

**Decorah Airport Commission
Meeting Minutes
Airport Lounge**

May 11, 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) Norby's 2, 4 D and supplies \$419.89

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 Fabien seconded approval of minutes from the February 10, 2016 regular meeting.
Bird provided a review of the March 16 and April 13 notes, but reminded the commission there was no quorum present for those meetings.
Ayes – unanimous. Motion carried.

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

a) Project discussion; 7-stall hangar

Bearden reviewed several aspects of the pending taxilane and hangar project with the commission.
There was a general review of the bids for the project and the disadvantaged business enterprise goals.

Bearden reviewed the work on the 3-stall hangar project and noted the punch list and final seeding work is completed.

Bakken moved and Norris seconded a motion to approve the 3-stall hangar project as complete.
Ayes – unanimous. Motion carried.
Bearden noted he would complete final documents to send to the city for acceptance and completion.

Bearden reviewed some of the details on the 7-stall hangar project and asked the commission to consider colors and features.

The commission agreed on Polar white steel and Rustic red for trim work. The commission also selected PBR for the panel profiles for the roof and sides.

Bearden and Connell reviewed the work completed on the demo and grading project and Bearden noted that the project was completed ahead of schedule. Connell noted that the tenant farmer has already planted crop on the airport land.

Fabien moved and Bakken seconded a motion to approve the demo and grading project as complete.
Ayes – unanimous. Motion carried.
Bearden noted he would complete final documents to send to the city for acceptance and completion.

5) **Discussion on open house planning for June**

Willie reviewed plans for the June 22 open house. The commission discussed a short list of others to consider inviting.

- 6) **Discussion and possible action on FBO service and management agreement**
Bird reviewed the current agreement with the commission and noted that it is several years old. He noted that the city's current insurance carrier recommends a review and update. Bird said he and his staff have reviewed the agreement and Bird also met with Willie and Connell to amend the agreement. Bird said most of the agreements were for liability and insurance coverages.

Bakken asked if the commission could review Connell's compensation at the July meeting.

Fabien moved and Norris seconded a motion to recommend approval of the newly amended agreement to the city council.

Ayes – unanimous. Motion carried.

- 7) **Airport Manager's Report**
Connell discussed recent conversations he, Bird and Willie have had with Gunderson Medical regarding locating a medical helicopter at the airport facility. There was general discussion and the commission asked Connell to continue with the conversations.

- 8) **Other business**

There being no other business, the meeting was adjourned at 5:38pm

Submitted by:



Chad Bird
City Manager