

MINUTES
WATERLOO REGIONAL AIRPORT BOARD

Tuesday, October 25, 2016

I. ROLL CALL

Chairperson, Hugh Field, called the meeting to order at 12:04 p.m., without a quorum, stating that any actions taken will need to be ratified when a quorum is reached, or at the next meeting (*).

Board Members Present: Hugh Field, Chris Harshbarger and Dee Vandeventer.

Board Members Absent: Arlene Humble, Aaron Buzza, Bob Justis and Steve Dust.

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

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

Other Attendees: David Hughes, AECOM; Tim Newton, Livingston Aviation; Warren Brecheisen; and, Joel Harris.

II. AGENDA AS RECEIVED OR AMENDED

Moved by Harshbarger, seconded by Vandeventer, that the agenda be approved. Ayes: 2. Motion carried (*).

III. PUBLIC COMMENTS

Joel Harris spoke as an advocate for keeping Runway 6/24 open for the foreseeable future. The FAA has stated they will not provide any funding support for any future pavement rehabilitation of the runway since it is not "necessary." Mr. Harris continued comment that ALO is the only airport in Iowa with three paved runways.

Harris explained why he and other GA pilots feel this runway is not only important but a vital part of the airfield at ALO. Field stated that the runway would not be permanently closed without due diligence and discussion with GA pilots.

IV. REPORTS

A. Director's Report:

The Board reviewed the written report. Field asked about airport marketing. Kaspari stated that the FY-2017 IDOT Air Service Development Grant has just been approved by City Council and marketing contracts will be in place soon.

Field asked about the meeting with American Airlines' officials. Kaspari stated that the meeting went well, and that annual meetings should be continued in order to stay on American's radar.

Field asked if a rep from American could come here, and would like Kaspari to extend an invitation. Kaspari stated that he will check with the scheduler who handles ALO traffic.

Harshbarger stated that he would like to see Kaspari use Board members with marketing backgrounds to help come up with the airport's marketing plan. Field stated that he would like to appoint Harshbarger, Vandeventer and Justis to a marketing subcommittee.

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, and that the only update he's had from Tower Staff recently is that Waterloo's ATC Manager, Jeremy Wicks, is leaving his position at the end of November, and former manager, Tim Johnson, will be returning to Waterloo.

B. Planning & Development Report:

Kaspari reviewed the written report for October. Kaspari provided comment that the current IDOT CSVI projects are on schedule to be completed in November.

FY-2017 FAA projects have been discussed with FAA Staff, whereby Staff will be using combined AIP Entitlement Funds from FY-2016 and FY-2017. Staff anticipates that AIP-43 (Snow Removal Equipment) will be closed soon.

Harshbarger asked whether rolling stock inventory has been completed. Kaspari stated yes, and that he will provide a copy to the Board.

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 September was another good month with enplanements exceeding 2,000, and that through the month of September, eight of the nine months reflected enplaned passenger numbers that exceeded 2,000.

The Board discussed parking revenue and probable increases to revenue if equipment is upgraded, and determined new equipment would likely pay for itself in 2½ years.

V. BOARD APPROVAL

A. Approval of Minutes of September 27, 2016 Regular Meeting.

Minutes of the September 27, 2016 meeting were reviewed. Harshbarger moved approval of the minutes. Seconded by Vandeventer. Ayes: 2. Motion carried (*).

B. Motion to Receive and File September 2016 Expenses.

All operating and capital expenses were reviewed. Moved by Vandeventer, seconded by Harshbarger, that expenses be received and placed on file. Ayes: 2. Motion carried (*).

VI. OLD BUSINESS

A. FAA System Support Center (SSC) Lease Renewal Update.

Kaspari stated that FAA contact has been difficult to communicate with, but when he was able to reach her she requested written documentation of reasons supporting the increase in rent, which he is preparing.

B. American Airlines (Dallas) Visit: Board Review of Community Presentation.

As previously discussed.

C. Discussion of FAA FY-2017 Airport Capital Improvement Plan.

Kaspari handed out copies of the ACIP Data Sheet for 2017, Rehabilitate Taxiway C, Joint Repair on Runway 12/30 and Airfield Painting using a combination of FAA funds from 2016 & 2017. Staff anticipates the bidding process to occur during March, 2017.

The Board discussed the cost of the project. Harshbarger moved approval of ACIP. Vandevanter seconded the motion (with both expressing surprise over the \$2 million estimated cost). Ayes: 2. Motion carried (*).

D. Discussion of FY-2018 – 2022 City of Waterloo Capital Improvement Plan (CIP).

Kaspari handed out copies of the FY2017 – 2021 CIP, stating that he feels the same projects should be advanced by 1-year at the same priority level.

The Board agreed that the need for new parking equipment should be elevated with Senior City officials. Vandevanter moved that the current CIP be advanced one year and submitted to the City. This was seconded by Harshbarger. Ayes: 2. Motion carried (*).

VII. NEW BUSINESS

A. Board Support for Visual Arts Display in Terminal Baggage Claim.

Kaspari stated that he has been contacted by a local high school (Denver, IA) visual arts teacher with a request to display some of her students' work. Consensus of the Board was that Kaspari could approve this request without Board approval.

B. Board Support to Join the Regional Air Service Alliance.

Kaspari handed out information on the Regional Air Service Alliance (RASA), and requested Board support for ALO to join, at a cost of \$500 annually.

Harshbarger stated that he has been in contact with the CEO of Air Choice One, hoping to discuss flights to MSP, St. Louis and Denver (9 or 16 seat aircraft) from ALO.

Vandevanter moved approval to join RASA, seconded by Harshbarger. Ayes: 2. Motion carried (*).

C. Board Support to Host the 2018 Iowa Public Airports Association Spring Conference.

Vandevanter moved approval of Kaspari's request for support, seconded by Harshbarger. Ayes: 2. Motion carried (*).

D. Discussion of Fees for Charter Aircraft for After-Hours Aircraft Fire Coverage.

Kaspari stated that charters (usually transporting college athletic teams) often request ARFF services for flights after regular staff hours (Monday – Friday 10:00 p.m.; Saturday – Sunday 10:30 p.m.). This requires Staff to pay overtime to ARFF/Maintenance personnel.

Kaspari asked the Board if they felt it was justifiable to pass this cost on to the Charter Company, with ARFF Index B Coverage (1 man / 1 truck) at \$45/hour; and ARFF Index C Coverage (2 men / 2 trucks) at \$110/hour.

Vandeventer asked if Cedar Rapids or other Iowa airports charge for after-hours coverage. Kaspari will research and return information to the Board.

E. Discussion of November and December Meeting Due to Upcoming Holidays.

Kaspari asked if Board felt the November and December meeting dates should be adjusted, since both fall on holiday weeks. Board did not seem concerned with these dates and will leave as scheduled.

VIII. STAFF AND BOARD MEMBER COMMENT

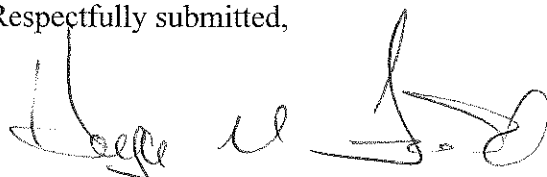
Kaspari communicated to the Board the following:

1. Staff is hosting a Business After Hours event on Thursday, November 11th from 4:30 to 6:00.
2. Staff was advised that the Airport's annual FAA Safety and Certification Inspection is scheduled for Wednesday and Thursday, November 16 & 17.
3. Staff was advised by Des Moines-based officials of the Transportation Security Administration that Waterloo has been selected to receive an Advanced Imaging Technology (AIT-2) scanner for the passenger security screening checkpoint, and that it is anticipated to be installed shortly after the first of the year.

IX. ADJOURNMENT

Field adjourned the meeting at 1:20 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson