

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 11th. 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 6th.

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 27th 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.