

MINUTES
WATERLOO REGIONAL AIRPORT BOARD

Tuesday, May 24, 2016

I. ROLL CALL

Acting Chairperson, Aaron Buzza, declared a quorum and called the meeting to order at 12:04 p.m.

Board Members Present: Aaron Buzza, Chris Harshbarger, Arlene Humble, Chris Mieke, Dee Vandeventer.

Board Members Absent: Hugh Field, Bob Justis.

City Officials Present: Councilman Tom Lind and Councilman Steve Schmitt.

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

Other Attendees: Doug Schindel, AECOM; Tim Newton, Livingston Aviation; Joel Harris, T-Hangar Tenant and Local Businessman; and, Warren Brecheisen, Local Pilot and EAA Chapter President.

II. AGENDA AS RECEIVED OR AMENDED

Moved by Vandeventer, seconded by Harshbarger, that agenda be approved. Ayes: 4. Motion carried.

III. PUBLIC COMMENTS

Joel Harris spoke about the Fly-In & Drive-In for Life, scheduled for June 11th at Livingston Aviation and encouraged all to attend.

IV. REPORTS

A. Director's Report:

Kaspari spoke about the IPAA (Iowa Public Airports Association) Conference, which was held in Dubuque, and summarized highlights of the meeting with IDOT Office of Aviation officials. He said he was encouraged to apply to host a future conference.

Vandeventer asked about comments/questions from Kaspari's presentation to the Exchange Club. Kaspari stated that most questions concerned why we can't get more flights or an additional air carrier.

Harshbarger moved the Director's Report be received and placed on file. Seconded by Vandeventer. Ayes: 4. Motion carried.

B. Planning & Development Report:

Kaspari reviewed written report and spoke about timelines for current FAA and IDOT projects.

C. Legislative Updates: N/A

D. Monthly Airport Reports:

Kaspari stated that April was another good month for enplanements and parking revenue.

Harshbarger asked if we still have a contact at American Airlines that we can call when we see fares that are significantly higher than CID. Kaspari stated he can contact the AA Route Planner and ask who to contact directly about fares.

Vandeventer asked about the FY16 Operating Budget and why Net Income is significantly lower than FY2015. Combs stated that we have been fully staffed in FY16, as opposed to FY15, so Salaries and Health Insurance are both higher in the year-over-year comparison.

V. BOARD APPROVAL

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

Minutes of the April 26, 2016 meeting were reviewed. Vandeventer moved approval of minutes. Seconded by Mische. Ayes: 4. Motion carried.

B. Motion to Receive and File April 2016 Expenses.

All operating and capital expenses were reviewed. Moved by Vandeventer, seconded by Humble, that expenses be received and placed on file. Ayes: 4. Motion carried.

C. Approval of T-Hangar Lease with Brian Finnegan.

T-Hangar lease was reviewed, Vandeventer stated that she did not see insurance requirements in the lease. Kaspari stated that he would be working on the new T-Hangar lease, which will include insurance requirements, in June.

Combs stated that Mr. Finnegan has already provided proof on insurance for the aircraft in this hangar. Vandeventer moved approval of the lease, seconded by Harshbarger. Ayes: 4. Motion carried.

D. Approval to change date of June meeting from June 28 to June 21, 2016.

Kaspari asked Board to move June meeting up one week so that items approved during June meeting can be taken to City Council for approval before the end of FY16 (final Council meeting will be June 27th). Moved by Vandeventer, seconded by Mische, to change the June meeting date to June 21, 2016. Ayes: 4. Motion carried.

VI. OLD BUSINESS

A. Radio Advertising: General Discussion.

Board discussed radio ad run times and value of current ad campaign. Harshbarger asked what the total value of the current campaign is. Kaspari replied that with matching dollars from the Courier, KWWL and radio stations, our \$35,000 IDOT Air Service Marketing Grant is worth about \$95,000.

Harshbarger stated that we need to approach American Airlines, show them these figures and request their partnership on providing discount fares that we can advertise (possibly to international destinations), stressing that they are the only player in this market, so would be in their best interest to help us, which helps them.

VII. NEW BUSINESS

A. Support to Serve as a Member of the Executive Board of the Iowa Public Airports Association.

Harshbarger asked if IPAA pays travel expenses. Kaspari stated they don't, but not much travel is required. Moved by Harshbarger, seconded by Mische, to support Kaspari's appointment. Ayes: 4. Motion carried.

B. U.S. Department of Transportation – Essential Air Service Program, Offer to Enter into the Community Flexibility Pilot Program.

Kaspari explained the program and stated that participation would require vacating the EAS subsidy in return for DOT providing funds that could be used toward airport improvements. Kaspari stated he would not recommend participation in this program. Harshbarger moved, Vandeventer seconded, that ALO reject the offer from USDOT. Ayes: 4. Motion carried.

VIII. STAFF AND BOARD MEMBER COMMENT

Kaspari stated that there will be several important items on the June agenda and encouraged all to attend.

Harshbarger asked if there had been any response from AOPA regarding ALO hosting a fly-in. Joel Harris stated he has followed up with them but they have not provided a response.

Kaspari referred to a handout showing a timeline of IDOT projects that should be completed by the end of CY2016.

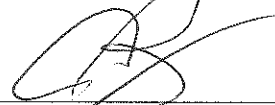
Tom Lind stated that the Mayor and part of the Council may be coming around to forgiving the past-due balance owed by the Airport and some pressure by members of the Airport Board may help encourage their support.

Kaspari stated that he met with the Mayor regarding improvements needed to parking lot and roadways. Discussion followed.

IX. ADJOURNMENT

Hearing no objections, Vice Chair Buzza adjourned the meeting at 1:15 p.m.

Respectfully submitted,



Aaron Buzza, Vice Chairperson