

**Decorah Airport Commission
Meeting Minutes
Airport Lounge**

January 11, 2017 – 4:00pm

1) Roll Call

Attending: Russell Norris, Kevin Thompson, David Bakken and Brett Willie. Absent: Keith Fabien

Staff present: Mike Connell and Chad Bird.

2) Consider election of commission chair and vice-chair

Each year the commission considers election of chair and secretary. This is a requirement of city code 12.24.060; election of a chair and secretary. Bakken noted that he would favor Bird continuing on as the secretary of the commission and the commission agreed.

Norris nominated Willie to continue in the chair position. There were no nominations for vice-chair.

*Norris moved and Bakken seconded a motion to approve the appointment of Willie as chair.
Ayes – unanimous. Motion carried.*

3) Consider approval of claims

a) Electric motor shop, Inc.	main shop doors	\$1,436.44
b) SEE Electric – 514	signal bulbs and repairs	\$ 467.09
c) SEE Electric – 515	arm wall lights	\$2,058.00
d) SEE Electric – 516	Install GFI and temp	\$ 890.84

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

4) Consider approval of minutes

*Bakken moved and Norris seconded approval of minutes from the December 6, 2016 special session, December 14, 2016 regular meeting and the January 4, 2017 special session meetings.
Ayes – unanimous. Motion carried.*

5) Discussion regarding solar options on airport facilities

Russell Novak was present to discuss solar options with the commission. There was general conversation regarding the options available to the commission in regards to roof top or ground mounted solar. The commission noted they would research the number and type of meters at the facility and provide that information to Novak.

4:50pm; At this point in the meeting Thompson left for a previous engagement.

6) Discussion regarding rural membership

a) state code 330.20 / city code 2.24

Bird provided a copy of the state code and a draft version of the city code per the commission's direction from the December meeting. Bird noted that the ordinance is written to allow for the option to consider rural membership but that the option and decision rest with the city council.

*Bakken moved and Norris seconded approval of recommendation to the city council for the ordinance amendment to provide for up to two rural members on the airport commission as may be appointed by the mayor and approved by council.
Ayes – unanimous. Motion carried.*

7) Discussion regarding ongoing projects and scheduling

a) Update on FBO driveway conversation

Connell noted he had spoken with the contractor regarding the driveway. There was no resolution to the matter.

Connell also noted there were water or drainage issues with the 3-stall hangars on the east end of the taxiway. Connell noted he would monitor the situation and work with CGA on a resolution if the problem persists.

8) Discussion and possible action on airport consultant selection

The commission spent time in discussion regarding the selection of a consultant. They reviewed notes and scoring and discussed the strength and weakness of each firm. The commission interviewed three firms on January 4, 2017 including CGA, McClure Engineering and Mead & Hunt.

The commission noted that they hoped the selected firm would be aggressive in seeking outside and alternative funding sources.

Bakken moved and Norris seconded approval of recommendation to the city council for selection of CGA as the airport consulting firm.

Ayes – unanimous. Motion carried.

9) Airport Manager's Report

No report

10) Other business

There being no other business, the meeting was adjourned at 6:08pm

Submitted by:



Chad Bird
City Manager