

**Decorah Airport Commission
Meeting Minutes
Airport Lounge**

July 13, 2016 – 4:00pm

1) Roll Call

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

2) Consider approval of claims

a) Gary's Tractor	blades and oil	\$ 180.04
b) Dave Hanson – Fixxit	replace keyed entry and Hangar door repair	\$1,123.59
c) Fuelmaster	system maintenance	\$1,496.25
d) Wright Way Computers	Fuelmaster	\$ 75.00
e) Letterwerks	memorial plaque	\$ 445.00
f) Carquest	19mm	\$ 5.33
g) Decorah Rental	tables and chairs	\$ 130.00
h) U2 Barbque and catering	open house	\$ 450.00

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

3) Consider approval of minutes

Norris moved and Bakken seconded approval of minutes from the May 11, 2016 regular meeting.
Bird provided a review of the June 22 open house and noted there were not minutes kept as no action was taken.

Ayes – unanimous. Motion carried.

4) Discussion regarding ongoing projects and scheduling

a) Project discussion; 7-stall hangar

Bearden updated the commission on the hangar project and noted the concrete is all poured and most of the steel structure is up. He noted the work seems to be ahead of schedule.

Bird noted all other building work on the grounds has been completed, approved and mostly paid or reimbursed per FAA and DOT requirements.

5) Discussion and possible action on lease agreement with Gundersen Lutheran Administrative Services, Inc

Bird noted the lease agreement for Gundersen and outlined that it is a six month lease for use of the airport facilities. There was general discussion about the lease and the commission recommended modifying the lease to include a \$500 per month fee to help cover expenses.

Bakken moved and Fabien seconded a motion to recommend approval of a lease agreement to Gundersen Lutheran for use of the lounge and taxiway at the rate of \$500 per month for six months.
Ayes – unanimous. Motion carried.

6) Discussion and possible action on lease for mobile trailer unit

Connell and Fabien updated the commission on the changes during the tenure that Gundersen is on the premise. They recommended that the commission lease an office trailer for pilot and public use on the grounds. The provided estimates on sizes and costs and there was discussion on the use. The commission noted that it is important and required by FAA that there be public accommodations on the grounds for transient pilots. Gundersen has taken over the current pilot's lounge so additional space is required. The commission felt that a temporary work space mobile unit would be appropriate and agreed to lease a mobile unit.

Fabien moved and Norris seconded a motion to recommend approval of a lease agreement for a 32 x 8 mobile unit for six months.
Ayes – unanimous. Motion carried.

7) Discussion and possible action on FBO wage and benefits

Bird reviewed findings of comparable airport managers and there was general discussion about wages and benefits.

Bird and the commission discussed the past practice of moving the FBO at the same rate as the city's bargaining unit as compared to an annual or periodic negotiation. The commission agreed that this seemed like a good practice to continue.

There was some question of insurance and the commission agreed to table this item until there could be a better understanding of the FBO's insurance costs.

Fabien moved and Bakken seconded a motion to table the discussion until the August meeting.
Ayes – unanimous. Motion carried.

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

Bird noted that the city has received requests recently about flying drones in and around the city. Some commercially and some recreational. Bird said he wanted the commission to review some information from the FAA and the Iowa League of Cities regarding drone regulations. He advised the commission to consider partnering with public safety to develop an educational outreach program to help inform the public regarding drone use.

Bird distributed some basic information on drones distributed by the Iowa League of Cities and the FAA.

9) Airport Manager's Report

Connell asked if the commission wished to tour the new hangar and grounds. A tour of the hangar followed discussions.

10) Other business

In other business Fabien asked about the city's travel and courtesy car situation. There was general discussion about car availability.

There being no other business, the meeting was adjourned at 5:50pm

Submitted by:



Chad Bird
City Manager