

**MINUTES
WATERLOO REGIONAL AIRPORT BOARD**

Tuesday, April 26, 2016

I. ROLL CALL

Chairperson, Hugh Field, declared a quorum and called the meeting to order at 12:02 p.m.

Board Members Present: Hugh Field, Bob Justis, Chris Harshbarger, Arlene Humble, Dee Vandeventer, Christa Mieke.

Board Members Absent: Aaron Buzza.

City Officials Present: Councilman Tom Lind.

City Officials Absent: Councilman Steve Schmitt.

Airport Staff Present: Keith Kaspari, Airport Director and Sheila Combs, Airport Bookkeeper.

Other Attendees: Doug Schindel, AECOM; Mike Young, Joel Harris, Dave Roberts, Warren Brecheisen.

II. AGENDA AS RECEIVED OR AMENDED

Kaspari stated that the date was wrong in Item VI. B., should read Monday, May 2nd. Moved by Justis, seconded by Mieke, that agenda be approved, as amended. Ayes: 5. Motion carried.

III. PUBLIC COMMENTS

Dave Roberts introduced himself as a T-Hangar tenant and stated that he strongly supports the proposed new T-Hangar lease including staff's request to add insurance requirements. He stated that the policy on his plane has always included the City of Waterloo as an additional insured.

Joel Harris, T-Hangar tenant, asked where things are at in the lease revision process. Kaspari stated that he is completing updates, will run them through legal and then meet with a volunteer group of GA of tenants.

Harshbarger moved that Public Comments be received and placed on file, seconded by Mieke. Ayes: 5. Motion carried.

IV. REPORTS

A. Director's Report:

Board members reviewed Kaspari's written report. Field asked how discussion about FAA requirement that Taxiway C be reduced to 35' wide was resolved.

Kaspari stated that he sent email correspondence to Brian Tompkins with the FAA office in Kansas City, with pictures of the 767 bringing UNI Men's Basketball team home, and asked how we were to support similar operations in the future if our taxiways are narrowed.

FAA reconsidered this requirement and decided they would allow us to keep Taxiway Charlie at the current width of 50' wide due to the need to reconstruct Runway 12-30 in the future due to this runway being placed out of service for approximately 5-months during the construction seasons that this runway will be impacted during FY's 2021 through 2024.

As a result, this has compressed AECOM's ability to complete design on the project pending what type of surface (asphalt or concrete) will be supported by the FAA.

Harshbarger asked about the meeting with CBS/FOX28 and whether any commitments were made. Kaspari stated no commitments were made, package presented was \$40,000.

Harshbarger asked if KWWL and WCF Courier have continued to give matching funds for advertising. Kaspari stated they have, through FY16 grant funds commitments. Vandeventer asked when radio ads are running. Board would like to see a list of ad run times. Staff will provide for May meeting.

Field asked if a response was received from American Airlines regarding request for meeting. Kaspari stated that Field had not responded to his email regarding talking points, so the request had not yet been sent to American Airlines. Field apologized for missing email.

Kaspari asked whether meeting should be put off until fall to see how the summer travel season goes, including the addition of the second Saturday flight. Board consensus was that this was a good idea but want Kaspari to contact American Airlines now to schedule a meeting in September.

Field asked for details regarding Kaspari's meeting with City officials on CIP requests, and suggested holding a strategic planning session. Kaspari explained Airport needs improvements not covered by FAA AIP funding including parking lot and roadway pavement repairs/resurfacing, in addition to the replacement of parking lot equipment.

Also, with \$16,000,000 in AIP runway reconstruction over a 4-year period coming up, will need to discuss revenue options as PFC revenue won't cover the required 10% match at \$400,000 per year.

Miehe requested an answer at the May meeting on whether the CIP request for parking equipment in FY17 was approved or a definite answer from City officials on whether the Airport will be included in the City contract with Republic Parking.

Vandeventer moved the Director's Report be received and placed on file. Seconded by Humble. Ayes: 5. Motion carried.

B. Planning & Development Report:

Harshbarger moved, Justis seconded, that report be received and placed on file. Ayes: 5. Motion carried.

C. Legislative Updates:

Harshbarger moved, Justis seconded, that report be received and placed on file. Ayes: 5. Motion carried.

D. Monthly Airport Reports:

Harshbarger moved, Justis seconded, that reports be received and placed on file. Ayes: 5. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of March 22, 2016 Regular Meeting.

Minutes of the March 22, 2016 meeting were reviewed. Harshbarger moved approval of minutes. Seconded by Justis. Ayes: 5. Motion carried.

B. Motion to Receive and File March 2016 Expenses.

All operating and capital expenses were reviewed. Moved by Harshbarger, seconded by Justis, that expenses be received and placed on file. Ayes: 5. Motion carried.

VI. OLD BUSINESS

A. EAA Chapter 227 – General Discussion on Fees for Storage of Chapter Supplies.

Kaspari stated that an agreement was reached with EAA to provide for an exchange of information between them and ALO to cover the cost of the storage unit they use.

They will include Airport Administration updates in their monthly Tower Talk newsletter and ALO will post links to EAA's website and the newsletters on flyALO.com. Harshbarger moved approval of this agreement. Seconded by Justis. Ayes: 5. Motion carried.

B. FBO Lease Agreement: Meeting Scheduled for Monday, May 2, 2016.

Kaspari stated that he, Hugh Field and Chris Wendland will meet with Livingston owners and their attorney on May 2nd.

VII. NEW BUSINESS

A. CY-2016 Farm Agreement with Mr. Dennis Miller.

Moved by Mische, seconded by Justis, to approve the Farm Agreement as presented. Ayes: 5. Motion carried.

B. CY-2016 Mowing Equipment (Award of Bids) – P&K Midwest of Waverly, Iowa.

Vandevanter moved, Justis seconded, to accept and award bid to P&K Midwest of Waverly. Discussion about purchasing equipment instead of leasing or subbing out mowing followed. Ayes: 4; Nays: 1. Motion carried.

- C. Advertising Concession Agreement with GCVA (Tech Works Campus).
Kaspari advised that GCVA had agreed to a 2 year agreement for two back-lit signs in the Terminal Building \$200.00 per month each. Artwork should be ready by May 15th. Moved by Miehe, seconded by Harshbarger, that agreement be approved. Ayes: 5. Motion carried.
- D. Advertising Concession Agreement with GCVA (Job Board).
Kaspari advised that GCVA had agreed to a 2 year agreement for two back-lit signs in the Terminal Building at \$200.00 per month each. Artwork should be ready by May 15th. Moved by Miehe, seconded by Harshbarger, that agreement be approved. Ayes: 5. Motion carried.
- E. Development of an Airport Mobile App
The Board discussed a proposal that had been presented to Keith to create a Waterloo Airport mobile app for ALO users. Vandeventer requested Kaspari check with GCVA to see if they can send out a survey to determine if people would download the app.
- F. Fed and Non-Fed CIP Requests for FY-2017.
Justis moved, seconded by Harshbarger, that a full strategic planning session be scheduled during the upcoming fall season to discuss future CIP requests. Ayes: 6. Motion carried.

VIII. STAFF AND BOARD MEMBER COMMENT

- Kaspari read an email from Ronda Chambers, Director of Fort Dodge Airport, regarding a recent push by the Iowa Legislature to remove Commercial Service Vertical Infrastructure (CSVI) and General Aviation funding from the state budget.

ALO historically receives slightly more than \$100,000 from the state, which is used to update hangars and FBO buildings. We would not be able to make these repairs/updates out of our operating budget. Kaspari urged Board members to write to state legislators urging them to continue funding these programs.

- Kaspari stated he had received an invitation to host the DOT Commission meeting on June 13th.
- Kaspari stated he had received a request from a commercial drone operator to operate a drone around John Deere. Will be coordinated between ALO, Air Traffic Control and the operator. Discussion followed.

IX. ADJOURNMENT

Harshbarger moved adjournment, seconded by Justis. Ayes: 5. Motion carried. Chairman Field adjourned the meeting at 1:25 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson
Aaron Buzza, Vice Chair