

**DUBUQUE REGIONAL AIRPORT  
COMMISSION MEETING**

Monday, March 25, 2019  
4:00 p.m.  
Dubuque Regional Airport  
Dubuque Jet Center Conference Room

PRESENT: Sue Clemenson, Chris Even, Mike Phillips

ABSENT: RJ Blocker, Doug Brotherton

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

GUESTS: None

**PUBLIC INPUT**

None.

**AIRPORT COMMISSION MINUTES**

Commissioner Clemenson moved to approve the minutes of the January 28, 2019 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 jet fuel sales increased in January and February, compared to previous years, despite the inclement weather.

**NEW BUSINESS**

**ACTION ITEM**

**02. FFY20 CSVI PROGRAM APPLICATION RESOLUTION**

Each year the Airport submits an application for Commercial Service Vertical Infrastructure funds to the State of Iowa.

Commissioner Clemenson motioned to approve Resolution A400-1-2019 For Endorsement of Commercial Service Vertical Infrastructure (CSVI) Application for the Dubuque Regional Airport Commission. Commissioner Phillips seconded this motion. This motion passed unanimously.

## **DISCUSSION**

### **03. AIRPORT MARKETING UPDATE**

Karin Spisak, Airport Marketing Coordinator provided updates to the Commission on recent digital marketing data from the February Bell Media report.

### **04. MANAGER'S UPDATE**

The Airport Manager gave the Commission an update on his recent attendance at the Mead and Hunt Air Service Conference. Airport Staff attended the annual Dubuque Night in Des Moines last week and the Airport Manager will be attending the Chamber DC Fly-In this week. Discussion was held on a possible "Aviation Recognition Wall" at the Terminal Building. The Commission suggested that the Airport have an application process to receive names and profiles, once per year, in an "open and transparent" way. The recognition will be in a digital format on the Terminal monitors.

### **05. CORRESPONDENCE**

None.

## **NEXT COMMISSION MEETING**

The next scheduled Commission meeting tentative date is April 22, 2019 at 4:00 p.m.

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

The meeting was adjourned at 5:19 p.m.

Minutes submitted by Cheryl Sheldon