

## AGENDA

Airport Advisory Board - Tuesday, June 22, 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 – May 25, 2021

### E. Old Business

#### 1. **2200 Pleasant St. Hangar – Officially occupied by ComEd**

Airport Manager's Summary: On Thu., Jun. 3, Bill Nicklas signed the ComEd lease, and I emailed it to Exelon/ComEd for their signatures. On Friday, Jun. 4, the ComEd lease for 2200 Pleasant hangar was signed by their Real Estate/Facilities manager and emailed to me. On Sun., Jun. 6, I made preparations for replacing the ceiling tiles in the ComEd hangar office. With Ronda's assistance, we moved the last items from the office to 2100 Pleasant maintenance hangar. On Mon., Jun. 7, Dave Edgren, ComEd, and a Rogers Helicopter rep, arrived late morning for a brief site visit and to pick up keys for 2200 Pleasant. On Tue., Jun. 8, a Vector Stomp technician arrived and disinfected the office space. Jon Costliow painted the ceiling tile grid. On Thu., Jun. 10, ComEd operated one of their helicopters from their new location! They began moving some equipment into the hangar. I completed the interior painting and performed a final walk-through with ComEd Environmental and Safety inspectors. Kyle, PW electrician, labeled electrical panels. An overhead door clearance sign needed to be posted on the exterior. Jon installed new ceiling tiles in ComEd office. While reinstalling the heat detection sensor, the corroded wire terminals broke off which cause an alert at ADS. DFD responded and assisted Jon with reconnecting the wires so the alarm could be silenced. Rich Reynolds provided their first refueling at their ramp. They purchased 30 gallons of JetA fuel. On Fri., Jun. 11, the ComEd Division VP arrived for a site visit. On Mon., Jun. 14, I attended the City Council meeting for the passing of Resolution 2021-046 Authorizing a Hangar Lease Between the City of DeKalb and Commonwealth Edison Company for the former Airport Maintenance Hangar at 2200 Pleasant Street. On Tuesday, June 15, I met two of the ComEd crew and a Rogers pilot at their new hangar and presented the Chamber Welcome gift bags and DeKalb Flying Corn hats to them, which they greatly appreciated. They will ensure the other staff receive their welcome gifts as they arrive at the new hangar in the next few weeks. On Wed., Jun. 16, an ADS technician arrived and installed a replacement heat sensor in the office. The group will be moving their office equipment to DKB during the week of June 20. The Rogers helicopter maintenance equipment will be moved shortly thereafter. Once they are settled into their new surrounds, we will plan an official ribbon-cutting ceremony.

## 2. Airport Operations

Airport Manager's Summary: Our newest Line Service Technician, Jett Martin, worked remotely with Kevin Howard and was able to complete the monthly fuel sales reporting to the Finance department. Jett also compiled data obtained by our summer intern last year regarding regional hangar rates comparisons. I hope to have those figures to present during the meeting.

I received several new requests for hangar rentals in the past month. Current hangar waitlist is 30.

Wed., Jun. 26 - I accomplished the second-quarter storm water sample and emailed the forms and photos to the Illinois State office.

Thu., May 27 - An ADS technician arrived and accomplished the yearly inspection of the fire detection system in the Emergency Generator building.

Sun., May 30 - The semi-trailer at 3331 Pleasant St farm was removed from the property! I emailed the owner a statement that our Hold Harmless Agreement is terminated.

Wed., Jun. 2 - The new seasonal PW mower, Max Griffey, started, and Thom Brian showed him the ropes.

Thu., Jun. 3 - Sign contractors from Strypes Plus More arrived after noon and replaced the Airport Rescue/Fire Fighting (ARFF) truck numbering on the front, back, both rear sides and top of the truck.

Fri., Jun. 11 - I received a call from the FFA farm leaser, requesting that the 2200 Pleasant gate be unlocked for access by FS to spray their field.

Sun., Jun. 13 – Our AWOS was offline frequently. I texted the FAA-contracted AWOS technician to alert him.

Mon., Jun. 14 - I helped gather data for DCECC Project Jane RFI packet. I completed the IDOT Rebuild IL Grant application documents in coordination with Doug and Neil, CMT. After having Bill and Josh sign the Budget documents, I emailed all the documents to CMT, who will review them before submitting to IDOT. I received a call from AgriFlight West aerial application and discussed their potential schedule for spraying in July, prior to Oshkosh. I informed them of our upcoming airfield projects.

Tue., Jun. 15 - I received voice mail for a T-hangar request. I called and spoke with the owner of a Cessna 206 single-engine piston aircraft, who is the father of a Win Aviation technician. He will be renting a tie-down location until a hangar becomes available. I received another call requesting a T-hangar for a Mooney M20J single-engine aircraft that will be moving to the area soon. I added it to the waitlist. I received a call from the FFA farm leaser, requesting that the 2200 Pleasant gate be unlocked for access by FS to spray their field, since it did not occur on Friday due to the inclement weather. I received a call from Blane Farris, Sycamore DeKalb Motors, requesting a T-hangar for a Beechcraft Bonanza 6-passenger single-engine piston. The owner/pilot is his future son-in-law and is an air traffic controller in St. Louis, and his wife is being transferred to Aldi HQ in Batavia. They will move in a few months. Their plane is currently based at Farmington, MO (FAM). I added it to the waitlist.

### **Air/Ground Operations:**

Airport Manager's Summary:

This past month we have experienced ongoing issues with the 100LL AvGas fuel truck nozzle locking up. Mike, Filtration Corp, believes that it is caused by high fuel pressure, which has been challenging to adjust as the fuel pressure gauge is inoperative. The pressure relief valve may need to be replaced. On Tue., Jun. 15, Thom helped Rich replace the nozzle with a rebuilt nozzle we had in reserve. Mike will be on site the

week of Jun. 20 to replace the deice truck boom control circuit board and repair a hydraulic leak and will work on the fuel truck at that time.

#### 5/26 Wed

- A Piper Seneca twin-engine piston arrived at 7:33 am from Flint, MI. The pilot and two passengers borrowed a courtesy car to drive to the Facebook site. They purchased 21 gallons of 100LL AvGas before departing to Muncie, IN (MIE).
- A Target's Gulfstream G280 arrived just after 11am and nine passengers drove three Enterprise rental cars to their distribution center. The pilots borrowed a courtesy car and drove to Chipotle. The passengers returned and departed at 4:15pm back to Minneapolis (MSP).
- A ComEd Aerial group helicopter operated off our South Ramp.
- A Huey helicopter landed mid-morning and the pilots purchased gallons of JetA fuel on their way from Mt. Vernon, IL, to a location approximately 45 minutes north to extract a Cirrus single-engine piston aircraft out of a tree where it landed after the pilot pulled the aircraft parachute and floated safely into it. They purchased gallons on their return trip.

#### 5/27 Thu

- The ComEd Aerial helicopter staged operations from the South Ramp and purchased 62 gallons of JetA fuel.
- Mike, Filtration Corp arrived and accomplished the annual replacements of the 100LL AvGas and JetA fuel farm and truck filters.

#### 5/29-30 Sat/Sun

- A pilot and passenger arrived in a single-engine airplane, borrowed a courtesy car to go eat at Egg Haven. They said they'll be back, from Chicago area.
- Ray Hott's Embraer Phenom 300 twin-engine corporate jet arrived on Sunday at 5:30pm and the pilots purchased 403 gallons of JetA fuel prior to departure.

#### 6/1 Tue

- A Lear 70 twin-engine corporate jet, owned by the former owner of Jimmy John's and managed by FlightStar, based in Champaign, IL, arrived at 9:30am from Nashville, TN. (The owner's wife went to see a specialist at Kish Hospital, we believe). One of the pilots is a distant relative of Wes Lundborg, and they had brunch at Egg Haven. The pilots purchased 442 gallons of JetA fuel and departed back to Nashville at 1:30pm.

#### 6/2 Wed

- Jon received a call alerting us to expect a Chinook US Army helicopter arrival around 11am in transit from Colorado to Connecticut for heavy maintenance. The pilots purchased 682 gallons of JetA fuel. After a flyover Pleasant St and then a low pass over R9/27 they departed to the east over Cortland. Soon after, Jon greeted a Pleasant St. homeowner who came into the FBO to vent his displeasure about the tree-top level flyover and then directed him to me as I was still on the South Ramp. I was given an earful and listened patiently and responded calmly.
- Dave happened to peek at FlightAware at 7:30pm and noticed that a Cessna Citation 525 twin-engine corporate jet was to arrive at 7:39pm. We had received no previous alert to the arrival. I did not receive an after-hours call.

#### 6/3 Thu

- A Beechcraft Bonanza arrived midmorning from Cedar Rapids, and the three passengers/farm owners rented an Enterprise rental car to drive to Kuiper's to learn about starting their own Family Farm business. They did not purchase any AvGas but did say they would return soon.

#### 6/4 Fri

- A HRYCAY Consulting Engineers, Windsor, Ontario, Canadian-based Cessna 421 twin-engine piston arrived at 8:30am and the passengers rented an Enterprise rental car. The pilots borrowed a courtesy vehicle and utilized the Pilot Lounge. They departed at 5pm after purchasing 67.9 gallons of 100LL AvGas.

- A Colt International Cessna Caravan arrived and taxied to the Jet Ramp for maintenance work by Win Aviation. The pilots purchase 237 gallons of JetA Contract fuel.

6/8 Tue

- Plane Solutions Cessna Sovereign twin engine corporate jet arrived, and the passengers had arranged an Enterprise rental car. The pilots purchased 251 gallons of Contract JetA fuel.

6/11 Fri

- In the afternoon, 50 mph wind gust was recorded on the Automated Weather Observation System as a super cell blasted the area with heavy rain. Dave entertained pilots and passengers from two General Aviation flights who were forced to land at DKB due to storms blocking their intended destinations at DuPage (DPA) and Aurora (ARR).

6/15 Tue

- A JCB Challenger 350 twin-engine corporate jet arrived at 2:15pm from Lansing, MI, and parked on the South Ramp. The pilots purchased 103 gallons of Contract JetA fuel and paid landing and handling fees. Their passengers rented an Enterprise SUV to travel locally for sales meetings. They departed at 4:30pm, destined for Green Bay, WI. They are headquartered in England, with a U.S. office based in Savannah, GA, and sell industrial and farming machinery.
- Enterprise came a second time and dropped off a vehicle for a plane that never arrived, and the renters did not have an Enterprise account. Rich wondered if it was intended for DeKalb/Peachtree, Georgia.
- A Jab Aire KingAir twin-engine turboprop, based in Lubbock, TX, arrived at 5:25pm from Rochelle and parked on the South Ramp overnight; they did not purchase fuel, so they paid Landing, Handling and Ramp fees. Four passengers rented an Enterprise rental car. The pilots borrowed a courtesy vehicle. All had rooms at the Hampton Inn. We recommended Ellwood House for dinner. The passengers were in the area to look at investment properties. They departed Wednesday at 8am.
- The smaller ComEd helicopter operated from their ramp today.
- A Mooney M20E single-engine piston arrived at 9am from Mosby, MS, and the pilot/owner borrowed a courtesy car to drive to Waterman for a meeting. He purchased 24 gallons of 100LL AvGas.
- A Cessna 182 arrived from Arizona and the pilot purchased 44.3 gallons of 100LL AvGas. He borrowed a courtesy car overnight to drive to a local hotel. His granddaughter drove out from Columbia College to have dinner with him. He is planning on leaving at 6am Thursday to fly back to Arizona.

**3. Fuel Revenues**

Airport Manager’s Summary: May fuel sales as recorded:

Month	100LL gal	Sales	JetA gal	Sales
May 2021	6,954.9	\$29,821.68	4,577.0	\$17,044.63
May 2020	8,798.3	\$28,127.53	2,080.0	\$ 5,390.20
May 2019	3,050.0	\$13,283.52	10,211.0	\$32,146.35

Our last JetA fuel load was received on Wed., May 26, and our last 100LL fuel load was received on Thu., Jun. 10. Our current JetA fuel price is \$3.92/gal. and 100LL self-serve is \$4.45/gal. and full serve is \$4.85/gal.

**4. TIP Projects (Transportation Improvement Program)**

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

Airport Manager’s Summary: The 10% Withholding payments have been paid to the City and our Finance department staff is reviewing all payments to date to ensure the accounting is correct and all payments have been processed 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  
AND**

**c. DKB-4800 Rehabilitate Runway 2-20**

Airport Manager's Summary: In anticipation of the rent reductions owed to our tenants for airfield closures during the construction phases, in accordance with their standard leases, I requested that Matt Rose, City Attorney, prepare the language for City Council to consider and upon which to act. His submission is below. **I ask that the Airport Advisory Board recommend to the City Council to approve this action:**

**“To the extent that the two FAA Airport Improvement Projects may require the suspension or closure of operations at the Airport for more than five consecutive days, Airport tenants shall receive a pro-rata reduction of their rent. This pro-rata reduction shall be reflected as a credit to the payment of the monthly rent for the month of December 2021. If the pro-rata reduction exceeds the amount of the monthly rent for the month of December 2021, Tenant shall either receive additional credits to monthly rent or reimbursement as mutually agreed upon in writing by the Tenant and Airport Manager. Notwithstanding anything to the contrary in any agreement between the City of DeKalb and Tenant, the acceptance of this pro-rata reduction shall serve as the sole and exclusive remedy for the suspension or closure of airport operations.”**

**d. DKB-4875 Rehabilitate Taxiway C**

Airport Manager's Summary: On Friday, June 4, CMT submitted the 100% Design Engineering report to IDOT who responded with their edits on Friday, June 11. CMT has stated that they anticipate the project will be included in the IDOT July 2021 bid letting.

**e. Rebuild Illinois Airport Capital Improvement Program (ACIP)**

Airport Manager's Summary: I worked with our CMT engineers to determine which of our TIP projects would be best suited to the funding parameters. Through a combined effort, we completed the necessary forms which were submitted to IDOT-DOA on Wed., June 16. They are, in order of preference:

- Acquire Fuel Truck
- Acquire Runway Broom
- Rehab T-Hangar Pavements

**f. Land Acquisition – 2120 Pleasant St. owned by Frontier Communications**

Airport Manager's Summary: On Thu., Jun. 3, thanks to a contact provided by Mayor Barnes, Bob Owens was able to contact a Frontier Facilities/Real Estate manager who said they would be open to discussion on selling the 2120 Pleasant St property. I crafted a letter and emailed it to the manager. I received a phone call shortly after from the manager and discussed the potential sale of their property to the City with her over the next several days. I worked with Matt Rose, City Attorney, and Doug, CMT, to locate Approved Appraisers and Approved Review Appraisers to obtain proposals for appraising the Frontier Communications property at 2120 Pleasant St. On Wed., Jun. 16, I had a Teams call with Doug and Terry, CMT, to review the IDOT land acquisition checklist. I followed up by sending an email to 22 appraisers requesting their proposals for appraisal and timeframe for completion. If the sale materializes, we anticipate being able to receive FAA Entitlement funds reimbursements in increments of \$150,000 over a period of many years, up to 64% of the purchase cost.

**F. New Business**

**1. Events**

**a. Main Terminal/FBO Open House**

Airport Manager's Summary: A few minor delays due to construction materials prevented an Open House in June. We are anticipating celebrating the FBO update/rehabilitation and showing appreciation to our tenants, businesses, and transient customers sometime in July.

**2. Airport Improvements****a. FBO Redesign**

Airport Manager's Summary: Exterior tuckpointing on the South entrance was accomplished between Tuesday, Jun. 1 and Thursday, Jun. 3. On Thu., Jun. 3, Cardinal Glass arrived and replaced the North entrance doors. The poly aspartic (epoxy) flooring topcoat was resurfaced on Wed., May 26. Our Public Works staff worked the week of June 14 to finish the interior window trim on the first and second floor windows. Several light switch and outlet replacements still need to be completed along with the upstairs Conference room LED light fixtures repositioning with new whips installed. On Tue., Jun. 15, DeKalb Mechanical arrived and measured the south entrance so they can order material and fabricate the caps.

**G. Adjournment**



**DRAFT Minutes**  
Airport Advisory Board

The Airport Advisory Board of the City of DeKalb, Illinois, held a Regular meeting on May 25, 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, Richard Downen, Matt Duffy, Melissa Gallagher, Robert Owens/Chair, Bernard Pupino/Vice Chair, James Rhoades, and Tony Faivre, City Council member.

Also present were Airport Manager Renee Riani, City Manager Bill Nicklas, and two guests, Mayor Cohen Barnes and Jeff Kohlert/Fly America.

B. Approval of Agenda

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

C. Public Participation

None

D. Approval of Minutes – April 27, 2021

Matt Duffy moved to approve the minutes of March 23, 2021 meeting; seconded by Bernie Pupino. Motion passed by a majority voice vote of those present.

E. Old Business

**1. 2200 Pleasant St. Hangar**

No questions or discussion.

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

No questions or discussion.

**3. Flight/Ground Operations**

Tony Faivre raised the question of the hangar waitlist and hangar building. Bill Nicklas indicated that any private party interested in building hangars would be welcome for discussion. No further questions or discussion.

**4. Fuel Revenues**

No questions or discussion.

**5. TIP Projects (Transportation Improvement Program)**

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

No questions or discussion.

**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**

No questions or discussion.

**c. DKB-4800 Rehabilitate Runway 2-20**

No questions or discussion.

- d. DKB-4875 Rehabilitate Taxiway C**  
No questions or discussion.

F. New Business

**6. Events**

- a. General Aviation Appreciation Month - June**  
No questions or discussion.

**7. Airport Improvements**

- a. FBO Redesign**  
No questions or discussion.

G. Adjournment

Bernard Pupino moved to adjourn the meeting; seconded by Dick Downen. Motion passed by a majority voice vote of those present. Chair Owens adjourned the meeting at 7:45 p.m.

Respectfully submitted:

Renee Riani, Airport Manager