

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, June 27, 2017

I. ROLL CALL

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

Board Members Present: Hugh Field, Dee Vandeventer, Bob Justis and Steve Dust.
Arlene Humble arrived at 12:08.

Board Members Absent: Aaron Buzza.

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 and David Hughes, AECOM.

II. AGENDA AS RECEIVED OR AMENDED

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Director's Report:

Kaspari asked for questions on his written report. Field asked about meetings with prospective new Board members. Kaspari detailed his meetings.

Discussed Cedar Valley Coalition trip to Washington, DC.

Field stated that they had figured out the farm lease language and he had signed the lease earlier in June.

Vandeventer asked about the purchase of a drone. Kaspari stated that Mayor had requested we purchase and store the drone for various uses by city departments.

Kaspari stated that the Notice of Award for IDOT CSVI Grant work had been done.

The Public Hearing for the AIP Construction Project was held by the City Council at their June 26, 2017 meeting.

B. Planning & Development Report:

Board reviewed the Planning and Grant Development report.

C. Legislative Updates:

Reviewed legislative update from the June 23rd Airport Alert of the American Association of Airport Executives. Kaspari stated that Iowa's Airport Directors are sending letters to Congressman Blum requesting his support for raising the cap on Passenger Facility Charges and continued support of Airport entitlements and Essential Air Service.

The House is considering the FAA Reauthorization Bill today. Letters to Senators Grassley and Ernst will follow before the Senate begins considering the bill on Thursday, June 29th.

Vandeventer asked what a Contract Tower is and if that's what we have in Waterloo. Kaspari stated that we have an FAA-staffed Air Traffic Control Tower. A contract tower is staffed by private air traffic controllers.

D. Monthly Airport Reports:

Board reviewed and discussed airline stats and SkyWest service. Surprisingly, May enplanements were the highest so far in 2017, even though there were many very long delays. Humble stated that delays were bad everywhere due to the amount of stormy weather across the country.

Vandeventer moved reports be received and placed on file, seconded by Justis. Ayes: 4. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of May 23, 2017 Regular Meeting.

Minutes of the May 23, 2017 meeting were reviewed. Dust moved approval of the minutes, seconded by Vandeventer. Ayes: 4. Motion carried.

B. Motion to Receive and File April 2017 Expenses.

All operating and capital expenses were reviewed. Moved by Vandeventer, seconded by Justis, that expenses be received and placed on file. Ayes: 4. Motion carried.

C. Approval of T-Hangar Lease to Michael Cizek.

Vandeventer moved approval of T-Hangar Lease, except that the lease still does not include a required insurance clause. Seconded by Justis. Ayes: 4. Motion carried.

VI. OLD BUSINESS

A. Update: IDOT CSVI Funding – Approval to Use Funds – FY-2017 Hangar No. 5 and General Aviation Terminal HVAC.

Reviewed bids as received. Staff will be able to complete all work on Hangar 5, as long as IDOT approves the use of remaining funds from FY16.

Will also be able to complete intended HVAC work on GA Terminal Building. Vandeventer moved approval to use IDOT funds to complete these projects, seconded by Humble. Ayes: 4. Motion carried.

VII. NEW BUSINESS

A. Trip Report: Cedar Valley Coalition, Washington, DC, June 12 - 14.

As previously discussed.

B. General Discussion: FAA FY-2017 Taxiway Charlie Rehabilitation, Runway Joint Repair and Airfield Painting.

Discussed scope of work covered by project and bids received. FY17 FAA Entitlements will not cover the Base Bid and three (3) bid alternates for Bid Package No: 2.

However, FAA has advised that administrative costs (incurred by AECOM) to repackage the work for bid in a future year would not be eligible for reimbursement. FAA asked if the City could cover the excess (\$226,230) to complete the work this year, as bid.

FAA would approve a reimbursement grant to reimburse the City in FY18, approximately 90% of the cost would be eligible for FAA reimbursement. FY18 work would then have to be reduced by this amount.

Michelle Weidner, CFO, has agreed to cover the upfront costs to complete the work during the the 2017 and early 2018 construction season.

VIII. STAFF AND BOARD MEMBER COMMENT

Field asked about Consultant progress on the Leakage Study. Kaspari stated that it will be completed by June 30th and ready for review at the July meeting.

Board and Staff discussed the upcoming EAS bid opportunity and the possibility of getting a bid from American Airlines, in addition to potentially receiving a bid from United Airlines. Kaspari asked Board members to consider what they would ideally like to see:

- From American, 3 flights per day to Chicago or 2 per day to Chicago plus 1 per day to Dallas;
- United, 3 flights per day to Chicago or 2 per day to Chicago plus 1 per day to Denver.
- Of course, the USDOT would only allow EAS airports two daily or a NTE number of 14-round trips per week.

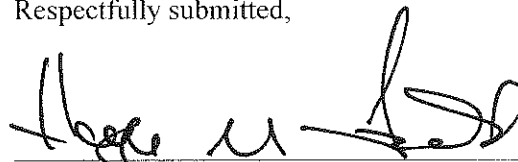
With June, 2017, being the final meeting of Board Members Bob Justis, Dee Vandeventer and Aaron Buzzza, Field thanked them all for their many years of service to the Airport and Airport Board.

Kaspari updated the Board that a sales transaction moved forward, for four (4) parcels totaling 13.79 acres, that the FAA approved for release in December of 2016, with the parcels located at the intersection of Wagner Road and Airline Hwy, resulting in sales proceeds to the airport of \$209,600 being deposited in an interest bearing account as established by the City's CFO, of which the future use of the funds can only be used by a project as-approved by the FAA.

IX. ADJOURNMENT

Hearing no objections, Field adjourned the meeting at 1:04 pm.

Respectfully submitted,



Hugh M. Field, Chairperson