

**DUBUQUE REGIONAL AIRPORT  
COMMISSION MEETING**

Tuesday, April 21, 2020

4:00 p.m.

Dubuque Regional Airport  
Virtual Go To Webinar Meeting

**CALLED IN:** RJ Blocker, Doug Brotherton, Sue Clemenson, Mike Phillips, Mariann Kurtz Weber

**ABSENT:** None

**STAFF:** Todd Dalsing, Dan Klaas, Cheryl Sheldon, Karin Spisak, Gordy Vetsch

**GUESTS:** Matt Dieter, Crescent Electric; Eric Scott, Foth Infrastructure

**PUBLIC INPUT**

None.

**AIRPORT COMMISSION MINUTES**

Commissioner Phillips moved to approve the minutes of the March 25, 2020 meeting and Commissioner Kurtz Weber 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 March were reviewed. It was noted that due to the COVID-19 pandemic, Airport aircraft operations, fuel sales and enplanements have all decreased in March.

**NEW BUSINESS**

**ACTION ITEMS**

**02. IDOT AIR SERVICE GRANT RESOLUTION**

Commissioner Blocker motioned to accept Resolution No. A500-1-2020 Endorsement of Iowa Department of Transportation Air Service Development Application. Commissioner Phillips seconded the motion. This motion passed unanimously.

### **03. FY21 CSVI PROGRAM APPLICATION RESOLUTION**

Commissioner Phillips motioned to accept Resolution No. A600-1-2020 Endorsement of Commercial Service Vertical Infrastructure (CSV) Application. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

### **04. AIRFIELD LIGHTING PRELIMINARY PLANS RESOLUTION**

Commissioner Phillips motioned to accept Resolution No. A700-1-2020 Preliminary Approval of Plans, Specifications, Form of Contract and Estimated Cost; Setting Date of Public Hearing on Plans, Specifications Form of Contract and Estimated Cost; and Ordering the Advertisement for Bids for Rehabilitate Runway Lighting and New Airfield Lighting Vault. Commissioner Blocker seconded the motion. This motion passed unanimously.

### **05. CARES ACT FUNDING RESOLUTION**

Commissioner Phillips motioned to accept Resolution No. A800-1-2020 Endorsement of Coronavirus Aid, Relief and Economic Security (CARES) Act Federal Administration Application. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

### **06. AIP #64 SNOW REMOVAL EQUIPMENT CLOSEOUT RESOLUTION**

Commissioner Phillips motioned to accept Resolution No. A900-1-2020 Accepting the Snow Removal Equipment Acquisition Project Authorizing Payment of the Final Contract Amount. Commissioner Blocker seconded the motion. This motion passed unanimously.

### **DISCUSSION ITEMS**

#### **07. AIRPORT PROJECTS UPDATE**

The Master Plan project is still ongoing with considerations for COVID-19 number adjustments. The runway lighting project design is progressing with bids being due May 14th; the relocation of the Airport phone demarcation is nearly complete. Construction of two corporate aircraft hangars is ongoing.

#### **07. CORRESPONDENCE**

None.

### **NEXT COMMISSION MEETING**

The next scheduled Commission meeting tentative date is May 26, 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 4:34 p.m.

Minutes submitted by Cheryl Sheldon