

City of Dixon Airport Advisory Board
AUGUST 24th, 2017 - 5:00 PM at Dixon Municipal Airport

CALL TO ORDER

The meeting was called to order at 5:00 PM by President Dan Ruckman.

ROLL CALL

Present: Mark Appelquist - Brian Brown - Dave Flenner - Dick Meggers - Dan Ruckman

Board Members Absent:

Others Present: Airport Manager Jim Canterbury, Interim Public Works Director –Matt Heckman, Sauk Valley News -Rachel Rodgers, Breneman Aircraft Service – Clay Breneman, Pilot -Kelly Hicks

APPROVAL OF MINUTES

Meggers moved to approve the minutes of the Airport Advisory Board Meeting of Wednesday, July 12, 2017. Seconded by Brown.

Voting Yea: 1. Appelquist 2. Flenner 3. Meggers 4. Ruckman 5. Brown

Voting Nay: None. Motion carried.

AIRPORT STATUS REPORT: Jim Canterbury

- Beacon Light was out required new Bulb. Spare bulbs are in stock for future use so down time will be minimized. New city Boom Truck is tall enough to reach and make repairs.
- Dixon One – Jim wants to work with Dixon One promoting local business to transit pilots. Brochure has information for things to do and places to eat. Possibly offering coupons for their use.
- AWOS – Repair man (Ty Burton – is with company taking over repairs to past Belfort installations) is to be in Dixon tomorrow August 25th for its inspection.
- Flag Pole Base brick flower bed – Jim offered this as a project for Boy Scouts to use as a possible Eagle Scout Service project. Needs present triangle shaped structure removed and possibly short block circular base with patio stones coming out for easy mower access.
- Public Works Director – introduced Matt Heckman as Interim Public Works Director until replacement for Terry Weter is hired.
- Current Hangers Status – Has had Four (4) people asking about hanger space. Two (2) “B” hangers vacant, also Three (3) hangers currently used for temporary city storage. “B” hanger has Tractor Mower in it. “E5” (contains Fire Dept. Trailer) & “F10” (contains Street Dept. Equip. including Bucket Truck). The hardest one to vacate presently will be finding a place for Fire Dept. Trailer.
- Hanger Lease Agreement – Ruckman asked about its update. Jim says update should be completed soon and will be sent to tenants

Amy Fenwick - possible Flea Market

Request was made about possibly having a flea market one weekend. It was agreed that Airport Manager was to make any arrangements he felt suitable if kept outside of fenced area.

Working arrangement with Whiteside County Airport

Sub-committee made up of Dan Ruckman, Mark Appelquist with City Mayor. Mark reported on their base of discussion. They held a meeting to discuss what purpose an agreement with Whiteside may be beneficial to Dixon. This meeting explored the vision a business coming to Dixon wanting use of longer runways than we have available and what infrastructure Dixon may be asked for to make Whiteside Airports longer runways answer this need.

AIRPORT FBO Building Leases & Fuel Sales and Operations

Assigned sub-committee made up of Brian Brown, Dave Flenner with input from Jim Canterbury, Clay Breneman, Cole O'Donnell and Terry Weter meet to put figures together for FBO building lease values and to research yearly fuel sales and cost of operation.

FBO Building Leases – A good baseline price by square foot was not found. Lease values in town are all over, mostly based on location, quality of building and use. Popular opinion was between \$8.00 and \$10.00 per square foot. The use of office space here used for Airport support services should be priced adjusted

City of Dixon Airport Advisory Board

AUGUST 24th, 2017 - 5:00 PM at Dixon Municipal Airport

different than if used for unrelated purposes. There is also the cost of supplying electricity, heat, restrooms, parking, snow removal which are supplied by city. Maintenance Hanger has electricity and water supplied but gas for heat is paid by occupant. The city born expenses need to be considered in lease rate as well as floor space. How much we as an airport are willing to discount the lease value to maintain Flight instruction, Airplane Maintenance or any other support service need to be negotiated from real value. Additional information on Electric cost or other city paid cost need to be added to square foot floor value.

MOTION - Flenner moved to table until additional cost information may be collected. Seconded by Appelquist.

Voting Yea: 1. Appelquist 2. Flenner 3. Meggers 4. Ruckman 5. Brown

Voting Nay: None. Motion carried.

FBO FUEL SALE Lease – Flenner reports that numbers were gathered to discover cost of operation.

FUEL FARM – Sales breakdown for cost of operation. Based on current 6500 gallons 100LL sales yearly
Fuel Filters \$200.00 yearly...../ 6500 = \$0.0307 per gallon..... currently by City
Fuel Master contract maintenance \$1,500 year/ 6500 = \$0.2307 per gallon..... currently by City
POWER / Elec..... \$ unknown/ 6500 = \$0.?? per gallon..... currently by City
Phone service \$30.00-month x 12 = \$360 year/ 6500 = \$0.0553 per gallon..... currently by Clay
POS support \$46-month x 12 = \$552 year/ 6500 = \$0.0849 per gallon..... currently by Clay
City \$200 + \$1500 = \$1700 year + power + Labor to maintenance / 6500 = \$0.2615 per gallon
..... City receives .08 cents per gallon Flow rate x 6500 = \$520.00 less \$1700 gain/(loss)= (\$1,180 +)
Clay \$360 + \$552 = \$912 year + labor to assist cust. + labor receive fuel/ 6500 = \$0.1403 per gallon
..... . CLAY pays .08 cents per gallon Flow rate x 6500 = \$520.00 + \$912 fix cost = \$1432 = \$0.2203gal.
Fixed expense for fuel sales Total \$2612...../ 6500 = \$0.4018 per gallon

Should the City choose to purchase fuel for an AGGRESSIVE FUEL PRICING idea and sell fuel it would need to make up cost greater than 40 cents per gallon to pay these known expenses. Clay says his price structure currently is usually 50 to 60 cents a gallon over cost to be competitive. This is below the Aggressive Pricing idea presented in the Airport Study completed earlier this year. Cost of fuel could be reduced by purchasing full truckloads of 8500 gallon at a savings of 10 cents per gallon because of freight. To maintain 9 months shelf life, we would need to be able to insure a greater yearly flow than present 6500 to purchase full truck loads. (8500 / 9 month = 945 gallons per month. This would be more than 11,340 gallons a year to keep fuel within 9-month shelf life.)

MOTION - Brown made motion to recommend to City with No advantage to change who purchases fuel to continue with current lease with Clay Benemann's approval to accept lease. Seconded by Flenner.

Voting Yea: 1. Appelquist 2. Flenner 3. Meggers 4. Ruckman 5. Brown

Voting Nay: None. Motion carried.

COURTESY Car Access

Canterbury added key lock box for key access to Courtesy Car when no one is at Airport to issue keys. This would be used for Transit pilots access to Courtesy Car after hours. Pilot will still supply personal information and sign the present Courtesy Car Agreement. When Canterbury is satisfied with information given over the phone (by voice or text photo as needed) then access number to key lock box would be given to pilot to access car keys.

Public/Visitor Comment: Kelly Hicks says he is looking to purchase a plane.

Closing Comments: Appelquist - Farm Land lease should consider changing from 1 year to three years. The land used for Hay needs to be stated in lease including how often it is bailed.

Adjourn at 6:04 P.M. **MOTION by Appelquist, 2nd by Meggers - APPROVED**

Next meeting – Wednesday September 13, 2017 at 5:00PM

Future scheduled dates for 2017 –Sept. 13th, Oct. 11th, Nov. 8th, Dec.13th.

Minutes submitted by Secretary, David Flenner