

City of Dixon Airport Advisory Board  
July 10, 2019 - 5:00 PM at Dixon Municipal Airport

**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:** Jim Canterbury - Airport Manager, Matt Heckman - Dixon Public Works, Mike Dowell & Nick Simmer - M & M Aviation. Arriving during meeting - Lori Reubin - Open Sesame.

**APPROVAL OF MINUTES**

**March minutes were NOT voted on in June so both March and June required approval.**

**MOTION** by Appelquist to approve the **March 13, 2019 minutes**, Seconded by Meggers

**Voting – (4) Yea, (0) Nay, Absent (1)-Vacancy - APPROVED**

**MOTION** by Meggers to approve the **June 12, 2019 minutes with correction to**

**(Projects & Engineering ITEM #2 correct from Runway 8/26 TO: Runway 12/30 Lighting)**,  
Seconded by Appelquist

**Voting – (4) Yea, (0) Nay, Absent (1)-Vacancy - APPROVED**

**AIRPORT STATUS REPORT:** Jim Canterbury

- 1) **T-Hanger** Empty (3) #E 4, #B 3, #F 10.
- 2) **PILOT Computer** – Canterbury = IT Dept. replaced computer with a reassigned city computer.
- 3) **Sliding Hanger Door Rollers** – Canterbury – Ask if anyone knew anything about a supplier. Flenner said he believed they were National Brand and possibly Tractor Supply carried some but could also be found online.
- 4) **PAVEMENT Crack Seal** – Started on cracks in Ramp but weather not cooperating.
- 5) **Maintenance Hanger Ramp Light (Clay's Hanger) – Electrical Issues** - Jeremy Weaver past City employee, to meet with Jim to review electrical issues for possible repair.
- 6) Regarding the EAST Ramp Light Fixture is now working but the 4 streetlights on driveway have quit. Also Marquee sign, still a Water problem
- 7) **AWOS** – Has been fine.
- 8) **National Based Aircraft Inventory** – Flenner asked Canterbury if he was able to produce a list of tenants. Canterbury said he did not have it with him.

**PROJECTS & ENGINEERING – Matt Heckman**

1. **Runway 8/26 Lighting upgrade** – One issue we had has been corrected. Invoices are arriving at City Hall so should be wrapping that up.
2. **Runway 12/30 Lighting** – June 14<sup>th</sup> Letting (lights and all signs) – Bid results about 51% above estimates. IDOT will put it on the January Letting for re-bid.
3. **Fence North Perimeter – Ph. 1 and 2** – Pre-Design meeting July 23<sup>rd</sup>. 10:00 A.M. Changes include that the FAA will no longer participate in Electric Gates. We can proceed with discussions on Electric Gates following the pre-design meeting.
4. **Engineering Consultant contract** – CMT is only interested party so far. Posting on the IDOT web page will satisfy IDOT and we should be able to enter into a new contract with CMT.  
**CMT Engineering contract expires September 2019**

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**OLD BUSINESS**

1. **2019 July 20<sup>th</sup> Summer Pancake Breakfast – Open Sesame Lori Reubin –**  
Discussion on PREPERATIONS for Pancake breakfast in July 2019.

- **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 – City named on insurance** for same as event last year.
- **Tables & Chairs – Park and open Sesame** – Trailer with **picnic tables, Canterbury RESERVED**
- **Porta Toilets, hand wash, waste barrels – City furnish**
- **Airport / Open sesame profit share – Charge is a \$6 suggested Donation.**
- **Aircraft on Ramp** – No real source to draw this year other than breakfast attendees
- **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 – 200 lb. from Crest Food for bulk mix.**
- **Flyers** passed out.
- **HELP at breakfast – Open Sesame** parents & kids also friends.
- **ELECTRICAL NEEDS – Food Warmers and coffee pot also FANS.**

2. **Fuel Pricing AirVenture** – Clay will Post on EAA web site Fuel discounted 15 cents of the posted 100LL web site posted prices during 3-weeks of AirVenture Travel.
3. **Camping Transit pilots** – Tents in yard for transit pilots will be on EAA web site info.
4. **AWOS** – Ruckman asked Mike for some clarification of AWOS and ASOS types.
5. **Flight Plan Station** – Ruckman – brought up possibly using a vacant office for this purpose. Some discussion on this and how it may tie into the restroom remodel.
6. **FBO Leases** - Heckman – Asked if there was any input on the lease proposals sent by e-mail.
7. **Restroom Remodel** - Heckman – There are more issues to be sorted out to comply with code regarding handicap accessibility.
8. **MEETING TIMES** –

**MOTION** by Appelquist to Table Meeting Time schedule change until new Board Member is appointed, Seconded by Ruckman **Voting – (4) Yea, (0) Nay, Absent (1)-Vacancy - APPROVED**

9. **Fundraising for Scholarships** – Ruckman – With Scholarship Fund in Place we need to pursue keeping if funded. Last Year we were late soliciting funds to start this Scholarship so many businesses asked to see them earlier in next calendar year.  
**SVCC** – District includes what area? (District Map attached to bottom of Minutes)  
**Scholarship Selection Committee – Mike and Mark to reach out to Lori to confirm status.**
10. **Local Airport Goals & Local Maintenance** – Heckman – **Review of Project list.**

**NEW BUSINESS**

1. **Eviction Process** – Ruckman – What must we do to start a eviction of a non - airworthy Plane on field? Some discussion that left it to Heckman to research.

**PUBLIC/VISITOR COMMENTS**

1. **Simmer, Nick** said that he did have a conversation with our Mayor regarding him as a possible member of Airport Board.

**CLOSING COMMENTS**

1. **Flenner, David** – asked about a request by Romo regarding Racoons. Canterbury reports door causing issue REPAIRED

Adjourn at 6:45 P.M.

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Next meeting –5:00 p.m. Wednesday – September 11<sup>th</sup>, 2019

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

Minutes submitted by Secretary, David Flenner

Sauk Valley Community College  
**District Map**

