

**ROCHELLE AIRPORT ADVISORY BOARD
REGULAR MEETING
MONDAY, JUNE 25, 2012**

The Rochelle Airport Advisory Board met on Monday, June 25, 2012 at 3:00 p.m. in the Lower Level Conference Room 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, Dale Meyers, William Tyler, and Skip Kenney. Absent: Norman Jenkins, Joel Thompson, and Sally Sawicki. Had a quorum of 4. Also present were Don Elliott, Mark DelHotal, Scott Rozanas, Mayor Olson and Judy Schermerhorn (Deputy City Clerk).

Approval of Minutes: Moved by Bill Tyler and seconded by Dale Meyers: **“I move the minutes of March 12, 2012 be approved.”** Motion passed by voice vote without dissent.

Public Commentary: None

Old Business:

1) **Runway Extension (Land Acquisition Update):** Don Elliott

- In the hands of the attorneys; one of them is on vacation.
- Looking at the end of July for a closing date.

Runway Project:

- Letter from IDOT showing federal funds for extending runway and “Notice to Proceed.”
- Engineering (Hanson) very close to being complete for project.
- City doesn’t have to upfront funds.
- Per Mark Delhotal, there will not be a shutdown during construction outside of a small section of west end.

2) **CSC Construction Schedule:** Mike Woods of CSC

- Parking lot is in.
- Main hangar and A-Building, which is pro-shop and retail shop, is 95% complete.
- Restaurant is biggest portion being worked on now; finalization should be next Friday.
- Fencing being worked on; due to dry weather there will be sod placed in the courtyard; they will put in grass seed this fall.
- Campground is complete.
- Sewer and water is complete.
- Grand opening is Saturday, July 7th; ribbon cutting/opening ceremony is 8:00 a.m. Being coordinated with the Chamber.
- Independence Party starts the 4th
 - Night jumps after Rochelle’s fireworks over; everyone invited out.
 - Thursday & Friday are general skydiving.
 - Saturday – big day: special tailgate aircraft coming in; popular band from Chicago; food for that evening.
- Will be a second opening event when the restaurant opens.
- There is no drinking when flying or jumping; it is against FAA Regulations; they will use wrist bands, etc. in order to keep a close eye on.
- Will be seating for spectators: 3-tiered bleacher seats; picnic area
- Fencing to go up to keep spectators off of runway area, etc. Will be well marked as well.
- Campground – will be grass between pads. Do not want parking in that area.

3) **Airport Sanitary Sewer Project:** Project 100% complete.

- ❖ 4) **Airport Marketing and Strategic Planning (Revised):** *Moved to end of meeting. (see below)*
- 5) **Hangar Development Survey:** Nothing new to report; have not heard back from Moreland Enterprises on their survey as yet.

New Business:

- 1) **Airport Manager Promotion:** Don Elliott
 - Mark Delhotal has been promoted to the Airport Manager; taking on additional responsibilities; will continue to report directly to Don.
- 2) **Electrical Vault Project:** Mark Delhotal
 - Met with William Charles and Hanson and State of Illinois month or so ago.
 - Paperwork is done.
 - When they have confirmation of the vault delivery construction will begin.
 - Will take about 45 days.
 - Approximately a \$300,000 project. Will have a transfer switch that will allow a generator to run the airport lighting in an emergency.
- 3) **State/Local Project 2013 Submittals:**
 - Governor Quinn recently announced a program for state and local projects. Up to 7½ million dollars from the State available for airport improvements (competing with all airports in State). Applications are due June 30th. Rochelle Airport is applying for:
 - Partial parallel taxiway to west.
 - Site development for hangar construction; area south of E row of hangars.

Announcements/Concerns:

- 1) Next meeting is **Monday, August 27, 2012 at 3:00.**

New Agenda Requests: None

- ❖ **Airport Marketing and Strategic Planning (Revised):** Scott Rozanas, Business Development Director
Scott, Mark and Don spent quite a bit of time working on a tentative strategic plan for the Rochelle Municipal Airport. They felt that they needed as much input as possible from the Airport Advisory Board.
 - Ideas from the Board for the Mission Statement:
 - Aviation service to clients
 - Business opportunities
 - Transportation & Corporate aircraft
 - Economic Development
 - Commercial Development
 - Tourism
 - Mark addressed the focusing on Lee and Ogle Counties.
 - Problem of many pilots not adjusting to the “culture change” at the airport as a result of the parachuters.
 - Have to find a way to convince people it is safe
 - fuel usage at airport is down from last year due to high fuel prices; 12-13 of the tenants buy fuel in Rochelle; The transient aviation is down .
 - Had a tenant meeting and only four showed up to discuss Skydiving and airport concerns; Suggested a family cookout with both tenants and CSC; have Woody and Doug talk to them and explain how they work.
 - Mayor Olson suggested that Mark and Woody go to some suggested groups (known by advisory board members) and talk to them regarding the jumping. Will explain how it is being done and reassure regional pilots that it continues to be safe to fly into our airport.

- Mark said that they are changing Common Traffic radio frequency in the future the state is handling the process; which will help with better communication by alleviating congestion on that frequency.

Scott ended the planning session by thanking the advisory board for their input and requesting that they continue with another planning session at their next meeting.

Adjourn Meeting: At 4:05 pm, moved by Skip Kenney and seconded by Bill Tyler, **“I move the meeting be adjourned.”** Motion passed by voice vote without dissent.

Judy Schermerhorn

Submitted by Judy Schermerhorn
Deputy City Clerk