

**DUBUQUE REGIONAL AIRPORT  
COMMISSION MEETING**

Monday, January 28, 2019  
4:00 p.m.

Dubuque Regional Airport  
Airport Terminal Conference Room

PRESENT: RJ Blocker, Doug Brotherton, Sue Clemenson (by phone due to the weather), Mike Phillips

ABSENT: Chris Even

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

GUESTS: Crenna Brumwell, City Attorney

**PUBLIC INPUT**

None.

**AIRPORT COMMISSION MINUTES**

Commissioner Blocker moved to approve the minutes of the November 19, 2018 meeting and Commissioner Phillips 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. It was noted that the aircraft operations were down slightly for the year, but Dubuque Regional Airport is still the second-busiest airport in Iowa with overall operations. American Airlines enplanements were down 4.28% for calendar year 2018 due to the loss of a flight for six weeks in the spring.

**NEW BUSINESS**

**ACTION ITEM**

**02. FFY20 ACIP DATA SHEETS RESOLUTION**

Each year the Airport submits a five-year Airport Capital Improvement Program to the FAA for federal grant funds.

Commissioner Blocker motioned to approve Resolution A100-1-2019 For Endorsement of Federal Aviation Administration Airport Capital Improvement Program Application for the Dubuque Regional Airport Commission. Commissioner Phillips seconded this motion. This motion passed unanimously.

### **03. UNITED STATES OF AMERICA LEASE PUBLIC HEARING RESOLUTION**

Commissioner Blocker made a motion to open the public hearing for the United States of America (Department of the Army) lease. Commissioner Phillips seconded the motion. This motion passed unanimously.

After discussion, Commissioner Blocker motioned to close the public hearing and Commissioner Phillips seconded the motion. This motion passed unanimously.

Commissioner Blocker motioned to accept Resolution A200-1-2019 Proposed Lease Agreement with United States of America (Department of the Army) and the Dubuque Regional Airport. Commissioner Phillips seconded the motion. This motion passed unanimously.

### **04. ENTRANCE ROAD SIGNS GRANT CLOSEOUT RESOLUTION**

The entrance road signage project for guidance signage placed at the general aviation entrance road and commercial terminal entrance road was recently completed.

Commissioner Blocker motioned to accept Resolution A300-1-2019 Accepting the Entrance Road Signage Project and Authorizing Payment of the Final Contract Amount. Commissioner Phillips seconded the motion. This motion passed unanimously.

## **DISCUSSION**

### **05. AIRPORT MARKETING UPDATE**

Karin Spisak, Airport Marketing Coordinator gave a presentation on changes to the Airport's marketing program. We are currently using more digital formats which include an updated website that debuted in December, the addition of a Dubuque Jet Center website, and more Facebook and Twitter usage with a goal of increasing enplanements by 10% in a six-month time.

### **06. MANAGER'S UPDATE**

The Airport Manager notified the Commission that negotiations are continuing for the sale of Blue Skies Over Dubuque. The Dubuque Chamber and the Airport are working on a program to provide funding for additional air service known as DRAFT. Work on the Airport Master Plan will begin, utilizing the local match portion of this grant, with the Commission's approval.

### **06. CORRESPONDENCE**

None.

**CLOSED SESSION: Pending Litigation and Real Estate Transfer  
Negotiations – Chapter 21.5(1)(c), -(j) Code of Iowa**

Commissioner Blocker motioned to go into closed session and Commissioner Phillips seconded the motion. This motion passed unanimously.

After discussion with City Attorney Brumwell, Commissioner Blocker motioned to end the closed session and Commissioner Phillips seconded the motion. This motion passed unanimously.

**NEXT COMMISSION MEETING**

The next scheduled Commission meeting tentative date is February 25, 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 5:16 p.m.

A handwritten signature in blue ink, appearing to read "Cheryl Sheldon".

Minutes submitted by Cheryl Sheldon