

## **DUBUQUE REGIONAL AIRPORT COMMISSION MEETING**

Tuesday, May 26, 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:** None

### **PUBLIC INPUT**

None.

### **AIRPORT COMMISSION MINUTES**

Commissioner Blocker moved to approve the minutes of the April 21, 2020 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 month of April were reviewed. It was noted that due to the COVID-19 pandemic, Airport aircraft operations, fuel sales and enplanements decreased in March and April. Nationally, TSA screened 114,000 passengers on April 25<sup>th</sup> but was up to 340,000 screened passengers on May 25<sup>th</sup>. This compared to over 2.5 million passengers screened on May 25, 2019. The University of Dubuque started flight operations again in May.

### **NEW BUSINESS**

#### **ACTION ITEMS**

#### **02. REHABILITATE RUNWAY LIGHTING PLANS APPROVAL RESOLUTION**

Commissioner Phillips made a motion to open the public hearing for the Rehabilitate Runway Lighting and New Airfield Lighting Vault. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

After discussion, Commissioner Kurtz Weber motioned to close the public hearing

and Commissioner Phillips seconded the motion. This motion passed unanimously.

Commissioner Phillips motioned to accept Resolution No. A700-2-2020 Approval of Plans, Specifications, Form of Contract and Estimated Cost for Rehabilitate Runway Lighting and New Airfield Lighting Vault Project. Commission Blocker seconded the motion. This motion passed unanimously.

### **03. REHABILITATE RUNWAY LIGHTING AWARD CONTRACT RESOLUTION**

Commissioner Phillips motioned to accept Resolution No. A700-3-2020 Awarding Public Improvement Contract for Rehabilitate Runway Lighting and New Airfield Lighting Vault Project. Commissioner Blocker seconded the motion. Three bids were received for this project. Tri-City Electric's total bid with alternates was \$2,356,952.43; Germaine Electric's bid was \$1,512,650.09; Tricon Construction Group's bid was \$1,503,160.00 and was awarded the bid. After discussion, this motion passed unanimously.

### **04. REHABILITATE RUNWAY LIGHTING GRANT RESOLUTION**

Commissioner Phillips motioned to accept Resolution No. A700-4-2020 Authorizing FAA Grant Agreement for Rehabilitate Runway Lighting and New Airfield Lighting Vault Project. Commissioner Blocker seconded the motion. This motion passed unanimously.

### **05. REHABILITATE RUNWAY LIGHTING ENGINEERING RESOLUTION**

Commissioner Phillips motioned to accept Resolution No. A1000-1-2020 Authorizing an Agreement for Engineering Services for Rehabilitate Runway Lighting and New Airfield Lighting Vault. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

## **DISCUSSION ITEMS**

### **06. AIRPORT PROJECTS UPDATE**

The Master Plan project is still ongoing with considerations for COVID-19 number adjustments. Plexiglas barriers have been installed in the FBO and Terminal Building at the counters and social distancing floor markings have been placed. Construction of two corporate aircraft hangars is ongoing. Staff is working on a YouTube video and PSA interviews. Staff is also working on the FY21 budget with proposed cuts of 10%/20%/30% scenarios, with quarterly reviews.

### **07. CORRESPONDENCE RECEIVED SINCE APRIL 21, 2020 MEETING**

None.

## **NEXT COMMISSION MEETING**

The next scheduled Commission meeting tentative date is June 23, 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 4:50 p.m.

Minutes submitted by Cheryl Sheldon