

DUBUQUE REGIONAL AIRPORT COMMISSION MEETING

Tuesday, December 12, 2023

4:00 p.m.

Dubuque Regional Airport
Terminal Conference Room

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

ABSENT: None

STAFF: Todd Dalsing, Dan Klaas (on phone), Adam Langbecker, Cheryl Sheldon

GUESTS: Elijah Craft and family

PUBLIC INPUT

01. A Minecraft project of the Dubuque Regional Airport created by Elijah Craft was viewed by the Commission and Elijah was presented with a runway light.

AIRPORT COMMISSION MINUTES

Commissioner Clemenson moved to approve the minutes of the November 21, 2023, meeting, and Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

OLD BUSINESS

02. REVIEW AIRPORT STATISTICS

Jet A fuel sales are up slightly from previous years. Avelo Airlines had an 81% load factor for the month of November.

NEW BUSINESS

ACTION ITEMS

03. JET A TRUCK REPLACEMENT PUBLIC HEARING RESOLUTION

Commissioner Brotherton made a motion to open the public hearing for Approval of Plans, Specifications, Form of Contract and Estimated Cost for Jet A Truck Replacement Project. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

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

Commissioner Brotherton made a motion to accept Resolution No. A1500-3-2023 Approval of Plans, Specifications, Form of Contract and Estimated Cost for Jet A Truck Replacement Project. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

Commissioner Brotherton made a motion to accept Resolution No. A1500-4-2023 Awarding Public Improvement Contract for Jet A Truck Replacement Project. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

One bid was received from SkyMark Refuelers LLC for the Jet A truck replacement in the amount of \$329,700. Delivery date is estimated to be July, 2024.

DISCUSSION

04. AIRPORT PROJECTS UPDATE

Hangar construction projects are on schedule. The Taxiway A project is on hold for the winter.

The CAST group meets weekly. They are in the process of setting up a 501(c)6 designation with the mission of restoration of daily commercial air service at DBQ. This entity would be responsible for handling the money received for approaching air carriers for air service.

The Airport had our annual Part 139 inspection last month with just a few discrepancies.

05. CORRESPONDENCE RECEIVED SINCE NOVEMBER 21, 2023, COMMISSION MEETING

None.

NEXT COMMISSION MEETING

The next scheduled Commission meeting tentative date is January 16, 2023, at 4:00 p.m.

Commissioner Clemenson moved to adjourn the meeting and the motion was seconded by Commissioner Kurtz Weber. This motion passed unanimously.

The meeting was adjourned at 4:59 p.m.

Minutes respectfully submitted by Cheryl Sheldon.