

## **DUBUQUE REGIONAL AIRPORT COMMISSION MEETING**

Tuesday, January 16, 2024

4:00 p.m.

Dubuque Regional Airport  
Terminal Conference Room

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

**ABSENT:** None

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

**GUESTS:** Eric Scott, Foth Infrastructure (on phone)

### **PUBLIC INPUT**

None.

### **AIRPORT COMMISSION MINUTES**

Commissioner Brotherton moved to approve the minutes of the December 12, 2023, meeting, and Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

### **OLD BUSINESS**

#### **01. REVIEW AIRPORT STATISTICS**

Jet A fuel sales were down slightly in December from previous years. Avelo Airlines and Sun Country Airlines enplanements combined were over 19,000 for 2023. Avelo Airlines will be changing to seasonal service at Dubuque after April 6, 2024, and returning in November 2024. Commissioner Kurtz Weber asked why Avelo was cancelling service in the summer during our busiest months. Their aircraft will be down for maintenance in the summer. Commissioner Brotherton asked what would happen to the pilots. They will go into the pool for other Avelo locations. Commissioner Kurtz Weber asked if we would reach our 10,000 enplanements for the year. Yes, we anticipate reaching that milestone.

### **NEW BUSINESS**

#### **ACTION ITEMS**

#### **02. FAA REIMBURSABLE AGREEMENT RELOCATE TAXIWAY A PHASE 3 RESOLUTION**

Commissioner Kurtz Weber made a motion to accept Resolution No. A100-1-2024 Authorizing FAA Grant Agreement for Relocate Taxiway A Project. Commissioner Brotherton seconded the motion. This motion passed unanimously.

A FAA reimbursable agreement is required when an airport project impacts any of the FAA owned and operated equipment on an airfield. The Taxiway Alpha project impacts navigational aid electrical and communication components during the sitework phase and specifically excavation.

### **03. FAA AIRPORT CAPITAL IMPROVEMENTS PROGRAM (ACIP) FY25 PROGRAM RESOLUTION**

Commissioner Brotherton made a motion to accept Resolution No. A200-1-2024 Endorsement of Federal Aviation Administration Airport Capital Improvement Program Application for the Dubuque Regional Airport Commission. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

The Airport is required to submit an airport capital improvement program application annually if they are requesting funds that relate to capital items related to enhancing airport safety, capacity, security, and environmental concerns.

Commissioner Kurtz Weber asked if the FAA must fund the projects listed in our application. The Airport must have the project listed before it can be funded, but the FAA does not have to fund every project listed.

### **DISCUSSION**

#### **04. AIRPORT PROJECTS UPDATE**

The Chamber will be hosting an Air Service Forum on February 22, 2024. The Williamsport Airport (similar to DBQ) recently announced they will be starting service with Southern Air to/from Dulles. This will be twice daily service on a nine-seat aircraft for a minimum revenue guarantee of \$1.9 million.

The Taxiway Alpha project will be bidding phase two of the construction this spring.

#### **05. CORRESPONDENCE RECEIVED SINCE DECEMBER 12, 2023, COMMISSION MEETING**

None.

### **NEXT COMMISSION MEETING**

The next scheduled Commission meeting tentative date is February 27, 2023, at 4:00 p.m.

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

The meeting was adjourned at 4:50 p.m.

Minutes respectfully submitted by Cheryl Sheldon.