

City of Dixon Airport Advisory Board

June 14, 2022

1) Call to Order

The meeting was called to order at 4:00 pm by Mark Appelquist

2) Roll Call

Present: Mark Appelquist, William Siemer, Larry Ebert

Attended by

Video conference: Dan Ruckman

Absent: Ray Neisewander

Others Present: Matt Heckman – Dixon Public works
Jim Canterbury – Airport Manager

Visitors: None

3) Approval of Minutes

Motion – Larry Ebert– **Seconded** – William Siemer

Approved – Voting – (4) Yea, (0) Nay, (1) Absent

4) Airport Status Report – Jim Canterbury

a) **Hangars/Rent**

Jim Canterbury reported that hangar occupancy remains relatively unchanged with the majority of the B Hangar and about half of C Hangar currently vacant.

b) **AWOS**

Except for a few intermittent issues, the AWOS system is performing well. The system technicians, Mark Carol and Steven Smith, are doing a good job monitoring the system and proactively engaging when necessary.

c) **Fence Project**

The fencing project is progressing well; and the project is expected to be completed on-time.

d) **Airport Sign (Marquee)**

Jim Canterbury is expecting to begin the repairs on the sign this week. His goal is to have it fully functional prior to the RV Fly-In.

5) **Project & Engineering** – Matt Heckman

a) **Fence Project**

With the fencing project expected to be completed on-time, Matt does not anticipate any funding concerns.

b) **Taxiway Lighting Project**

Supply chain issues continue to impact this project. During a recent conversation with CMT, Mr. Heckman was notified that the Contractor will likely begin the project in September. This delay creates an issue with the Non-Primary Entitlement Funding expiration date. To mitigate this problem, Matt is seeking out a potential partner to transfer approximately \$158,000 of expiring NPE. He will provide updates as they become available.

c) **Taxiway Rehab Project (Taxiway Paving)**

The project has moved from the 35% engineering phase to the 80% engineering phase. With the design phase substantially completed, the project will likely go out to bid within the next few months. Construction is expected to occur in 2023.

6) **Unfinished business**

With Ray Neiswander being unable to attend this meeting, Mark Appelquist suggested that we table the Airport Manager Responsibilities, Airport Manager Replacement and Board Member Responsibilities topics to a future date.

7) **New business**

a) **Airport Advisory Board, Chairman Transition**

Dan Ruckman indicated that he needed to step down as Chairman of the Board and recommended he and Mark Appelquist change responsibilities. William Siemer submitted a motion to elect Mark Appelquist as the Chairman of the Board and transition Dan Ruckman to the Vice Chairman position. The motion was seconded by Larry Ebert. The motion was put to a vote and approved (4- Yeah, 0-Nay and 1-Absent)

b) **RV Fly-In Event**

Mark Appelquist has had numerous conversations with Lori and she has committed to the Pancake Breakfast on Saturday and Sunday of the RV Fly-In. Lori will need the city to provide the tent, tables, chairs, and garbage cans.

Matt Heckman believes the Park District may need the tables for an event after the concert. Jim Canterbury will investigate the situation to determine if the Park District will need all the tables or a smaller quantity. If another source is required, Jim will check the availability of tables at the daycare and/or within the school district. Once the final source is identified, the Airport Advisor Board Members offered to aid with moving and setting up the tables and chairs.

RV Fly-In Event (continued)

Jim Canterbury worked with LOTS to provide transportation (i.e. 2 buses) between the hotel and the airport. For transportation outside of the bus service, we will provide approximately 6 vehicles (2- airport courtesy vehicles, 2- TJ Garden (subject to availability), 1- Mike Dowell, 1- William Siemer)) for the pilots to utilize.

Mark Appelquist inquired about porta potties and Jim confirmed we will have them available.

Jim Canterbury requested assistance with organizing the remaining meals. William Siemer agreed to support Jim with the following:

- Friday evening dinner (needed)
- Saturday breakfast (Pancake Breakfast- confirmed)
- Saturday lunch* (needed)
- Saturday dinner (needed)
- Sunday breakfast (Pancake Breakfast- confirmed)
- Sunday lunch (Jimmy Johns upon departure- confirmed)

Suggested options: Mama Cimino's, Author's Garden Deli, Back Alley BBQ

*Note: On Saturday afternoon, some of the RVs will be attending an event at Whiteside County Airport. Based on this situation, the lunch volume will be reduced. Additionally, there will be approximately 3 hours of downtime at Dixon. This will provide the public with the opportunity to see the planes and meet the pilots.

We may need volunteers to help with the public parking. Matt Heckman mentioned that the Boy Scouts have done it in the past and may be interested.

While most pilots will have their own tie-downs, Jim will obtain a few extra tie-downs, if needed.

Matt inquired about Event Fliers for the occasion. Mark will add this topic to his conversation with Lori. Matt also asked if a RV Flyer Representative would be willing to speak with a local reporter to help bring community awareness. Jim will speak with the RV Representative about the opportunity.

Jim will confirm with Clay that he will be available to provide maintenance (when required) and have the necessary fuel volumes for the event. As per the email from Matt Heckman on May 11th, Jim will remind Clay that the \$0.18 flow rate reduction needs to be effective from July 18th – August 7th.

Charity Event Opportunity

Matt Heckman mentioned an opportunity to host a Car Show/Fly-In next June. He was recently approached by an individual that expressed interest and notified that all proceeds would be donated to veteran programs. The Board is enthusiastic about the opportunity and will help with the logistics. Matt will invite the event representative to our next meeting on July 12th.

8) Member Reports

a) Mark Appelquist

Mark requested to have fresh signage created and installed across the new fencing project. Jim Canterbury agreed.

Mark also inquired about the opportunity to budget for an electric gate. Matt Heckman informed the Board that, while the project is not currently budgeted, we would look for an opportunity in 2023.

In respect to the Flight Instruction ordinance, Mark will send out the City Ordinance to the Board for review. He asked that the Board is prepared to discuss the topic in greater detail during the July 12th Board Meeting.

b) Larry Ebert- None

c) Dan Ruckman- None

d) William Siemer- None

Public / Visitor Comments

None

Closing Comments

Next Airport Advisory Board Meeting is scheduled for 4:00 pm on July 12, 2022.

Adjourn

5:02 pm