

**Decorah Airport Commission
Meeting Minutes
Airport Lounge**

August 10, 2016 – 4:00pm

1) **Roll Call**

Attending: Keith Fabien, Joe Grimstad and Brett Willie. Absent: David Bakken and Russell Norris,
(Norris arrived approximately 4:50pm)
Staff present: Mike Connell and Chad Bird. Mike Bearden from Clapsaddle Garber was also present.

2) **Consider approval of claims**

a) <i>Hovden Oil</i>	<i>diesel</i>	\$535.63
b) <i>McDonald Supply</i>	<i>PVC piping material</i>	\$ 49.48

Grimstad moved and Fabien seconded a motion to approve the claims as presented.
Ayes – unanimous. Motion carried.

3) **Consider approval of minutes**

Fabien moved and Willie seconded approval of minutes from the July 13, 2016 regular meeting.
Ayes – unanimous. Motion carried.

4) **Discussion regarding ongoing projects and scheduling**

a) **Project discussion; 7-stall hangar**

Bird and Bearden noted that the work on the T-hangar project is mostly complete and all looks like it progressing. The walkthrough doors are on back-order and the completion of the project is contingent on their arrival.

Bearden reported the Demo and Grading Project is complete and he will be submitting final paperwork.

Bearden reported the Fencing and Driveway Project is complete with the exception of a minor required adjustment to the gate opening mechanism. He asked if the commission was alright with closing out the project pending Connell's approval of the repair. There was concurrence and Bearden noted he would work to make the final repair adjustment and close-out.

5) **Consider approval of new airport hangar rental policy**

The commission reviewed a new hangar lease in the July 13 meeting and continued the conversation. Bird noted changes have been made per the conversation at the last meeting. There was general discussion and review of the revised hangar rental agreement.

Fabien moved and Grimstad seconded approval of the modified hangar agreement.
Bird noted it would be used for new rentals and renewals immediately.
Ayes – unanimous. Motion carried.

6) **Discussion and possible action on FBO wage and benefits**

This item was tabled from the July meeting, the commission discussed the wage and compensation for the FBO.

Bird explained that traditionally the contract agreement had been annually pegged to the city's bargaining agreement CPI increases.

Fabien moved and Grimstad seconded a motion to keep the FBO compensation in line with annual increases as outlined in the city's approved bargaining agreement.
Bird noted the commission did need to review at least annual and that he would bring this back for review on an annual schedule.
Ayes – unanimous. Motion carried.

Fabien moved and Grimstad seconded a motion to keep the FBO on the city health insurance plan at the current level.

Bird shared with the commission the usual and customary package for the bargaining agreement.
Ayes – unanimous. Motion carried.

7) Discussion on use of unmanned aerial systems (UAS), drones

Bird provided some additional information on the drone policies and rules from the FAA. He also noted that the Decorah Fire Department will be purchasing a drone for rescue operations. The commission invited the department to come up and demonstrate the new drone and to perform training operations at the airport on a future date.

8) Airport Manager's Report

No report.

9) Other business

In other business Bearden reviewed the current CIP of proposed projects for the coming year. He provided a lengthy rundown of projects the commission has been discussing for some time. There was also discussion of timelines and funding.

Bearden asked if the commission was in agreement on some of the items and if Clapsaddle should proceed with preparation of the CIP. The commission was in agreement and asked Bearden to proceed with the revisions / update.

There being no other business, the meeting was adjourned at 5:28pm

Submitted by:



Chad Bird
City Manager