

**Decorah Airport Commission
Meeting Minutes
Airport Lounge**

January 13, 2016 – 4:00pm

1) **Roll Call**

Attending: Russell Norris, Joe Grimstad, David Bakken and Brett Willie. Absent: Keith Fabien

Staff present: Mike Connell and Chad Bird. Mike Bearden from Clapsaddle Garber was also present.

1) **Consider approval of claims**

a) Clapsaddle – Garber – engineering	\$1,230.00	demo and grading
b) Clapsaddle – Garber – engineering	\$2,636.00	3-stall hangars
c) Clapsaddle – Garber – engineering	\$1,780.00	fencing and drive
d) McDonald Supply – supplies	\$ 55.07	fittings

Bakken moved and Norris seconded a motion to approve the claims as presented.

Ayes – unanimous. Motion carried.

2) **Consider approval of minutes**

Norris moved and Bakken seconded approval of minutes from the December 16, 2015 regular meeting.

Ayes – unanimous. Motion carried.

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

Bearden reviewed several of the upcoming projects with the commission.

3-stall hangar project, Bearden noted the work seems to be coming along and he stated his inspection team would be coming up the week of January 20 to provide final inspection services on the project.

Drive and fencing improvements. Bearden reviewed several options with the commission for fencing layout and design. The commission agreed to a mechanical gate and fence on the west-end drive and agreed to a motorized, remote controlled and keypad access gate to the south tarmac entrance area. The commission also recommended a “bump out” turning radius be added for larger trucks to make the turn to the taxi-way.

Bearden also reviewed the proposed scope of work and contract for services and the commission agreed to terms of \$100 per day for liquated damages and a March 30 bid and April 4 award dates.

Bearden noted the 7-stall hangar has a May 2016 potential bid date pending FAA approval.

4) **Discussion regarding historic events in aviation history**

Grimstad noted that the flagpole light and plaque have been ordered.

5) **Airport Budget work session**

The commission reviewed the budget one last time and Bird noted upcoming projects that are planned.

Bird also asked the commission to consider increasing hangars rents for the coming year. They indicated they would look at them in the coming months but before July first.

6) **Airport Manager's Report**

No report

7) **Other business**

Bakken moved to affirm the appointment of Willie as the chair for the 2016 calendar year. Willie accepted.

Bakken asked about the meeting schedule and if it could be changed. There was little discussion and the commission took no action.

Bird did present the commission with a list of dates for the coming year.

January 13
February 10
March 16
April 13
May 11
June 15
July 13
August 10
September 14
October 12
November 16
December 14

There being no other business, the meeting was adjourned at 5:08pm

Submitted by:



Chad Bird
City Manager