

MUNICIPAL AIRPORT COMMISSION

Regular Board Meeting Minutes

APPROVED MINUTES

Time: 6:00 PM – 7:25 PM

MEETING DATE:	July 13, 2026	PRESIDING:	Bill (Board Chair)
LOCATION:	Terminal Conference Room	SECRETARY:	Brian Whisenant (Acting Secretary)

BOARD MEMBERS PRESENT

- Bill (Board Chair)
- George
- Brian Whisenant (Acting Secretary)
- Jim (Treasurer)
- Lynette
- Nicola

LATE ARRIVALS

- Kaleb Regoli (Joined late)
- Dustin (Joined late)

STAFF & GUESTS

- Nate (Airport Manager)
- Ahna (Flight Instructor / Tenant)

1. ADMINISTRATIVE & PROCEDURAL

1.0 Call to Order & Approval of Prior Minutes (June 8)

Meeting called to order at 6:00 PM by Board Chair Bill. All board members were present, with Kaleb and Dustin joining shortly after roll call. Minutes from the June 8 regular meeting were presented for review.

[MOTION PASSED] APPROVAL OF JUNE 8 MINUTES: Moved by George, Seconded by Brian Whisenant. **Motion carried unanimously.**

2.0 Citizen & Public Comments

Chair Bill opened the floor for citizen comments. No members of the public were present, and no comments were submitted.

2. AIRPORT OPERATIONS & EVENT REVIEWS

3.0 Aerobatic Competition After-Action Review

- **Event Turnout:** Bill spoke with event organizers and noted a decent crowd watching with strong overall spectator interest. Organizers expressed high interest in returning next year.
- **Operational Feedback:** Airport Manager Nate reported the event went smoothly overall. The Competition President suggested enhanced promotion next year to attract more competitors and observers.
- **Post-Event Flights:** Several aerobatic pilots stayed through Sunday for airshow practice ahead of EAA AirVenture, noting that local FAA-cleared airspace is much easier to obtain than near Chicago.

4.0 Utility Vehicle Acquisition

- **Purchase Details:** Purchased a pre-owned utility vehicle for \$17,000 as brand-new models were cost-prohibitive.
- **Field Utility:** The vehicle is being used heavily and proving extremely practical for airport operations.
- **Aesthetics:** Modifying the current camouflage finish (vinyl wrap vs. hand paint) remains TBD.
- **Media Coverage:** Bill is working to publish a local newspaper article with photos highlighting the acquisition.

5.0 EAA AirVenture Activity

- **Traffic Influx:** EAA AirVenture prep underway starting this weekend. One aircraft has already arrived on field, with transient traffic expected to pick up significantly later this week.
- **Promotions:** The airport will actively market fuel availability to transiting traffic.

6.0 Infrastructure & Maintenance Updates

- **Fuel Meter & Tank Probes:** Fuel probes were recalibrated and serviced by PEI during the last service call. However, a 200 lb variance remains between probe telemetry and tanker delivery receipts. Nate is actively investigating potential wiring or calibration issues. Vault manholes were found full of water; Nate will check the City garage for replacement gaskets.
- **Terminal HVAC System:** Terminal furnace / A/C issue is suspected to be low refrigerant; Board Chair Bill inspected the system himself to address and fix the issue.
- **Sinkhole Remediation:** Digman provided updated drainage guidance after the installed curb failed to fully resolve runoff. A gutter was installed to divert water west into the grass. The sinkhole area remains partially uncovered to allow visual monitoring.

3. FINANCIALS, MANAGER'S REPORT & NEW BUSINESS

7.0 City Liaison & Treasurer's Financial Report

- **City Liaison:** No updates presented.
- **Treasurer Report (Jim):** Cautioned the board to closely monitor expenses due to several major recent expenditures. Fuel pump bills are fully paid. Potential upcoming liabilities include HVAC repairs and fuel probe wiring diagnostics.
- **Budget Correction:** A line-item duplication error in the budget details was rectified, correcting the fuel revenue pass-through account (coordinating with Nicola).
- **Accounts Payable:** Reviewed check register totaling \$46,000 in expenses.

[MOTION PASSED] PAYMENT OF BILLS (\$46,000): Brian Whisenant motioned to approve payment of bills; Kaleb seconded. **Motion carried unanimously.**

8.0 Airport Manager's Report (Nate)

- **Financial & Fuel Sales:** Airport is performing well overall. Wholesale fuel purchase costs will be offset by retail fuel sales (accounting impact occurs upon sale). Aviation fuel sales continue a strong positive trend.
- **Equipment Status:** The field ADS-B tracking receiver is currently inoperable; troubleshooting is underway.
- **Flight School / Tenant Activity:** Flight instructor Ahna reported consistent flying hours with business picking up nicely.
- **Community Outreach & Events:**
 - **July 26 – Pancake Breakfast:** Community event bringing out large municipal/utility vehicles for children to explore ("Touch-a-Truck").
 - **September 13 (Sunday) – Auto Show:** Coordinated with Dairy Days weekend featuring food trucks and vehicle displays on the east side of the field.
 - **Holiday Event:** Proposal under consideration for a kids' Christmas / Santa community event.
- **Facility Signage:** Airport entrance sign scheduled for update, including re-designed aircraft graphics.

9.0 Other & New Business

- **Runway Crack Sealing:** No updates from the Bureau of Aeronautics (BOA). The airport will request City assistance for runway crack sealing (expecting to cover costs). Brian Whisenant & Nicola will meet with Howard Crowfoot to discuss immediate options for filling critical runway cracks.
- **EAA Chapter Charter:** Kaleb proposed chartering an official EAA Chapter based out of the airport. Key requirement: Electing a President, Vice President, and Treasurer to establish the charter.

10.0 Adjournment

[MOTION PASSED] ADJOURNMENT: George motioned to adjourn; Lynette seconded. **Motion carried unanimously.** Meeting adjourned at approximately 7:25 PM.

Bill, Board Chair

Municipal Airport Commission

Brian Whisenant

Acting Recording Secretary