

**Decorah Airport Commission
Meeting Minutes
Airport Lounge**

May 13, 2013 – 7:00am

- 1) Roll Call
Attending: Brett Willie, Joe Grimstad, and David Bakken. Absent: Nina Taylor and Cy Nelson
Staff present: Mike Connell and Chad Bird

- 2) Consider approval of claims
Grimstad moved and Willie seconded a motion to approve claims from the previous month.
Ayes – unanimous. Motion carried

- 3) Consider approval of minutes
Willie moved and Grimstad seconded approval of minutes of the April 8 and April 23, 2013 meeting minutes. There was no quorum for the April 23 meeting therefore no official minutes kept.
Ayes – unanimous. Motion carried.

- 4) Discussion on hangars, CIP and grant applications
Bird noted that the applications have been submitted for the Iowa DOT grants for hangars and fuel tank improvements. There was general discussion regarding timing and funding.

- 5) FCC License update
Bird updated the Commission on recent action to reinstate the FCC licensing for the Unicom frequency used by the airport. Bird noted there is a public notification period then the license will be reinstated.

Connell updated the commission on how the frequencies are used.

- 6) Discussion and possible action on Fuel Master Service Agreement
Connell explained that the new card reader system has been installed for approximately one year and the original warranty period has expired.

Bird and Connell reviewed the proposals from Fuel Master for new extended maintenance agreements and terms of service.

Connell recommended continuing with the agreement as it provides various software updates in addition to the hardware and equipment support which may be needed. Connell addressed all three levels of service and support and there was general discussion about the benefits and costs of each.

Grimstad moved and Willie seconded a motion to enter into a service agreement with Fuel Master for the “standard level maintenance agreement” at an annual cost of \$918.75
Ayes – unanimous. Motion carried.

7) Airport Manager's Report

Connell provided a report on his recent attendance at the State of Iowa Airport Conference in Des Moines. He appreciated the opportunity to attend and discussion the Decorah Airport with state aviation officials.

8) Other business

Bird asked Connell about a possible crack sealing project the IaDOT had inquired about. Connell noted the work was never completed.

The Commission discussed holding an open house at the airport for council members as part of the June regular meeting.

There being no other business, the meeting was adjourned at 8:15am

Submitted by:



Chad Bird
City Manager