

DUBUQUE REGIONAL AIRPORT COMMISSION MEETING

Monday, November 19, 2018

4:00 p.m.

Dubuque Regional Airport
Airport Terminal Conference Room

PRESENT: RJ Blocker, Doug Brotherton, Sue Clemenson, Chris Even (by phone)
Mike Phillips

ABSENT: None

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

GUESTS: Cole Norton, P & N Flight and Charter

PUBLIC INPUT

None.

AIRPORT COMMISSION MINUTES

Commissioner Blocker moved to approve the minutes of the September 24, 2018 meeting and Commissioner Clemenson seconded the motion. This motion passed unanimously.

OLD BUSINESS

01. REVIEW AIRPORT STATISTICS

Monthly Airport statistics for fuel, enplanements, aircraft operations and finances were reviewed.

NEW BUSINESS

ACTION ITEM

02. WAIVER OF MINIMUM STANDARDS – P & N FLIGHT AND CHARTER RESOLUTION

Cole Norton from P & N Flight and Charter shared his business plan with the Commission. He initially plans to hangar one aircraft here to use for aircraft rental, flight instruction, ground instruction, air tours, and aerial photography with the intent to add more aircraft, if there is a need. He asked the Commission to consider a waiver of the space requirements as set forth in the current Dubuque Regional Airport minimum standards.

Commissioner Blocker motioned to approve Resolution A1300-1-2018 to Waive Dubuque Regional Airport Minimum Standards Space Requirements for One Year for Limited Service Fixed Base Operator P & N Flight and Charter and the Dubuque

Regional Airport Commission. Commissioner Clemenson seconded this motion. This motion passed unanimously.

03. UNITED STATES OF AMERICA LEASE PUBLIC HEARING RESOLUTION

Commissioner Phillips motioned to accept Resolution A1400-1-2018, to Set Public Hearing on Proposed Lease with the United States of America (Department of the Army) and the Dubuque Regional Airport Commission. Commissioner Clemenson seconded the motion. This motion passed unanimously.

04. AIRPORT INSURANCE SCHEDULES A, B, D, E, F, G, J, K AND O RESOLUTION

City Legal, City Finance and the Airport recently updated the Airport's insurance schedules. Required insurance dollar amounts were not changed but new schedules were added to clarify and better identify City insurance requirements.

Commissioner Clemenson motioned to accept Resolution A1500-1-2018 to Approve Dubuque Regional Airport Insurance Requirements for Schedules A, B, D, E, F, G, J, K and O. Commissioner Phillips seconded the motion. This motion passed unanimously.

DISCUSSION

05. MANAGER'S UPDATE

The Airport Manager notified the Commission that Airport Staff recently gave presentations to Leadership Dubuque and Clarke University. A headquarter meeting was held with Skywest and another headquarter meeting will be held with United Airlines at the end of November. The new updated Airport website will launch in December.

06. CORRESPONDENCE

None.

NEXT COMMISSION MEETING

The next scheduled Commission meeting tentative date is January 28, 2019 at 4:00 p.m.

Commissioner Blocker moved to adjourn and this motion was seconded by Commissioner Phillips. This motion passed unanimously.

The meeting was adjourned at 5:06 p.m.