

MINUTES
WATERLOO REGIONAL AIRPORT BOARD

Tuesday, March 22, 2016

I. ROLL CALL

Chairperson, Hugh Field, declared a quorum and called the meeting to order at 12:03 p.m.

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

Board Members Absent: None.

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 and David Hughes, AECOM; Tim Newton, Livingston Aviation; Mike Young, Joel Harris, Rick Green, Michael Dunbar, Dennis Oelmann, Mike Papenthien.

II. AGENDA AS RECEIVED OR AMENDED

Moved by Harshbarger, seconded by Humble, that the agenda be approved as received. Kaspari requested the addition of Item VII. D. Farm Agreement. Field stated that since there was no public notice of this item, he would suggest this item be held for next meeting or a special phone or electronic meeting, with a properly posted agenda. Ayes: 6. Motion carried.

III. PUBLIC COMMENTS

Mike Young, lawyer for Livingston Aviation, spoke regarding the FBO Lease, wondering where lease negotiations have been left. Field stated that he would like to set a meeting for some time April 1st, and that he will be in touch with a time.

Joel Harris spoke about proposed T-Hangar lease changes. He met with Kaspari a week ago and hopes to see a committee formed to discuss/negotiate lease. Harshbarger requested copies of all leases generated.

Michael Dunbar asked if Board is aware of the charges involved if each hangar was to be individually metered. Kaspari stated that if hangar tenants were to be charged for utilities it would be split equally between all tenants. Currently there is one meter for the East T-Hangars (Row C) and one meter for the West T-Hangars (A and B). He would not require that hangars be individually metered.

Dennis Oelmann spoke about his concerns with insurance requirements in proposed T-Hangar Lease. Discussion followed.

Justis moved that public comments be received and placed on file. Seconded by Buzza. Ayes: 6. Motion carried.

IV. REPORTS

A. Director's Report:

Board members reviewed Kaspari's written report. Field asked about Item 23, Ameristar Charter that landed at ALO after being diverted from DSM. Crew hadn't followed proper chain of notification prior to landing.

Harshbarger moved the Director's Report be received and placed on file. Seconded by Vandeventer. Ayes: 6. Motion carried.

B. Planning & Development Report:

Kaspari stated that AIP-43 has finally been closed, per the FAA. Also received the approval to close AIP-40 (Airfield Electrical Vault) and make the final drawdown.

Modern Builders had an opening in their schedule and have been able to work on T-Hangar A. They hope to be finished by the end of the month. Buzza moved report be received and placed on file. Seconded by Justis. Ayes: 6. Motion carried.

C. Legislative Updates:

Kaspari distributed handout of legislative concerns. Discussion followed. Buzza moved report be received and placed on file. Seconded by Harshbarger. Ayes: 6. Motion carried.

D. Monthly Airport Reports:

Board reviewed the monthly budget, airfares and airline performance reports. Discussion followed. Buzza moved that reports be received and placed on file. Seconded by Harshbarger. Ayes: 6. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of January 26, 2016 Regular Meeting.

Minutes of the January 26, 2016 meeting were reviewed. Harshbarger moved approval of minutes. Seconded by Vandeventer. Ayes: 6. Motion carried.

B. Approval of Minutes of March 1, 2016 Special Meeting.

Minutes of the March 1, 2016 meeting were reviewed. Harshbarger moved approval of minutes. Seconded by Vandeventer. Ayes: 6. Motion carried.

C. Motion to Receive and File January 2016 Expenses.

All operating and capital expenses were reviewed. Moved by Mieke, seconded by Vandeventer, that expenses be received and filed. Ayes: 6. Motion carried.

D. Motion to Receive and File February 2016 Expenses.

All operating and capital expenses were reviewed. Moved by Mieke, seconded by Vandeventer, that expenses be received and filed. Ayes: 6. Motion carried.

VI. OLD BUSINESS

- A. EAA Chapter 227 – General Discussion on Fees for Storage of Chapter Supplies.
Field would like to place a monetary value on services provided by EAA to promote the airport and table discussion until this has been done. Harshbarger asked how the FAA got involved.
- B. Trip to Visit American Airlines.
Kaspari stated he had looked into fares. Asked if Board wants him to pursue. Field stated that prior to May 11th would work for him.

VII. NEW BUSINESS

- A. Approval of Draft Passenger Facility Charge Application for FY-2016 FAA Project.
Board reviewed and discussed application. Moved by Justis, seconded by Buzza, that application be approved. Ayes: 4; Nays:1. Motion carried.
- B. Lease Renewal – Update: DHS – Transportation Security Administration.
Kaspari advised Board that the TSA lease expires in October, 2016. May need to paint and re-carpet office spaces.
- C. Lease Renewal – Update: FAA – Federal Aviation Administration.
Kaspari advised Board that the FAA lease expires September 30, 2016. This will likely be a full-service lease as well, requiring some painting and updates.

VIII. STAFF AND BOARD MEMBER COMMENT

Kaspari spoke about FAA plans to narrow paved taxiways in future reconstruction projects, which would limit charters such as the 767 that brought the UNI Basketball team back this week. He is working with AECOM and FAA to try and keep this from happening.


Kaspari also advised that there may be security changes coming, after the Brussels airport terrorist attack.

Harshbarger spoke about not wanting to be at odds with tenants. Vandeventer agreed with this statement. Justis agreed, but stated that things need to be done right and that the Board had tasked Kaspari with cleaning up unfinished business when he was hired, as well as finding new sources of revenue, so Board now needs to have his back.

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