

**Decorah Airport Commission
Meeting Minutes
Airport Maintenance Hangar**

February 13, 2019 – 4:00pm

Roll Call

*Attending: Kevin Thompson, Russell Norris, Brett Willie, and Brian Petersburg.
Absent: Keith Fabian*

FBO Mike Connell, Mike Bearden, and City Manager Chad Bird were also in attendance.

Consider approval of minutes

a) January 16, 2019

Norris moved, and Thompson seconded a motion to approve the January 16, 2019 commission minutes as presented.

Ayes – unanimous. Motion carried.

Discussion and update on large aircraft hangar project

Bearden and Bird provided an overview of the project to-date and noted the final walk through and punch list check was proposed for Wednesday, February 20 at 9:00am.

Bearden noted most of the work is complete but there is some electrical to finish up. Other than the spring work, things are generally wrapping up.

Discussion on maintenance in and around hangar

Bird opened a conversation about routine and regular maintenance around the Gundersen Hanger once it is accepted as complete and turned over to the city and subsequently, the Gundersen team.

Stephanie Hill noted that Gundersen will take care of snow removal on the helio-pad and area in front of the hangar. Bird stated he believed the city should be responsible for removal on the parking space and driveway to the facility. Hill noted Gundersen has a tractor on site and would purchase a broom attachment to facility removal of snow on the helio-pad and areas around the hangar.

Bird and Connell discussed summer maintenance such as mowing. The commission supported and encouraged Connell to work out a maintenance agreement with Gundersen for mowing and trimming the grounds around the hangar and crew quarters.

Hill noted Gundersen has ordered a Bowser fuel transport wagon and there was general conversation about how it would be filled and moved to the hangar site. The commission encouraged Connell to work out fueling details and transport with Gundersen. It was determined the fuel would be purchased on a cash basis for each fueling.

Hangar Rentals

Bird informed the commission there were no hangar delinquencies for the month.

Airport Manager's Report

There was no report.

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Other business

Bearden noted the commission should review CIP information at the next meeting.

Adjourn

There being no other business, the meeting was adjourned at 5:22pm.

Submitted by:

A handwritten signature in blue ink, appearing to read "Chad Bird", written in a cursive style.

Chad Bird
City Manager