



VILLAGE OF SCHAUMBURG

AGENDA

Pilots Technical Advisory Committee

Wednesday, November 13, 2024

**6:30 PM - Schaumburg Regional Airport - Airport Meeting Room
(905 W. Irving Park Road)**

CALL TO ORDER

APPROVAL OF MINUTES

1. August 14, 2024

NEW BUSINESS

1. Holiday Airways LLC Application - Informational
2. Airport Management Update

UNFINISHED BUSINESS

CONTINUING ITEMS

1. Committee Comments and Mentions

DEFERRALS

COMMENTS FROM THE PUBLIC

ADJOURNMENT

NEXT MEETING

February 12, 2025

In compliance with the Americans with Disabilities Act and other applicable Federal and State laws, the meeting will be accessible to individuals with disabilities. Persons requiring auxiliary aids and/or services should contact the Village Manager's Office at 847.923.4705, preferably no later than five days before the meeting.



August 14, 2024
11/13/2024
Pilots Technical Advisory Committee

Presenter:

Lead Department: Transportation

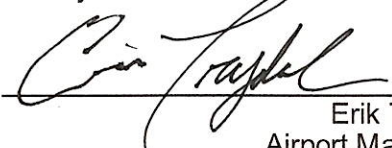
Executive Summary:

Recommended Action:

ATTACHMENTS:

Description	Type
▣ August 14, 2024	Minutes

I have reviewed the minutes, and they accurately represent the actions taken by the Pilots Technical Advisory Committee.


Erik Trydal
Airport Manager

PILOTS TECHNICAL ADVISORY COMMITTEE
Minutes of August 14, 2024

CALL TO ORDER

The Pilots Technical Advisory Committee meeting was called to order at 6:30 p.m. by Chairman Sill.

ROLL CALL

Members Present: Bryan Sill, Chairman
William Burgraff
James Griffin
Matt Van Bergen
Jim Collins
Josh Cannata (Alt)

Member(s) Absent:

Staff Present: Sidney Kenyon, Director of Transportation
Erik Trydal, Airport Manager

Others Present: Scott Jones, Revv Aviation
Dana Cortese, Revv Aviation
Jeff Heitkamp, Revv Aviation
Greg Lausin, Revv Aviation
Julian Balboa, Revv Aviation
Chris Coltrin, Holiday Airways

APPROVAL OF MINUTES:

Chairman Sill asked if there were any comments on the May 8, 2024, minutes. **A motion was made by Chairman Sill, seconded by Mr. Burgraff to approve the minutes of May 8, 2024, as presented. 6 Ayes**

MOTION CARRIED

NEW BUSINESS:

1. Airport Management Update

Mr. Trydal provided the Airport Management Update.

REIL Light Upgrades

The REIL lights that were ordered ten weeks out were just received. The new LED lights will be brighter, more energy efficient, and they will be installed shortly.

Rebuild Illinois Grant Projects

The Self-Serve Fuel and Prox Card Gate projects went out to bid May 8 to June 7, and no bids were received. They were put back out June 21 to July 12 and one bid was received for the Self-Serve Fuel Upgrade that was higher than expected, so it was declined. Staff followed up with the Aeronautics Division at IDOT, who allowed

PILOTS TECHNICAL ADVISORY COMMITTEE
August 14, 2024 - Meeting Minutes

the Village to use FAA Small Purchase Procedures to get three competitive quotes and move forward with the project.

Delta and Echo Hangar Pavement Rehab

Staff had a pre-construction meeting with Crawford, Murphy, & Tilly (CMT), IDOT, and Schroeder Asphalt on July 18. The project is moving forward, and the estimated time will be about 42 working days. Mr. Trydal will work with the tenants as the project is in progress. There is currently no scheduled start date, but Mr. Trydal will update the Committee when it is scheduled.

Delta and Echo Hangar Upgrades

Staff has been working on upgrading the outside of the D&E hangars. New wood paneling is currently being installed on the top portion of the exterior and Staff will move to the bottom row once that is completed.

Schaumburg Boomers Drone Shows

Schaumburg Boomers Drone Shows took place July 12 and August 2. Both shows happened between 8:30 and 9:30 pm. They fly 400 feet above the ground with 150 drones, and all pilots are Part 107 certified. Mr. Trydal will continue to let pilots know around the area when the drone shows will be happening, as they are expected to continue in 2025.

Mr. Griffin commented that 400 feet puts the drones into the glide path. Chairman Sill answered that the drones are actually north of the glide path, as it is the same location as the stadium's fireworks displays for games. They are north of the stadium and the approach to the runway.

Mr. Trydal stated that the drone shows have gotten proper approvals from the FAA, just as they do for fireworks shows. If aircraft is approaching, the drone pilots can flash hazard lights and they will instantly send the drones back down.

Amendment to Harper License Agreement

The FAA inspected the drawings for the space that will be given to Harper College in Hangar B27. However, they indicated that additional space will be needed. Hangar B26 is available adjacent to Hangar B27, so the contract and license agreement will be amended to include Hangar B26.

Schaumburg Regional Airport Event: Hops and Props

Tickets went on sale today, August 14, and are already beginning to sell, which is very good news. There will be a maximum of 500 tickets sold before the event and are priced at \$5.00 each. Mr. Trydal hopes the members of the Committee can all attend and hopes for another successful event.

Mr. Griffin asked where the money brought in by Hops and Props goes. Mr. Trydal answered that the money goes back to the Airport.

Chairman Sill asked when the REIL lights will be installed now that all the equipment is available. Mr. Trydal answered that the Engineering and Public Works Department will be installing the lights, but currently they are busy with Septemberfest. They will most likely install the lights sometime after Septemberfest.

Chairman Sill inquired if there is any timeline on the quotes for the Prox Card Gates and the Self-Serve Fuel. Mr. Trydal answered that currently, Staff is trying to get that done as soon as possible. All the documents are out to the different companies to get the quotes, so he just needs to schedule meetings for them to come out and give an actual quote.

Mr. Cannata asked if the REIL lights are complete. Mr. Trydal answered that the lights are not complete – they are here but need to be installed. Mr. Cannata asked if they will be set up with the same glide scope as

PILOTS TECHNICAL ADVISORY COMMITTEE
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the previous lights. Mr. Trydal clarified that PAPI lights are the ones with glide scopes, whereas REIL lights do not – REIL lights are the flashing lights at the end of the runway.

Mr. Cannata asked if there were any changes to the control of the REIL lights. Mr. Trydal said that there will be no changes to the controls, but they are a different shape. They are square, and brighter.

A motion was made by Chairman Sill, seconded by Mr. Burgraff to accept the Airport Management Update as informational. 6 Ayes.

MOTION CARRIED

UNFINISHED BUSINESS: None

CONTINUING ITEMS:

1. Committee Comments and Mentions

Chairman Sill asked if there were any other discussions with FAA confirming that the drone operators with the Schaumburg Boomers had the proper waivers. Mr. Trydal said that he followed up with the Flight Standards District Office (FSDO), who said that the drone operators had all the proper approvals. Chairman Sill inquired whether they needed a separate waiver for being in the vicinity of the airport traffic pattern. Mr. Trydal answered that they do not.

Mr. Griffin inquired if they would be monitoring 123.00. Mr. Trydal said there will be someone present during the drone events, and they will be on the air to ground radio at the stadium. Mr. Van Bergen asked if Mr. Trydal has heard of any conflicts for the first two drone shows. Mr. Trydal said that there have been no issues thus far.

Chairman Sill commented that priority should be placed on getting the Self-Serve Fuel Equipment in. He is aware that the delay has been caused by issues with IDOT and the block grant distribution approval process, but the quote process should be done as soon as possible. Mr. Griffin inquired if it would be possible for the Village to complete the project – if there are crews available that would be qualified to do so. Mr. Trydal explained that it cannot be replaced internally – the Village must go through the Rebuild Illinois Grant process. If the Village were to decline going through that process, the Village would then have to pay for the entirety of the project 100% locally. Currently, the Village is only paying for 10% of the project. Chairman Sill noted that the Village fronts the money for the project but is then reimbursed by the grant.

Mr. Cannata followed up on a question from a previous PTAC meeting regarding ice melter. As the next meeting will be in November, he asked if the Committee could investigate a bulk buy of an airplane-safe ice melter to either distribute or allow tenants to purchase directly. Mr. Trydal said that purchasing in bulk could be a problem as once they open the bag, it goes right in the truck. Staff could investigate working with the Engineering and Public Works Department to purchase bags and make them available for tenants in front of their hangars. There will be new people in charge of snow removal this year, with whom Mr. Trydal and Mr. Kenyon plan on meeting in September, so this could be brought up to them at that time. Mr. Cannata added that he could reach out to a couple of the Experimental Aircraft Association (EAA) chapters to gauge interest in having ice melt available at the Schaumburg Regional Airport for purchase by an EAA chapter for a fundraiser. Chairman Sill said that he would want to make sure nothing is distributed that hasn't been approved by the Village, and that the ice melt is compatible according to FAA standards for airport use. Mr. Trydal said he would investigate working with Engineering and Public Works on having extra ice melt available for purchase for everybody at the airport who is interested. Chairman Sill inquired about the necessity of ice melt for the small amount of snow left behind by plows in front of the hangars. Mr. Cannata

PILOTS TECHNICAL ADVISORY COMMITTEE
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said that the bigger issue is that snow melts off the roof on the heated hangars during the day, leaving ice to form around the hangar overnight when it gets cold enough to freeze.

Mr. Burgraff inquired about a meeting that was supposed to have been scheduled in August for instrument approach. Mr. Trydal said that the meeting has continued to get pushed by ATC, so Staff is still trying to follow up with them to get more information and to get the meeting planned. Mr. Kenyon concurred that despite working with the consultant to try to get a meeting planned, they have not heard anything back. They will continue working on getting a meeting scheduled.

Mr. Van Bergen commented that Revv and Holiday Airways donated the proceeds from the Father's Day Pancake Breakfast to EAA Chapters 790 and 153.

Chairman Sill reminded the Committee that the next PTAC meeting is scheduled for November 13, 2024.

DEFERRALS: None

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT:

A motion was made by Chairman Sill, seconded by Mr. Burgraff to adjourn the Pilots Technical Advisory Committee at 6:44 p.m. 6 Ayes.

MOTION CARRIED

Respectfully submitted,


Sara Mackh
Recording Secretary



Holiday Airways LLC Application - Informational
11/13/2024
Pilots Technical Advisory Committee

Presenter: Erik Trydal, Airport Manager
Lead Department: Transportation

Executive Summary:

This report provides a detailed overview of Holiday Airways, LLC, a flight school based at Schaumburg Regional Airport that is interested in establishing an Aircraft Maintenance and Avionic Repair Shop. Please review the attached memorandum for more detailed information.

Recommended Action:

For information only.

ATTACHMENTS:

Description	Type
▣ Holiday Airways Application Memo	Exhibit



Date: November 13, 2024

To: Director of Transportation

From: Airport Manager

Subject: Recommendation for Holiday Airways, LLC to Operate an Aircraft Maintenance and Avionic Repair Shop at the Schaumburg Regional Airport

For: Pilots Technical Advisory Committee

Introduction

This report provides a detailed overview of Holiday Airways, LLC, a flight school based at Schaumburg Regional Airport that is interested in establishing an Aircraft Maintenance and Avionic Repair Shop.

Discussion

The Village of Schaumburg has received a proposal from Holiday Airways, LLC to operate an aircraft maintenance business at the Schaumburg Regional Airport. The owners of Holiday Airways, Chris Coltrin and Sean Kline, are corporate pilots and together run a successful flight training school at Schaumburg Airport. They were approved by Schaumburg Village Board in 2020 to operate their flight school, and they have grown their fleet from one to eight aircraft in that time. They are now seeking to start an aircraft maintenance business based at Schaumburg Airport. The maintenance shop will provide Airframe and Powerplant and Avionic Repair services. Holiday Airways' staff has extensive knowledge of avionics and vintage aircraft repair that is not currently offered at Schaumburg Regional Airport.

In accordance with the Schaumburg Regional Airport's requirements, staff has reviewed Holiday Airways' proposal for conformance with the Airport's Minimum Standards for Airport Aeronautical Services. The specific criteria for Airframe and Power Plant Repair and Avionics and Instrument Repair are provided below along with the status of Holiday Airway's status for each standard.

Item 2-A: "Airframe and Power Plant Repair"

Standard 1: At least one (1) FAA certified airframe and power plant mechanic with ratings appropriate for the work to be performed.

Status: Holiday Airways, LLC will begin operation with two (2) FAA certified airframe and power plant mechanics with ratings appropriate for the work to be performed. ***Standard 1 is satisfied.***

Standard 2: Hangar space meeting local and state industrial code requirements consisting of 3,600 sq/ft for airframe and power plant repair, aircraft, equipment, and parts storage, plus adequate space for offices, customer lounge areas, and public restrooms.

Status: Holiday Airways, LLC will be operating the maintenance facility out of Hangar C29 which is 3,600sq/ft and will utilize Office 116 and the Airport Terminal Building. ***Standard 2 is satisfied.***

Standard 3: A paved aircraft parking ramp, with taxiway access, sufficient for the temporary parking of two (2) aircraft.

Status: Holiday Airways, LLC has tie-down spots on the west ramp that are available for parking two (2) aircraft. ***Standard 3 is satisfied.***

Standard 4: The operating hours shall be from 8:00 AM to 5:00 PM, five (5) days a week. Provide for mechanical service during non-operating hours on an on-call basis.

Status: Holiday Airways, LLC will be open from 8:00 AM to 5:00 PM, Monday through Friday, and provide for mechanical service during non-operating hours on an on-call basis. ***Standard 4 is satisfied.***

Standard 5: Sufficient equipment supplies and availability of parts to perform maintenance in accordance with the FAA Air Worthiness Directives, manufacturers' recommendations or the equivalent.

Status: Holiday Airways will have sufficient equipment and supplies available. ***Standard 5 is satisfied.***

Standard 6: Working capital of at least \$25,000, not including parts and equipment, as evidenced through financial statements at the time of contract execution.

Status: A letter of verification was supplied by Holiday Airways, LLC indicating that they have working capital that exceeds this requirement. ***Standard 6 is satisfied.***

Item 2-A: "Avionic and Instrument Repair"

Standard 1: One (1) FAA certified repairman qualified in accordance with the terms of the repair station certificate.

Status: Holiday Airways, LLC will begin operation with one (1) FAA certified repairman qualified in accordance with the terms of the repair station certificate. ***Standard 1 is satisfied.***

Standard 2: Provide adequate hangar space for repair and shop activities, aircraft, equipment and parts storage.

Status: Holiday Airways, LLC will be operating the maintenance facility out of Hangar C29 which is 3,600sq/ft. ***Standard 2 is satisfied.***

Standard 3: A paved aircraft parking ramp, with taxiway access, sufficient for the temporary parking of two (2) aircraft.

Status: Holiday Airways, LLC have tie-down spots on the west ramp that are available for parking (2) aircraft. ***Standard 3 is satisfied.***

Standard 4: Operator shall be open, and services shall be available to meet the reasonable demands of the public for this activity.

Status: Holiday Airways, LLC will be open from 8:00 AM to 5:00 PM, five (5) days a week, and provide for mechanical service during non-operating hours on an on-call basis. ***Standard 4 is satisfied.***

Standard 5: Working capital of at least \$25,000, not including parts and equipment, as evidenced through financial statements at the time of contract execution.

Status: A letter of verification was supplied by Holiday Airways, LLC indicating a working capital that exceeds this requirement. ***Standard 5 is satisfied.***

Based on a review of Holiday Airways' application and business proposal, staff concurs that Holiday Airways' aircraft maintenance and avionics repair shop satisfies the Minimum Standards criteria for Schaumburg Regional Airport.

Recommendation

For information only.



Airport Management Update
11/13/2024
Pilots Technical Advisory Committee

Presenter: Erik Trydal, Airport Manager

Lead Department: Transportation

Executive Summary:

Recommended Action:

ATTACHMENTS:

Description	Type
▣ Airport Manager Memo	Exhibit



Date: November 13, 2024

To: Director of Transportation

From: Airport Manager

Subject: **Airport Management Update**

For: Schaumburg Regional Airport Advisory Commission
Pilots Technical Advisory Committee

Introduction

This report provides an overview of events that have occurred at Schaumburg Regional Airport since the last update.

Discussion

REIL Light Upgrades

Transportation staff collaborated with Public Works staff to solicit quotes for installation of the Runway End Identifier Lights (REILs). Staff received a quote from Sonoma Underground Electrical Services to complete installation of the lights.

Rebuild Illinois Grant Projects

IDOT agreed to allow the village to follow FAA Small Purchase Procedures to award construction contracts for the aviation self-serve fueling upgrades and the security gate improvements project based on three solicited quotes. Under FAA's Small Purchase Procedures, public airports are allowed to solicit quotes for construction projects under \$250,000. The Village has received two quotes for the self-serve fueling upgrades and two quotes for the prox card project. Staff is continuing to reach out to other vendors to get a third quote for both projects. When the third quote is received for each project, staff will send over to IDOT for final approval.

Delta and Echo Hangar Pavement Rehab

Staff has been working with Crawford, Muphy & Tilly (CMT) and Schroeder Asphalt Services to compile and submit all necessary paperwork to begin the construction phase of the project. Once all paperwork and material designs have been reviewed and approved by IDOT, staff will issue a notice to proceed to Schroeder to start the project. Due to weather constraints, the project will be deferred to spring of 2025. Staff will notify tenants of the construction dates when they are finalized, and the estimated time for the project is 42 working days. Staff will work with tenants to facilitate access to and from the hangars during this time.

Airport Terminal Flooding

On September 26, 2024 the lower level of the terminal building flooded from the stairwell to the Airport meeting room. There was a grease trap malfunction that led to a blockage in the sanitary line, causing the drains and toilets to overflow. Staff worked with Public Works to find the blockage and have it removed. An emergency sanitation team was called to clean up the lower level and remove any drywall or carpeting that was affected. To address the grease trap malfunction, Public Works will make emergency repairs to the Terminal Building's plumbing system. Trenching and pipe rerouting will be required in close proximity to the Terminal Building. We kindly ask for your patience while that repair is underway.

Airport Snow Removal

Snow removal planning has started for the 2024/2025 season. Schaumburg Public Works and Airport staff have met and reviewed the annual Snow Removal Procedures. Airport staff will continue to monitor weather with Public Works, and NOTAMs will be issued to notify pilots of the field conditions. The Engineering & Public Works Department's goal is to make the Schaumburg Regional Airport safe and accessible for winter operations for aircraft after a storm in accordance with the guidelines.

EPW staff will attempt to clear the runway, main taxiway, and crossovers of the airport to bare pavement within four (4) hours of the end of a snowfall and have the tie-down areas, ramp area of the Fixed Base Operator (FBO), parking lots, and sidewalks cleared of snow within eight (8) hours of the end of a snowfall. Patches of snow and ice may remain on the runway and paved surfaces of the airport during and after storms have passed. Plowed snow may also accumulate adjacent to lights, runways, crossovers, and taxiways. Pilots should be aware that these conditions could be hazardous to aircraft. Public Works will continue to plow 2-3 feet away from all hangar doors and keep taxiway centerlines visible for pilots. Airport tenants must use non-corrosive de-icer, snow blowers, and shovels, as needed, to clear the snow directly next to their hangar doors.

Schaumburg Regional Airport Event: Hops and Props

Schaumburg Regional Airport hosted Hops & Props for the fifth time on Saturday, September 14, 2024. The event provided the community with great craft beer, vintage aircraft, tasty food, and live music. Approximately 800 guests attended the aviation-themed event located in terminal hangar. This year's event was so successful that it broke all previous attendance records. Thank you to everyone who came out to celebrate.

Recommendation

For information only.