

**Decorah Airport Commission
Meeting Minutes
Airport Lounge**

November 15, 2017 – 4:00pm

Roll Call

Attending: Russell Norris, Keith Fabian, David Bakken and Brett Willie.

Absent: Kevin Thompson,

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

Consider approval of minutes

Bakken moved and Norris seconded a motion to approve the October 11, 2017 minutes as presented.

Ayes – unanimous. Motion carried.

Discussion regarding large aircraft hangars

Bearden presented an amended layout of the proposed site for the Gundersen hangar, one that uses the old cross-wind runway for the hangar, living quarters and landing pad. There was general discussion and the commission agreed with the proposed site plan.

The commission asked Bird to follow up with Gundersen on final specifications for the maintenance hangar.

Discussion and possible action on existing hangar improvements

Bird and Willie reviewed specifications for improvements to the existing hangar. The commission agreed to consider the improvements if Gundersen would agree to a new lease for the existing space retroactively to September 1, 2017 at a monthly rent of \$2,500. Bird and Willie reviewed proposed costs for the improvements for lights, heat, and insulation. Bird noted the bid for lights was \$4,100, \$9,100 for the heating systems and approximately \$13,000 for the insulation. The total is \$26,200. The commission agreed to consider the improvements pending a commitment by Gundersen to lease the hangar per the terms noted.

Norris moved and Fabian seconded a motion to approve the expenses for the improvement not to exceed \$27,000 and pending a commitment from Gundersen for a one-year lease at \$2,500 with payments from September 1, 2017 due at signing.

Ayes – unanimous. Motion carried.

Discussion and possible on hangar warranty work

Willie and Bearden engaged in a conversation about possible warranty work on the new 7-stall hangar. Bearden noted the one-year acceptance anniversary was January 17 and that he would send a notification letter to the contractor that there are several warranty items the commission wished to address.

There then continued a discussion about the warranty items. Norris noted issues with the weather seal on the bottom of the hangar doors. Fabian noted an issue with the photo-cell light switches. There was also discussion about the weather and crack sealant in the taxiway concrete.

Hangar Rentals

There were no hangar rental issues to report.

Airport Manager's Report

Connell noted he is ready for winter and equipment is in good shape.

Other business

Bearden reviewed a draft of the new five-year CIP and noted he would ask the commission for final approval on December 13 with city council approval required on December 18 ahead of the filing deadline of December 22, 2017.

There was some conversation about a corporate hangar and lounge terminal.

Bird also shared an amended professional services agreement with the commission for the 2017 pavement rehabilitation project.

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

Submitted by:



Chad Bird
City Manager