

**Decorah Airport Commission  
Meeting Minutes  
Airport Pilot's Lounge**

**October 16, 2019 – 4:00pm**

Roll Call

*Attending: Kevin Thompson, Keith Fabian, Brett Willie, Rick Hadley, and Brian Petersburg.*

*FBO Mike Connell, City Attorney John Anderson, Jakob Norman, and City Manager Chad Bird, were also in attendance.*

Consider approval of minutes

- a) September 11, 2019

*Thompson moved, and Hadley seconded a motion to approve the September 11, 2019 commission minutes as presented.*

*Ayes – unanimous. Motion carried.*

General discussion of airport related issues

- a) Grounds and storm water

*There was general discussion regarding ongoing storm water issues on the West side of the seven stall T hangar. Connell noted he continues to work with the street dept on cleaning up the project. He also noted it has been pretty wet working conditions lately.*

- b) Vehicle and Tractor replacements

*Connell noted he has secured three bids for a tractor and snowblower combination; one from John Deere, one from Case IH, and one from Kubota. He noted the Kubota was the lowest bid and most responsive and appropriate for his application. There was some discussion about the “uni” trade and the repairs he has made on that vehicle over the past year or two. The net cost to the city is \$48,000 and Bird noted the airport has \$21,000 in their vehicle fund.*

*Thompson moved, and Petersburg seconded a motion to approve the purchase of the Kubota tractor and snow blower.*

*Ayes – unanimous. Motion carried.*

Consider hangar leases for airport facility

- a) Consider lease agreement with Rowley Aviation, Inc.

*Anderson and Norman engaged in lease discussions with the commission. Key discussion points included the access roadway paving and what amount of time or events would trigger paving the roadway. Norman indicated he wanted to pave the access road eventually but did not envision doing so at the time of construction.*

*There was some discussion regarding insurance coverage on the building. There were other minor word changes and language and the commission looked favorably on the work contained in the lease.*

b) Discuss lease and payment policies for public hangars  
*Bird distributed a copy of the commission's current lease for the regular hangars.*

*Bird noted the current lease was reviewed and approved by the commission in August 2016 and the commission desired an opportunity to review and update.*

*Connell engaged in a conversation regarding hobby aircraft and reviewed current language in the lease.*

*Willie stated the commission should take some time to review the lease and bring comments back to the next meeting for discussion and amendments to the lease for 2020.*

#### Budget report

a) Discussion on FY20 budget re-estimates  
*Bird reviewed budget information with the commission and noted the commission needs to review the current year for possible adjustments and then begin to look at the next year for approvals.*

*He asked the commission to discuss and be ready for discussion and approval at the November meeting.*

b) Discussion and planning for FY21 budget

#### Airport Manager's Report

a) Airport commission seat term in December 2019 – Keith Fabian  
*Connell reported that Street Dept employee Chris Ness did an outstanding job grading some dirt at the new Gundersen Hangar site.*

*There was also some discussion regarding mowing and lawn care at the new hangar.*

#### Adjourn

There being no other business, the meeting was adjourned at 6:41pm.

Submitted by:



Chad Bird  
City Manager