

City of Dixon Airport Advisory Board  
June 12, 2019 - 5:00 PM at Dixon Municipal Airport

**MAY 8th, 2019 Meeting rescheduled to June 12, 2019**

**CALL TO ORDER**

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

**ROLL CALL**

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

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

**Others Present:** Airport Manager - Jim Canterbury, Dixon Pubic Works - Matt Heckman, Open Sesame - Lori Reubin

Secretary Request, Flenner reports his intentions to submit Airport Board Minutes about 2 weeks following meeting. The current Agenda should be based on the past minutes with new business added and completed Old business removed. Agenda should follow the past minutes in order and any changes requested will be made in following minutes. President needs to keep meeting on subject and not jump from one subject to another then back to a past discussion. Respectfully David Flenner

**APPROVAL OF MINUTES**

**MOTION** by \_\_\_\_\_ to approve the **March 13, 2019 minutes**, Seconded by \_\_\_\_\_

**Voting – Yea** = \_\_\_\_ – **Nay** = \_\_\_\_ – **Absent** = **1-Vacancy**

**Motion** - none made or requested by President Ruckman

**AIRPORT STATUS REPORT:** Jim Canterbury

- 1) **T-Hanger** Empty (3) #D \_?\_, #B \_?\_, #F\_?\_.
- 2) **AWOS** – had a really good run with no issues until yesterday (June 11<sup>th</sup>) had report error with visibility. Reported limited Visibility when day was mostly clear. When Canterbury checked unit, it was reporting 8 miles which appeared correct and found some spider web on lens that may have contributed to the previous reporting error.
- 3) **Beacon** – Tower is blowing bulbs. The past bulb (GE \$50) recommended by Tower Mfg. is no longer available. Alternate bulb is being researched but presently bulbs available from alternate sources are not lasting (maybe 2-months) and blowing. Currently using the left over below spec. Bulbs that we had quit using from past years until new source can be found.
- 4) **Trees** – Front Yard – The old original trees prior to trees planted last few years are old and rotten. Not surprised when wind toke one down recently.
- 5) **8/26 Runway Lights** – Had one light with power surge. Repaired by contractor. All appears good.
- 6) **Marquee sign** – **NO CHANGE** - Still a Water problem
- 7) **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. Not available in current budget.
- 8) **National Based Aircraft Inventory** – Flenner asked Cantebury if he was able to produce a list of tenants. Cantebury said he had started list and would get this to Flenner so he could complete inventory on FAA Web site.

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**PROJECTS & ENGINEERING – Matt Heckman**

1. **Runway 8/26 Lighting upgrade** – Project Complete.
2. **Runway 8/26 Lighting** – Letting scheduled June 14<sup>th</sup> (lights and all signs)
3. **Engineering Consultant contract** – CMT is only interested party so far. IDOT has a web page that list airports needing new contract these firms can contact the airport
4. **NEW BOARD MEMBER** – 2 names submitted to Mayor
5. **Board Meeting times** – Heckman and Canterbury will be present whenever Board wants to meet. Depending on Board member schedules afternoon 2 or 3 if it works would be good. (discussion felt that 5:00 is best for a board member working days and we should wait to see what a New member may need to fit their schedule.) **Applequist request to Table this** until next meeting possibly to include new board member.
6. **Portable Toilets for Contractors** – We should address having Portable Toilets included in construction projects for contractor use. Current experiences with them using terminal Rest Rooms is not good considering the dirt they bring in. Flenner felt we should be able to have CMT include that in requirements same as they require them to supply engineer's office.
7. **Fence North Perimeter – Ph. 1 and 2** - Heckman – Email sent by Kyle Peabody does not show Electric gate materials list. Flenner said he would look at past plans and compare them. Follow up with Heckman with that information. (see Attachment “B”)
8. **2019 Pavement Condition Inspection** – No crack sealing done to date in preparation for this.

**NEW BUSINESS**

1. **2019 July 20<sup>th</sup> Summer Pancake Breakfast – Open Sesame Lori Reubin –**  
Discussion on needs for Pancake breakfast in July 2019 and what needs need to be addressed.
  - Location - Hanger “A” #1 and 2 (cleaning prior event)
  - Cook – Outside under Tent to keep heat out of building
  - Water – Bottled and possible hose from Breneman for other cleaning needs.
  - Insurance – **Matt to clarify** (City named on insurance for event last year was \$50 cost)
  - Tables & Chairs – Park and open Sesame – Trailer with picnic tables, **Canterbury to reserve**
  - Porta Toilets, hand wash, waste barrels – **City furnish**
  - Airport / Open sesame profit share - NOT DISCUSSED – **Ruckman** WILL TALK WITH Reubin about this.
  - Aircraft on Ramp – No real source to draw this year other than breakfast attendees / spoke of Past tenant and Air venture Grand champion Greg Heckman (improperly mentioned first name as Matt) as possible plane to request attending.
  - Flights – **M&M** to offer fee paid rides.
  - Griddle and Equipment – **Open Sesame** bought griddle will bring and source these needs
  - Eating plates and supplies - **Open Sesame** will bring and source these needs
  - PANCAKE MIX – **Appelquist** to check with Crest Food for bulk mix.
  - Flyers – Open Sesame to print, **Appelquist** to assist with information.
  - HELP at breakfast – **Open Sesame** parents & kids also friends
  - Final meeting on July 10 – All footwork prep completed prior this date.
2. **Fuel Pricing Airventure – Repeat City Flow discount as last year for 3 weeks (week prior – week of Airventure – week following)**
3. **Camping Transit pilots – Welcome tents in yard for transit pilots**
4. **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.
5. **AWOS** – Ruckman – We need to add developing AWOS upgrade to our TIPs Plan in October. Research or type (AWOS 2 or 3 and include Precipitation and Ceilometer that does not come on AWOS 3) and cost needs to be started. (ASOS is believed to include Precipitation but not funded by IDOT)

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6. **PILOT Computer** – Canterbury = IT Dept. says computer is old and wants to know if its replacement will be put into our budget. Replacement expense \$3,000.00. Discussion on its value now that more people use smart phones and its current use or need by Pilots.  
**Board Input** - The \$3K cost may be excessive and possible use of a retired computer or laptop would provide a pilot access to weather, flight information and flight plans. Heckman felt 90% sure a replaced Laptop could be found to replace this unit.
7. **Flight Plan Station** – Ruckman – We may want to wait to make any improvements until the space needs for Restroom remodel are addressed. Canterbury suggested using empty office for now with a table and placing Pilot Computer in that room.
8. **Fundraising for Scholarships** – Ruckman – With Scholarship Fund in Place we need to pursue keeping it funded. Last Year we were late soliciting funds to start this Scholarship so many businesses asked to see them earlier in next calendar year.  
Flenner asked if we could table this until July as we have two people needing to leave and this meeting has run long already. Ruckman felt we need to start thinking how to continue. Flenner asked Ruckman to send E-mail on subject so we could start thinking about his ideas.

**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 – Need to check with inspector to see what we need to do to comply with ADA rules. Possible 5-foot floor clearance around fixtures for access.

**PUBLIC/VISITOR COMMENTS**

1. none

**CLOSING COMMENTS**

2. none

**Adjourn at 6:45 P.M.**

**Next meeting –5:00 p.m. Wednesday – July 10<sup>th</sup>, 2019**

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

Minutes submitted by Secretary, David Flenner

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ATTACHMENT "A" – Heckman –  
March 12, 2019 - LIST OF AIRPORT GOALS.

**Pavement:**

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  
815-288-7474

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