

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

Tuesday, September 12, 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, Adam Langbecker, Cheryl Sheldon

**GUESTS:** Eric Scott, Foth Infrastructure (on phone), University of Dubuque students  
Carter Hancock, Bo Koenig, Abbie Nie, Lydia Zarlang

**PUBLIC INPUT**

None.

**AIRPORT COMMISSION MINUTES**

Commissioner Clemenson moved to approve the minutes of the August 22, 2023, meeting, and Commissioner Brotherton seconded the motion. This motion passed unanimously.

**OLD BUSINESS**

**01. REVIEW AIRPORT STATISTICS**

Jet A sales for the month of August were close to 2019 sales but lower than 2021 and 2022 because there wasn't a major league baseball game at the Field of Dreams this year.

Avelo numbers decreased for August because of the start of the school year. Commissioner Brotherton asked if the ticket prices for Avelo have been adjusted up to compensate for the decreased number of ticket sales? Yes, Avelo indicated that they are raising ticket prices to increase revenue.

Commissioner Kurtz Weber asked if the Airport has been notified of what the minimum revenue guarantee will be for the second quarter? No, not currently.

**NEW BUSINESS**

**ACTION ITEMS**

## **02. 5-YEAR FAA PROJECTS ENGINEERING RETAINER – TERMINAL COMPLEX**

Commissioner Blocker motioned to accept Resolution No. A1400-1-2023 Authorizing an Agreement for Engineering Consultant Services Five-Year Retainer. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

With the current Avelo Airlines service to Orlando and Las Vegas, there is justification to apply for Federal BIL and ATP funds for terminal complex projects including sterile hold room expansion, parking facilities, etc. To apply for funding, the Airport requires consultant assistance for design, engineering, and budget estimates.

This agreement is a retainer for services. To be eligible for BIL/ATP funds, the Federal Aviation Administration requires each engineering agreement over \$100,000 to have an independent cost analysis to cross check the engineer's figures and verify they are fair and competitive. Anything under \$100,000 requires the Airport to perform a cost analysis for each project.

## **03. BLUE SKIES OVER DUBUQUE, INC. LEASE RESOLUTION**

Commissioner Blocker motioned to accept Resolution No. A1300-1-2023 Intent to Dispose of an Interest in Real Property by Lease Agreement. Commissioner Clemenson seconded the motion. This motion passed unanimously.

This will approve a new five-year lease agreement with Blue Skies Over Dubuque, Inc.

## **DISCUSSION**

### **04. ELECTION OF OFFICERS**

The annual Airport Commission election of officers will be held at the October 24<sup>th</sup> meeting. Currently, Michael Phillips is the Airport Commission Chairperson and Mariann Kurtz Weber is the Vice Chairperson.

### **05. BUDGET INFORMATION**

The City Council Goals and Priorities, City of Dubuque FY24 Adopted Resident's Budget Guide, Airport's FY24 Budget, Airport Master Plan, a link to the City Council Public Input Opportunity and the Airport's FY24 presentation to the City Council were provided to the Commissioners.

### **06. AIRPORT PROJECTS UPDATE**

The old Airport maintenance shop and car wash will be deconstructed next week. A

new corporate aircraft hangar will be constructed at this site. FAA Central Region staff visited the Airport today to review our current projects. The FAA visits airports throughout Iowa annually. The Taxiway Alpha project is progressing as scheduled.

The Commercial Air Service Team (CAST) meets weekly to strategize opportunities for daily air service. A public survey of air travel needs from the Dubuque Regional Airport will be available next month. The Q Casino has recently started a marketing relationship with the Palms Casino in Las Vegas. A ribbon cutting will be held tomorrow for the new Avelo Airlines service to/from Las Vegas.

**04. CORRESPONDENCE RECEIVED SINCE AUGUST 22, 2023, COMMISSION MEETING**

None.

**NEXT COMMISSION MEETING**

The next scheduled Commission meeting tentative date is October 24, 2023, 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 4:50 p.m.

Minutes respectfully submitted by Cheryl Sheldon.