

Marshall County Airport Board Minutes

Thursday August 10, 2023

1. Call To Order and Roll Call

President McKee called the meeting to order at 6:30 PM. Roll call was taken and members present were: Mr. Sloan, Mr. Flahaven, Mr. Kenyon, and President McKee. Excused: Mr. Flanigan. Also in attendance were Airport Manager, Mr. Troglio, Marshall County Board member, Mr. Gauwitz, and from Kilo Aviation, Mr. Kent Cook.

2. Minutes of Last Meeting

The minutes from the July 13, 2023 meeting were distributed to and reviewed by the members. Mr. Sloan motioned to approve the minutes as printed, Mr. Flahaven seconded the motion. The motion carried.

3. Public Input

Mr. Kent Cook from Kilo Aviation was invited to the meeting to discuss his lease of the FBO at MCA, due to the lease end date of December 31, 2023. Mr. Cook discussed potential changes he would like to propose for a future contract, including: (1) exclusive rights to the entire FBO after the MCA manager relocates his office out of the FBO; (2) convert the FBO training room into a storage area for parts; (3) relocate the FBO office to the old ESDA; (4) convert the MCA Airport Manager's office to a dedicated mechanics office; (5) set FBO hours and remove requirement to have an FBO staff person on-site per the current lease agreement (357 days/year) (due to the fact that the airport currently has 24 hr-fuel availability without fueling assistance).

Mr. Cook also verbalized an interest in MCA's FBO providing and maintaining some type of living space for an out-of-town Certified Flight Instructor (CFI). He stated that this could help attract more CFIs to the area and the FBO could offer more training. He stated that there are 4 CFIs interested in instructing at the airport for the VFR plane, with an option for IFR students in the future if there is a demand for the training.

Mr. Gauwitz reported that the Marshall County Budget process for FY2024 has begun. He noted that the MCA has submitted an initial budget. The MCA will have a dedicated time to meet with the County Board's Finance Committee to discuss the MCA budget on August 15, 2023 at 10:45 AM at the Marshall County Courthouse.

The Board thanked Mr. Cook and Mr. Gauwitz for their comments.

4. Financial Report

The MCA Financial Report was presented by Mr. Troglio. Mr. Flahaven motioned to approve the financial report as presented, Mr. Kenyon seconded the motion. The motion carried.

Airport account balances at the end of July 2023 were:

Regular fund balance	\$310,667
Airport fuel fund balance	\$47,371

5. Approval of Invoices

Mr. Troglia presented the invoices and bills paid since the July 2023 board meeting.

Mr. Kenyon motioned to approve the paid invoices in the amount of \$1901.25, Mr. Sloan seconded the motion. The motion carried.

6. Airport Managers Report

- **Fuel Sales:** Mr. Troglia reported the fuel sales for July 2023 were 2140 gallons at the price of \$5.50/gallon. Mr. Troglia noted that MCA sold 2062 gallons at the same time last year. During the week of the Oshkosh event, MCA sold 1105 of those gallons, nearly 50% of the volume for July 2023.
- **FY2024 MCA Budget Meeting** will be scheduled for August 15, 2023 at 10:45 AM at the Court-house
- **Fuel Delivery:** 4000 gallons of fuel will be delivered on August 17th, 2023. The price per gallon has increased since the last shipment.
- **AG Flying** has nearly completed its spraying season. The agricultural traffic was less than last year due to the dryer conditions earlier in the year.

7. Project Reports

- **West Tee Hangar Overlay project:** West Tee Hangar Overlay project: Waiting for the preconstruction meeting to be scheduled by Advanced Asphalt. Expecting this job to be completed in 2023.
- **13/31 Runway project:** The State awarded the project to Advanced Asphalt. Expecting the project to start in 2nd quarter of 2024.
- **Phase 1,2 Apron project:** **Phase 1:** The caulking and resealing has arrived and now waiting on the contractor to schedule a time to complete the project. **Phase 2:** A few landscaping items are still needed to complete this phase (dirt, grass seed, rock).
- **MCA Property Updates:** LED lighting upgrade was finished on the sign at the main MCA entrance.
- **Fuel Tank & Payment System:** Howard Lee and Sons submitted a responsibly priced bid to clean the JET-A tank. The MCA Manager is planning to move forward on the switch from JET-A to an unleaded fuel alternative at the MCA. We are still waiting on the firewall to be installed for the payment system.

8. Executive Session if Necessary

Mr. Kenyon made a motion to go into Executive Session under 5ILCS 120/2(c) (5), and the motion was seconded by Mr. Flahaven at 7:16 PM. The motion carried. The MCA Meeting returned to regular business 7:56 PM.

Old Business - No old business.

- **New Business** – Discussed Revisions/Changes to Airport leases. A motion was made by Mr. Sloan not to renew the current lease with Kilo Aviation and to provide Mr. Cook with a 120-plus-day notice, as written in his current lease with the MCA. Mr. Flahaven seconded the motion. The motion passed.

9. Adjournment

Mr. Kenyon motioned to adjourn; Mr. Sloan seconded the motion. The motion carried. The meeting adjourned at 8:05 PM.

Attest:

Secretary

Date

President

Date