

DUBUQUE REGIONAL AIRPORT COMMISSION MEETING

Tuesday, June 21, 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 Blocker moved to approve the minutes of the April 26, 2022, meeting, and Commissioner Clemenson seconded the motion. This motion passed unanimously.

OLD BUSINESS

01. REVIEW AIRPORT STATISTICS

Total operations continue to increase. The University of Dubuque has notified the Airport that the students will continue flying all summer.

NEW BUSINESS

ACTION ITEMS

02. 5-YEAR FAA PROJECTS ENGINEERING RETAINER RESOLUTION

The Airport will be advertising for Request for Qualifications for a five-year engineering consultant. A subcommittee will review the proposals received and bring a recommendation to the Airport Commission for their approval.

Commissioner Kurtz Weber made a motion to accept Resolution No. A1000-1-2022, Ordering the Advertisement for Request for Statement of Qualifications (RFQ) from Consultants for Engineering Services for Dubuque Regional Airport Federal Aviation Administration Airfield Development Projects Occurring within the Next Five Years. Commissioner Brotherton seconded this motion.

After discussion, a subcommittee of Commissioners Clemenson and Phillips and Airport Staff of Dalsing, Klaas and Sheldon were appointed to review the RFQ's. Commissioner Kurtz Weber asked if the Airport may hire the existing engineering firm? Yes, we can. The motion passed unanimously.

03. IOWA COMMERCIAL AVIATION INFRASTRUCTURE FUNDS (ICAIF) GRANT AGREEMENT RESOLUTION

The Iowa Commercial Aviation Infrastructure Funds being administered by the Iowa DOT will be made possible with allocations through Federal American Rescue Plan State Fiscal Recovery Funds. A total of \$100 million is being offered through reimbursable grants to the eight public-owned commercial service airports in Iowa, as identified in the 2020 Iowa Aviation System Plan. A Commission sub-committee of Brotherton and Blocker reviewed the program and recommended the funds be used for hangar construction. This subcommittee and Airport Staff will meet with the general aviation hangar tenant for lease agreement discussion first before the project is bid to determine the hangar size and costs to the tenant.

Commissioner Brotherton made a motion to approve Resolution No. A800-2-2022 for Authorizing Iowa Commercial Aviation Infrastructure Funding (ICAIF) Grant Agreement for Hangar Construction Project. Commissioner Clemenson seconded the motion. Commissioner Kurtz Weber asked if this would free-up hangar space? Yes, the current tenant will move to the new hangar. The motion passed unanimously.

04. IOWA COMMERCIAL AVIATION INFRASTRUCTURE FUNDING (ICAIF) ENGINEERING RESOLUTION

Commissioner Brotherton made a motion to approve Resolution No. A800-3-2022 Authorizing an Agreement for Engineering Services for Iowa Commercial Aviation Infrastructure Funding (ICAIF) Hangar Construction Project. Commissioner Clemenson seconded the motion. This motion passed unanimously. This engineering agreement is with Foth Infrastructure.

DISCUSSION

05. AIRPORT COMMISSION MEMBERSHIP

Commission Chair Phillips, Commissioner Kurtz Weber and Airport Director Dalsing met with the City Manager to discuss changing the Airport Commission membership to include Dubuque County residents. Currently the City Council votes on the membership for the Commission. Commissioner Kurtz Weber said it was good to look at the membership makeup of other airports in Iowa. Commissioner Brotherton said it may take more clout (with county citizens) to secure air service.

06. AIRPORT PROJECTS UPDATE

Airport Director Dalsing said that the Airport has received notification from American Airlines that they will no longer have service at Dubuque after September 6th due to the nationwide pilot shortage. Commissioner Kurtz Weber asked, “what does this do to our Master Plan? Are our current AIP projects safe? What is the cost to operate this building?” The Airport is currently looking at options for building usage and will be updating budget costs. Commissioner Brotherton asked about the current Small Community Air Service Development Grant that the Airport has. This grant was written specially for additional westbound service.

Dalsing mentioned that the Airport has several events coming up. The July 3rd Air Show aircraft will be available for viewing during the Airport Open House on July 2nd; Robert L. Martin terminal naming ceremony on July 19th; North American Trainers Association will hold their formation clinic July 20th through July 26th; and Field of Dreams Major League Baseball will be held on August 11th. The July Commission meeting date, if needed, will be determined later.

07. CORRESPONDENCE RECEIVED SINCE APRIL 26, 2022

None.

NEXT COMMISSION MEETING

The next scheduled Commission meeting tentative date is August 23, 2022, at 4:00 p.m.

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

The meeting was adjourned at 5:10 p.m.

Minutes submitted by Cheryl Sheldon.