

**DUBUQUE REGIONAL AIRPORT
COMMISSION MEETING**

Tuesday, February 25, 2020

4:00 p.m.

Dubuque Regional Airport
Dubuque Jet Center Conference Room

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

ABSENT: Sue Clemenson

STAFF: Todd Dalsing, Dan Klaas, Cheryl Sheldon, Karin Spisak

GUESTS: University of Dubuque Students Riley Workman and Bradley Slayman

PUBLIC INPUT

None.

AIRPORT COMMISSION MINUTES

Commissioner Blocker moved to approve the minutes of the January 28, 2020 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 for the month of January were reviewed.

NEW BUSINESS

ACTION ITEMS

02. COTTINGHAM & BUTLER LEASE PUBLIC HEARING RESOLUTION

Commissioner Kurtz Weber made a motion to open the public hearing for the Cottingham & Butler Insurance Services, Inc. land lease. Commissioner Phillips seconded the motion. This motion passed unanimously.

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

Commissioner Blocker motioned to accept Resolution No. A300-2-2020 Proposed Lease Assignment with Cottingham & Butler Insurance Services, Inc. Commissioner Kurtz Weber seconded the motion. The date of the public hearing was changed to March 25th instead of March 24th as was stated on the Resolution due to a

scheduling conflict. This motion passed unanimously.

03. LAND LEASE RESOLUTION

Commissioner Blocker motioned to accept Resolution No. A400-1-2020, Intent to Dispose of an Interest in Real Property by Lease Agreement and Commissioner Phillips seconded the motion. This motion passed unanimously.

04. AIRPORT PROJECTS UPDATE

The Master Plan project is ongoing and the next meeting will be held on March 12th for the TAC team and another meeting will be held in the evening this same day for public input. The runway lighting project design is progressing; the relocation of the Airport phone demarcation is nearly complete; Operations Staff is monitoring aircraft operations after the Tower closes to apply for extending the Tower hours.

The Airport received notice of being awarded the Small Communities Air Service Development (SCASD) grant on February 24th. There were 50 applications submitted, 18 were approved for funding and seven were for service to Denver. It was noted that it was a combination of several public/private partnerships that helped to secure this funding.

Airport Staff will be attending an air service conference in Arizona next week and will also be meeting one-on-one with various airlines during this time.

05. CORRESPONDENCE

None.

NEXT COMMISSION MEETING

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

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

The meeting was adjourned at 4:49 p.m.

Minutes submitted by Cheryl Sheldon