

City of Dixon Airport Advisory Board
April 12, 2017

The City of Dixon Airport Advisory Board met in regular session on April 12, 2017 at 5:00 PM in the conference room of Dixon Municipal Airport. Members present were: Applequist, Brown, Ruckman. Absent was Flenner, Meggers. Also present were: City Manager Cole O'Donnell, Public Works Director Terry Weter, Airport Manager Jim Canterbury.

Acting Chair Ruckman called the meeting to order at 5:06 PM.

MINUTES

One correction was made: the second for the motion to approve the Secretary Report should be Brian Brown.

Motion by Applequist, second by Brown to approve the minutes as corrected. Ayes: Applequist, Brown, Ruckman. Motion carries.

Member Meggers joined the meeting at 5:11 PM.

AIRPORT STATUS REPORT

Manager Canterbury reported the following:

- The card reader and keypad for the fuel station have been replaced.
- The AWOS still has problems. City IT personnel are working on a solution. We are holding a bill for the previous maintenance vendor since the system is not working right after they worked on it.
- Discussion on access by the farm land renter was discussed. The renter should access the southern field by a gate on the east side. The field on the northwest side should be accessed from Route 2. The center field will require the renter to cross a taxiway and Jim will get him a radio so that he can broadcast when he is crossing.

QED CONSULTING

Discussion was held on the hiring of QED to facilitate the consolidation discussions with Whiteside Airport. O'Donnell suggested that the first step for QED would be to have a meeting between the Advisory Board and the City Council to create a framework of what the goals of the discussions should be.

Motion by Meggers, second by Brown recommend to the City Council the hiring of QED on a time and material basis to facilitate the cooperation discussions with Whiteside Airport. Ayes: Applequist, Brown, Meggers, Ruckman. Motion carries.

HANGAR FEES

A short review of Rochelle's hangar rates was made. Discussion on changing our rates to be based on square footage. It was the consensus that any increase should just be a percentage. Staff was directed to revise with the following conditions:

1. Any renter in arrears will need to bring their account current before the new lease will be granted. Failure to bring the account current will result in their aircraft being removed from the hangar and tied down. The owner will then be charged for tie down rates of \$1.00/day.
2. Should a renter enter into arrears greater than one (1) quarter year, their aircraft will be removed from the hangar and tied down after appropriate notice. The owner will then be charged tie down rates of \$1.00 per day.
3. Aircraft will be given priority for rental of hangars. Renters with no aircraft in the hangar will be relocated or lease terminated if a renter with an aircraft is in need of the hangar.
4. All aircraft must be operational in order to be in a hangar. Owners may be granted exceptions by the Board on a case by case basis.
5. Any alterations to the hangar must be approved by the Board prior to the alterations being made.
6. Smaller aircraft in a large hangar will be relocated to a smaller hangar should an aircraft requiring the larger hangar apply for a hangar space. The smaller aircraft will only be moved if a smaller hangar is available or once a smaller hangar becomes available.

Motion by Applequist, second by Brown to recommend a 10% increase in hangar rental rates with the aforementioned conditions. Ayes: Applequist, Brown, Meggers, Ruckman. Motion carries.

FUEL SALES

Discussions were held on possible changes to the fuel sales where the City would buy the fuel and pay Breneman a per gallon fee. The merits and impact of this change were discussed. The Board felt that if we could offer more amenities in order to attract more planes that fuel sales could increase. Staff was directed to investigate possible amenities while Breneman was asked to provide financials on the fuel sales.

HAYFIELD REIMBURSEMENT

Former farm tenant David Hill had planted alfalfa on part of the farm land. Alfalfa is usually a three year crop and had Mr. Hill known that he would have to bid on the lease for this year he would have not have planted the crop. He is requesting reimbursement for one half of the cost of the seed and fuel for a total of \$1,444.00.

Motion by Applequist, second by Brown to authorize the payment of \$1,144 to David Hill for reimbursement of alfalfa seed and fuel as requested. Ayes: Applequist, Brown, Meggers, Ruckman. Motion carries.

MISCELLANEOUS

Election of officers will be on the next agenda.

A question was raised if pilots could form a group that could then do things around the airport in order to improve the facility. O'Donnell stated that it would be appropriate.

Motion by Applequist, second by Meggers to adjourn this meeting. Ayes: Applequist, Brown, Meggers, Ruckman. Motion carries. Time was 6:34 PM.

Cole S. O'Donnell
Acting Secretary