

AGENDA

Airport Advisory Board
Tuesday, March 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 – February 23, 2021
- E. Old Business

1. Deice Truck

Airport Manager's Summary: We received the replacement deice truck on Monday, Mar. 8, Mike Burke, Filtration Corp, arrived to assist with our receiving it. Kevin assisted Mike in exercising the deice truck, and they found the coil for the cartridge in the valve block that operates the upper boom extension was not functioning. The vendor sent a replacement coil and Mike returned to install it on Wed., Mar. 17. The repair was effective, so I was able to overnight the payment check to the vendor on Thu., Mar. 18. Thom Brian, our Airport Maintenance technician, started Periodic Maintenance on the truck, which includes oil and filter changes for the chassis and rear engines.

2. 2200 Pleasant St. Hangar

Airport Manager's Summary: Continued conference calls that included Matt Rose, City Attorney, and multiple site visits brought us to final lease negotiations with Exelon and ComEd executives for leasing the 2200 Pleasant St. hangar to the ComEd Aerial Group for their regional helicopter operations and maintenance. We are still anticipating a that the lease will begin May 1 with a three-year term and a two-year option. We hired a structural engineering firm to establish the weight-bearing capacity of the mezzanine level, and they provided the necessary documentation that we will post. The DFD Fire Safety Inspector performed an inspection and provided a report that I forwarded to ComEd Safety/Environmental.

3. DeKalb Chamber of Commerce – Drive-thru Expo – Friday, May 14

Airport Manager's Summary: On Friday, Mar. 12, Matt Duffy, DeKalb Chamber, and his team arrived for site visit for the May 14 Local Showcase and Spring Fest. I submitted the required IDOT and FAA event request forms on Thursday, Mar. 18. Once I receive approval, I will contact tenants and offer them the opportunity for them to display their aircraft.

4. Flight/Ground Operations

Airport Manager's Summary:

I spoke with Ray Hott, Nehring Elec., regarding the possibility of hangaring of his Embraer Phenom 300 in our Community hangar. It is currently being managed by Preister Aviation at Chicago Exec (PWK). He said that two of his partners live on the North Shore, so hangaring at PWK is working well for now, and they fly to DKB to pick him up and purchase JetA fuel because our prices are much lower.

Our blue Trailblazer courtesy SUV has been plagued with an on-going fuel system issue, which the Chrysler dealer believes he has solved after two tows and three service visits. They are waiting for a part to arrive the week of Mar. 21. Thom Brian has negotiated their shop charges to our financial benefit. It was determined that the Line Service pickup listing truck bed/frame is caused by a broken shackle on the left rear leaf spring; repair is yet to be completed, but the truck is still operational.

Our fuel trucks have been in good working condition, with only a number of fuel nozzle over-pressure instances which will be adjusted next week by Mike Burke, Filtration Corp. The fuel farms have been operational.

On Monday, Mar. 1, I received Burt Johnson's resignation:

"Per our discussion, this is to inform you of my resignation from the DeKalb Taylor Municipal Airport lineman position with an effective date of 4/3/2021. I will be moving to Eagle River, WI in May and have to pack it all up and head north. My last working day will be Friday 4/2/21. It has been a pleasure doing the job and working with a great crew. I have learned a lot and it has kept me close to flying even though circumstances have not allowed me to get airborne. I hope in the not too distant future I will be able to show up and take on fuel after flying myself and my lovely wife Ann down from the north woods. Ya'll come up and go fishing sometime!!! Sad to leave but looking forward to new adventures, Burt"

We will have a Farewell luncheon on Wed., Mar. 24. I worked with Michelle Brening, HR, who posted the position. We had seven applicants, five of which were viable and invited to interview the week of Mar. 21.

On Mar. 1, two PW electricians began replacing runway and taxiway lights that were knocked down during snow removal operations. Their efforts will be ongoing, as time allows amidst their other PW duties.

On Wed., Mar. 3, Dan, Water Dept, arrived and began pushing snow piles along R2/20 and 9/27 in the Glideslope critical area and was successful in lowering the snow levels below the required 24" within four hours. The FAA technician inspected the airfield and was able to put the glideslope (GS) back in service around 3:15pm.

On Thursday, Mar. 4, we received a UPS shipment with the AWOS replacement modem. Kevin installed the new modem, which appeared to function correctly. I called the DBT AWOS technician and emailed IDOT to advise them of the successful install.

On Thursday, Mar. 4, the Enterprise Regional Manager came for a site visit and gave his assurance that they are rebuilding the DeKalb office and service will improve greatly. He provided his cell number and offered that he is available, as is the local manager, Spencer, any time, day or night.

On Saturday, Mar. 13, a roof leak in the northwest corner of our West Community hangar was discovered by our Ekolot tenant who alerted Ronda. Water had leaked onto the tail of his airplane. She emailed the information to Andy. Further troubleshooting will need to take place.

On Sunday, Mar. 14, I received a call from DeKalb County Sherriff who was reporting that a Cortland PD had found one of our airport perimeter fence gates along Loves Road to be off its hinges on the left side. I then

spoke with the officer and had Ronda drive over and take a picture. I called DeKalb PD and made a police report. Officer Verdoni, DPD, investigated the possibility of video footage in the vicinity, but unfortunately, no cameras were in site of the intersection. He provided the police report. I made an online request for a repair estimate from Northern Fence in Cortland.

On Friday, Mar. 19, Roger Finnell, IDOT-DOA, flew in a Cessna 172 single-engine piston airplane from Springfield to perform our FAA-required three-year airfield inspection. Together, we reviewed the DKB Airport status report and discussed future changes to it once our next two airfield projects, PAPIs and R2/20 rehabilitation, are complete. We then drove on the airfield in the Line Service pickup truck to inspect the pavements, lighting, and obstacles in the approach paths. Roger found a few items in need of repair or attention, which will be outlined in his report. He also provided a list that shows recorded based aircraft which we are to maintain. Dave Dahlberg began reviewing our Tenant aircraft list and will note the differences so we can obtain correct information and update the FAA’s online database.

On Friday, Mar. 19, the owner of the semi-trailer parked at 3331 Pleasant told me that he has arranged for a semitruck to remove it on Saturday, Mar. 27.

On Friday, Mar. 19, I emailed all T-hangar tenants a reminder regarding vehicle parking in the alleys between hangars.

5. Fuel Revenues

Airport Manager’s Summary:

February fuel sales as recorded:

Month	100LL gal	Sales	JetA gal	Sales
February 2021	3,031.4	\$11,383.45	6,213.0	\$18,786.56
vs.				
February 2020	2,774.9	\$12,565.56	5,527.0	\$17,056.30

On Wednesday, Mar. 3, we received a full load of 100LL AvGas and we increased our fuel price in accordance with the higher per gallon price.

6. TIP Projects (Transportation Improvement Program)

- a. **DKB-4331 Taxiway-Rehabilitate T-hangar Pavements, Entrance Road Auto Parking Lot**
Airport Manager’s Summary: We have been able to process a couple of the outstanding payments to Hanson Engineering with two remaining, pending IDOT processing the Withholding payments to us that we will then pass 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: CMT is anticipating a Pre-Construction meeting in May, with construction by William Charles Construction beginning in June.

- c. **DKB-4800 Rehabilitate Runway 2-20**
Airport Manager’s Summary: I reached out but am still waiting to hear from IDOT as to the status of the project, which was ‘pending’ as of last contact two weeks ago. Once the project is ‘active,’ I can submit the Final Invoices from CMT for the Design/Special Services and Construction phase engineering to IDOT. Due to the delay by IDOT, Doug, CMT, explained that construction may not now begin until Fall, 2021. Matt Rose and I discussed the possible abatements for hangar tenants IAW Oct. 2019 lease terms for airport closures:

18. OWNER further reserves the right to permit the use of the Airport from time to time for Special Event(s) during the term of this Lease, i.e., Airshow, etc. TENANT acknowledges that the OWNER

may, in its sole and absolute discretion, suspend or terminate operations at the Airport from time to time, either to conduct a public event (e.g. Cornfest), to conduct routine or unscheduled maintenance operations, to accommodate weather conditions, to comply with applicable federal or state laws, or otherwise as the OWNER shall determine. TENANT's rights under this Agreement are expressly subject to such periodic suspensions of operations at the Airport. In the event that the OWNER suspends operations at the Airport for more than five (5) consecutive days at any one time, TENANT shall be entitled to a pro-rata reduction of the rent required hereunder, as its sole and exclusive remedy. Any closure of the airport, for any duration, outside of the control of the City shall not constitute cause for a rent deduction or proration reimbursement to Lessee for the time the use of the leased T-Hangar Space is unavailable. This shall include, natural or man-made disaster that makes the airport inoperable, or state or federal edict to close the airport for any period of time. Additionally, any partial closure of the airport for maintenance periods shall not constitute cause for a rent deduction or proration, provided that OWNER provides TENANT with an alternate, covered location for its use during the period of maintenance.

d. DKB-4875 Rehabilitate Taxiway C

Airport Manager's Summary: A CMT surveyor was onsite multiple days and surveyed along Taxiway C and completed preliminary report on Mar. 19. CMT produced their 35% completion report. They are on schedule to meet the July bid-letting deadline. This project will be constructed in 2022. IDOT-DOA Director shared that since another round of operational and relief funding for airports was passed, federal airport improvement program grants are expected to be covered by the FAA at 100% for FY2021, but he was waiting for the FAA to release official information on this program before notifying Illinois Airports.

F. New Business

1. Events

a. DeKalb County Health Department Hazardous Waste Collection

Airport Manager's Summary: This event has been rescheduled for Saturday, July 10, times to be determined, at the 2100 Pleasant West Ramp.

2. Airport Improvements

a. FBO Redesign

Airport Manager's Summary: The stone masons completed the stone wall tile installations. The paint contractor completed the first and second floors painting of all other walls, except the Fly America office, simulator room, and bathrooms. The carpet contractor replaced the wall-to-wall carpeting with carpet tiles in all rooms except the simulator room, at the request of Fly America to as they wished to retain the shag carpeting for desired noise reduction. The two remaining projects are tuckpointing the south exterior façade and removing first and second floor windows and replacing with low-E windows.

b. DKB Air Park

Airport Manager's Summary: Mat Emken, DeKalb Park District, came for a site visit to the east side DKB Air Park location. He is interested in the concept of partnering to establish a new Park District park on the airport. He said he would present the idea to others, and we will discuss further in April.

c. Airport Coronavirus Response Grant Program (ACRGP)

Airport Manager's Summary: IDOT is waiting for Grant Application instructions from the FAA, which they will then forward to Illinois airports. DeKalb Airport has been allocated \$13,000. I anticipate utilizing the funds toward necessary equipment repairs.

d. Fuel Supplier RFP

Airport Manager's Summary: Chairman Owens offered to assist in the process that will begin in the next two weeks.

G. Adjournment



Minutes
Airport Advisory Board

The Airport Advisory Board of the City of DeKalb, Illinois, held a Regular meeting on February 23, 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: Paul Borek, Scott Carlson, Richard Downen, Matt Duffy, Melissa Gallagher, Bernard Pupino, Robert Owens, James Rhoades, and Tony Faivre.

Also present was Airport Manager Renee Riani and a guest, Eric Dienst.

B. Approval of Agenda – Additions / Deletions

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

C. Public Participation

Eric Dienst declined to comment until later in the meeting.

D. Approval of Minutes – January 26, 2021

Matt Duffy moved to approve the minutes of January 26, 2021 meeting; seconded by James Rhoades. Motion passed by a majority voice vote of those present.

E. Old Business

1. Deice truck

No questions or discussion.

2. 2200 Pleasant St – potential ComEd lease

Renee Riani provided an update to the process of redlining the lease with anticipation of have final approval by ComEd Group VP by the end of the week.

3. Flight/Ground Operations

Scott Carlson commented on the quantity and scope of snow removal equipment failures during the snow events. Eric Dienst commented on the snow piles impeding the fire hydrant west of the Midwest Hangar and the snow that had been moved in the west parking lot that was piled in front of his dumpster. Renee responded that those items would be brought to Andy Raih's attention. She commended Andy and his Snow Crew and the Line Service staff for their dedication to moving the volumes of contaminants and responsiveness to tenant requests for assistance in moving snow to gain better access to their hangars. No further questions or discussion.

4. Fuel Revenue

Renee Riani explained that JetA fuel prices have escalated, as have 100LL AvGas. A load of JetA was delivered on Mon., Feb. 22, ahead of another \$.10 price increase that occurred on Tue., Apr.23. We continue to maintain competitive pricing in the region.

No questions or discussion.

5. TIP Projects

- e. DKB-4331 Taxiway-Rehabilitate T-hangar Pavements, Entrance Road Auto Parking Lot
No questions or discussion.
- f. 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.
- g. DKB-4800 Rehabilitate Runway 2-20
No questions or discussion.
- h. DKB-4875 Rehabilitate Taxiway C
No questions or discussion.

F. New Business**1. Events**

- a. DeKalb County Health Department Hazardous Waste Collection – Saturday, May 1
No questions or discussion.
- b. DeKalb Chamber of Commerce – Drive-thru Expo – Friday, May 14
Matt Duffy shared that the time is set for 4pm to 7pm and details are being determined. No further questions or discussion.
- c. DKB hosting Cessna 140 aircraft during the week of the EAA Oshkosh AirVenture airshow/fly-in, July 26-Aug. 1, 2021
Renee Riani updated that Jeff Kohlert, Fly America, had requested permission to offer grounds for overnight camping and parking for those pilots who wish to gather in advance of a mass fly-in to OSH, date to be determined. No questions or discussion.

3. Airport Improvements

- a. FBO Redesign
No questions or discussion.
- b. DKB Air Park
No questions or discussion.
- c. Airport Coronavirus Response Grant Program (ACRGP)
No questions or discussion.
- d. Fuel Supplier RFP
Renee Riani requested assistance from Board members when the preparations take place in March.
No questions or discussion.

Robert Owens introduced the newest Board member, Richard Downen.

H. Adjournment

Bernard Pupino moved to adjourn the meeting; seconded by James Rhodes. Motion passed by a majority voice vote of those present. Chair Owens adjourned the meeting at 8:00 p.m.

Respectfully submitted:

Renee Riani, Airport Manager