

**DUBUQUE REGIONAL AIRPORT
COMMISSION MEETING
BUDGET WORK SESSION**

Tuesday, June 27, 2023
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,

GUESTS: University of Dubuque students: Molly McMurrin, Jane Kottak, Zach Backus, Chelsea Farley, Reese Newcomb, Slade Zsohar, Parker Hahne, Erik Ramirez, Christian Melton
Eric Scott, Foth Infrastructure (on phone)

PUBLIC INPUT

None.

AIRPORT COMMISSION MINUTES

Commissioner Clemenson moved to approve the minutes of the May 30, 2023, meeting, and Commissioner Brotherton seconded the motion. This motion passed unanimously.

OLD BUSINESS

01. REVIEW AIRPORT STATISTICS

Avelo Airlines enplanements have been favorable since the inaugural flight from Dubuque on March 22, 2023.

NEW BUSINESS

ACTION ITEMS

02. CJ BREITBACH LEASE RESOLUTION

Commissioner Blocker motioned to accept Resolution No. A500-2-2023 Proposed Land Lease Agreement with CJ Breitbach Aviation, LLC. Commissioner Clemenson seconded the motion. This motion passed unanimously.

This will provide for a long-term land lease agreement for construction of a corporate aircraft hangar. The Commission requested that the lease agreement be modified to reflect that rent will only be waived up to six months if the hangar is not

occupied.

03. US ARMY RESERVE LAND LEASE RESOLUTION

Commissioner Brotherton made a motion to open the public hearing for Proposed Lease Assignment with United States of America (Department of the Army) and the Dubuque Regional Airport. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

After discussion, Commissioner Brotherton motioned to close the public hearing and Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

Commissioner Kurtz Weber made a motion to accept Resolution No. A800-2-2023 Proposed Lease Assignment with United States of America Department of the Army and the Dubuque Regional Airport. Commissioner Brotherton seconded the motion. This motion passed unanimously.

This lease will commence on July 1, 2023 and terminate on June 30, 2028.

04. KONRADY LEASE REASSIGNMENT TO HIRSCHBACH TRUCKING RESOLUTION

Commissioner Brotherton made a motion to open the public hearing for the lease agreement with Hirschbach Trucking and the Dubuque Regional Airport. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

After discussion, Commissioner Brotherton motioned to close the public hearing and Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

Commissioner Brotherton motioned to accept Resolution No. A900-2-2023 Intent to Dispose of an Interest in Real Property by Lease Agreement with Konrady Properties, LLC, and Reassignment to Hirschbach Trucking. Commissioner Clemenson seconded the motion. This motion passed unanimously.

This lease originally started on March 1, 2016, and will conclude on February 28, 2046.

05. RECONSTRUCT GENERAL AVIATION APRON PHASE 1 ENGINEERING AGREEMENT RESOLUTION

Commissioner Blocker motioned to accept Resolution No. A1100-1-2023 Authorizing an Agreement for Engineering Services for Reconstruct General Aviation Apron Phase 1 Construction Project. Commissioner Clemenson seconded the motion. This motion passed unanimously.

Foth Infrastructure is the Airport's engineer on retainer for this project.

DISCUSSION

06. AIRPORT MARKETING COORDINATOR POSITION

Airport Director Dalsing notified the Commission that part-time Marketing Coordinator Karin Spisak will be retiring as of June 29th. Her duties will be reassigned to current Airport staff and the City's Public Information Office.

Commissioner Brotherton asked who the new person would report to? This employee will work in the Public Information Office which is managed by Randy Gehl.

Commissioner Kurtz Weber asked how we would report this person's hours; will there be a quarterly review of the hours; will there be aviation management criteria on the job posting? All these concerns will be addressed by the Airport Director and PIO Director.

07. AIRPORT PROJECTS UPDATE

The July 3rd Air Show and Fireworks will start with the Golden Knights' parachute jumps on June 30th and conclude with the last jump on July 4th. The Airport Open House and Aircraft Viewing will be held on July 2nd.

08. CORRESPONDENCE RECEIVED SINCE MAY 30, 2023 COMMISSION MEETING

None.

NEXT COMMISSION MEETING

The next scheduled Commission meeting tentative date is August 22, 2023, at 4:00 p.m.

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

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

Minutes respectfully submitted by Cheryl Sheldon.