

MINUTES
WATERLOO REGIONAL AIRPORT BOARD

Tuesday, December 27, 2016

I. ROLL CALL

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

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

Board Members Absent: Aaron Buzza

City Officials Present: Councilman Steve Schmitt.

City Officials Absent: Councilman Tom Lind.

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

Other Attendees: Doug Schindel, AECOM.

II. AGENDA AS RECEIVED OR AMENDED

Field requested an addition to the agenda under Old Business: Follow-up on letter discussed at last meeting. Moved by Harshbarger, seconded by Justis, to approve the agenda as amended. Ayes: 5. Motion carried.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Director's Report:

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 stated that Agenda Item VII. A is a conference call with FAA SSC Manager for an update.

Field asked about advertising, stated that he saw the airport commercial on KWWL recently. Kaspari passed around a Courier ad that has run several times. Discussion followed. Kaspari stated that he will call a meeting of the advertising subcommittee after January 15th. Field asked Harshbarger to schedule the meeting.

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

B. Planning & Development Report:

Kaspari stated that many old IDOT CSVI grants are being closed out and expressed thanks to both Doug Schindel and David Hughes of AECOM for their work on these.

Kaspari communicated to the Board that the FAA's FY17 federal project work is still on schedule to be bid in March 2017.

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

C. Legislative Updates: None.

D. Monthly Airport Reports:

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

Humble stated that leisure fares on the IDOT Fare report seem high, and that she sees much better fares when she checks.

Kaspari stated there have been delays recently due to problems with fueling by Livingston, caused by both equipment problems and personnel changes.

Discussed YTD budget. November revenues were up. Combs stated this was partially due to timing of landing fee payments, but November was also a very good month for parking revenue due to equipment all working well.

Kaspari stated that December has been challenging due to numerous equipment problems causing unreadable tickets for the past couple of weeks.

V. BOARD APPROVAL

A. Approval of Minutes of November 22, 2016 Regular Meeting.

Minutes of the November 22, 2016 meeting were reviewed. Harshbarger moved approval of the minutes, seconded by Justis. Ayes: 5. Motion carried.

B. Motion to Receive and File November 2016 Expenses.

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

C. Board Review and Approval of Design Agreement for Summer 2017 Construction Program.

Moved by Harshbarger, seconded by Justis, to approve Design Agreement with AECOM. Ayes: 5. Motion carried.

VI. OLD BUSINESS

A. RASA (Regional Air Service Alliance) Update.

Kaspari spoke about RASA meeting which focused on expected future pilot shortages, as well as aircraft mechanics. Discussion followed regarding opportunities for training programs at both UNI and Hawkeye Community College.

B. FAA SSC Lease Update.

Kaspari stated that FAA has agreed to the new lease provisions as proposed, with a 3% increase. The term of the new lease extension is two years.

C. Summary of December 15, 2016 CIP Meeting.

Kaspari reported that he thought his CIP meeting with city officials went well. Field stated that he will follow up with Mayor Hart regarding the importance of the request for parking lot equipment.

Schindel stated that he would check with Eric Thorson on whether airport roads could be included in the city street program and therefore eligible for local option sales tax funds.

D. Follow-up Discussion on Letter to United.

Board discussed how to follow-up on the letter that was sent to United, with the consensus being that the Mayor should place a call to the CEO or President soon, also that service to Denver or Houston should be requested since we already have service to Chicago.

VII. NEW BUSINESS

A. Telephone Conference Call with Fred Frasier, FAA SSC Manager, Waterloo, Section 804 (Equipment Update).

Frasier reported that the purchase of STARS equipment for ALO appears to be fully funded. The tentative timeline shows installation finalized by mid-2017. Board asked how best to argue for continued service at Waterloo, should current plans fall through.

Frasier stated that it should be stressed that in case of adverse incidents at O'Hare, Minneapolis-St Paul, or other major airports that traffic can be diverted and Waterloo will be ready. Frasier also suggested that congressional representatives could be contacted to help.

B. Rates and Charges Discussion: Ground Lease Rate for Future Hangar Development.

Board discussed ground lease rates. Kaspari would like to set a rate to be used in the case of hangar development.

Justis moved, Dust seconded, that the Board gives Kaspari authority to negotiate a land lease with any parties interested in building a hangar; once a lease is agreed upon, it should be brought back to the Board for approval. Staff provided communication requesting Board support to assess a ground lease with a rate of \$0.27 per SF.

Harshbarger added that Kaspari should be open to negotiation not just one set rate. Ayes: 5. Motion carried.

C. January Charters – Open Discussion.

Board discussed the Bertch charters coming up in January and the request for a discounted parking rate for their employees leaving cars at the airport. Justis moved, Vandeventer seconded, that Kaspari negotiate a rate per car. Ayes: 5. Motion carried.

D. Images of Iowa (Terminal Lobby).

Kaspari suggested that Board members look at the photography display in the Terminal and stated that he would like to continue to provide a display area and would like to rotate it to promote local non-profit organizations.

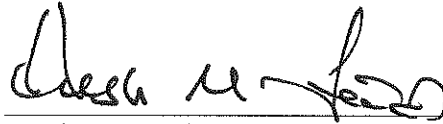
VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Field adjourned the meeting at 1:39 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson