

DUBUQUE REGIONAL AIRPORT COMMISSION MEETING

Tuesday, March 22, 2022

4:00 p.m.

Dubuque Regional Airport
Terminal Conference Room

PRESENT: RJ Blocker, Doug Brotherton, Sue Clemenson, Mariann Kurtz Weber, Mike Phillips

ABSENT: None

STAFF: Todd Dalsing, Dan Klaas (on phone), Adam Langbecker, Cheryl Sheldon, Karin Spisak

GUESTS: None

PUBLIC INPUT

None.

AIRPORT COMMISSION MINUTES

Commissioner Kurtz Weber asked whether Agenda Item 3, Airport Commission Membership Discussion, had been an action item. This was a discussion item on the February agenda. Airport Director Dalsing will do a memo to the Commission, and this item will be on the April agenda as an action item. Commissioner Kurtz Weber said that there was no mention of the Terminal Monument Signage funds being approved by the City Council and would like that mentioned. Commissioner Brotherton moved to approve the minutes as amended of the February 22, 2022, meeting, and Commissioner Blocker seconded the motion. This motion passed unanimously.

OLD BUSINESS

01. REVIEW AIRPORT STATISTICS

A new format for the statistics was presented to the Commission. Dubuque had a 65% load factor for February American Airlines enplanements. Airport Staff and Dubuque Area Chamber of Commerce are doing airline presentations to the Chamber Board, Greater Dubuque Development Corporation Board, and other major Dubuque employers as well as area radio stations, regarding the importance of “flying DBQ first”. There were approximately 400,000 less TSA national throughput numbers recorded for the first day of March 2022 than March 1, 2019.

NEW BUSINESS

ACTION ITEMS

02. PAVEMENT MANAGEMENT PROGRAM GRANT CLOSEOUT RESOLUTION

The Federal Aviation Administration requires an Airfield Pavement Management Program Study every three years. This survey is used to update Dubuque's pavement program and to remain eligible for AIP funds.

Commissioner Kurtz Weber made a motion to approve Resolution No. A200-1-2022 Accepting the Airfield Pavement Management Program Study Project and Submit Closeout Documentation to the Federal Aviation Administration. Commissioner Brotherton seconded the motion. The motion passed unanimously.

03. FAA AIRPORT CAPITAL IMPROVEMENT PROJECTS (ACIP) APPLICATION RESOLUTION

Eligible FAA Airport Capital Improvement Projects include improvements related to enhancing airport safety, capacity, security, and environmental concerns. Airports can use ACIP funds on most airfield capital improvements.

Commissioner Kurtz Weber made a motion to approve Resolution No. A300-1-2022 for Endorsement of Federal Aviation Administration Airport Capital Improvement Program Application for Dubuque Regional Airport Commission. Commissioner Clemenson seconded the motion. The motion passed unanimously.

04. IDOT COMMERCIAL SERVICE VERTICAL INFRASTRUCTURE (CSV) APPLICATION RESOLUTION

Commercial Service Vertical Infrastructure eligible projects include vertical construction and major renovation of terminals, hangars, joint use facility buildings and fuel facilities at commercial service airports. FY2023 CSV funds are being requested for installation of a hoop building for airfield equipment storage.

Commissioner Blocker made a motion to approve Resolution No. A400-1-2022 for Endorsement of Commercial Service Vertical Infrastructure FY2023 Application for the Dubuque Regional Airport Commission. Commissioner Brotherton seconded the motion. This motion passed unanimously.

05. AQUEOUS FILM FORMING FOAM GRANT/AWARD CONTRACT RESOLUTIONS

Title 14 Code of Federal Regulation Part 139 requires airport operators to maintain their ARFF vehicles and their fire suppression operating systems. To help ensure their operability, the FAA recommends vehicle system testing occur within the 6-month period before the airport's periodic airport certification safety inspection.

Commissioner Clemenson motioned to approve Resolution No. A500-1-2022 Authorizing FAA Grant Agreement for Aqueous Film Forming Foam (AFFF) – Input-Based Testing Equipment Project. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

06. TERMINAL MONUMENT AWARD CONTRACT RESOLUTION

Three quotes were received for installation of the terminal monument and building signage with Big River Sign Company being the low bidder in the amount of \$33,054.62. This is one of the phases of the Robert L. Martin Terminal Naming Project. No Airport funds are being used for this project. This project is being funded by the Robert L. Martin Commemoration Committee and private donations received by the Airport.

Commissioner Clemenson made a motion to approve Resolution No. 600-1-2022 Awarding Public Improvement Contract for Terminal Monument Construction and Installation Project. Commissioner Blocker seconded the motion. The motion passed unanimously.

07. BIPARTISAN INFRASTRUCTURE LAW (BIL) AIRPORT TERMINAL FUNDING GRANT APPLICATION RESOLUTION

The FAA seeks to fund projects under the Airport Terminal Program that reduce greenhouse gas emissions and are designed with specific elements to address climate change impacts. DBQ is applying to be considered for grant funding under the Bipartisan Infrastructure Law for a terminal building photovoltaic array.

Commissioner Blocker motioned to approve Resolution No. A700-1-2022 Authorizing Bipartisan Infrastructure Law (BIL) Airport Terminal Program Funding Grant Application Submission for Photovoltaic Array for Terminal Building Project. Commissioner Brotherton seconded the motion. This motion passed unanimously.

DISCUSSION

08. BUDGET REVIEW

Airport Director Dalsing proposed an airport budget schedule to the Commission. An Airport Commission work session will be held in October and a final budget review in February 2023, before the FY2024 budget is finalized. Commissioner

Kurtz Weber agreed with the schedule but is concerned that additional property tax support may be needed by the Airport in four to five years.

09. IOWA COMMERCIAL AVIATION INFRASTRUCTURE FUNDS (ICAIF) DISCUSSION

The State of Iowa announced recently that they will be awarding \$100,000,000 in Iowa Commercial Aviation Infrastructure Funds from the Federal American Rescue Plan State Fiscal Recovery Funds to the eight commercial service airports in Iowa. These funds can be used for construction of terminal buildings, parking structures and hangars. A subcommittee was formed with Commissioners Brotherton and Blocker. They will work with Airport Staff on a proposed project for spending these funds and bring a recommendation back to the Commission at the April meeting.

10. MARKETING UPDATE

The Airport has recently begun promoting the FlyDBQ1st campaign with a goal of increasing the American Airlines enplanements.

11. AIRPORT PROJECTS UPDATE

There are no new projects to report.

12. CORRESPONDENCE RECEIVED SINCE FEBRUARY 22, 2022

None.

NEXT COMMISSION MEETING

The next scheduled Commission meeting tentative date is April 26, 2022, at 4:00 p.m.

Commissioner Blocker moved to adjourn the meeting and the motion was seconded by Commissioner Clemenson. This motion passed unanimously.

The meeting was adjourned at 5:54 p.m.

Minutes submitted by Cheryl Sheldon.