

**DUBUQUE REGIONAL AIRPORT  
COMMISSION MEETING**

Monday, October 16, 2017

4:00 p.m.

Dubuque Regional Airport  
Airport Terminal Conference Room

**PRESENT:** Steve Accinelli (by phone), RJ Blocker, Doug Brotherton, Sue Clemenson, Chris Even (by phone)

**ABSENT:** None

**STAFF:** Bob Grierson, Cheryl Sheldon, Todd Dalsing, Karin Spisak, Gordy Vetsch

**GUESTS:** Eric Scott, Foth Infrastructure

**PUBLIC INPUT**

None.

**AIRPORT COMMISSION MINUTES**

Commissioner Blocker moved to approve the minutes of the September 11, 2017 Commission meeting and the motion was seconded by Commissioner Clemenson. AYES: All. NAYS: None.

**OLD BUSINESS**

**01. REVIEW STATISTICS**

Various statistics were reviewed.

**NEW BUSINESS**

**ACTION ITEM**

**02. REASSIGNMENT OF HANGAR LEASE RESOLUTION**

Commissioner Blocker made a motion to accept Resolution A1400-1-2017 for Intent to Dispose of an Interest in Real Property by Lease Agreement with Konrady Properties, LLC and Reassignment to MGI Leasing, Inc. Commissioner Clemenson seconded the motion. AYES: All. NAYS: None.

### **03. ENGINEERING CONSULTANT 5 YEAR RETAINER RESOLUTION**

Three firms submitted proposals for the five-year engineering retainer for federal projects:

McClure Engineering Company  
Crawford, Murphy and Tilly, Inc  
Foth Infrastructure & Environment, LLC

Interviews were held with all three firms and it was the selection committee's consensus that Foth had demonstrated the necessary qualifications and was selected.

Commissioner Blocker motioned to accept Resolution A1500-1-2017 Authorizing an Agreement for Engineering Consultant Services Five-Year Retainer and Commissioner Clemenson seconded the motion. AYES: ALL. NAYES: None.

### **04. PLANNING CONSULTANT 5 YEAR RETAINER RESOLUTION**

Three firms submitted proposals for the five-year planning retainer for federal projects:

Coffman Associates  
Crawford, Murphy and Tilly, Inc  
Short Elliot Hendrickson, Inc

After reviewing the proposals submitted, it was the selection committee's consensus that Coffman Associates had demonstrated the necessary qualifications and was selected.

Commissioner Blocker motioned to accept Resolution A1600-1-2017 Authorizing an Agreement for Planning Consultant Services Five-Year Retainer and Commissioner Clemenson seconded the motion. AYES: ALL. NAYES: None.

### **05. COMMERCIAL AND GENERAL AVIATION SIGNAGE RESOLUTION**

Commissioner Blocker motioned to accept Resolution A1700-1-2017 Preliminary Approval of Plans, Specifications, Form of Contract and Estimated Cost; Setting Date of Public Hearing on Plans, Specifications, Form of Contract and Estimated Cost; and Ordering the Advertisement for Bids for Commercial and General Aviation Guidance Signage Project. Commissioner Clemenson seconded the motion. AYES: ALL. NAYES: None.

## **06. TERMINAL FUEL DISPENSING SYSTEM RESOLUTION**

Commissioner Blocker motioned to accept Resolution A1800-1-2017 Preliminary Approval of Plans, Specifications, Form of Contract and Estimated Cost; Setting Date of Public Hearing on Plans, Specifications, Form of Contract and Estimated Cost; and Ordering the Advertisement for Bids for Above Ground Fuel Tank with all Accessories, Fuel Dispenser and Fuelmaster Fuel Management System Project. Commissioner Clemenson seconded the motion. AYES: ALL. NAYES: None.

## **DISCUSSION**

### **07. AIRPORT/EAA OBSERVATION AREA DISCUSSION**

The current shelter in the observation area will be moved and relocated at a later date due to construction by the University of Dubuque.

### **08. MANAGER'S UPDATE**

The Airport Manager talked about his upcoming meeting with Legislators in Washington DC next week. Discussion was held on whether the Airport should consider freight handling activities and the expenses involved.

The Airport and Dubuque Chamber will be hosting an Air Service Forum on October 31<sup>st</sup>.

### **09. CORRESPONDENCE**

None.

## **NEXT COMMISSION MEETING**

The next scheduled Commission meeting tentative date is November 13, 2017 at 4:00 p.m.

Commissioner Blocker moved to adjourn and this motion was seconded by Commissioner Clemenson. AYES: All. NAYS: None.

The meeting was adjourned at 5:17 p.m.