

**Decorah Airport Commission
Meeting Minutes
Airport Lounge**

April 25, 2018 – 4:00pm

The meeting was postponed from the regular date of April 18, 2018

Roll Call

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

Absent: Keith Fabian

City manager Chad Bird and airport manager Mike Connell, CGA representative Mike Bearden was also present. Stephanie Hill and Mike Ashbacher were also present with Mayor Lorraine Borowski.

Consider approval of minutes

- a) February 14, 2018
- b) March 14, 2018 minutes – no quorum present, no minutes

Norris moved and Bakken seconded a motion to approve the February 14, 2018 and March 14, 2018 commission minutes as presented.

Ayes – unanimous. Motion carried.

Discussion regarding large aircraft hangars / terminal

Bearden distributed a schedule of significant events in the process. He noted the site plan has been approved and he asked the commission to consider a services agreement, which is later on the agenda.

There was general discussion about the time line and it was agreed to hold a preplanning meeting on May 25 at 10:00am. The purpose of the meeting will be to review the preliminary plans and the engineer's opinion of costs.

Bearden also noted that he will prepare a plan document A which will be the larger hangar dimensions. An alternate bid item will be for the smaller hangar dimensions.

He also indicated a plan document B which will have a granular driveway with an alternate bid item to pave the driveway.

Discussion and possible action on professional services agreement for large aircraft hangar project

Bearden provided a copy of an updated professional services agreement for this second attempt at the design and bidding of the project. It was noted that the scope of work provided for is the design and bidding process and not including the construction administration. The proposed agreement amount is \$87,000.

Thompson moved and Bakken seconded a motion to recommend the professional services agreement as presented.

Ayes – unanimous. Motion carried.

Discussion regarding ongoing projects and scheduling

- c) 2018 FAA pavement rehab project update

Bird and Bearden updated the commission on the bid and project schedule for the runway pavement project.

Bearden noted the project will bid on May 1 and be considered by the council on May 7. Work would take place sometime in later summer.

Hangar Rentals

- d) Lewis
- e) Malady
- f) McIntosh
- g) Gomes

There was conversation about the city's billing practices and some wondered why the city couldn't more proactively send out monthly invoices. Bird noted he would look into the process.

Airport Manager's Report

Connell and Bird reviewed an update from the State DOT regarding the AWOS system and the state's concern over mowing, farming operations, and maintenance. Connell noted he would keep an eye on the equipment, as he does each year.

Other business

There being no other business, the meeting was adjourned at 6:24pm

Submitted by:



Chad Bird
City Manager