

ROCHELLE AIRPORT ADVISORY BOARD
SPECIAL MEETING MINUTES
THURSDAY, APRIL 14, 2011

The Rochelle Airport Advisory Board met in a Special Meeting on Thursday, April 14, 2011 in the Council Chambers of City Hall.

Call Meeting to Order: The meeting was called to order at 3:00 p.m. by Greg Sparrow, Chairman.

Roll Call: Present: Greg Sparrow, Claude McKibben, William Tyler, John Kenney, Norm Jenkins and Joel Thompson (alternate). Absent: Dale Meyers, Sally Sawicki. Also present were Don Elliott, Mark Delhotal, Judy Schermerhorn (Deputy City Clerk).

Approval of Minutes: Moved by Mr. McKibben and seconded by Mr. Tyler, **“I move we approve the Airport Board Minutes of October 25, 2010 and February 7, 2011”**. Motion passed by voice vote without dissent.

Public Commentary: None

Old Business:

a) Runway Extension (Land Acquisition Update):

- Reached agreement with land owner on watershed and drainage issues.
- Landowner to send proposal regarding the prices. The total is about 50 acres plus an additional 6.8 acres west of Large Car to use for some of the fill when runway built.
- When proposal is accepted it will go back to Division of Aeronautics if they approve of prices, a land agreement will be drawn up by Attorney Cooper. Do have money in the upcoming budget for the land.

b) CSC Business Lease Update: Copies of Land Lease Agreement sent to Board previously so they had time to go over it. Includes following:

- Twenty (20) year agreement, starting April 1, 2011. Option to extend for 2 ten (10) year periods with rent for first extended term to be \$35,000 and rent for second extension to be \$40,000.
- This money will take care of some infrastructure improvements.
- Jet-A fuel provided at cost.
- Permitted use: operation of skydiving business; hangar for skydiving business purposes only; operation of restaurant and retail store; operation of RV park. Alcohol will be permitted in courtyard area only; for consumption only, not for sale.
- City's commitment: Will build up entrance road into their parking area; sanitary sewer into community hangar, existing office and to lease line well water upgraded and extend to lease line, not City water yet; fencing will continue; widening taxiway.
- Everything within their area is CSC responsibility.
- Using south office in community hangar for now; challenge but workable for now.
- Exhibits A-D showing layout of CSC.
- In answer to question, CSC will probably put in their own security cameras.
- Parking is a problem; our road needs to go in first. In process with Fehr-Grahm. The sanitary sewer will take the longest to do. As much as possible will be done with the Street crew which will save money.

c) Commercial Land Lease Rate (CSC)

- Lessee will maintain the Leased Premises; prior to this the City mowed the grass.
- Taxes will be looked into further regarding responsibility of lessee.
- Land Lease is 14-15 cents per square foot.

New Business:

- a) **Municipal Code Chapter 18 (Aviation) Updates:** Need to update so that CSC is not breaking any codes.
- Need to have the ability to “hot fuel” – already have crop dusters and helicopter doing so.
 - Open flame operations – basically this will allow CSC a location for a fire pit structure within courtyard area only, no open flames in any other areas.
 - Smoking – not in any public place; allowed only in designated areas, with proper receptacles; in compliance with State laws and regulations.
 - Operating agreement required: added “contract, lease, or other written agreement”.

Moved by Mr. Jenkins and seconded by Mr. Tyler, **“I move we accept the changes made to Municipal Code Chapter 18 (Aviation)”**. Motion passed unanimously by voice vote without dissent. Needs to go to Council on April 25th.

- b) **Discussed Fire Extinguishers:**
- Have what’s required per Don
 - Supplement with CO2, beside dry chem.
 - Will research more.
- c) **Proposed Budget:**
- Don went over the 2011/2012 proposed Budget and Revenue. (Handed out in agenda packet.)
- d) **Donated Plane:**
- BD-5
 - Need ideas of how to display; will be a nice attention-getter.
 - Dale Myers and Skip Kenney will finish painting.
- e) **Improvements:**
- CSC lease will pay for in the next five years.
 - CSC must have facilities done by April 1, 2012.

Operations Report – Mark Delhotal

- a) **Sky Diving has started**
- Jumpers happy
 - Tenants are easy to work with and are most concerned about the care of airport
 - Rochelle businesses are happy with (restaurants, etc.)
 - Parking an issue but will be worked out.
- b) **Upcoming Airport Plans for Sky Diving Group:**
- Bring in a portable wind tunnel – open to public
 - Special planes coming in including helicopters
 - Benefits planned – donated a jump right away for a local young man; breast cancer and MS
 - Have become Chamber members

Announcements/Concerns:

- Next meeting is June 27, 2011.
- Skip Kenney has a concern regarding codes and issues within the City that make it very difficult for an entrepreneur to go forward. Skip and Mr. Myers were going to invest some money in a personal hangar. Don and Mark were very cooperative and then when it went beyond their control, they ran into some issues that over the years have been problematic; therefore, they have walked away. Having same problem with the County as well. There have been some problems with the Building Department, Community Development, and even Economic Development. Mr. Kenney feels the City needs to look at this. It could be a

real concern for future improvements and businesses at the airport. Greg Sparrow mentioned that they ran into this in DeKalb with insisting on the same requirements at the airport as in residential areas. Mr. Sparrow suggested thinking ahead; try to work out; be proactive. His suggestion was to look into how other airports handle.

New Agenda Requests: None.

Adjourn Meeting: At 3:54 pm., moved by Joel Thompson and seconded by Norm Jenkins, **“I move the meeting be adjourned.”** Motion passed by voice vote without dissent.

Judy Schermerhorn

Submitted by Judy Schermerhorn,
Deputy City Clerk