

City of Freeport Airport Commission - Meeting Minutes
Tuesday, July 18, 2017
Freeport City Hall, Freeport, Illinois

1. The meeting of the Airport Commission was called to order at 11:03 AM by Chairman, Craig Joesten
2. **Members Present:** Jim Fox, Dan Noble, Ruth Reeder, Gary Erdmier, Dave Fonda, and Craig Joesten
Absent Members: Tim Smith
Advisory Member: None
City Liaison: Tom Dole, absent
Airport Manager: Darrell Janssen
CMT Representative: Aaron Johnson
City Manager: Lowell Crow, absent
3. **Review & Approve Minutes:** Jim Fox moved to accept the minutes for the June 2017 with one adjustment that for “Absent Members: Tim Smith” was missed, and Dave Fonda seconded the motion which passed by unanimous voice vote.
4. **Public Comments:** None
5. **Budget Report:** The budget does appear to be representative to last year’s budget with the exceptions of the fuel truck (buy or lease), as well as the \$110,000 city match road entrance project which is believed to be this budget cycle. Craig Joesten will provide at the next meeting the final budget by the council to the commission.
6. **Review of Airport Bills:** Darrell Janssen reviewed airport bills with the commission totaling \$3,003.43. Further questions remain on the Fuel Truck to lease at \$1,500 per month for 3 years or \$58,000 buyout direct. May 2017 commission meeting had approved the purchase of the Fuel Truck with the approval of the City Council. Ruth Reeder moved to pay the bills as presented by Freeport Flight Center with a Second by Jim Fox. Craig Joesten will discuss with the administration to purchase or lease the truck going forward, or even to borrow the money for the purchase. Motion passed by unanimous voice vote.
7. **Airport Activity Report:** 66 based aircraft, 1 corporate hanger available (which is housing the county helicopter), and 14 general hangers available for the month of June 2017 by Darrell Janssen. For past due rent, 4 at 30 days, 0 at 60 days, and 0 at 90 days past due. The helicopter in the corporate hanger is local emergency response according to Craig Joesten talking with Sheriff Snyder, with an agreement with Homeland Security to house for \$0. Craig Joesten will discuss with the City Council on how to proceed with the corporate hanger for Homeland Security or have available for rental. Motion as made to accept the activity report by Dave Fonda, seconded by Ruth Reeder, and passed by unanimous voice vote.
8. **Airport Manager's Report:** Presented by Darrell Janssen, see Manager’s Report 7/18/17. The runway overlay and repair project is back on schedule for August 15th. If the new terminal were to be finished, potential use of the old terminal available for an interest business rental with water, sewer, and heat. Motion as made to accept the manager’s report by Ruth Reeder, seconded by Dave Fonda, and passed by unanimous voice vote.

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9. **Notices:** None.
10. **Crawford Murphy & Tilly (CMT) Report:** Runway project can be pushed back if needed so as to not impact the airport's business.
11. **Status report on current projects/agreements/City Council actions:** No additional status.
12. **Revenue survey process & questions:** Discussed process and question to survey airport. As well as, list of airports to be targeted for the survey, such as Monroe, Rochelle, Sterling Rock Falls, Clinton, Dixon, Popular Grove, Savannah with consideration of how the airports compare to Freeport. Items for sources revenue were discussed such as rent hangers, sell fuel, events, festivals, tie down fees, full service fuel. Tracking activity of Take Off and Landings. Discussed online resources such as AirNow.com. Dave Fonda volunteered to work on the survey with Gary Erdmier leading.
13. **Process for FBO annual appraisal:** Fixed Based Operator contract states there is a review to be performed and the contract was dispersed amongst the commission. Discussed prior FBO review process. Discussed executive session to have a formal review for prior FBO reviews Darrell Janssen, with commission members reviewing their prioritized items from the FBO contract. Craig Joesten to compile assessment points and email to commission members for next commission meeting which commission members to reply with their input to the assessment points. Assessment summary would also be reviewed with Darrell Janssen. Craig Joesten to discuss the summary with the City Manager the commissions assessment which could then be taken the City Council and/or Mayor.
14. **Fuel truck lease/payment:** Item was discussed in earlier items.
15. **Discuss sequencing (how determined) and needs basis of TIPS program:** Discussed possible communication disconnect between commission and city council about the TIPS program items, as the city council has not taken into consideration the \$110,000 TIPS project. City Manager and Mayor would like to see further listing of projects listing in categories such as A, B, C Listing of immediate projects and future initiatives. Motion made to approve the recommendation of \$110,000 commitment for the Road Project (10% for the \$1,100,000 to be matched by the city to the states contribution) by the city by Dave Fonda, seconded by Ruth Reeder, and passed by unanimous voice vote. Electrical vault project of \$27,040 to replace the green box with regulators, put up a prefab building, and bring up to code the runway & taxiway electrical at cost sharing of 90/5/5 (Federal/State/Local). Motion for the city to commit \$27,040 for the electrical vault project made by Gary Erdmier, seconded by Dan Noble, and passed by unanimous voice vote.
16. **Other Information and Discussion Items:** Discussed Facebook page of Freeport Flite Center and taking ownership of existing Albertus Airport page. Also, discussed future farm leases.
17. **Public Comments:** Leak in Hanger J roof and insulation on the door is deteriorating. A request was made to install foam board instead of the insulation. Air show in New York. BeachNutz on Friday. Planes, Trains & Automobile on Sept 10th. Discussed free hanger provided to the helicopter with county budgeting \$6,000 per year in rental and one other airport is charging rent.

There being no further business the meeting was adjourned at approximately 12:54 PM.

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Submitted by Dan Noble, Secretary