

## **DUBUQUE REGIONAL AIRPORT COMMISSION MEETING**

Tuesday, December 17, 2024

4:00 p.m.

Dubuque Regional Airport  
Terminal Conference Room

**PRESENT:** RJ Blocker, Doug Brotherton, Mariann Kurtz Weber, Mike Phillips

**ABSENT:** Sue Clemenson

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

**GUESTS:** None

### **PUBLIC INPUT**

None.

### **AIRPORT COMMISSION MINUTES**

Commissioner Blocker moved to approve the minutes of the October 22, 2024, meeting, and Commissioner Kurtz Weber seconded the motion. This motion passed unanimously.

### **OLD BUSINESS**

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

Director Dalsing mentioned that aviation fuel sales were similar to the previous year.

### **NEW BUSINESS**

#### **ACTION ITEMS**

#### **02. RUNWAY MARKINGS IMPROVEMENT PROJECT DESIGN RESOLUTION**

Commissioner Brotherton made a motion to accept Resolution No. A1600-1-2024 Authorizing an Agreement for Engineering Services for Runway Markings Improvement Construction Project Design, Bidding, Construction Administration, and Construction Observation Services. Commissioner Blocker seconded the motion. This motion passed unanimously.

This project includes removing and replacing all pavement markings on Runway 18/36 and Runway 13/31 and adjacent taxiway pavement markings, between the runway and the runway holding position markings.

### **03. FAA AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) FY26 RESOLUTION**

Commissioner Kurtz Weber made a motion to accept Resolution No. A1700-1-2024 for Endorsement of Federal Aviation Administration Airport Capital Improvement Program Application for the Dubuque Regional Airport. Commissioner Brotherton seconded the motion. This motion passed unanimously.

As a recipient of Federal financial assistance, DBQ is required by the FAA to submit an annual five-year Airport Capital Improvement Program (ACIP).

### **04. CONSTRUCT TERMINAL BUILDING EXIT LANE IMPROVEMENTS RESOLUTION**

Commissioner Kurtz Weber made a motion to accept Resolution No. A1800-1-2024 for 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 Terminal Exit Lane Improvements Project. Commissioner Brotherton seconded the motion. This motion passed unanimously.

Exit lane technologies are integrated security devices that provide access control to prevent wrong way movement through an airport exit lane by unauthorized personnel or objects, which would allow access to the sterile area. Adding this technology will allow the long-term operational benefits of reducing the personnel costs associated with commercial flight operations.

### **DISCUSSION**

#### **05. AIRPORT PROJECTS UPDATE**

Director Dalsing reported that the annual Part 139 inspection was held in November with minor findings. These were corrected and reported to the Federal Aviation Administration by December 17th. The annual Transportation Security Administration inspection was also completed with one finding and three areas to watch.

#### **05. CORRESPONDENCE RECEIVED SINCE OCTOBER 22, 2024, COMMISSION MEETING**

There were several articles about the Denver Air service.

### **CLOSED SESSION**

Commissioner Kurtz Weber made a motion to go into closed session at 4:45 p.m. and this motion was seconded by Commissioner Brotherton. This motion passed unanimously.

For the record, the attorney we consulted with in closed session was City Attorney Crenna Brumwell.

Commissioner Blocker made a motion to end the closed session at 5:35 p.m. and this

motion was seconded by Commissioner Brotherton. This motion passed unanimously.

**NEXT COMMISSION MEETING**

The next scheduled Commission meeting tentative date is January 28, 2025.

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

The meeting was adjourned at 5:37 p.m.

Minutes respectfully submitted by Cheryl Sheldon.