

**AIRPORT BOARD MEETING
DIXON MUNICIPAL AIRPORT
CHARLES R. WALGREEN FIELD
1650 FRANKLIN GROVE ROAD
WEDNESDAY, JANUARY 11, 2017
5:00 P.M.**

AGENDA

1. Roll Call
2. Update the Airport Layout Plan
3. Discuss five year capital plan
4. Regain FAA authorization for the use of the nighttime instrument approaches
5. Attempt to achieve lower instrument approach minimums
6. Prepare an RFP to develop unused land
7. Discuss continuing QED engagement
8. Public/Visitor Comment
9. Adjournment

DRAFT

2018 *thru* 2022

Department Airport

Contact IT Manager

City of Dixon, Illinois

Project # ARPT-18-01

Project Name Airport AWOS Upgrade

Type Single Year Proj/Pur

Useful Life 6 years

Category Equipment: Computers

Priority 1 Critical

Grant Application

Bid Letting Date

Grant Approval

Bond Sale Date

Total Project Cost: \$2,500

Description

Replacement and Upgrade of AWOS Computer

Justification

The AWOS system is critical to airport operations providing automated weather observations necessary for aircraft landings and takeoffs. The existing computer is running Windows XP and is several years old. Windows XP is no longer supported by Microsoft.

Expenditures	2018	2019	2020	2021	2022	Total
Small Equipment	2,500					2,500
Total	2,500					2,500

Funding Sources	2018	2019	2020	2021	2022	Total
Capital Fund	2,500					2,500
Total	2,500					2,500

Budget Impact/Other

No Impact, replacement of existing equipment

DRAFT

2018 *thru* 2022

City of Dixon, Illinois

Department Airport
Contact Public Works Director
Type Single Year Proj/Pur
Useful Life 10 years
Category Buildings & Grounds
Priority 1 Critical

Project # ARPT-19-01
Project Name Layout Plan

Grant Application December 2017

Bid Letting Date Spring 2018

Grant Approval Spring 2018

Bond Sale Date

Total Project Cost: \$330,000

Description

Update to airport layout plan showing no runway expansion and identifying surplus land.

Justification

A recommendation of the airport feasibility study was to update the Airport Layout Plan to remove any runway expansion as such expansion is not feasible. It was also recommended that those sections of farm land south of the main runway be declared as surplus to FAA so that the land can be utilized for other purposes.

Expenditures	2018	2019	2020	2021	2022	Total
Planning/Design		330,000				330,000
Total		330,000				330,000

Funding Sources	2018	2019	2020	2021	2022	Total
Capital Fund		16,500				16,500
Grants		313,500				313,500
Total		330,000				330,000

Budget Impact/Other

DRAFT

2018 *thru* 2022

City of Dixon, Illinois

Department Airport
Contact Public Works Director
Type Multi Year Project
Useful Life 25 years
Category Buildings & Grounds
Priority 3 Important

Project # **ARPT-19-02**
Project Name **Perimeter Fence**

Grant Application December 2017

Bid Letting Date Spring 2018

Grant Approval Spring 2018

Bond Sale Date

Total Project Cost: **\$333,330**

Description

Installation of perimeter fence along the north property line in two phases.

Justification

The current fencing is either inadequate or nonexistent. Both fail to meet FAA requirements.

For Phase 2 of the project Grant Application will be December 2019, Grant Approval Spring 2020, and Bid Letting Spring 2020.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		166,664		166,666		333,330
Total		166,664		166,666		333,330

Funding Sources	2018	2019	2020	2021	2022	Total
Capital Fund		8,332		8,333		16,665
FAA Entitlement		150,000		150,000		300,000
Grants		8,332		8,333		16,665
Total		166,664		166,666		333,330

Budget Impact/Other

DRAFT

2018 *thru* 2022

City of Dixon, Illinois

Department Airport
Contact Public Works Director
Type Single Year Proj/Pur
Useful Life 20 years
Category Buildings & Grounds
Priority 1 Critical

Project # ARPT-19-03
Project Name Runway 8/26 Lighting Circuits

Grant Application December 2017 Bid Letting Date Spring 2018
Grant Approval Spring 2018 Bond Sale Date

Total Project Cost: \$250,000

Description

Rehabilitation of lighting circuits for runway 8/26.

Justification

Current lights are in danger of failure and need to be rehabilitated. Failure of the lights will limit flight use to day light hours only and reduce traffic in and out of the facility. This would have an impact upon fuel sale revenues.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance		250,000				250,000
Total		250,000				250,000

Funding Sources	2018	2019	2020	2021	2022	Total
Capital Fund		7,304				7,304
FAA Entitlement		235,392				235,392
Grants		7,304				7,304
Total		250,000				250,000

Budget Impact/Other

DRAFT

2018 *thru* 2022

Department Airport

City of Dixon, Illinois

Contact

Project # ARPT-20-01

Type Unassigned

Project Name Runway 12/30 Lighting Circuits

Useful Life

Category Unassigned

Grant Application December 2018

Bid Letting Date Spring 2019

Priority n/a

Grant Approval Spring 2019

Bond Sale Date

Total Project Cost: \$166,667

Description

Rehabilitation of lighting circuits for runway 12/30.

Justification

Current lights are in danger of failure and need to be rehabilitated. Failure of the lights will limit flight use to day light hours only and reduce traffic in and out of the facility. This would have an impact upon fuel sale revenues.

Expenditures	2018	2019	2020	2021	2022	Total
Construction/Maintenance			166,667			166,667
Total			166,667			166,667

Funding Sources	2018	2019	2020	2021	2022	Total
Capital Fund			8,334			8,334
FAA Entitlement			150,000			150,000
Grants			8,333			8,333
Total			166,667			166,667

Budget Impact/Other

City of Dixon, Illinois

DRAFT

2018 thru 2022

SOURCES AND USES OF FUNDS

Source	2018	2019	2020	2021	2022
FAA Entitlement					
Beginning Balance	300,000	300,000	64,608	64,608	64,608
<u>Revenues and Other Fund Sources</u>					
<i>Revenue</i>					
FAA Entitlement	0	150,000	150,000	150,000	150,000
<i>Total</i>	0	150,000	150,000	150,000	150,000
Total Revenues and Other Fund Sources	0	150,000	150,000	150,000	150,000
Total Funds Available	300,000	450,000	214,608	214,608	214,608
<u>Expenditures and Uses</u>					
<i>Capital Projects & Equipment</i>					
<u>Airport</u>					
Perimeter Fence ARPT-19-02	0	(150,000)	0	(150,000)	0
Runway 8/26 Lighting Circuits ARPT-19-03	0	(235,392)	0	0	0
Runway 12/30 Lighting Circuits ARPT-20-01	0	0	(150,000)	0	0
<i>Total</i>	0	(385,392)	(150,000)	(150,000)	0
Total Expenditures and Uses	0	(385,392)	(150,000)	(150,000)	0
Change in Fund Balance	0	(235,392)	0	0	150,000
Ending Balance	300,000	64,608	64,608	64,608	214,608



December 7, 2016

Mr. Cole S. O'Donnell
City Manager
City of Dixon
121 West Second Street
Dixon, Illinois 61021

Re: Dixon Municipal Airport Continuing Services

Dear Mr. O'Donnell:

This letter responds to your e-mail of December 6th requesting information n behalf of the Airport Advisory Board about the consulting services QED can continue to provide.

My professional services fee is based on a rate of \$185.00 per hour plus expenses at cost. When analysts on my staff can perform certain subtasks, their billing rate is \$55 per hour. Travel expenses are based on originating from the nearest air carrier hub airport to Dixon, either Chicago-Midway or General Mitchell in Milwaukee. This is the same financial arrangement as was applied to the Airport Feasibility Study.

As outlined in my letter to you dated October 26, 2016, the thrust of the consulting services needed to implement the various action items are more strategic than engineering. The Airport Advisory Board can benefit much more from having the guidance and "out of the box" thinking that QED can offer as opposed to an airport engineering firm whose primary business model focuses on obtaining grants for capital projects that they can design or conducting basic planning assignments. QED offers a broader experience base to undertake each of the action items listed in our earlier letter, some of which may require taking an opposing view as that held by the FAA or ODOT, a situation that airport engineering firms will find uncomfortable. Further, many of the action items listed in our earlier letter, especially those related to airspace issues, instrument procedures and airport business plans, are typically not resident in most airport engineering firms and rather than "learn on the job" at the expense of the client, these firms have turned to QED for assistance.

We recognize that two of the action items will need to be conducted by professionals other than QED staff. These are the update to the airport layout plan drawing and the obstacle surveys to regain the nighttime instrument approaches and potentially lower the existing instrument approach minimums. These action items are rather straightforward production efforts and QED is well positioned to guide those preparing these action items so that they meet the objectives of the Airport Advisory Board. In these instances, the Airport Advisory Board can designate the

Mr. Cole S. O'Donnell
December 7, 2016
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professional firms or individuals to provide these services under a subcontract with QED. Please note that the update to the airport layout plan drawing does not require the services of an engineering firm or registered professional engineer; however, the obstacle surveys must be conducted by a licensed surveyor. In the event that traditional airport engineering services are necessary, for example, in designing a capital improvement project, these can be obtained directly by the Airport Advisory Board or through a subcontract with QED.

During the course of the Airport Feasibility Study, QED sought to define a program that will put the Airport on a more sound financial footing that can, if implemented correctly, avoid renewed interest in closing the facility, and I believe we achieved that objective. Recommending repurposing the land south of the runway complex for use as a solar farm was one example of the innovativeness that QED brought to the attention of the Airport Advisory Board. We want and look forward to providing our objective and seasoned guidance to the Airport Advisory Board as it moves the Airport forward.

Should you or the Airport Advisory Board have any questions or wish to discuss this matter further, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald F. Price".

Ronald F. Price, P.E.
Principal