

**SPECIAL MEETING AGENDA**

Airport Advisory Board - Tuesday, August 30, 2022, 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 – June 28, 2022, attached on pages 3-4
- E. Old Business
  - 1. DKB T-hangar lease review
- F. New Business
  - 1. Ad Hoc Committee to review Airport Minimum Standards/Rules and Regulations
- G. Adjournment



**DRAFT Minutes**  
Airport Advisory Board

The Airport Advisory Board of the City of DeKalb, Illinois, held a Regular meeting on June 28, 2022, 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**

Chair Robert Owens called the roll, and the following members of the Airport Advisory Board were present: Paul Borek, Scott Carlson, Matt Duffy, Robert Owens/Chair, Bernard Pupino/Vice Chair, James Rhoades. Richard Downen was absent. Also present were City Council Liaison Tony Faivre, City Manager Bill Nicklas, Public Works Director Andy Raih, and Airport Manager Renee Riani, along with guests: Jeff Kohlert/Fly America, and Eric Dienst/Rev'd Up Motorsports.

**B. Approval of Agenda**

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

**C. Public Participation**

None

**D. Approval of Minutes – May 24, 2022**

Matt Duffy moved to approve the minutes of May 24, 2022, meeting; seconded by Scott Carlson. Motion passed by a majority voice vote of those present.

**E. Old Business**

**1. S.W.O.T. (Strengths/Weaknesses/Opportunities/Threats) Update**

Discussion was led by Bill Nicklas regarding the T-hangar leases and preparation of a draft lease for review at next meeting. Jim Rhoades and Scott Carlson offered to be on Lease Review Committee.

**F. New Business**

**1. Airport Minimum Standards/Rules and Regulations Review**

Renee Riani requested members to form a Minimum Standards Review Committee. Bernie Pupino, Matt Duffy, Scott Carlson and Andy Raih offered to join the committee.

**G. Adjournment**

Bernard Pupino moved to adjourn the meeting; seconded by Scott Carlson. Motion passed by a majority voice vote of those present. Chair Owens adjourned the meeting at 7:12 p.m.

Respectfully submitted:

Renee Riani, Airport Manager

**AIRPORT ADVISORY BOARD****S.W.O.T. Timelines**

052422

**Short-term**

- Communication with Tenants/Engagement
  - Construction updates
  - Establish Monthly eblast
  - Follow on FB
  - Manager's Coffee
- Community image/Opportunity Unbound/social media
  - Ongoing – FB, newsfeeds, Throwback Thursdays – DKB history, Airfield drone videos, Business spotlights – Win CASAs, Linking EAA, CAP
  - Website update by Scott Zak/Intern Nate – Economic Impact, Traffic study
  - Community groups presentations – Chambers of Commerce, Kiwanis, Rotary, etc.
- Signage (novice viewpoint)
  - Directional signage anticipated by Fall
  - Tenants will submit their designs for approval
- Cortland Residents
  - Manager scheduled to meet with Mayor
  - Manager works with residents, community developers, drone flights, complaints (invite to DKB)
- Increase Rental Income
  - Intern Nate working on evaluation throughout summer; adjustments to follow – Scott Carlson will assist City Attorney to revise lease terms
  - SASO reviews
  - Adding E5-10 after rehab
- OSH – Camping/Pit Stop/Events – advertise on FB, website
  - WorldFuel supporting Hot Dogs, etc.
  - Investigating Food Trucks possibilities
  - Formation Flight Training staging on Jet Ramp
  - Will entertain camping requests
  - Drone - Roger Keys video or in person
- Simulator Time
  - Fly America waiting on FAA approval
- Public School Education
  - Manager assisted in Sycamore North elementary school Adopt a Pilot
  - Daycare groups scheduled in July
  - Homeschool groups scheduling summer
  - Manager will reach out for 2022-23 school year
- Airport Maintenance, Ground Service Eqp
  - Budget - FY2023>
- Air Park
  - Lowe's Grant applied for in April; waiting results
  - Loudspeaker - install in June
- Events
  - IAC Practice Days – Fridays, alternating Saturdays

- DCHD Recycling events – Jun 4, 25, Sep 24
- EAA Young Eagles/Pancakes–Jun 4/5
- Mortenson Picnic/IAC viewing – Jun 24
- Courtesy Cars
  - Budget - FY2023>
  - Contacting local dealerships
- Peace Rd / Pleasant St Conditions
  - Budget - FY2023

**Long term**

---

- TIF Funding
- Hangar Development
- Airport Maintenance, Ground Service Eqp
- Events
- Restaurant
- Part 139 Status – Replace Airfield Perimeter Fencing – Phase 1 through Rep. Underwood’s Community Project Funding
- Contiguous Land/Zoning – Frontier, N of 2200 Pleasant St
- Alternative Fuels/EV Charging
- Air Taxi/Regional Air Service
- DeKalb Taylor Solar update by Bill Nicklas