

MINUTES
WATERLOO REGIONAL AIRPORT BOARD

Tuesday, November 22, 2016

I. ROLL CALL

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

Board Members Present: Hugh Field, Chris Harshbarger, Aaron Buzza, Arlene Humble, Bob Justis, Steve Dust. Dee Vandeventer arrived at 12:20.

City Officials Present: Councilman Steve Schmitt (arrived late).

City Officials Absent: Councilman Tom Lind.

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

Other Attendees: Doug Schindel, AECOM; Tim Newton, Livingston Aviation; Warren Brecheisen, Chapter President, Local EAA Chapter.

II. AGENDA AS RECEIVED OR AMENDED

Field requested an addition to the agenda under New Business: Discussion of Wall Street Journal article, "United Pivots Toward Home". Moved by Justis, seconded by Buzza, to approve the agenda as amended. Ayes: 5. Motion carried.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Director's Report:

Buzza asked Kaspari how he felt the Business After Hours event went for the airport. Kaspari stated that the event was very well attended. The date was, coincidentally, the one-year anniversary of AvFlight taking over the ground handling for American Airlines.

Darin Everett and Wendy Wilson attended the event, representing AvFlight and Darin (on AvFlight's behalf) agreed to share in the cost of the event, covering beverages. Board members who attended thought it was an excellent event.

Field asked if there have been any updates from FAA on the Section-804 discussion regarding Approach Control services for Waterloo's FAA-ATCT. Kaspari said no. Field asked if we shouldn't be proactive in contacting FAA regarding this matter. Harshbarger stated that he had spoken with some FAA officials who said "Next Gen" equipment was to be delivered to ALO, but questioned what that is.

Brecheisen stated that it really helps with the visibility of small planes. Kaspari stated that the 804 meeting only dealt with radar approach services. Dust asked how best to advocate for ALO.

Kaspari stated we should ask FAA to maintain the current level of tower personnel. Harshbarger added to push for Next Gen equipment for ALO. Field asked if Board should lobby elected officials. Kaspari stated he thought this would help.

Field asked about marketing, stated he hadn't seen ads lately. Kaspari stated that they should start back up in December using IDOT FY17 Marketing grant. Harshbarger stated that the marketing subcommittee appointed at the October meeting is waiting to be called.

B. Planning & Development Report:

Kaspari stated that we are within about one week of finishing all three IDOT CSVI projects that were scheduled for this year. He thanked Doug and David of AECOM for their help in keeping these on track and stated that Modern Builders has been an excellent contractor to work with.

C. Legislative Updates: None.

D. Monthly Airport Reports:

The Board reviewed the monthly budget, enplanement, airline stats, on-time and airfare reports.

Kaspari pointed out that October was another good month with enplanements exceeding 2,000, and that Waterloo has exceeded 2,000 enplaned passengers every month except June. It appears we are on track to surpass the total number of passengers from CY-2015.

Fares continue to be good, matching or beating CID on many. Arlene stated that she also sees this, ALO fares are close enough to CID's to make it not worth the time and money to drive to Cedar Rapids for many Cedar Valley passengers.

Harshbarger moved, Justis seconded, that all reports be received and placed on file. Ayes: 6. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of October 25, 2016 Regular Meeting.

Minutes of the October 25, 2016 meeting were reviewed. Harshbarger moved approval of the minutes, with a correction to item VII. B. which should read that he had been in contact with the CEO of Air Choice One, hoping to discuss flights to MSP, St Louis and Denver. Seconded by Buzza. Ayes: 6. Motion carried.

B. Motion to Receive and File October 2016 Expenses.

All operating and capital expenses were reviewed. Moved by Harshbarger, seconded by Dust, that expenses be received and placed on file. Ayes: 6. Motion carried.

C. Approval of Board Actions from October Meeting (No Quorum).

Moved by Justis, seconded by Vandeventer, to ratify the actions taken by the Board during the October 25, 2016 meeting. Ayes: 6. Motion carried.

D. Approval of Professional Services Agreement with AECOM for Design and Construction Administration Services for FY-2017 IDOT CSVI Projects.

Schindel stated that projects would include replacement of windows in the GA Terminal Conference Room and installation of a new gutter system on Hangar 5 to alleviate water leakage into the hangar. Moved by Justis, seconded by Harshbarger, to approve agreement. Ayes: 6. Motion carried.

VI. OLD BUSINESS

None.

VII. NEW BUSINESS

A. Discussion of City FY-2018 to FY-2022 Federal and Non-Federal CIP Requests.

Kaspari stated that he had submitted the CIP requests, as directed last month, by advancing the current 5-year CIP by one year. AIP projects will continue airfield pavement reconstruction.

For non-AIP projects, replacement of parking lot equipment continues to be the number one priority, followed by parking lot reconstruction and replacement of the fuel management system. Discussion followed.

Schmitt asked where the conversation left off with Republic Parking and whether airport equipment would be included in the City contract with them. Kaspari stated he was included in some discussions to research a variety of parking equipment from an earlier Parking Industry Expedition (PIE) conference, whereby all parties would reconvene.

Harshbarger asked if we could move forward with the lease-to-own option proposed by Parking, Inc. Kaspari stated he doesn't have the authority to sign a contract with them without City approval.

Kaspari stated he would report back to the Board after the City CIP meetings are held, with the Board holding off on further action pending the outcome of those meetings. Harshbarger moved, seconded by Buzza, to ratify CIP requests as submitted. Ayes: 6. Motion carried.

B. Discussion of Wall Street Journal Article on United Pivot.

Field brought to the Board's attention an article from Saturday's Wall Street Journal regarding United Airlines pivoting back toward serving smaller communities, finding them more profitable than large hubs/international flights.

The article specifically mentions Waterloo, IA, and Board consensus was that this seemed to invite a call to the United CFO quoted in the article to at least gauge their interest in serving ALO in the future.

Moved by Justis, seconded by Buzza, that the Board Chair and Airport Director need to reach out to say "we hear you and what can we do?" via letter. Ayes: 6. Motion carried.

VIII. STAFF AND BOARD MEMBER COMMENT

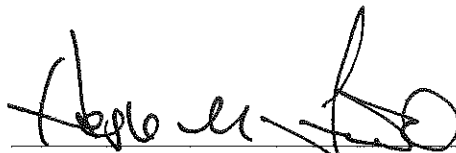
Humble stated that Humble Travel was contacted by someone from the Eastern Iowa Airport (CID) about their new direct flights to Charlotte.

Kaspari asked Board if they wanted to meet as scheduled in December, with the 4th Tuesday being December 27th. Most Board Members stated this date would work for them.

IX. ADJOURNMENT

Field adjourned the meeting at 1:06 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson