

**Airport Commission Meeting Minutes  
December 20, 2011  
3:10 PM**

**Open Meeting:**

**Roll Call:**

**Bill Baker (BB)  
Don Barth (DB)  
Murray Brian (MB) absent  
Mike Reed (MR)  
Absent: Ric Woldow (RW)**

**Mike Guerra (MG)  
Lori Justus (LJ)**

**Public:**

**Ric Cunningham RC  
John Kriegsman JK  
Mark Reecy MRCY**

**Approve minutes from prior meeting: DB moved to approve, MR seconded, all in favor; minutes approved.**

**Special Reports: MG**

- 1. MG presented a copy of the TIPS sheet for 2013-2017 to the Commission members and asked them to look it over and let him know if they approve it as is or would like to change the order of the projects to be done before he submits the final copy to the State.**

**BB asked if the State changed the order of anything, MG said it is more in line with what was discussed at the meeting in Springfield with the #2 West Ramp rehabilitation project being done in two phases.**

**MB questioned the project not being done until 2013, MG confirmed and added that the reason is the #1 Fuel Dispensing Project will use the allocated funding for 2012. MR asked if the State would have a problem with giving us funding to do the fuel project before the ramp project even with the ramp having problems. MG said that the State**

**has changed things and the ramp project needs to be completed within three years. MG added that portions of the project may not be covered by State funding now, he should know within a month when the TIPS get approved.**

**MB questioned the West Ramp project description on the TIPS sheet and asked MG for confirmation that a portion would have two inches milled, 1½ “ overlay of Bituminous Surface Course, and 5/8” PFC and Phase 2 getting a ¾” PFC only.**

**DB asked why the two West Ramp phases couldn't be done simultaneously, MG said it is possible to do the phases simultaneously but it is broken out in to two line items due to funding; Phase 1 will definitely be done with allocated funds but the second phase is being done with State / local funds only – no Federal.**

**MB asked when we will know what portion is being milled and which isn't. MG said that the Phase 2 should also include milling for the pavement to be at the same height when complete but it is not shown in the description. MG will contact Chris Groth from CMT to confirm the milling process and dimensions.**

**MB asked if the TIPS needed to be approved right away, MG said it needs to be approved before next month. MB asked MG to email the Commission members the time when the approval is due so that RW and others a chance to go over it.**

**MB asked when MG would be able to let the Commission know if the funding is available for the Fuel Dispensing Project because if that project is out it may change the order they would like to do the projects.**

**MR asked what happens if the funding gets pulled for the Fuel Dispensing project, would it be possible to get the existing Jet A dispenser repaired? MG said that if the State funding gets pulled the City will proceed with the project anyway as they already have the funds dedicated but he will need to follow the proper steps or the City won't be reimbursed.**

**BB asked MG what the timeline is for the Fuel Dispensing project. MG said he plans on contacting Hanson Engineering and having**

them start but did not have a lead time, it will begin as soon as it goes out to bid and is awarded – may be June or July.

RC said that if it is in June or July and there may be a period of time when fuel is not available we wouldn't want it to happen during Wings & Wheels or during spraying season unless we could provide a fuel truck and notams will have to be put out.

2. **Budget report:** MR provided a copy of the monthly update to Commission members. MB requested that in the future MG email a copy of the Budget report to the Commission prior to the meetings so they have a chance to look it over before the meeting and moved to table budget discussion until the next meeting so all have time to look it over.

BB noted that the time period that the report covered was not a full month and suggested that MG have the Accounting Dept. run the report on the 2<sup>nd</sup> day of each month so that a full report is captured on the report.

#### **Fuel report: LJ**

**Gallons of fuel sold between last meeting 11/15/11 and 12/20/11:**

<u>Date</u>	<u>Product</u>	<u>Meter Reading</u>
12/20/2011	Jet A	113880.40
<u>11/15/2011</u>		<u>113226.70</u>
Total Gal. sold		653.70

12/20/2011	100LL	65183.70
<u>11/15/2011</u>		<u>64123.80</u>
Total gallons sold		1059.90

**Gallons of fuel sold last year between 11/15/10 and 12/20/10:**

<u>Date</u>	<u>Product</u>	<u>Meter Reading</u>
12/20/2010	Jet A	98287.10
<u>11/15/2010</u>		<u>98287.10</u>
Total gallons sold		000.00

12/20/2010	100LL	49040.10
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<u>11/15/2010</u>	<u>47848.20</u>
Total gallons sold	<u>1191.90</u>

Fuel sales this year compared to last year during the same period of time:

<u>Jet A</u>	
<u>2011</u>	653.70
<u>2010</u>	<u>000.00</u>
	653.70 more this year
<u>100LL</u>	
<u>2011</u>	1059.90
<u>2010</u>	<u>1191.90</u>
	132.00 more last year

LJ reported that the Jet A pump switch was broken and she has a service call in to IL Oil Mktg. for repair.

Old Business:

1. Status report on delinquent payments

MG said there were two delinquent payments and the accounting department has already sent out late notices to the customers. One late account remains on the record due to a problem with the program, and one account for a lease we are working on that was thought to be late but LJ confirmed that the deposit payment for renting a space in Hangar A had actually been paid for with a credit card at the airport on the indoor POS credit card machine; the City should have received payment from Avfuel for the transaction.

BB asked how much of a percentage we lose on each credit card sales transaction. MG said that it he would find out what the fee is.

MB asked if people could pay monthly hangar leases with a credit card. LJ said that she has taken credit card payments for deposits but has not taken them for monthly hangar rents but has the capability to do it if it is ok with the City. MG said that he would talk to Angie about it.

**MB asked if we had a new hangar lease, MG said the lease had been sent to the customer and the customer just wants to rent out the whole Hangar A. MB said he thought the Airport Commission would be knowledgeable prior to someone leasing out the hangar for anything and it would come before the Airport Board first and asked if that was not accurate. MG said that the customer is renting out the whole hangar space like renting out a T-Hangar and not operating a business. BB said that is going back to the one of the first meetings trying to decide if one of the jobs of the Airport Commission is to run the airport. LJ mentioned that flyers have been posted for sometime advertising the Business Hangars available to rent on a monthly basis and that is what the customer is doing and the other two renters that were in Hangar A were moved to Hangar B so now we both hangars will be full by the New Year out the whole hangar as advertised. MB asked if is month by month, MG said it is at this time. MB asked if the Airport it is his understanding that it is the Airport Commission's job is to make recommendations for the private leases but the leases for the City owned buildings are negotiated by the City. MR said that we have another plane in Hangar B.**

**BB mentioned that some training is needed to operate the Hangar B door and discussed replacing the door. MB asked if it is in the budget to replace the door, MG said he did put it in.**

**BB asked if there was any further discussion on leases, MB asked what the status was with the City lawyers working on the leases for the T-hangars; MG said they are still working on them.**

- 2. Discussed proposed changes to code for Airport and recommended changes to Rules & Regulations Document.**

**MR discussed the importance of the changes and how both documents interlock. BB& DB agreed that the Commission needs to have a special meeting to discuss the project. BB nominated MR to be chairman in charge of changes to document, MR reminded the board that each member is to do homework and look over document to propose changes. Leave on agenda for**

**January to have a roadmap on how to proceed with task.**

- 3. Discuss recommendations for terms of Carol Lindstrom's lease extension: how much & how long.**

**Airport Commission will make a decision on recommendations at the January meeting and be ready to present to MRCY at the February meeting in Exec session.**

- 4. Wings & Wheels discussion / progress report**

**BB asked if the car club was on board, LJ said that Brian Erps agreed to handle the parking and promoting for the event as he did last year along with the Central Illinois Cruisers.**

**Discussed the pancake breakfast and possible vendors: BB said that he spoke to the Green Valley men's club they are willing to do it but would need some volunteers to help out and BB requested that the City install a 1" gas line for operation of their three gas grills.**

**Discussed speaking to the Kiwanis Club again: Their performance last year overall was good but they need to be prepared to serve more people and at a faster pace. Also would like for them to provide fresh sausage patties that have been freshly grilled. MB recommended asking the Kiwanis for a small percentage of the revenue. MR suggested asking them if they want to be the annual vendor and continue to grow and get better. BB said they meet at 11:00 on Tuesday's and he would go to one of their meetings to discuss.**

**MB suggested contacting Hick's Gas for donating use of gas grills or have the Kiwanis Club or whoever does the pancake breakfast contact them.**

**Discussed Hangar A availability for the breakfast – LJ spoke with the customer that is renting the hangar and he said that we could use the hangar that day as long as the weather was not**

**inclement. MR suggested that a clause be added to the Hangar A Lease since Wings & Wheels is going to be a yearly event. JK mentioned that the RC Aircraft Club would like to set up a display at the event and will provide tables.**

**Discussed operating the RC planes at the event, LJ said they cannot operate them during the event as it could possibly cause a conflict of airspace.**

**Discussed the Airport insurance policy with regard to the event; as long as we keep the cars in the parking lot and operate as a normal day of business on both sides of the fence we are covered.**

**DB suggested that one coordinator be in charge of the T-shirts, dash placards, and trophies and that all are purchased from Pekin businesses, all agreed.**

**Discussed two T-shirt design options to be used yearly:**

**#1 Keeping the same T-shirt design as last year**

**#2 Have graphics of the prior year's winning car and aircraft on the T-shirts.**

**Leave on agenda for further discussion.**

**The 2011 winning aircraft was Bill Hounshell's Stearman, none present knew the model of the winning car; BB asked LJ to contact Brian to see if he knew. Need to be sure to take photos of the winning car and aircraft each year.**

**Discussed airplane ride legalities:**

**BB said that someone needs to go to Canton to and speak to the EAA group to see if they want to give the young Eagle Rides. DB said that he spoke to Ted Labizio at Canton a couple weeks ago and he is willing to do that and give the rides for a fee. BB said that is fine but we need to be assured that the paperwork is in Pekin prior to the event and enough people are trained.**

**RC brought up giving Non-Young Eagles rides. MR said that There are regulations to follow: 91-146 and 147 one for non-profit organizations, one for profit, both require notification to FAA and having letters of authorizations anytime you charge**

**the public. Sight-seeing rides come in under different guidelines under a new regulation section: Air Tour.**

**Young Eagles already have Rules & Regulations and everything in place providing they follow the rules.**

**Discussed taking rides for a fee off of the flyer, DB said that he would go back to Ted and find out how he operates before we do that.**

**BB discussed giving Introductory Flights and charging for the fuel.**

**BB discussed advertising: LJ said that she placed ad in IDOT and AOPA but will wait until after the holidays to advertise in others, MR suggested advertising in Midwest Flyer.**

**BB said he wants to send a flyer to every Illinois Airport again and UPS, the printer that we used last year, still has a reasonable price for copies**

**New Business:**

- 1. Discuss using credit card only for fuel purchases. MG said to table the issue until he can do more research.**
- 2. Evaluate order of the TIPS: MR okay with the order because the West end ramp rehabilitation needs to be done in order to receive any funding for future projects. MB asked MG how soon he would find out about the fuel pump reimbursement, MG said the meeting probably won't be until January but he is going to go ahead and send it in. MB requested that MG gets a clarification on the West Ramp repair. BB asked about Airport sign scheduled to be replaced in 2014 and is concerned that it will not be legible until then. MG said that LJ said that the Sign Shop in Pekin came out and will be sending a quote for replacement.**

**MR made motion to adjourn the meeting. DB seconded, all were in favor. Meeting adjourned at 4:40**

**Next Meeting: 01/17/11**