

## **DUBUQUE REGIONAL AIRPORT COMMISSION MEETING**

Tuesday, June 23, 2020  
4:00 p.m.

Dubuque Regional Airport  
Terminal Conference Room

**PRESENT:** RJ Blocker, Doug Brotherton, Sue Clemenson, Mike Phillips, Mariann Kurtz  
Weber (by phone)

**ABSENT:** None

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

**GUESTS:** Anthony Allen, Dubuque NAACP, Dawnelle Gordon, FlyDBQ Applicant, Tom  
Barton, Telegraph Herald

### **PUBLIC INPUT**

None.

### **AIRPORT COMMISSION MINUTES**

Commissioner Clemenson moved to approve the minutes of the May 26, 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 May were reviewed. It was noted that due to the COVID-19 pandemic, Airport aircraft operations, fuel sales and enplanements had decreased in March and April but have increased slightly in June, from the previous two months. The return of University of Dubuque flight operations in May helped with 100 LL fuel sales. American Airlines had one flight scheduled on five days a week during May and June.

### **NEW BUSINESS**

#### **ACTION ITEMS**

#### **02. FLYDBQ CAMPAIGN**

Through the FlyDBQ Campaign, there are opportunities for individuals that are interested in naming an Airport building, conference room, Tristate area contribution to aviation recognition video or other amenity to recognize a family member, friend or business who helped shape the local Tristate aviation community. Interested

parties are asked to complete the FlyDBQ Campaign application on the Airport's website.

An application was received from Dawnelle Gordon on June 16<sup>th</sup> to name the Terminal Building after Robert L. Martin at the Dubuque Regional Airport.

Commissioner Phillips made a motion to accept and file the application received and appoint a sub-committee to review this application and return with a recommendation to the Airport Commission. Commissioner Blocker seconded the motion. This motion passed unanimously. Commissioners Kurtz Weber, Phillips and Airport Staff were appointed to the sub-committee.

### **03. CAR WASH FUNCTIONAL DESIGN ENGINEERING RESOLUTION**

Commissioner Blocker motioned to accept Resolution No. A1100-1-2020 Authorizing an Agreement for Engineering Services for Construct Terminal Vehicle Wash Facility Functional Design Phase Services. Commissioner Clemenson seconded the motion. This motion passed unanimously.

### **04. REHABILITATE RUNWAY LIGHTING FAA REIMBURSABLE AGREEMENT GRANT RESOLUTION**

Commissioner Kurtz Weber motioned to accept Resolution No. A1200-1-2020 Authorizing FAA Grant Agreement for Rehabilitate Runway Lighting and New Airfield Lighting Vault Project FAA Reimbursable Agreement. Commissioner Phillips seconded the motion. This motion passed unanimously.

### **05. EAA HANGAR LEASE RESOLUTION**

Commissioner Phillips motioned to accept Resolution No. A1300-1-2020 Proposed Lease Assignment with Experimental Aircraft Association (EAA) and the Dubuque Regional Airport. Commissioner Clemenson seconded the motion. Although the Airport will charge less than fair market value for this hangar, EAA will provide the following: aircraft assembly, airframe and power plant (A&P) and avionics educational programs; introductory flight opportunities (Young Eagles Program); monthly general aviation meetings, fly-in's and social gatherings as weather and volunteers permit. After discussion, this motion passed unanimously.

## **DISCUSSION ITEMS**

### **06. AIRPORT MARKETING /AIR SERVICE UPDATE**

Airport Marketing Coordinator Karin Spisak gave a PowerPoint presentation to update the Commission on "flying in the new normal". The Airport is offering a traveler's aid phone number to help travelers navigate during these unprecedented times. She also explained "touch free" flying, the Airport's YouTube video, and educational website links available.

## **07. AIRPORT BUDGET UPDATE**

The Airport Director explained the City's budget response to COVID-19. The FY21 budget will be reviewed quarterly. After evaluating what anticipated revenue shortfalls will be, it will be determined what budget adjustments will need to be made.

## **08. AIRPORT PROJECTS UPDATE**

The Master Plan project is ongoing with Staff still providing information to Coffman Associates. Construction of two corporate aircraft hangars is ongoing with an August completion anticipated. The Airport will be hosting the North American Trainers Association July 15th – 19<sup>th</sup>. The July 3<sup>rd</sup> Airshow has been rescheduled to August 22<sup>nd</sup>.

## **09. CORRESPONDENCE RECEIVED SINCE MAY 26, 2020 MEETING**

None.

## **NEXT COMMISSION MEETING**

The next scheduled Commission meeting tentative date is July 28, 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 4:35 p.m.

Minutes submitted by Cheryl Sheldon