

City of Dixon Airport Advisory Board  
March 13, 2019 - 5:00 PM at Dixon Municipal Airport

**CALL TO ORDER**

The meeting was called to order at 5:05 PM by Dan Ruckman

**ROLL CALL**

**Present:** Dave Flenner – Dick Meggers - Dan Ruckman

**Board Members Absent:** - Mark Appelquist - (1) Vacancy

**Others Present:** Airport Manager - Jim Canterbury, Dixon Pubic Works - Matt Heckman – Mike Dowell & Nick Simmer of M & M Aviation

**APPROVAL OF MINUTES**

**MOTION** by Meggers to approve the **January 10, 2019 minutes**, Seconded by Ruckman

**Voting – Yea = 3 – Nay = None – Absent = 1 + 1-Vacancy**

**Motion carried.**

**AIRPORT STATUS REPORT:** Jim Canterbury

- 1) **T-Hanger** Empty (1) in “B” and “E4”
- 2) **Marquee sign** – Still a Water problem, will need to have Electricians look at it again.
- 3) **Runway End Identifier Lights (REILs)** – Working Fine since Repair..
- 4) **AWOS** – had two board replace is working fine now. Does not have Statement yet so cost is unknown.
- 5) **Beacon** – Gear Box has been repaired
- 6) **Hanger Doors** – some hanger door fixes
- 7) **Fuel Credit Card Printer** – Reported INOP – IT Dept. fixed by getting Paper from Street Dept. System.
- 8) **Maintenance Hanger Ramp Light (Clay’s Hanger)** – **NO CHANGE** - Regarding the EAST Ramp Light Fixture is now working but the 4 streetlights on driveway have quit. There needs to be some rewiring done.

**PROJECT & ENGINEERING**

1. **Runway 8/26 Lighting upgrade** – Heckman = Weather has delayed
2. **AWOS** – Ruckman – Would like us to look at developing a AWOS upgrade.

**NEW BUSSINESS**

1. **NEW BOARD MEMBER** – Heckman – Answered questions on how to recommend a member. Suggested you send Mayor your recommendation and have this person send Mayor their qualifications. Heckman admits its new territory for him so he should consult with the Mayor for input.
2. **CMT Engineering** – Heckman – **contract expires September 2019 – Heckman start process to select firm. A presentation meeting will be scheduled separately from a normal Airport Board meeting.**
3. **FBO Leases** – Heckman – New leases are complete and E-Mailed to members for review.
4. **FY20 Budget** – Heckman – Proposed FY20 Budget E-Mailed to members for review.
  - a. Added payroll for a seasonal employee.
  - b. operating supplies increased
  - c. Engineering may need revisited so this may need increased. The fence should have some cost already paid from past stopped project. Heckman want to revisit this with CMT.
5. **AIRPORT BOARD Meeting LOCATION** -Ruckman for Appelquist – with the number of people attending should we consider moving to City Hall Chamber for these meetings?

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Some discussion of thoughts aired were -

- a. the board moved some years ago from City Hall to the Airport to be at the place they represented.
- b. City hall is hard to hear people so we may find ourselves changing back a short time later.
- c. NO comments by anyone that felt City Hall would be better.

**OLD BUSINESS**

- 1. **Local Airport Goals & Local Maintenance** – Heckman –
  - a. Project Wish List – Heckman – Email sent to all for review. Members should review and add any concerns to this and send back to Heckman. (See: ATTACHMENT “A”)
  - b. BATHROOM Remodel – NO REPORT.....
- 2. **PUBLIC EVENTS** –Ruckman – Asked for any Ideas –
  - a. Discussion on when and consensus was NOT JUNE as weather will tend to be less favorable.
  - b. Discussion on what featured activity to draw planes and people.
  - c. Canterbury – Concerned was about paperwork involved to get approval from IDOT. Ruckman reminded there is more interference at the airport doing the police car maneuver training than a Pancake Breakfast with some people on the ramp will create.
- 3. **SCHOLARSHIP FUND**
  - a. Ruckman - Scholarship recipient selection process may not include Donors, so in our case must be handled by SVCC. It was previously felt that The Airport Board or City may participate but that is incorrect.
  - b. Dowell – SVCC will be having a reception at airport on March 27<sup>th</sup> for Donors, Airport Board and City presenting a pluck showing Donors to Scholarship.
  - c. Dowell – There is about \$22K now in the fund. Discussion will need to happen so a decision can be made to award one or two \$1000 scholarships. Also, should the fund lock in the \$20K so it is never used. Any additional funding can be used to invest or to increase Scholarship awarded in a year.

**PUBLIC/VISITOR COMMENTS**

- 1. Simmers – Reported his research to be able to do the AWOS repair and re-certification cost prohibitive for him to do.
- 2. Simmers – Research of AWOS possibilities for Dixon he found the All-Weather System of a AWOS 3 and got a price quote (without precipitation) just over \$116K and cost for Civil Work about \$30K but could be less if able to use current infrastructure and replace AWOS. Maintenance would be about \$5.5K yearly.

**CLOSING COMMENTS**

- 1. ....

**Adjourn at 6:23 P.M.**

**Next meeting –5:00 p.m. Wednesday – MAY 8th, 2019**

Future Scheduled meetings –July 10<sup>th</sup>, September 11<sup>th</sup>, November 13<sup>th</sup>, 2019

Minutes submitted by Secretary, David Flenner

ATTACHMENT “A” – Heckman –

March 12, 2019 - LIST OF AIRPORT GOALS.  
**Pavement:**

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Crack fill around hangars  
Crack fill parking lot  
Update Joints  
Pave/paint parking lot  
Repair sidewalks

Sidewalk from ramp to south side of terminal  
Pave turn around area on north side of maintenance hangar

**Landscaping:**

Update Flag Pole landscaping  
Paint flag pole  
Improve terminal landscaping  
Remove Cessna Pilot Center sign

**Hangars:**

Paint roofs/soffits  
Maintenance to doors and seals  
Inspect doors and not needed repairs to T-hangar doors  
Repairs B & C hangars (including electric items)  
Repair existing lighting  
Additional outside lighting  
Install ID letters and hangar numbers on buildings  
Tuck point bricks in standards at the maintenance hangar  
Replace all T-hanger door handles, create master key system  
Paint all T-hangars  
Repaint structural beams on maintenance hangar  
Install driveway gate for direct access to hangar E

**Fuel:**

Fuel Island - keep Jet A?  
Improve Farm:

- paint tanks
- external lighted fuel monitor
- additional signage
- additional lighting

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**Ramp:**

New lighting

- fuel farm

- east light

**Terminal Building:**

Update/Remodel bathrooms  
Update tile floors  
Remove paneling  
Renovate pilot briefing area  
Replace Furniture  
Paint  
Open up flight planning area (remove walls)  
Organize electrical wires on north side of terminal  
Install outlets for charging station  
Upgrade interior lighting

**Runway:**

Replace all runway/taxiway signs  
Install taxiway lighting system

**AWOS:**

Repair for reliable function or replace

**Misc:**

Repair driveway street lighting  
Upgrade signage airport wide  
Repaint runway and taxiway markings  
Replace Dixon Airport sign with multi-space sign w/ biz names

End

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Matthew S. Heckman  
Public Works Director/Assistant City Manager  
City of Dixon  
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