Havana Regional Port District

Minutes of Regular Meeting

Held August 15, 2025

Meeting was called to order 8:34 AM by Bob Martin, President.

1. Reading of Agenda

Roll call: Members present were Bob Martin, president; John Komnick, treasurer; and Mike Perkins, secretary.

2. Consent Agenda

2.1 Approval of the Agenda for August 15, 2025 (this meeting).

2.2 Approval of the Regular Meeting Minutes from July 11, 2025.

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

- Mr. Komnick reported the checking account balance was $60,011.27 and represents all liquid assets.
- Project loan balance was reported as $88,476.62.

2.3.2 State grant payments

- Mr. Perkins previously reported that CRRSA and ARPA grant signatures were applied to the grant application forms and were submitted by Mr. Perkins to the state.

2.3 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.

3. Unfinished Business

3.1 Phase II of the Port Master Plan Project

There was no update this month. Mr. Perkins previously 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.

<u>3.3 Ten-year Planning Budget</u>
No update available.

<u>3.4 Funding and Grants</u>

3.4.1 Fuel Tax Grant
There was no update this month. Mr. Perkins previously recalled that the application for this $12,498.00 grant was submitted several months ago.

3.4.2 CRSSA and ARPA Grants
Mr. Perkins requested and received signatures for these grants; the signature pages have been emailed to the state. The grant amounts are $22K for CRRSA and $13K for ARPA.

3.4.3 Sunrise FS PIDP grant application
Mr. Martin reported that HIRPD was contacted to submit a grant on HRPD's behalf due to the latter's current grant level within SAM.GOV. However, Prosody intends to submit the IVT/Sunrise grant to MIRAD before the September 10, 2025 deadline, either under the auspices of HRPD or HIRPD.

3.4.4 State Reporting and Audit Requirements
At this point in the agenda of the meeting, Mr. Perkins initiated a conference call to June Cantello of the state comptroller's office. Ms. Canello indicated that the filing issue HRPD is having stems from an incorrect 2022 submittal and that HRPD should submit a request to re-open that year's submission for correction; then the subsequent years can be filed. Mr. Perkins agreed to initiate this request to the comptroller's office following the meeting.

3.4.5 Annual Financial Report
Mr. Perkins reminded that this can be initiated after the required audit(s) have been conducted.

<u>3.5 Airport Intern</u>
There was no update to this. Mr. Martin previously reported that the possibility exists of hiring someone in conjunction with the FS grant project.

<u>3.6 Hangar Pavement Project</u>
There was no update available. Mr. Jeff previously presented a Concurrence of Award for this project (to UCM for paving costs); it was signed by the HRPD president. Mr. Olson stated that the State should sign the project contract with UCM within 90 days.

<u>3.7 TIP Planning</u>
3.7.1

Previously reported by Mr. Jeff Olson regarding the Airport Layout Plan (ALP) and the related Exhibit A, Hanson Engineering has sent the project scope to IDOT and that IDOT had some comments that must be resolved. Also, the traffic study 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 has been removed from the Agenda.

3.7.3
No update was available. Mr. Perkins had previously reported that the matter of securing the runway's east easement, according to BJ Murray, on June 17, 2025, 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 had previously 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).

<u>3.8 Volunteer projects</u>

3.8.1
Volunteers of the Havana EAA Chapter have cleaned the tractor building and will set a date for cleaning the airport workshop.

3.8.2
The Havana EAA chapter has set October 18, 2025 as a stargazing night for the Champaign astronomy club and the EAA chapter but that no public invitation will go out.

<u>3.9 Maintenance</u>

3.9.1
Ditch maintenance. No update was given.

3.9.2
Vandalism deterrents. No update was given.

3.9.3
Airfield lighting and marking. Mr. Komnick reported there are spare runway light fixture components available.

3.9.4
Mr. Komnick reported the following:
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.
The mower's driveshaft is under repair.
A Gator or 4x4 would be very useful and prevent the use of personal vehicles for airport maintenance.

3.9.5
Other maintenance. There was nothing to report to report.

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

3.10 Insurance
Mr. Perkins reported the bond insurer is changing and needs to be coordinated through the Tom Carlock Agency, which he will do.

3.11 Website
Mr. Martin discussed an individual who might be interested in maintaining the Airport website and creating a printed brochure for transient pilots.

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
There was no update available, although it was discussed that the brush growing in the drainage rock needs attention.

4. New Business

4.1 The next meeting was confirmed for September 19, 2025 at 8:30 AM.

5. Public Comment

5.1 Open Floor
None.

6. Adjournment
- **Motion:** at 09:20 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 September 7, 2025 at 7:30 AM.

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Mike Perkins, HRPD Secretary