Havana Regional Port District

Minutes of Regular Meeting

Held July 11, 2025

Meeting was called to order 8:30 AM by Bob Martin, President.

1. Reading of Agenda

Roll call: Members present were Bob Martin, president; John Komnick, treasurer; and Mike Perkins, secretary.
Visitors: Mr. Jeff Olson of Hanson Engineering, Springfield, IL

2. Consent Agenda

2.1 Approval of the Agenda for July 11, 2025 (this meeting).

2.2 Approval of the Regular Meeting Minutes from June 13, 2025.

2.3.1 The financial report from Mr. Komnick is as follows:

- Mr. Komnick reported the checking account balance was $53,399.52 and represents all liquid assets.
- Project loan balance was reported as $89,817.69.

2.3.2 State grant payments

- Mr. Komnick reports a Skyjack repair invoice of about $4,000.
- CRRSA and ARPA grant signatures were applied to the grant application forms and will be submitted by Mr. Perkins to the state.

2.4 All outstanding bills for the next month are to be paid.

- **Motion:** accept all items on the consent agenda.
- **Discussion:** none.
- **Vote:** motion passed unanimously.
- **Resolved:** to accept the consent agenda.

2.5 The posted Annual Budget and Appropriation Ordinance was signed and recorded, hereby attached to these minutes as an addendum.

3. Unfinished Business

3.1 Phase II of the Port Master Plan Project

Mr. Perkins reported that in a telcon with BJ Murray, this project may be funded when state funding opportunities return, perhaps in 2026.

3.2 ILWW Ports

No update was available.

3.3 Ten-year Planning Budget

No update available.

3.4 Funding and Grants

3.4.1 Fuel Tax Grant

Mr. Perkins recalled that the application for this $12,498.00 grant was submitted several months ago.

3.4.2 CRSSA and ARPA Grants

Mr. Perkins reported that emails received from the state indicate a signature page from each grant was missing but now the signatures have been collected and the signature pages will be sent to the state. He previously reported the grant amounts are $22K for CRRSA and $13K for ARPA.

3.4.3 Sunrise FS PIDP grant application

There was no update available this month. However, Mr. Martin previously reported that a new Memorandum of Understanding with minor changes was signed. Mr. Martin also stated that Prosody Consulting reported to him that there is a difficulty in completing the grant application because IVT/Sunrise/FS has not been able to supply property ownership details. Prosody previously reported that the application deadline has moved to September 10, 2025 by MIRAD.

3.4.4 State Reporting and Audit Requirements

Mr. Martin reported that he has contacted a person in the Illinois Department of Revenue to discuss the possibility of an appeal for waiver of the audit requirements or state assistance in having them conducted. Mr. Perkins previously reported that he has contacted Sikich CPA and West Central CPA in relation for conducting a GAGAS audit and will follow up with them but owes them follow-up. No further action has occurred.

3.4.6 Annual Financial Report

Mr. Perkins reported this can be initiated after the required audit(s) have been conducted.

3.5 Airport Intern

There was no update to this. Mr. Martin previously reported that he sees the possibility of hiring someone in conjunction with the FS grant project.

3.6 Hangar Pavement Project

Mr. Jeff presented a Concurrence of Award for this project (to UCM for paving costs); it was signed by the president. Mr. Olson stated that the State should sign the project contract with UCM within 90 days.

3.7 TIP Planning

3.7.1

Regarding the Airport Layout Plan (ALP) and the related Exhibit A, Mr. Olson reported that Hanson Engineering has sent the project scope to IDOT and that IDOT had some comments that must be resolved.

Mr. Olson previously mentioned that traffic counting would be started this summer in a project run by the state. He said the primary source will be ADS-B but there is to be a secondary method in place to account for non-ADS-B-out aircraft. The project will be managed by VirTower.

3.7.2

This item is to be removed from the Agenda.

3.7.3

Regarding the matter of securing the runway's east easement, Mr. Perkins reported that in a conversation with BJ Murray on June 17, 2025, he indicated there three matters for discussion:

1) HRPD could obtain first right of refusal for when the land in the owner's estate changes hands.
2) Entitlement funds could be used.
3) Non-entitlement funds could be used (outright purchase by HRPD).

3.7.4

Mr. Olson further reported that hiring a consultant for a runway expansion only makes sense after the ALP and Exhibit A are completed (with updated plans for the new runway).

3.8 Volunteer projects

3.8.1

The previously-approved dumpster will be brought in to dispose of Airport items no longer needed.

3.8.2

No update was available.

3.9 Maintenance

3.9.1

Mr. Perkins reported that drainage ditch mowing was completed by the tenant farmer prior to the fly-in as agreed. The tenant had also agreed to address the areas that cannot be mowed with chemical application, which has so far not been done.

3.9.2
No update was available.

3.9.3
Mr. Komnick reported that a volunteer repainted the concrete runway edge markers and also applied reflective glass bead.

3.9.4
Mr. Komnick reported that the Skyjack is still not operational due to a yet-to-be-discovered problem, that the repairs were halted at his request due to the expense associated with the lack of progress.

3.9.5
No update on other maintenance was given.

3.9.6
Mr. Komnick reported that airport's based-aircraft is up-to-date.

3.10 Insurance
Mr. Komnick reported the bond insurance has been paid.

3.11 Website
No reporting was provided.

3.12 Runway Upgrade
Mr. Perkins discussed this with BJ Murray in 3.7.3 above. This item will be removed from the agenda since it is covered in that item.

3.13 Airport Farming and Lease
Mr. Komnick reported that the ditch brush removal has not yet been done but that the runway lateral runway safety areas have been mowed and bailed.

4. New Business

4.1 The next meeting was confirmed for August 8, 2025 at 8:30 AM.

5. Public Comment

5.1 Open Floor
None.

6. Adjournment

- **Motion:** at 09:58 AM to adjourn the meeting.

- **Discussion:** none
- **Vote:** motion passed unanimously.
- **Resolved** to adjourn the meeting.

Submitted,
Mike Perkins, Secretary
Havana Regional Port District

I, Mike Perkins, certify that the above minutes of this Havana Regional Port District Board Meeting were posted at the front door of the Havana Regional Airport, 17970 CR 1100N, Havana, IL on August 7, 2025 at 7:30 AM.

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Mike Perkins, HRPD Secretary