

City of Dixon Airport Advisory Board  
SEPTEMBER 28th, 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 (arrived 5:05) - Dan Ruckman

**Board Members Absent:**

**Others Present:** Airport Manager Jim Canterbury, Interim Public Works Director –Matt Heckman,  
Breneman Aircraft Service – Clay Breneman, CMT Consulting Engineer Dan Pape

**APPROVAL OF MINUTES**

**Correction : Working arrangement with Whitside County Airport –**

Sub-committee made up of ~~Dan Ruckman~~ **Brian Brown**, Mark Appelquist with City Mayor.  
Appelquist moved to approve with correction the minutes of the Airport Advisory Board Meeting of Wednesday, August 24, 2017. Seconded by Brown.

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

**ABSENT: Meggers (arrived shortly after vote at 5:05)**

**Voting Nay: None. Motion carried.**

**Review Transportation Improvement Program and discuss October IDOT meeting.**

- Ruckman opened discussion to have Dan Pape explain current outline for TIP’s program and go over possible dates to request in Springfield.
  1. City should give input on who is to attend TIPs meetings. In past was Airport Board, but possibly now someone from City management and/or City Council needs to be included.
- Dan Pape explained TIPs plan to some new faces at meeting to bring everyone up to speed.
- Hanger project would have some strings attached if we choose to do it.
  1. No money can be used for any other project for two years.
  2. State does not do the 5% share, so City would be 10% Federal 90%
- Runway Obstructions Effecting Approaches – Dan spoke with Matt Heckman about the need to document ownership of land West of airport which appears to be mostly City Property. This will help them document the approach clearances.
- TIPs Current plan appears correct with the exception that the Fence Project has been skipped for the Runway Lighting. It was agreed to re-enter Fence project following Runway Lighting 12/30.
  1. Obstruction Removal Runway 8/26 (so night approaches can be re-instated)
  2. Rehabilitate Runway 12/30
  3. Install North Perimeter Fence – Phase 1 (approximately fuel tank gate to west at Edelman).
  4. Construct Replacement Hanger
  5. Rehabilitate Access Road and Auto Parking
  6. Install North Perimeter Fence – Phase (approximately East at Sink Hollow to fuel tank gate).

**AIRPORT STATUS REPORT:** Jim Canterbury

- AWOS – Ceilometer and Visibility currently not working  
Current \$3,300 bill is not paid because Belfort will not answer calls and we are hoping this will force them to contact us.  
Discussion about possibly getting IT person certified to inspect and service the AWOS.
- Terminal Air Conditioner quit and needed to have it serviced.
- Electrical Vault – Service personal discovered burnt out indicator so everything was OK just misleading Jim that there was a malfunction.
- T-Hanger Status – Has had Four (4) people asking about hanger space.  
VACANT Hangers (4) Four - (1) in “C” hanger, (1) “E5” (contains Fire Dept. Trailer) & (1) “F10” (contains Street Dept. Equip. including Bucket Truck) (1) “B” hanger vacant, (has mower in it).

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**Rehabilitate Runway 12/30 Lighting Circuits**

Discussion about suggesting the city approve going forward with the 12/30 runway light project.

**Flenner made a MOTION** to do request City Council to authorize the Runway 12/30 Light Rehabilitation Project as outlined on the TIPs plan. Seconded by Meggers.

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

**Voting Nay: None. Motion carried.**

**AIRPORT FBO Building Leases**

**FBO Building Power cost** – Jim started researching power distribution but does not have it all sorted out presently. Hangers are using 8.2 % (\$32.80), Clays shop 46.2% (\$184.80), Vault 30% (\$120.00), Terminal 15% (\$60.00) of Average summer bill is about \$400.00 (Example = \$397.60) based on SUMMER Cost.

**Terminal Office Space** - \$8.00 a square foot was a base price that seemed normal for less than prime space Office floor space needs to be measured so we have something to go by.

**Discuss Ramp Entrance GATE concerns**

**Flenner made a MOTION** to use North Highway Gate between Breneman Hanger and Hanger “A” for Tenant and Ramp access. Other Gates to be secured shut. Seconded by Appelquist.

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

**Voting Nay: None. Motion carried.**

**Airport T-Hanger Lease Agreements**

Matt will pass on minutes from past April meeting that is not covered in the current draft lease.

There is a need for Motor oil to service plane and Propane for engine pre-heat purposes. Possibly quantity needs to be regulated by Airport Manager.

**Public/Visitor Comment:**

**Closing Comments:**

Adjourn at 7:15 P.M. **MOTION by Appelquist, 2nd by Meggers - APPROVED**

**Next meeting – October will be TIPs meeting, Board meeting Wednesday Nov. 8, 2017 at 5:00PM**

Future scheduled dates for 2017 – Dec. 13<sup>th</sup>.

Minutes submitted by Secretary, David Flenner