



The Airport Advisory Board of the City of DeKalb, Illinois, held a Regular meeting on September 29, 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 7:04 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, Matt Duffy, Melissa Gallagher, Robert Owens, Bernard Pupino, and Tony Faivre.

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

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

Bernie Pupino 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 – August 25, 2020**

Paul Borek moved to approve the minutes of August 25, 2020 meeting; seconded by Bernie Pupino. Motion passed by a majority voice vote of those present.

**E. Old Business**

1. AWOS (Automated Weather Observation System)

Renee Riani updated that the AWOS station had its quarterly/yearly FAA inspection on Tuesday, Sep. 29, and passed. The AWOS technician checked the phone line and determined there is too much static for the remote call-in feature to recognize the “#”, which would be a Frontier land line issue, not the AWOS component issue. Frontier was contacted and scheduled a technician on Wed., Sep. 30, for a service call. No questions or discussion followed.

**F. New Business**

1. New Line Service Staff

No questions or discussion.

2. FAA 2020-21 AIP

No questions or discussion.

**G. Reports**

1. Airport Manager’s Report

Renee reviewed the DeKalb Fire Department airport familiarization and Airport Fire Truck training had been well received. Renee explained the reason for another medivac helicopter having to land at DKB rather than Northwestern Medicine Kishwaukee Hospital is due to clouds being too low for the hospital instrument approach. She also commented on the smooth handling of the aircraft incident on Sep. 14, and cooperation with the FAA investigators.

2. Flight and Ground Operations

Tony Faivre questioned the reported fuel sales, and Matt Duffy asked about JetA fuel pricing in relation to area airports. Renee verified the fuel sales and explained that both fuel prices are set to be competitive with other airports in the region, considering airports which are truly competition based on available approaches and runway lengths. No further questions or discussion.

Bernie Pupino remarked about the increase in the call-out fees, and Renee explained that line service technicians are guaranteed a minimum of two-hours pay for a call-out, plus their travel time to and from the airport. The increase brings the fee more in line with the industry and better covers staffing costs. A further evaluation will take place following the next round of overnight freight operations. No further questions or discussion.

3. Budget

Renee updated that the Airport Budget is in final stages of completion. Bill Nicklas updated that the Airport Budget will be presented at the next Board meeting in October, and that Capital funds will be earmarked for improved fuel operations in the next few years.

4. Hangar Rentals

Renee updated that the new tenants for E1-5 and E5-8 had received hangar keys and would be moving in this week.

**H. Adjournment**

Bernie Pupino moved to adjourn the meeting; seconded by Tony Faivre. Motion passed by a majority voice vote of those present. Chair Owens adjourned the meeting at 7:35 p.m.

Respectfully submitted:

Renee Riani, Airport Manager

Minutes approved during Airport Advisory Board Regular meeting on 10/27/2020.