AGENDA
Airport Advisory Board
Tuesday, January 26, 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 – November 24, 2020

E. Old Business

1. **AWOS (Automated Weather Observation System)**
   
   **Airport Manager’s Summary:** On December 30, 2020, I received an email from Robert Hahn, IDOT, informing us and other airports that have AWOS weather observing stations installed, that their contracted technical service company had informed them that Verizon was discontinuing their 3G modem service as of January 1, 2021. This will result in a required replacement of the existing modems to at least a 4G modem. These new units are not part of their contract price with the technical service company, so IDOT is working through an amendment to their contract currently. They are anticipating having that accomplished by mid-January. Until then, our data will not be automatically fed to the national communications network for our weather data. Our weather data will continue to be broadcast over the airways locally. On Jan. 6, I spoke with the contracted AWOS technician during a brief stop and he said that IDOT was working with them to obtain updated modem equipment but had not heard of anticipated delivery dates for replacements. He also evaluated some older AWOS maintenance equipment and documents that I had found in a closet and advised me of which equipment and documents to retain.

2. **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:** On Jan. 13, I received a request from CMT to weigh in on the need for lighted Xs provided by the contractor during the construction phase of DKB-4556 PAPI lighting installation. We have one nylon ‘X’ that is available, and I requested that lighted Xs be utilized during the project.

3. **DKB-4875 Rehabilitate Taxiway C, FY2021**
4. On Jan. 15, 18-22, a surveying crew from CMT surveyed along Taxiway C as part of the pre-construction work for this project. A pre-construction Microsoft Teams meeting is scheduled for Jan. 26, with IDOT-DOA, CMT, the local FAA Lighting supervisor, and me attending.

5. TIF Funding for FBO Facility Updates

   Airport Manager’s Summary: Prior to 2020 year-end, we accomplished the first-floor demolitions, first and second floor drop ceiling replacement, and ordered the replacement LED light fixtures for both floors. The remaining projects are in final phase of obtaining estimates: LED replacement lighting installation, first and second floor replacement flooring (poly aspartic and carpet), first and second floor replacement windows, south entrance exterior tuck-pointing, first and second floor interior wall painting, and interior first and second floor stone interest walls installation. Completion of the projects is projected for end of February 2021.

F. New Business

1. Airport Advisory Board Replacement for Gary Hanson

   Airport Manager’s Summary: On Jan. 19, I received an email from Mayor Smith with the name and bio of a potential AAB replacement for Gary Hanson, Dick Dowen, who had responded to the mayor’s outreach:

   “I am honored that you have approached me as a possible member of the Airport Advisory Commission. As you know I am a retired NIU professor and I chaired the NIU Department of Finance for the seven years before I retired. I also served NIU as the Faculty Chair of the NIU Academic Planning Council for several years. I have lived in Dekalb since 1983 and have served on the Salvation Army Community Advisory Board, the Board of Elder Care Services of Dekalb, and for two years as a member of the State Treasurers Advisory Board. I have a lifetime interest in aviation starting with Civil Air Patrol in high school and finally earning my private pilot certificate after I retired. I would be very happy to accept a position on the Airport Advisory Committee if it were to be offered.”

G. Reports

   a. Airport Manager’s Report

   • At the beginning of December, while the drop ceiling was removed for remodeling, we determined that there was a natural gas leak in the piping above my office, which runs between the west and east hangar bays, supplying the overhead radiant heat in both hangars. Andy Raih contracted crews to affect the necessary repairs over four visits.

   • On August 23, 2019, the Governor of Illinois signed into law what is commonly known as the Illinois Airport POW/MIA Flag Act - 620 ILCS 5/42 (d). 620 ILCS 5/42: Sec. 42. Regulation of aircraft, airmen, and airports. (d) The Department shall require the display of an POW/MIA flag at any airport in its jurisdiction, either upon the same flagstaff as the United States national flag or otherwise. If the POW/MIA flag is displayed on the same flagstaff as the United States flag, the POW/MIA flag shall fly immediately below the United States flag. If the United States flag and a State flag or other flag or pennant is flown along with the POW/MIA flag on the same flagstaff, the order from top to bottom shall be: the United States flag, the POW/MIA flag, then the State flag or other flags, unless otherwise stipulated by the Flag Display Act. The Illinois Division of Aeronautics - Bureau of Aviation Safety and Education was tasked to confirm compliance with this Act and contacted Illinois airports regarding compliance. I coordinated with Andy Raih, and we began flying the POW/MIA flag below the American flag at the Airport’s northwest corner sign location at the intersection of Peace Road and Pleasant Street.

   • Dec. 10 - The 2200 Pleasant diesel fuel farm in-tank passed inspection and the fuel was pumped back into the tank. The State Fire Marshal was present for the entire process.

   • The wintery weather that occurred between Christmas and New Year’s and continued into the first two weeks of January2020, proved challenging for maintaining safe pavements for air operations. Andy Raih and his crew of two performed admirably throughout the weeks of snow, freezing rain, freezing drizzle, and
ice fog. The weather conditions stayed at low Instrument Meteorological Conditions (IMC) for five straight days after New Year’s Day, so we saw no air traffic. Since the end of December, I have issued more than 135 Notices to Airmen (NOTAMs) for alerting pilots to current field conditions, runway closures, and snow removal operations.

- At the end of December and during the first three weeks of January, the City’s new transit provider, TransDev, set up a temporary driving course on our West Ramp to train new bus drivers.
- On Sat., Jan. 9, 9am to 2pm, the DeKalb County Republican Central Committee held their Caucus meeting in the West Community hangar, with approximately 30 in attendance.
- Jan. 15 - I received an event request from a car racing event company and gathered information via emails from them regarding details to bring to AAB for discussion.
- Jan. 20 - I met with Matt Duffy and Virginia, DeKalb Chamber of Commerce, during a site visit to investigate the possibility of scheduling a Drive-Thru Expo on Fri., May 14. Further discussions will take place to formulate a feasible plan of action.

b. Flight and Ground Operations

Airport Manager’s Summary: FY 2019 vs. FY2020 fuel sales for November, December, and Year End, totals as recorded:

<table>
<thead>
<tr>
<th>Month</th>
<th>100LL gal</th>
<th>Sales</th>
<th>JetA gal</th>
<th>Sales</th>
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<tr>
<td>Nov 2019</td>
<td>2,651.7</td>
<td>$11,939.31</td>
<td>4,976.0</td>
<td>$15,768.20</td>
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<td>Nov 2020</td>
<td>5,936.2</td>
<td>$22,034.20</td>
<td>4,461.0</td>
<td>$10,934.23</td>
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<td>$11,850.55</td>
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<td>$14,107.27</td>
<td>5,581.0</td>
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<tr>
<td>Year End</td>
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<td>73,645.0</td>
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</tbody>
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Total Sales

| Year End 2019                     | $25,718.48 |
| Year End 2020                     | $27,815.17 |

In addition to fuel sales, other income from flight operations includes deice fluid, ground power unit (GPU), transient hangar and cargo/baggage handling fees:

Flight Operations

- Nov. 19 - Ronda provided excellent service for the owners of this Citation jet that arrived on Sunday and was able to train John Holiday in the process.
- Dec 1 - A Cirrus Vision jet arrived from DuPage (DPA) for local instrument approach training and purchased 232 gallons of JetA fuel.
• Dec. 2 - The same Cirrus Vision jet as on Tuesday arrived from DuPage (DPA) for additional training and purchased 64 gallons of JetA fuel. A Rogers Helicopter/ComEd Bell 206 helicopter arrived and purchased 60 gallons of JetA. All the crew was supportive of moving their operations to DKB. An Angel Flight arrived from Houston, Texas, transporting a 28-year-old terminal cancer patient, who was warmly received on the ramp by her family bearing a bouquet of flowers. The pilot purchased 95 gallons of 100LL AvGas fuel and Dave provided a quick turn.

• Dec. 5 - A King Air twin-engine turboprop arrived about 9:30am and purchased 292 gallons of JetA fuel on its way to Denver. John Holiday performed the refueling operations with Ronda’s guidance. A Freight Runners Embraer 120ER twin-engine turboprop arrived at 11:30 a.m. from Milwaukee to pick up the NIU basketball team and take them to Pittsburgh for a game. John Holliday arrived to assist Rhonda and receive training. Burt Johnson and John Holiday came back for the Embraer 120 11pm arrival. They charged ramp and baggage handling fees, as the pilots did not purchase any fuel.

• Dec. 6 - The Global pilots purchased 1644 gallons of JetA fuel before departing for Atlanta.

• Dec. 7/8 – A ComEd helicopter staged operations on our South ramp and purchased JetA fuel.

• Dec. 11 - A Hawker 800A twin engine corporate jet arrived at 7:15am, picked up 4 passengers and departed an hour later after paying a landing fee, but did not purchase any jet fuel. A Piper PA-31T Cheyenne twin-engine turboprop arrived at 11:40am and the pilots purchased 265 gallons of JetA fuel before departing. Burt provided an excellent quick turn!

• Dec. 17 - A Cessna Cheyenne arrived for a fuel stop on his return trip from Colorado to Connecticut. The pilot purchased 203 gallons of JetA fuel. It took Rich almost 45 minutes to refuel as the process requires using a ladder to access the four separate fuel tank filler ports.

• Dec. 25 - In the afternoon, I received a voice message on my office phone from a pilot whose Cherokee single-engine piston aircraft had been tied-down on our South Ramp for a few days and was wanting to put the plane in the hangar overnight, as he had planned a 9am departure on Saturday. John Holiday agreed to meet the pilot at 4pm and they put his plane in the West Community hangar. John charged a Call-out fee, as well as his Ramp and Hangar fees.
• Dec. 28 - A Grumman AgCat landed in en route from Central Wisconsin to a private airport south of Kankakee. The pilot purchased 49 gallons of JetA fuel.

• Dec. 29 - A private jet Lear 45 twin engine corporate jet arrived at about 11:45 AM, from Martha’s Vineyard, and landed on runway 20. The pilots purchased 580 gallons of fuel on their WorldFuel Contract before departing on runway 27 due to the gusty west winds, with a destination of Centennial Airport in Denver. There were two pilots and two passengers on board. Sovereign landed at 9:15, 4 passengers deplaned and 2 other people arrived and they gathered in the upstairs conference room. The pilots purchased 1,062 gallons of JetA fuel, requested another snow removal pass on Runway 2/20 centerline. Andy let me ride with him in his new pick up and Thom followed in tandem with his red pickup. We did 8 passes. Andy left. Then the pilots inquired about the condition of Runway 9-27 due to the winds out of the West at 17 knots gusting to 28 knots. I sent Thom out in his truck to do plowing of 9-27 and the taxiways leading to it from the South Ramp. The pilots, passengers and local people all were appreciative of our hospitality and service. The pilots remarked to our staff that they had previously gone to Aurora but preferred to come to DeKalb due to the ease of the arrival, and our competitive jet fuel price. They departed from runway 27 approximately 11 o’clock. The South Ramp tie-down tenant requested that we move his Cessna two-seat single engine aircraft to melt off the severe ice that had accumulated on his aircraft during the storm. Dave used the Lectro tug and pulled the plane into the hangar.

• Jan. 7 - At 4:24 in the afternoon we received an email notification that another XO jet was going to arrive at 5 o’clock. I assisted Rich in preparation for the arrival and made sure that Enterprise had their rental car delivered, since it was such short notice, which they were able to deliver. The pilots overnigheted in a local hotel.
Jan. 8 - Burt Johnson was on duty and discovered that the JetA fuel truck right rear outside tire was flat. He attempted to drive it to the maintenance hangar to refill it and it went completely flat. The truck was driven the remainder of the day with a flat tire hanging on the rim. Dave Dahlberg and John Holiday arrived at 10:30am. XOJet Citation X pilots arrived and ordered 659 gallons of JetA fuel. During the refueling process the JetA truck single point nozzle was spraying fuel. Attempts to rectify the connection were to no avail. They switched to refueling the jet over the wings, which was a 4-step process. In the middle of the overwing refueling, a ComEd Bell helicopter landed and the pilot purchased 43 gallons of JetA fuel. And then Dave was called to refuel one of Fly America’s Cherokee single-engine piston aircraft; they purchased 22.8 gallons. Around 11:30 am, the Freight Runner’s Embraer E120 twin-engine turboprop flying from MKE called on the UNICOM frequency when they were 10 minutes from landing and asked if our deice truck was available; it was not available due to rear burners are inoperative due to non-functioning burners and diesel fuel leaks for which we have been awaiting replacement parts. They landed and had only minor icing on the wingtips and the pilot determined they could depart. The NIU men’s basketball team arrived around 1:15pm. The pilots paid the $100 landing fee and $100 baggage handling fees. They departed around 2pm. At 12:30pm the XOJet was able to taxi out and depart, heading to Scottsdale, AZ (SDL) with 7 passengers on board. Later in the afternoon, the ComEd helicopter returned for another refueling and purchased 20 gallons of JetA fuel.

Jan. 12 - After thirteen days of no piston aircraft operations, we had almost non-stop aircraft in the traffic pattern, flying practice instrument approaches and purchasing 100LL AvGas at the self-serve pump. Fly America had a full schedule of students flying, and several tenants took advantage of the beautiful flying weather.

Jan. 13 – A Freight Runner’s Embraer 120 twin-engine turboprop landed just after 2pm with the Central Michigan University women’s basketball team who were picked up by a contracted bus service and driven to NIU. The pilots and flight attendant used our Pilot Lounge and conference room and purchased 175 gallons of JetA fuel, paid baggage handling and call-out fees.

Jan. 16-17 - A Cessna Citation arrived on Saturday and hangared overnight in the West Community bay. We loaned them the Courtesy SUV for a $50 fee after an Enterprise Car Rental snafu. They paid $100 hangar and $75 landing fees but did not purchase any fuel. They were thankful for the use of the courtesy vehicle to be able to travel to see family in Marengo and had refilled the gas tank.
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- Jan. 18 – A Contour Aviation Embraer twin-engine jet with Ohio Univ. men’s basketball team arrived at 11pm, met by Burt Johnson on call-out. The Peoria Charter bus drove onto the South Ramp to pick up the team with their luggage. Burt had the Enterprise rental car ready for the crew to drive to the hotel.

- Jan. 19 - Ahead of the Contour Aviation pilots arriving to preflight, Rich and I drove on Taxiway C and R2/20 in the Line Service pickup, and Rich pushed the drifting snow back from the west side of the runway. The pilots purchased 659 gallons of JetA fuel on WorldFuel Contract and paid $225 call-out, $50 ramp, $35 GPU, and $150 handling fees before departing at 7pm. Rich and I stayed afterhours and Burt came in for the departure call-out. We had strong, gusty winds and snow squalls during their preflight preparations. Burt connected the Ground Power Unit (GPU) so the pilot could start the Auxiliary Power Unit (APU) onboard the aircraft so they could start warming the cabin. I used a soft broom to brush the dry snow off both wings. We assisted the bus driver and basketball team staff with taking bags off the Peoria Charter bus, carrying them to the rear baggage compartment and handing them to the pilot inside the compartment. We also stood alongside the air stairs while the team members boarded. I drove the Line Service pickup north on Taxiway C and south on R2/20 and pushed some drifts back that had been blown onto the west side of the pavement since the winds had been so gusty, and was able to provide the pilots with a runway condition report before they took off.

- Jan. 20 – A Piper Navajo twin-engine piston aircraft arrived, and four passengers rented an Enterprise rental car to travel locally for a meeting. Burt used the Lectro tug to put the aircraft in the West Community hangar. The pilot used our pilot lounge and borrowed a courtesy car to drive to Portillo’s, at Burt’s recommendation. A single-engine piston Mooney arrived from Kansas City around 5:30pm and parked on the South Ramp overnight.
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- Jan. 21 - An NIU Drone pilot flew over the NIU ice skating rink to capture video and photos for marketing efforts. The Mooney pilot purchased 29.1 gallons of 100LL AvGas fuel before departing to Kansas City. A twin-engine piston aircraft from Manketo, MN, arrived on a cross-country flight, purchased 100LL fuel at the self-serve fuel farm and borrowed a courtesy car to get lunch from Portillo’s.
- Jan. 23 - A Preister Aviation Embraer Phenom 300 arrived around 8:30am to pick up one passenger. The pilots purchased 509 gallons of JetA fuel and departed for Florida. John Holiday had numerous fuel sales, including ComEd who staged a few flights on our South ramp and purchased a total of 135 gallons of JetA fuel.

Ground Operations
- The Filtration Corp technicians completed repairs of the 100LL AvGas and JetA fuel farm repairs. Kevin Howard worked with the plumbing contractor to replace the piping for fuel sampling.
- At the end of December, we began efforts to repair the several issues plaguing our aged deice truck. I discovered original 2014/2015 pre-purchase truck evaluation documents, which indicated that the truck had several major issues. Mike, Filtration Corp, also provided that in 2017 he had provided an evaluation of the truck and its systems and the gripe list was never attended to. Ultimately, continuing to chase the repairs will only result in throwing good money after bad. In discussing the situation with Bill Nicklas, we have decided to replace the deice truck with a newer, reliable model that has improved features, such as an enclosed boom cab and relocated site gauge, utilizing Capital Funds that he had earmarked for deicing and trading in our aged truck. Mike, Filtration Corp, scheduled a evaluation visit to see two potential trucks on Mon., Jan. 25, in Sparta, WI, and begin the purchase process.
- I reviewed our Landing Fees for all categories of twin-engine piston and jet aircraft and increased the Landing Fees and the minimum fuel sales amounts for waiving of such fees.
- During the winter weather operations, Kevin Howard monitored the use of the in-ground threshold heating on the north side of E1 and E2 hangars to melt contaminants. The systems’ electric pumps circulate a boiler-heated glycol/water mixture through in-pavement lines.

c. Budget
Airport Manager’s Summary: The City’s FY2021 Budget was approved by the City Council on Dec. 14, 2020; see attachment for the Airport Fund 650 Budget.

d. Hangar Rentals
Airport Manager’s Summary: Since the middle of December, I have been working with Exelon Corp., ComEd’s parent company, to provide information, draft lease, photos, and site visit access for their department heads. Their Facilities assessment has been deemed positive to move forward. I am waiting for their Lease review department to provide their desired changes, with our City Attorney involved in the process. We are targeting the end of January for a final determination on the possibility of the ComEd Aerial Group moving from Joliet Airport (JOT) to DKB into the hangar at 2200 Pleasant St.
- Dec. 10 - I received a hangar request for two aircraft, C150 and C210, used for sight-seeing operations in the Chicagoland region, currently hangared at Bollingbrook, which he feels is not a welcoming environment.
- Dec. 14 - The new E5-3 T-hangar tenant signed the one-year lease and paid the security deposit and six month’s rent.

H. Adjournment
The Airport Advisory Board of the City of DeKalb, Illinois, held a Regular meeting on November 24, 2020, 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, Robert Owens, Bernard Pupino, James Rhoades, and Tony Faivre.

Also present was Airport Manager Renee Riani.

B. Approval of Agenda – Additions / Deletions
James Rhoades moved to approve the agenda; seconded by Bernard Pupino. Motion passed by a majority voice vote of those present.

C. Public Participation
None.

D. Approval of Minutes – October 27, 2020
Matt Duffy moved to approve the minutes of October 27, 2020 meeting; seconded by Scott Carlson. Motion passed by a majority voice vote of those present.

E. Old Business
6. DKB-4331 Rehabilitate Entrance Road and Parking Lot/Rehabilitate Bituminous T-hangar Pavements
   No questions or discussion.
7. AWOS (Automated Weather Observation System)
   No questions or discussion.
8. 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.
9. DKB-4800 Rehabilitate Runway 2-20
   Renee updated that the City Council passed Resolution 2020-123 during their Regular meeting on Monday, Nov. 23, 2020. No further questions or discussion followed.

F. New Business
2. 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
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Note: For purposes of the Airport Advisory Board, "Airport" means the Dallas/Fort Worth International Airport and any other municipal airport located within the City of Dallas and City of Fort Worth.