

**Decorah Airport Commission
Meeting Minutes
City Hall Council Chambers**

January 29, 2018 – 10:00am

Roll Call

Attending: Russell Norris, Kevin Thompson, and David Bakken.

Absent: Keith Fabian and Brett Willie

Staff present: Mayor Lorraine Borowski and City Manager Chad Bird.

Gundersen staff present included Adam Hansen, Stephanie Hill, Terri Wenthold, Michael Richards, Sean Cain, and Mike Ashbacher.

Gundersen Health System / Med-Link Air

- Design / layout

- Grounds layout

- Hangar, Quarters, Helipad

Hansen presented a revised rendition of what Gundersen proposes for ground and site layouts. They proposed one change to the original site layout and that is to move the living quarters and parking lot to the far-west side and have it “tucked” behind the hangar to avoid wash from the aircraft.

There was additional conversation about the maintenance of the lawn and hard surfacing. Bird noted that routine mowing and snow removal would be the city’s responsibility as site owners.

There was discussion of a change in the helio-pad dimensions. Gundersen confirmed the new layout. There was discussion of the pad’s distance from the hangar and Gundersen confirmed they would seek that measurement and reply.

- Hangar Option 1 & Option 2

Gundersen indicated a desire to seek pricing on each option. Bird noted that option 1 would be the primary bid and option 2 would be the alternate bid.

- Storm shelter

There was general discussion about a storm shelter. Bird asked if a partial basement could be constructed under the living quarters and others asked about a secured area as part of the hangar. The group decided to check into options and proceed with the least expensive.

- Fuel cost

- Discounted bulk purchase

Bird advised all fuel sales are through the FBO and referred the Gundersen team to the FBO for an agreement or contract pricing.

City of Decorah

- Pre-agreement / commitment letter

- Required prior to actual work beginning

Under Bird’s suggestion, Gundersen will prepare a letter of intent that would be executed prior to any action taken by the city. Gundersen verbally noted they were still under the same financial constraints as the previous proposal.

- Timeline
 - Bidding
 - Contract awarded
 - Final plan approval by GHS
 - Construction begins
 - Facility handover

Bird advised that pending timing of the initial plans and specifications, the work could be completed by fall. He also noted that it means time is of the essence now to keep the project moving.

There was discussion as to whether the FAA requirements would allow for a private helio-pad or if it would need to be open for public landing use and what lighting requirements would be required.

Other business

There being no other business, the meeting was adjourned at 11:05am

Submitted by:



Chad Bird
City Manager