

## **DUBUQUE REGIONAL AIRPORT COMMISSION MEETING**

Tuesday, March 26, 2024

4:00 p.m.

Dubuque Regional Airport  
Terminal Conference Room

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

**ABSENT:** None

**STAFF:** Mark Beasley, Todd Dalsing, Dan Klaas (on phone)

**GUESTS:** Eric Scott, Foth Infrastructure (on phone), University of Dubuque Students

### **PUBLIC INPUT**

None.

### **AIRPORT COMMISSION MINUTES**

Commissioner Clemenson moved to approve the minutes of the February 27, 2024, meeting, and Commissioner Brotherton seconded the motion. This motion passed unanimously.

### **OLD BUSINESS**

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

Low lead fuel sales were up slightly in February from previous years. Aircraft operations were the highest compared to the last four years.

### **NEW BUSINESS**

#### **ACTION ITEMS**

#### **02. RECONSTRUCT GENERAL AVIATION APRON PLANS & SPECS RESOLUTION**

Commissioner Brotherton made a motion to open the public hearing for Approval of Plans, Specifications, Form of Contract and Estimated Cost for Reconstruct General Aviation (GA) Apron – Phase 1 Construction Project. Commissioner Clemenson seconded the motion. This motion passed unanimously.

After discussion, Commissioner Brotherton 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. A300-2-2024 Approval of Plans, Specifications, Form of Contract and Estimated Cost for Reconstruct General

Aviation (GA) Apron Phase 1 Construction Project. Commissioner Clemenson seconded the motion. This motion passed unanimously.

This project reconstructs approximately half of the general aviation apron adjacent to the general aviation terminal. This portion serves as the primary parking and tie-down area for corporate aviation FBO operations and transient aircraft. This apron pavement is in extremely poor condition.

### **03. RECONSTRUCT GENERAL AVIATION APRON AWARD CONTRACT RESOLUTION**

Commissioner Brotherton made a motion to accept Resolution No. A300-3-2024 Awarding Public Improvement Contract for Reconstruct General Aviation (GA) Apron Phase 1 Construction Project. Commissioner Clemenson seconded the motion. This motion passed unanimously.

Two bids were received for this project however, one bid was received after the 1:00 p.m. deadline and was not opened.

Flynn Company, Inc. was awarded the bid in the amount of \$2,095,395.50.

### **04. RECONSTRUCT GENERAL AVIATION APRON FAA GRANT RESOLUTION**

Commissioner Brotherton made a motion to accept Resolution No. A300-4-2024 Authorizing FAA Grant Agreement for Reconstruct General Aviation (GA) Apron Phase 1 Construction Project. Commissioner Clemenson seconded the motion. This motion passed unanimously.

### **05. RECONSTRUCT GENERAL AVIATION APRON ENGINEERING SERVICES RESOLUTION**

Commissioner Brotherton made a motion to accept Resolution No. A300-5-2024 Authorizing an Agreement for Engineering Services for Reconstruct General Aviation (GA) Apron Phase 1 Construction Project. Commissioner Clemenson seconded the motion. This motion passed unanimously.

### **06. COMMERCIAL SERVICE VERTICAL INFRASTRUCTURE FY25 RESOLUTION**

Commissioner Brotherton made a motion to accept Resolution No. A400-1-2024 Endorsement of Commercial Service Vertical Infrastructure (CSV) FY2025 Application. Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

CSV eligible projects include vertical construction and major renovation of terminals, hangars, joint use facility buildings, and fuel facilities at commercial service airports.

## **07. TERMINAL BUILDING EXIT LANE IMPROVEMENTS ENGINEERING RESOLUTION**

Commissioner Brotherton made a motion to accept Resolution No. A500-1-2024 Authorizing an Agreement for Engineering Services for Construct Terminal Building Exit Lane Improvements. Commissioner Clemenson seconded the motion. This motion passed unanimously.

TSA requires airport operators to control unauthorized access into the sterile area by either positioning personnel to monitor the doors or by using acceptable technology. Currently, DBQ utilizes personnel to monitor the lane while commercial flights operate. Adding this technology will allow the Airport the long-term operational benefit of reducing the personnel costs associated with commercial flight operations.

## **DISCUSSION**

### **08. AIRPORT PROJECTS UPDATE**

The Airport Director attended the Chamber DC Fly-In held in Washington, D.C. The number one topic with Legislators was regarding the return of commercial air service to DBQ. He also attended Dubuque Nite in Des Moines and IPAA Day on the Hill where there were meetings with State Legislators.

The CAST group has transitioned to DBQ Air, a 501(c)6 nonprofit. They meet weekly to strategize on reinstating daily air service to/from DBQ to a major hub.

The Taxiway A reconstruction phase 1 construction project and the terminal solar project will be starting on April 1<sup>st</sup>. The Airport's annual budget presentation to the City Council is February 28<sup>th</sup>.

### **09. CORRESPONDENCE RECEIVED SINCE FEBRUARY 27, 2024, COMMISSION MEETING**

None.

## **NEXT COMMISSION MEETING**

The next scheduled Commission meeting tentative date is April 23, 2024, at 4:00 p.m.

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

The meeting was adjourned at 4:40 p.m.

Minutes respectfully submitted by Cheryl Sheldon.