

**DUBUQUE REGIONAL AIRPORT
COMMISSION MEETING**

Monday, January 28, 2020

4:00 p.m.

Dubuque Regional Airport
Dubuque Jet Center Conference Room

PRESENT: RJ Blocker, Doug Brotherton, Sue Clemenson, Mike Phillips, Mariann Kurtz
Weber

ABSENT: Cheryl Sheldon

STAFF: Todd Dalsing, Dan Klaas, Karin Spisak, Gordy Vetsch

GUESTS: None

PUBLIC INPUT

None.

AIRPORT COMMISSION MINUTES

Commissioner Blocker moved to approve the minutes of the November 21, 2019 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 for the months of November and December were reviewed.

NEW BUSINESS

ACTION ITEMS

02. FAA FFY2021 ACIP DATA SHEETS RESOLUTION

Commissioner Blocker motioned to accept Resolution No. A100-1-2020 Endorsement of Federal Aviation Administration Airport Capital Improvement Program Application for the Dubuque Regional Airport. Commissioner Clemenson seconded the motion. This motion passed unanimously.

03. DBQ MINIMUM STANDARDS RESOLUTION

Commissioner Phillips motioned to accept Resolution No. A200-1-2020, Approve Dubuque Regional Airport Minimum Standards, after being updated with comments and suggestions made by the Commissioners and pending City Legal review and

approval. Commissioner Clemenson seconded the motion. Discussion ensued.

The following comments/suggestions were made by the Commissioners:

Section 14. Specialized Commercial Service Providers. Commissioner Brotherton wanted to clarify the meaning of paragraph A.(e.) Certified Flight Instructor specifically for flight instruction in tenant-owned aircraft. He asked that the words “asking for building usage” be added to this line.

Commissioner Kurtz Weber asked that City of Dubuque insurance requirements be added to each section, as necessary. She also asked that on page 22, Section 19. Flying Clubs (F.) “Instruction may be given in Flying Club aircraft to Flying Club members, provided such instruction is given by an Operator based on the Airport who has an agreement with the Airport to provide flight instruction, or by an instructor who is bonded and has an operating agreement with the Airport and has paid all annual operating fees” be removed. It was clarified that the Minimum Standards apply only to **Aeronautical** operations. All other operators, who do business on the Airport, are required to have a lease or operating agreement with the Airport to conduct business operations. Kurtz Weber also questioned what section of the minimum standards would apply to organizations such as EAA.

This motion passed unanimously.

04. LAND LEASE RESOLUTION

Commissioner Blocker motioned to approve Resolution No. A300-1-2020, Intent to Dispose of an Interest in Real Property by Lease Agreement and Commissioner Phillips seconded the motion. This motioned passed unanimously.

05. PERSONNEL HIRING UPDATES

Airport Director Dalsing updated the Commission with the recent hires at the Airport. Dan Klaas has been promoted to Assistant Airport Director. Jason Hart has been hired as an Operations Specialist.

06. AIRPORT PROJECTS UPDATE

Old terminal deconstruction has begun. Depending on the weather or unforeseen circumstances, this building should be completely removed by spring and this area will be available for corporate hangars. Staff is currently working on replacement of the airfield electrical vault and lighting which is a Federally funded project. The Master Plan project is continuing and the next meeting will be held in March.

07. MONTHLY COMMISSION MEETING DATE DISCUSSION

The Commissioners have decided to move the monthly meeting from the fourth Monday of the month to the fourth Tuesday of each month.

08. CORRESPONDENCE

None.

NEXT COMMISSION MEETING

The next scheduled Commission meeting tentative date is February 25, 2020 at 4:00 p.m.

Commissioner Kurtz Weber moved to adjourn the meeting and the motion was seconded by Commissioner Phillips. This motion passed unanimously.

The meeting was adjourned at 5:09 p.m.

Minutes submitted by Cheryl Sheldon