaller aircraft pilots are generally precluded from flying due to icing conditions, reduced visibility, low clouds, and strong, gusty winds.

Andy Raih, PW Director, and two Water Department personnel have been our Snow Removal Operations Team and have done a truly remarkable job of regularly attacking the contaminants, undaunted by the frequent and on-going snow removal equipment (SRE) breakdowns. All three of our large SRE are out of service (OTS) as of this time; one of the Case tractor's articulation plate bolts sheared so it is being repaired by Johnson Tractor (est. \$13,500), the Oshkosh has a blown head gasket, and the new-to-us-this-season John Deere loader suffered a broken JRB pin which prevents attaching implements to it. As a result, Andy and Crew have been operating with a temporary-replacement PW dump truck rigged with a medium-sized blade, a smaller PW loader equipped with one of the DKB large blades, our 1-ton NAAC-spreading dump truck, the runway broom, and our two pickup trucks with 7' plow blades. Andy also utilizes his PW pickup truck with plow blade when needed. Tom Brian has been instrumental in managing the repairs internally, when possible, and coordinating with outside vendors when necessary.

Our DeKalb Flight Center Line Service Staff has been instrumental in moving snow daily around hangars, the South Ramp, fuel farm, 2100 and 2200 Pleasant St hangars, the parking lots, taxiways, chasing drifts on runway edges, and shoveling snow around runway and taxiway lights. They have regularly assisted tenants in removing snow piles in front of hangar doors, and they have been eyes on pavements so that Field Condition (FICON) and airport closure Notices to Airmen (NOTAMs) can be accurately and timely issued. They have worked without complaint through the challenging, inclement wintry conditions to service corporate, charter and freight aircraft arrivals and departures, including numerous NIU men and women basketball teams' charter flights, adapted to the frequent fueling equipment failures, all while being temporarily displaced in the FBO lobby during the redesign construction, enduring dust, noise, and flooring application odors.

Our other service vehicles have also suffered a flat tire/dry rotted tires, inoperative headlights, listing truck bed/frame, fuel pump failure/inoperative ignition switch, and an exhaust leak/spark plugs failure.

Our fuel trucks have not been immune: four replacement rear tires were required for the JetA truck, the JetA truck deadman switch failed, and 100LL AvGas truck has repeated cold-starting issues.

On Tuesday, Feb. 16, our regional FAA lighting/navigational aid (NAVAID) supervisor called and requested that I check the Glideslope (GS) critical area for snow clearance, which is required to be no higher than 24", and he emailed me an FAA Advisory Circular (AC) diagram to reference. I drove out to inspect and found that the snow piles along R9/27 impeded the critical area at heights of 4-feet, plus. As a result, the GS was taken GS out of service (OTS) until which time we can clear the critical area of the snow piles. He suggested using an airport snow blower, as had recently been used successfully at the Freeport Airport in a similar situation. I discussed the possibility with Andy, but with our large equipment out of service, it is unlikely to be addressed anytime soon, and we would hope for significant melting to occur in the meantime.

We have sporadically received complaints from a few tenants expressing their displeasure with our snow removal timing or tactics and also a couple of issues with water encroaching inside hangars. Between Andy, our Line Service staff and myself, we have listened, explained, adjusted and responded as needed, mostly to their satisfaction.

On Sunday, Feb. 7, at approximately 12:20pm the pilots of a Citabria single-engine piston, two-seat aerobatic plane that was being delivered to Connecticut from Arizona, in route to DuPage Airport (DPA), declared a fuel emergency to Chicago Approach Control and performed an emergency landing at DKB shortly thereafter. Chicago Approach controllers called DeKalb Fire Department who responded immediately, but were, thankfully, not required. Jeff McMaster, Fire Chief, called to alert me. I called Rich Reynolds to alert him, but the plane had already safely landed at that point and was able to taxi to the South Ramp. Jeff Kohlert, Fly America, was in his shop and discussed the situation with the pilots who consulted the new owner and decided to leave the plane for inspection by Jeff. The plane was temporarily put into the West Community hangar, until Jeff could shuffle aircraft in his hangar to accommodate it. No issues were discovered in the troubleshooting. The pilots returned on Friday, Feb. 19, successfully performed a test flight and departed after paying hangar fees.

4. Fuel Revenues

Airport Manager’s Summary:

January fuel sales as recorded:

Month	100LL gal	Sales	JetA gal	Sales
January 2021	2,252.5	\$8,525.68	3,355.0	\$ 9,844.44
vs.				
January 2020	1,736.5	\$7,116.59	5,227.0	\$15,401.51

Both JetA and 100LL AvGas market prices have increased steadily since the end of January. Our last fuel purchase was JetA on Dec. 31, 2020. We ordered a JetA load for delivery on Monday, Feb. 22, just ahead of yet another anticipated \$.09-.10/gallon price increase on Tuesday, Feb. 22. We have been able to keep our prices regionally competitive. AvGas fuel sales have been slower due to the inclement weather which precludes smaller aircraft pilots from flying. JetA fuel sales have also been affected for the same reason.

In the past month, we have enjoyed servicing several new Contract fuel customers, and their fuel purchases benefit us in not having to pay credit card processing fees.

5. TIP Projects (Transportation Improvement Program)

a. DKB-4331 Taxiway-Rehabilitate T-hangar Pavements, Entrance Road Auto Parking Lot

Airport Manager’s Summary: On Wed., Feb. 17, I met with Susan and Meagan, City Accountants, regarding a outstanding project payments to Hanson engineering firm. We then had a conference call with Melanie, IDOT, to track reimbursement and withholding payments, which she indicated had not been paid out since the block grants have not yet been closed but will be soon. I contacted Cindy, Hanson, to obtain the invoice packets so we can process one of the invoices for which we received reimbursement from IDOT in 2019 but had not been passed through to Hanson.

b. DKB-4556 Replace the Existing Visual Approach Slope Indicator (VASI) Units on Runway Ends 2, 20 and 27 with Precision Approach Path Indicator (PAPI) Units

Airport Manager’s Summary: I received the CMT engineering invoices for Design and Special Services phases which I signed and returned to IDOT for processing. Construction is anticipated to begin as soon as the construction season resumes.

c. DKB-4800 Rehabilitate Runway 2-20

Airport Manager’s Summary: On Thursday, Feb. 18, I received an IDOT email with the DKB-4800 Rehabilitate R2/20 award letter to Curran Construction attached. Construction is anticipated Summer, 2021, dates yet to be scheduled.

d. DKB-4875 Rehabilitate Taxiway C

Airport Manager’s Summary: I participated in an online Teams Pre-design meeting with IDOT, CMT, and an FAA lighting/NAVAID supervisor for DKB-4875 Rehabilitate Taxiway C. CMT is in process of

reaching the engineering 35% completion to keep the project on schedule to meet the July bid-letting deadline. This project will be constructed in 2022.

F. New Business

1. Events

- a. **DeKalb County Health Department Hazardous Waste Collection – Saturday, May 1**
Airport Manager's Summary: Emily, DeKalb County Health Dept, contacted me to schedule this yearly event for Sat., May 1, times to be determined, at 2100 Pleasant West Ramp.

- b. **DeKalb Chamber of Commerce – Drive-thru Expo – Friday, May 14**
Airport Manager's Summary: Emily, DeKalb County Health Dept, contacted me to schedule this yearly event for Sat., May 1, times to be determined, at 2100 Pleasant West Ramp. Matt Duffy, DeKalb Chamber, and his team are working on details and will be coordinating with me as plans are finalized.

2. Airport Improvements

- a. **FBO Redesign**
Airport Manager's Summary: Using TIF #1 funds, we have replaced the drop ceilings on both floors, replaced the fluorescent lighting with LED units, removed ceramic tile and vinyl tile floors and replaced with a poly aspartic (epoxy) flake product, and removed a few walls to create a more open and welcoming space. The next phase will include installing stone tiles on a few first floor walls and the second floor Conference Room east wall to create interest walls, painting the remaining first and second floor walls, removing existing first and second floor wall-to-wall carpeting and replacing with carpet tiles, south exterior façade tuckpointing, and removing and replacing first and second floor windows with low-E windows.

- b. **DKB Air Park**
Airport Manager's Summary: I reached out to Mat Mat Emken, DeKalb Park District, and scheduled and site visit for Friday, Feb. 26, to discuss the possibility of partnering to establish the DKB Air Park.

- c. **Airport Coronavirus Response Grant Program (ACRGP)**
Airport Manager's Summary: The second round of COVID relief signed by President Trump at the end of December includes \$13,000 allocated to DeKalb Airport. Specifics for the grant application process are forthcoming. I anticipate utilizing the funds toward necessary equipment repairs.

- d. **Fuel Supplier RFP**
Airport Manager's Summary: I received a phone call from a representative from Titan Fuels inquiring about our fuel contract status, which currently will end on 12/31/2021, and the anticipated RFP. He emailed me information and will follow up in March.

G. Adjournment



Minutes
Airport Advisory Board

The Airport Advisory Board of the City of DeKalb, Illinois, held a Regular meeting on January 26, 2021, at the DeKalb Taylor Municipal Airport, 3232 Pleasant Street, DeKalb, Illinois, in the West Community Hangar.

Chair Robert Owens called the meeting to order at 7:00 p.m.

A. Roll Call

Robert Owens called the roll and the following members of the Airport Advisory Board were present: Scott Carlson, Matt Duffy, Melissa Gallagher, Robert Owens, Bernard Pupino, James Rhoades, and Tony Faivre.

Also present was Airport Manager Renee Riani and City Manager Bill Nicklas.

B. Approval of Agenda – Additions / Deletions

Bernard Pupino moved to approve the agenda; seconded by Scott Carlson. Motion passed by a majority voice vote of those present.

C. Public Participation

None.

D. Approval of Minutes – November 24, 2020

Matt Duffy moved to approve the minutes of November 24, 2020 meeting; seconded by James Rhoades. Motion passed by a majority voice vote of those present.

E. Old Business

6. AWOS (Automated Weather Observation System)
No questions or discussion.
7. DKB-4556 Replace the Existing Visual Approach Slope Indicator (VASI) Units on Runway Ends 2, 20 and 27 with Precision Approach Path Indicator (PAPI) Units
No questions or discussion.
8. DKB-4875 Rehabilitate Taxiway C, FY2021
No questions or discussion.
9. TIF Funding for FBO Facility Updates
No questions or discussion.

F. New Business

3. TIF Funding for FBO Facility Updates
No questions or discussion.

G. Reports

1. Airport Manager's Report
Renee added the following to her report:

On Friday, Nov. 20, I received a call from Scott Carlson, tenant/AAB Member, at 7:30pm who had greeted the pilots of a Piaggio P180 twin-engine turbo-pusher-prop who were attempting to self-fuel at the JetA

fuel farm. I called Burt who was willing to come for a call-out. They were en route from New York to Salt Lake City and stopped for our low JetA price. They were getting close to timing out for their duty day, so Burt offered a courtesy car and contacts for our local hotels. They decided to stay and requested overnight hangar, also.

On Saturday, Nov. 21, Marcus Cox, Transit, finished editing the drone aerial video and emailed a draft version which I forwarded to all Board members. Discussion included ideas for utilizing the video for various marketing efforts.

2. Flight and Ground Operations
No questions or discussion.
3. Budget
No questions or discussion.
4. Hangar Rentals
No questions or discussion

H. Adjournment

James Rhodes moved to adjourn the meeting; seconded by Bernard Pupino. Motion passed by a majority voice vote of those present. Chair Owens adjourned the meeting at 8:08 p.m.

Respectfully submitted:

Renee Riani, Airport Manager