



## Minutes

### Airport Advisory Board

The Airport Advisory Board of the City of DeKalb, Illinois, held a Regular meeting on July 28, 2020, at the DeKalb Taylor Municipal Airport, 3232 Pleasant Street, DeKalb Illinois in West Community Hangar.

Vice Chair Bernard Pupino called the meeting to order at 7:01 p.m.

#### **A. Roll Call**

Renee Riani called the roll and the following members of the Airport Advisory Board were present: Paul Borek, Scott Carlson, Matt Duffy, Bernard Pupino, James Rhoades, and Tony Faivre.

Also present were: Airport Manager Renee Riani and City Manager Bill Nicklas.

#### **B. Approval of Agenda – Additions / Deletions**

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

#### **C. Public Participation**

None.

#### **D. Approval of Minutes – June 23, 2020**

Matt Duffy moved to approve the minutes of June 23, 2020 meeting; seconded by Paul Borek. Motion passed by a majority voice vote of those present.

#### **E. Old Business**

##### **1. Illinois Department of Transportation/Division of Aeronautics Aircraft Counting Study**

Renee Riani reported that the system has been running well and data has been collected for the months of June and July so far. Currently the busiest traffic days are Thursdays, followed by Wednesdays, Mondays and then the weekend days. Based on an estimated 3 transmissions per operation (TPO), the total June aircraft operations were approximately 2,844, and so far for July operations have been 2,957. The counts will be audited throughout the year, so if average transmissions end up being less than 3 TPO then operations will go up and if it is more than 3 TPO, the operations will go down. No questions or discussion followed.

##### **2. DKB-4331 – Taxiway – Rehabilitate T-Hangar Pavements, Airport Entrance Road, and Auto Parking Lot**

Renee Riani reported that IDOT released a line item to close State Block Grant 105 per the FAA's request, which means the City of DeKalb will receive direct deposits in the amounts of \$8,599.33 from the FAA and \$429.96 from the State toward the total project costs. The remainder of the funds will be released when Grant 111 is closed; closure date and amounts are yet to be determined. No questions or discussion followed.

3. DKB-4853: CARES Act

Renee Riani reported that the IDOT executed agreement was received on Friday, July 24, and it is ready to obligate for reimbursement to the City of DeKalb for a Frontier FM1015R mower deck, \$19,500.00 and Airport Manager's salary, \$10,500.00, which totals the allotted award of \$30,000.00. IDOT has indicated that payments should be processed quickly following fiscal year shutdown, July 1-30. No questions or discussion followed.

4. DKB-4556: Relocate & Replace the Existing NAVAID Units on Runway Ends 2, 20, & 27

Renee Riani reported the forms for the City to execute the agreement are being finalized in the next week and will be sent to IDOT for their execution along with our City local share obligation (\$37,646.00) and then the project will be made active for construction to commence. No questions or discussion followed.

5. DKB-4800: Resurface Runway 2-20

Renee Riani reported that the project is slated for bid on the July 31, 2020 IDOT letting. An update from Crawford, Murphy and Tilly, airport project engineering firm, has received inquiries from potential bidders, which is a good sign that competitive bids are likely. No questions or discussion followed.

6. AWOS (Automated Weather Observation System)

Renee Riani reported that the asset insurance is still being investigated. The AWOS land line has not been troubleshot so far by the AWOS-contracted technician due to COVID-19 restrictions to his travel. Questions and discussion centered around the need for the land line remote accessibility. Scott Carlson explained that the ability to have Notice to Airman recorded and broadcast on the AWOS system was a safety enhancement, even though it is a courtesy to local operations. Paul Borek offered the possibility of a DeKalb County Community Foundation Opportunities grant. Needs grant

**F. New Business**

1. Specialized Aviation Service Operations Agreements

Renee Riani reported that she is working with the City Attorneys for reviews of the three current SASO agreements with Fly America, Win Aviation and Rev'd Up Motorsports for clarity of language and common content. She also informed the Board that another fixed base operator, DeKalb Avionics, has been operating on the airport since July, 2019, actual date yet to be determined, and will be presented with an SASO agreement to bring them in compliance with Airport Minimum Standards.

**G. Reports**

a. Airport Manager's Report

Renee Riani highlighted the good work of the NIU Airport Intern, Dylan Moffitt, and commended his efforts this summer. She reported on the DeKalb Chamber of Commerce Drive-thru Family Fun Fest at Hopkins Park on July 21, where she distributed close to 400 paper airplane kits between 4pm and 6:30pm and promoted the DeKalb Airport Air Park Picnic Place and Airplane Viewing Area. Matt Duffy asked about efforts for community exposure. Matt Duffy asked about other plans for community contact. Renee responded that many avenues she had anticipated are challenging due to the COVID-19 restrictions and she will continue to reach out as allowed.

b. Flight and Ground Operations

Renee Riani reported on the increased traffic overall and the possibility of new traffic due to the Facebook Data Center construction and residual business traffic that will follow. No questions or discussion followed.

c. Budget

No questions or discussion.

d. **Hangar Rentals**

No questions or discussion.

**H. Adjournment**

Jim Rhoades moved to adjourn the meeting; seconded by Tony Faiver. Motion passed by a majority voice vote of those present. Vice Chair Pupino adjourned the meeting at 7:47 p.m.

Respectfully submitted:

Renee Riani, Airport Manager

Minutes approved during Airport Advisory Board Regular meeting on 8/25/2020.