

DUBUQUE REGIONAL AIRPORT COMMISSION MEETING

Tuesday, February 23, 2021
4:00 p.m.

Dubuque Regional Airport
Terminal Conference Room

PRESENT: RJ Blocker, Doug Brotherton, Sue Clemenson, Mike Phillips

ABSENT: Mariann Kurtz Weber

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

GUESTS: Allison Jaeger, University of Dubuque

PUBLIC INPUT

None.

AIRPORT COMMISSION MINUTES

Commissioner Brotherton moved to approve the minutes of the January 26, 2021 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 January were reviewed. Jet A fuel sales decreased over 50% and Avgas fuel sales increased nearly 103% for January when compared to 2020. Avgas fuel sales increased due to the University of Dubuque not having a "J" term in January and the weather was good for flying. Aircraft flight operations increased 85% over January 2020. TSA throughput numbers are slowly increasing. Local businesses are forecasting their travel to increase during the late summer to fall time frame, depending upon when there are less virtual meetings and the travel guidelines for their destinations. The Sun Country charter in February from Dubuque to Bilouxi is sold out.

NEW BUSINESS

ACTION ITEMS

02. IDOT COMMERCIAL SERVICE VERTICAL INFRASTRUCTURE (CSVI) AMENDMENT RESOLUTION

Commissioner Blocker motioned to approve Resolution A200-1-2021 Endorsement of Commercial Service Vertical Infrastructure (CSVI) Application Amendment for FY2018 – 2021 Funds. Commissioner Clemenson seconded this motion. This

motion passed unanimously.

03. IDOT FY2022 CSVI PROGRAM APPLICATION RESOLUTION

Commissioner Blocker motioned to approve Resolution A300-1-2021 Endorsement of Commercial Service Vertical Infrastructure (CSVI) FY2022 Application. Commissioner Clemenson seconded this motion. This motion passed unanimously.

04. A. EMERGENCY GENERATOR RELOCATION RESOLUTION

Commissioner Brotherton motioned to approve Resolution A400-1-2021 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 Relocate Existing Airfield Lighting Emergency Generator Project. Commissioner Clemenson seconded this motion. This motion passed unanimously.

B. EMERGENCY GENERATOR RELOCATION ENGINEERING RESOLUTION

Commissioner Brotherton motioned to approve Resolution A400-2-2021 Authorizing an Agreement for Engineering Services for Bids for Relocate Existing Airfield Lighting Emergency Generator Design, Bidding and Construction Phase Services. Commissioner Clemenson seconded this motion. This motion passed unanimously.

05. ADDITIONAL AVGAS STORAGE TANK RESOLUTION

Commissioner Brotherton motioned to approve Resolution A500-1-2021 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 Construct and Install New Fully Operational 20,000 Gallon Aviation Fuel Storage and Distribution System with Morrison Brothers Fuel Management System Project. Commissioner Clemenson seconded this motion. This motion passed unanimously.

06. A. PAVEMENT MAINTENANCE PROGRAM SURVEY GRANT RESOLUTION

Commissioner Blocker motioned to approve Resolution A600-1-2021 Authorizing Submission of the FAA Grant Application for Pavement Maintenance Program (PMP) Update and Acceptance of Same Grant. Commissioner Brotherton seconded this motion. This motion passed unanimously.

B. PAVEMENT MAINTENANCE PROGRAM SURVEY ENGINEERING RESOLUTION

Commissioner Blocker motioned to approve Resolution A600-2-2021 Authorizing an Agreement for Engineering Services for Pavement Maintenance Program (PMP) Update. Commissioner Brotherton seconded this motion. This motion passed unanimously.

07. A. CRRSA AIRPORT SUPPORT FUNDS GRANT RESOLUTION

Commissioner Brotherton motioned to approve Resolution A700-1-2021 Endorsement of Coronavirus Response and Relief Supplemental Appropriation Act, 2021 (CRRSA) Federal Aviation Administration Application. Commissioner Clemenson seconded this motion. This motion passed unanimously.

B. CRRSA AIRPORT CONCESSIONAIRE SUPPORT FUNDS GRANT RESOLUTION

Commissioner Brotherton motioned to approve Resolution A700-2-2021 Endorsement of Coronavirus Response and Relief Supplemental Appropriation Act, 2021 (CRRSA) Federal Aviation Administration Application for Rent and Minimum Annual Guarantees (MAG) for Eligible Airport Concessions. Commissioner Clemenson seconded this motion. This motion passed unanimously.

DISCUSSION

08. AIRPORT PROJECTS UPDATE

Airport Director Dalsing reported to the Commission that the Airport projects are continuing with nothing new at this time.

09. 2021 FEDERAL AND STATE LEGISLATIVE PRIORITIES

Airport Director Dalsing reported on the IPAA and Federal “asks” for airports of the Legislators.

10. CORRESPONDENCE RECEIVED SINCE JANUARY 26, 2021 MEETING

None.

NEXT COMMISSION MEETING

The next scheduled Commission meeting tentative date is March 23, 2021 at 4:00 p.m.

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

The meeting was adjourned at 4:41 p.m.

Minutes submitted by Cheryl Sheldon.