

MINUTES
WATERLOO REGIONAL AIRPORT BOARD

Tuesday, August 23, 2016

I. ROLL CALL

Chairperson, Hugh Field, declared a quorum and called the meeting to order at 12:00 p.m.

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

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, AECOM; Joel Harris, T-Hangar Tenant and Local Businessman; Warren Brecheisen, T-Hangar Tenant and EAA Chapter President.

II. AGENDA AS RECEIVED OR AMENDED

Moved by Harshbarger, seconded by Buzza, that the agenda be approved. Ayes: 5. Motion carried.

III. PUBLIC COMMENTS

Joel Harris updated the Board on the Regional AOPA Fly-In. Mr. Harris met with a representative from AOPA while at the Oshkosh Air Show, who didn't give an answer but left Joel with the impression that ALO is not being considered for 2017. Mr. Harris hopes that ALO might be for 2018. Applications for fly-ins were received from 35 airports and they normally do six per year.

Warren Brecheisen spoke about the Young Eagles Rally, scheduled for September 24, 2016, beginning at 8 a.m. He invited all Board members to bring their children or grandchildren out for an airplane ride.

IV. REPORTS

A. Director's Report:

Field asked if we were obligated to provide a deicer for the airline to use? Kaspari stated no, but since we have one and a usage agreement with the airline, they use it.

Kaspari has discussed with Bill Buchholz at American Airlines that they need to provide a backup in case of any mechanical difficulties with the deicer owned by the airport.

Field asked about the meeting with Senator Ernst's staff and whether the Air Traffic Control Tower had been discussed? Kaspari said yes, they did talk about it but the meeting was primarily for discussion of legislative issues that may come up in the fall session of Congress.

Field asked about the Fixed Asset Inventory. Kaspari stated that the descriptions on file with Finance don't always match with the buildings and other assets at the airport, and we always need to check and be sure items in the inventory are still viable assets, and that the list Finance has is up to date.

Field asked for an update on scheduling a meeting with American Airlines. Kaspari stated that AA officials proposed a meeting on either October 6th or 7th, which would mean traveling on either the 5th or 6th and spending the night in Dallas.

Kaspari asked Board members to check their calendars and let him know who's available. Kaspari has already spoken with the Mayor about these dates.

Harshbarger moved the Director's Report be received and placed on file, seconded by Buzza. Ayes: 5. Motion carried.

B. Planning & Development Report:

Kaspari discussed the upcoming IDOT CSVI projects and stated that we will be using up outstanding funds from FY12, 13, 14, 15 and 16 to complete the projects scheduled for this fall.

No FAA projects are scheduled, due to the bids for Taxiway C coming in over the engineer's estimate by approximately \$272,000. Field asked if we could get additional funding from any other source to make up the shortfall to complete the originally scheduled work this year.

The city will not give us the funding but our FAA FY17 entitlement will be available to us after October 1st, so we can combine our FY16 and 17 FAA entitlement dollars to do the work on Taxiway C next spring/summer.

Kaspari provided additional comment that this will leave us short on work we had hoped to do on Taxiway B next year.

Kaspari and David Hughes (AECOM and ALO Consulting Engineer) will be meeting with FAA next week at the Conference in Kansas City and will give the Board a full report in September. Board continued to discuss upcoming pavement projects/needs.

Harshbarger moved that Planning & Development Report be received and placed on file, seconded by Buzza. Ayes: 5. Motion carried.

C. Legislative Updates: None.

D. Monthly Airport Reports:

Board reviewed monthly budget, enplanement, airline on-time and airfare reports. Harshbarger asked if the unspent funds from FY16 went back to the City.

Kaspari stated yes, toward the outstanding balance owed. Members of the Airport Board also discussed enplanements, with Kaspari providing comment that the month of June was lower but July was better; and August enplanements to date were encouraging.

Kaspari continued comment that Waterloo's leisure fares remain competitive, yet Waterloo's business and walk-up fares are still need adjustment to compete with other airports in region and throughout Iowa.

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

V. BOARD APPROVAL

A. Approval of Minutes of June 21, 2016 Regular Meeting.

Minutes of the June 21, 2016 meeting were reviewed. Buzza moved approval of minutes. Seconded by Harshbarger. Ayes: 5. Motion carried.

B. Motion to Receive and File June 2016 Expenses.

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

C. Motion to Receive and File July 2016 Expenses.

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

D. Election of Board Chairperson.

Harshbarger moved that Field be elected Chair for another term with a unanimous vote, seconded by Vandeventer. Ayes: 5. Motion carried.

E. Election of Board Vice Chairperson.

Vandeventer moved that Buzza be elected Vice Chair for another term, seconded by Justis. Ayes: 5. Motion carried.

F. Recommendation to Award: IDOT CSVI Project for Improvements to Hangar No. 4.

Schindel reviewed bids received, IDOT funding will cover 100% of work to be done and these three projects will use up the outstanding IDOT grant funds we've been carrying over.

Moved by Vandeventer, seconded by Buzza, to recommend award of bid to Modern Builders. Ayes: 5. Motion carried.

G. Recommendation to Award: IDOT CSVI Project for Bag Makeup Door Replacement.

Schindel reviewed bids received. Moved by Vandeventer, seconded by Buzza, to recommend award of bid to Modern Builders. Ayes: 5. Motion carried.

- H. Recommendation to Award: IDOT CSVI Project for Improvements to T-Hangar B.
Schindel reviewed bids received. Moved by Vandeventer, seconded by Buzza, to recommend award of bid to Modern Builders. Ayes: 5. Motion carried.

VI. OLD BUSINESS

- A. Aircraft Deicer Update and General Discussion.
Previously discussed, see Director's Report.
- B. Taxiway Charlie – FAA Correspondence Update and General Discussion.
Previously discussed, see Planning & Development Report.
- C. IDOT CSVI – Outstanding and Future Projects.
Previously discussed, see Planning & Development Report and Items V, F, G and H.
- D. FAA Agreement – System Support Center, Lease Update.
Kaspari stated that he has been working with FAA to update lease before current lease expires, September 30, 2016.
- E. Gaming Grant Requests.
Kaspari referenced copy of memo to CFO requesting Gambling Grant funds for Airport needs, prioritizing the replacement of parking lot equipment as the airport's top priority with the rehabilitation of parking lots and roadways as number two and three.

VII. NEW BUSINESS

- A. Consultant Selection Process, Taxiway Bravo.
Kaspari reported that Taxiway B was left off of the scope of work detailed in the last Consultant Selection Process. Will have to advertise and complete Consultant Selection Process for that one project before any work can be started on it.
- B. Airport Hangars – New FAA Policy on Non-Aeronautical Use.
General discussion of memo from FAA clarifying their policy on the non-aeronautical use of airport hangars.
- C. FYE-2016 Report on Parking Revenue
Discussed memo from Kaspari detailing parking lot revenues and passenger numbers for FY11 through FY16.
- The unknown factor is how much revenue is being lost due to old equipment, which fails frequently, and does not offer a pay-in-lane option at the exit.
- D. IDOT CSVI F-2017 List of Approved Statewide Projects.
Kaspari referenced memo from IDOT detailing CSVI awards for FY17.

VIII. STAFF AND BOARD MEMBER COMMENT

Vandeventer stated she would like to go on record saying that we should be using local vendors whenever possible to provide services to Airport.

Kaspari reported that the contractor who originally installed Airport Terminal windows during the Terminal reconstruction project (2003-2004) will be on-site tomorrow to see if windows need to be sealed, or why we are getting water infiltration.

Board asked if we could designate a maintenance reserve to hold unspent funds at the end of a fiscal year, in case we have unexpected repairs/maintenance projects that must be done?

Kaspari will need to check with City officials to see if this is a possibility.

IX. ADJOURNMENT

Vandeventer moved adjournment at 1:19 p.m., adjourned by Chairman Field.

Respectfully submitted,



Hugh M. Field, Chairperson

Aaron Buzza, Vice Chairperson