

**MINUTES  
WATERLOO REGIONAL AIRPORT BOARD**

**Tuesday, June 21, 2016**

**I. ROLL CALL**

Acting Chairperson, Aaron Buzza, declared a quorum and called the meeting to order at 12:05 p.m.

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

Board Members Absent: Hugh Field.

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: David Hughes, AECOM; Rick Young and Tim Newton, Livingston Aviation; Joel Harris, T-Hangar Tenant and Local Businessman; David Deeds, Local Businessman.

**II. AGENDA AS RECEIVED OR AMENDED**

Moved by Justis, seconded by Vandeventer, that the agenda be approved. Ayes: 5. Motion carried.

**III. PUBLIC COMMENTS**

Joel Harris spoke about the Fly-In & Drive-In for Life, which was held June 11<sup>th</sup> at Livingston Aviation. He stated that they had a good turnout, for a very hot night, and raised about \$3,500.

He also reported that he has been calling AOPA about the prospect of holding a regional fly-in at Waterloo in 2017 or 2018, and stated that he will continue to contact them for an update.

**IV. REPORTS**

**A. Director's Report:**

Board reviewed the written report. Harshbarger asked about Item No. 2, FAA Section 804 meeting. Harshbarger wondered why it was called a listening session and whether it was actually a public hearing.

Kaspari explained it was characterized as a listening session by FAA personnel. Harshbarger stated that he has contact information for FAA officials for future reference.

**B. Planning & Development Report:**

Kaspari reviewed written report and spoke about timelines for current FAA and IDOT projects. Discussion on timing of runway closures followed.

Harshbarger moved that we postpone construction on any runways until we can determine the least disruptive schedule to air traffic operations. This was seconded by Vandeventer. Ayes: 5. Motion carried.

Vandeventer asked if a discussion on deicing equipment needs to be held before the winter season. Kaspari replied that the deicing truck is in good working order. Board consensus was that a backup plan is needed in the event the current deicer breaks down, like when it broke down in 2014. Board provided additional comment that they would like this in place by August.

**C. Legislative Updates:** Kaspari requested Board Members to reference the Director's Report regarding legislative matters and the report for June.

**D. Monthly Airport Reports:**

Kaspari stated that May was another good month for enplanements as the months January through May was the best five-month period since CY-2006. Kaspari reported that parking revenue was also up, however, passenger traffic during the early period of June was less than he had hoped but anticipates that June will end strong.

Humble brought up airfares, had done some in-depth checking and stated that we need to provide comment to American Airlines that walkup fares from Waterloo are not competitive in contrast with Cedar Rapids (CID).

Harshbarger asked if we have a contact at American Airlines that we can call. Kaspari stated he does have a contact at American Airlines, and he will reach out to and report back to the Board.

Humble offered to join Kaspari on a conference call to American Airlines officials from her office, whereby she could pull up airfares in real time as they speak with American.

Justis asked about the status of a meeting with American. Kaspari stated he would like to go in October. Mieke asked if dates have been discussed with American Airlines.

Kaspari stated he has some dates that don't work for American Airlines officials, yet is reviewing other possible dates that do work for them.

Humble asked if they might be willing to fly from Dallas to Chicago and meet at Chicago O'Hare. Kaspari felt they probably would not but would ask, in case they already have something else scheduled for Chicago.

Harshbarger moved, Mieke seconded, that reports IV. A through D be received and placed on file. Ayes: 5. Motion carried.

## V. BOARD APPROVAL

- A. Approval of Minutes of May 24, 2016 Regular Meeting.  
Minutes of the May 24, 2016 meeting were reviewed. Harshbarger moved approval of minutes. Seconded by Miehe. Ayes: 5. Motion carried.
- B. Motion to Receive and File May 2016 Expenses.  
All operating and capital expenses were reviewed. Moved by Vandeventer, seconded by Miehe, that expenses be received and placed on file. Ayes: 5. Motion carried.
- C. Approval to Change Date of July meeting from July 26<sup>th</sup> to July 19<sup>th</sup>.  
Kaspari requested Board approval to move date of July meeting up one week so it would not conflict with his vacation. Vandeventer moved approval of request, seconded by Humble. Ayes: 5. Motion carried.
- D. Approval of Lease with the General Services Administration (GSA).  
Kaspari reviewed terms of the new GSA lease for occupancy by TSA personnel for office and storage space.

Kaspari provided an update to the Board that the current seven (7) year agreement had the wrong totals of square feet of leased space used, and had no annual increases in lease rent. However, the new agreement reflects current totals of square feet as occupied, and that the new agreement has annual escalators over the term of the five (5) year term with increases at 3.0% for leased rent space. The current agreement expires on October 31, 2016.

Harshbarger asked if the GSA is willing to accept the terms of the proposed lease. Kaspari stated that they are.

Moved by Vandeventer, seconded by Justis, to approve the new lease. Ayes: 5. Motion carried.

- E. Approval of Fixed Base Operation (FBO) Agreement with Livingston Aviation.  
Board reviewed terms of the lease. Livingston has already signed. Lease is scheduled to be on the Council agenda for approval at the June 27<sup>th</sup> meeting, if approved by the Airport Board today.
- Moved by Harshbarger, seconded by Vandeventer, that the FBO agreement be approved. Ayes: 5. Motion carried.

## VI. OLD BUSINESS

- A. Mobile Airport App. Additional Discussion: Results of Survey by GCVA.  
Kaspari reviewed survey results. Cost of the app would be \$800 creation fee plus \$79 per month. Buzza asked if free apps are available to airports, similar to those used by some local cities. Kaspari stated that he didn't know of any.

Justis suggested asking travel agents or other businesses to sponsor. Humble stated most travelers use airline apps, rather than airport-specific. Vandeventer stated she doesn't feel we need an app, Harshbarger agreed.

B. Rates and Charges: Review and Recommendation by Staff to Increase Landing Fees and Terminal Lease Rent Fees with American Airlines.

Board reviewed proposed fees as recommended by Staff. General discussion followed. Kaspari provided comment to the Board that no increases in either landing fees or terminal lease rent fees have been increased in over 10-years. Additionally, American Airlines historically have not signed agreement at the airports that Kaspari has experience with.

Furthermore, American Airlines would simply agree to the fees and related terms of the agreement. Kaspari stated that they have already agreed to these fees via email correspondence with Mr. Bill Buchholz, American Airlines' Manager of Corporate Real Estate.

Harshbarger moved approval of fees, seconded by Humble. Board would like Kaspari to strongly suggest American sign and return the lease document. Ayes: 5. Motion carried.

**VII. NEW BUSINESS**

A. General Discussion: FAA section 804 Meeting, Waterloo Approach Control Services.

Kaspari discussed main points of meeting with FAA and explained what Approach Control Services are. Harshbarger spoke on the importance of protecting our tower and keeping operations local.

Rick Young stated that if radar operations are moved to DSM it wouldn't affect anyone here, whereby Air Traffic Controllers would still be here to speak with local pilots (ATC Tower is open until 8 p.m.). This would just mean that the radar personnel would be located at Des Moines (DSM).

**VIII. STAFF AND BOARD MEMBER COMMENT**


Kaspari passed out photos of the Airport Blvd. rail crossing owned by Canadian National (CN). The current crossing is in a severely deteriorated condition, yet no significant reconstruction is scheduled until 2019.

Kaspari has been in touch with local CN officials, to let them know we can't wait that long for repairs.

**IX. ADJOURNMENT**

Harshbarger moved, Justis seconded, that meeting be adjourned at 1:08 p.m. Ayes: 5. Motion carried.

Respectfully submitted,

  
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Aaron Buzza, Vice Chairperson