

**Decorah Airport Commission
Meeting Minutes
Airport Lounge**

September 13, 2017 – 4:00pm

Roll Call

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

Staff present: FBO Mike Connell, City Manager Chad Bird, City Attorney Rick Zahasky and Mike Bearden from CGA consulting.

Consider approval of claims

Bird recommended the commission consider moving away from approving claims and instead look at a monthly budget report. He noted the commission, as a recommendation body of the city does not really approve claims. After some general consideration, the commission agreed to review a monthly budget report which would show monthly claim activity.

Consider approval of minutes

Thompson moved and Fabien seconded a motion to approve the August 16, 2017 minutes as presented.

Ayes – unanimous. Motion carried.

Discussion regarding large aircraft hangars

Bird noted he had spoken with Gundersen on the morning of Wednesday, September 13 in hopes of coming to terms on the hangar finances. Bird presented a letter of commitment / agreement from Gundersen that stated they would share in costs up to one million dollars over twenty years in the form of a hangar lease.

Bird relayed to the commission that Gundersen also had asked for the city to pay any additional hangar construction costs above that amount. The commission did not believe they could justify to the council those expenditures.

The commission believed conversations and negotiations all along have been that Gundersen would lease the hangar at the construction costs noted and as bid.

Bird reminded the commission the deadline for council action on this project is Monday, September 18 as bids are valid for thirty days and will expire, with no action, on September 29.

Willie moved and Thompson seconded a motion to not accept the letter of intent nor recommend acceptance by the city council.

Ayes – unanimous. Motion carried.

Discussion and possible action regarding agriculture related flying services

Connell, the airport manager raised concerns regarding use of the airport facilities by non-based aircraft. He noted there currently is no policy regarding landing fees or other use of the facilities by non-based aircraft. He raised issues of transport and nurse operations of aircraft, fueling and safety.

Zahasky and Bearden reviewed some of the FAA and legal issues and Zahasky noted he would draft a policy for the commission to review.

Hangar Rentals

Bird noted the commission needs to consider and approve a renewed lease amount for Gundersen's temporary use of the large hangar on site (hangar #1). After discussion about facilities being used and the extent of accommodation to move aircraft around, the commission suggested a rent price of \$2,500 for the hangar, pilot lounge and parking space for the RV trailer on the grounds.

Thompson moved and Fabien seconded a motion to approve the renewed hangar rent of \$2,500 per month all-inclusive for Gundersen's use of the hangar, pilot's lounge and grounds.

Ayes – unanimous. Motion carried.

Airport Manager's Report

No report

Other business

There being no other business, the meeting was adjourned at 5:45pm

Submitted by:



Chad Bird
City Manager