

## **DUBUQUE REGIONAL AIRPORT COMMISSION MEETING**

Tuesday, September 13, 2022

4:30 p.m.

Dubuque Regional Airport  
Terminal Conference Room

**PRESENT:** RJ Blocker, Doug Brotherton, Sue Clemenson, Mariann Kurtz Weber (on phone), Mike Phillips

**ABSENT:** None

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

**GUESTS:** None

### **OATH OF OFFICE**

The Oath of Office was administered to Michael J. Phillips and Robert J. Blocker by Notary Public Cheryl Sheldon.

### **PUBLIC INPUT**

None.

### **AIRPORT COMMISSION MINUTES**

Commissioner Brotherton moved to approve the minutes of the August 23, 2022, meeting, and Commissioner Clemenson seconded the motion. This motion passed unanimously.

### **OLD BUSINESS**

#### **01. REVIEW AIRPORT STATISTICS**

The Major League Baseball Field of Dreams Game was held on August 11<sup>th</sup>. There were more aircraft than last year, and this was reflected in a slight increase in Jet A fuel sales. American Airlines' last day of service in Dubuque will be September 6<sup>th</sup>.

### **NEW BUSINESS**

#### **ACTION ITEMS**

#### **02. AIRPORT DIRECTOR EXECUTE CONTRACTS AND LEASES RESOLUTION**

Airport Commission Resolution A800-1-2018 was adopted on June 25, 2018, authorizing the Airport Manager to execute contracts and leases on behalf of the City of Dubuque/Dubuque Regional Airport. The City Attorney recommended this resolution be updated and adopted by the Airport Commission.

Commissioner Blocker made a motion to accept Resolution No. A1200-1-2022, Authorizing the Airport Director to Execute Contracts and Leases on Behalf of the City of Dubuque/Dubuque Regional Airport. Commissioner Clemenson seconded this motion. The motion passed unanimously.

### **03. AIR SERVICE INCENTIVE RATES AND CHARGES RESOLUTION**

Airport Staff are working with our travel partners on options to improve commercial air service by restoring daily commercial air service to a major hub, begin weekly commercial air service to a leisure destination, and support the Dubuque Area Chamber of Commerce coalition to restore, sustain and enhance air service.

Commissioner Brotherton made a motion to approve Resolution No. A1300-1-2022, Authorizing the Airport Director to Offer a One-Year Air Service Incentive Agreement to an Ultra-Low-Cost-Carrier (ULCC) Airline Providing New Air Service to the Dubuque Regional Airport. Commissioner Clemenson seconded the motion.

During discussion, Commissioner Kurtz Weber asked, "What is the most that would be given for the Minimum Revenue Guarantee (MRG)?" \$500,000 per year for the first two years for a total of \$1,000,000 is the maximum MRG. She also asked when the City and County Board of Supervisors are scheduled to vote on the MRG. The Airport Commission must approve the resolution first, then the City and County will be approached for funds. If both approve, then this offer will be presented to the ULCC.

Commissioner Brotherton asked if an ULCC starting service would increase costs for the Airport's security program. Yes, this would require the Airport to go to a complete security program. After discussion, the motion passed unanimously.

## **DISCUSSION**

### **04. AIRPORT PROJECTS UPDATE**

Airport Director Dalsing said that the Preliminary Design phase for the Relocate Taxiway Alpha project should be completed in October. The Airport hangar being constructed with IDOT ICAIF funds is still in the design phase. A budget work session will be held on September 27<sup>th</sup> from 3:00 p.m. to 5:00 p.m.

### **05. CORRESPONDENCE RECEIVED SINCE AUGUST 23, 2022**

None.

## **NEXT COMMISSION MEETING**

The next scheduled Commission budget work session tentative date is September 27, 2022, at 3:00 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 5:29 p.m.

Minutes respectfully submitted by Cheryl Sheldon.