

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Tuesday, October 24, 2017**

**I. ROLL CALL**

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

Board Members Present: Hugh Field, Steve Dust, Arlene Humble, Scott Voigt and Gwenne Berry.

Board Members Absent: Dr. Linda Allen, Chuck Needham.

City Officials Present: Mayor Quentin Hart.

City Officials Absent: Councilman Steve Schmitt, Councilman Tom Lind.

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

Other Attendees: David Hughes, AECOM; Brian Schoon and Ryan McKinley, INRCOG; Warren Brecheisen, Hangar Tenant.

**II. AGENDA AS RECEIVED OR AMENDED**

Moved by Humble, seconded by Dust, to approve the agenda. Ayes: 4. Motion carried.

**III. PUBLIC COMMENTS**

None.

**IV. REPORTS**

A. Director's Report.

Kaspari asked for questions on his written report, there were none.

B. Planning & Development Report.

N/A; Projects discussed under Old Business.

C. Legislative Updates.

Kaspari stated that Congress signed a Continuing Resolution to fund the FAA for a 6-month period; some legislators are still pushing for an increase to the PFC rate.

D. Monthly Airport Reports.

Board reviewed the airline stats, fares and YTD budget; Berry moved that reports be received and placed on file, seconded by Dust. Ayes: 4. Motion carried.

**V. BOARD APPROVAL**

- A. Approval of Minutes of September 26, 2017 Regular Meeting.  
Minutes of the September 26, 2017 meeting were reviewed. Humble moved approval of the minutes, seconded by Voigt. Ayes: 4. Motion carried.
- B. Motion to Receive and File September 2017 Expenses.  
All operating and capital expenses were reviewed. Moved by Dust, seconded by Humble, that expenses be received and placed on file. Ayes: 4. Motion carried.

**VI. OLD BUSINESS**

- A. Update: Final Staff Recommendation for FY-2018 thru 2023 Airport Capital Improvement Plan.  
David Hughes (AECOM) presented the two options for 2018 – 2023 CIP, with the only difference being that Option 1 combines 2019 and 2020 FAA entitlement dollars to complete the Rehab of Taxiway B in 2020, rather than split the work between two years.  
Hughes explained that would be the least expensive option due to only having to pay costs associated with mobilization of the General Contractor once rather than in two separate years.  
  
Moved by Berry, seconded by Dust, to approve Option One. Ayes: 4. Motion carried.
- B. Update: FAA Funded Construction – Taxiway Charlie and Runway 12/30 Joint Repair.  
Kaspari stated that the pre-paving conference was held earlier today, work is on schedule, with paving scheduled to begin November 6<sup>th</sup>.
- C. Update: Parking Lot Equipment Replacement Project.  
Kaspari stated that specs are being reviewed; the intent is to continue to move the project forward this calendar year.
- D. Update: Parking Revenue: Third Quarter of CY-2017.  
Kaspari pointed out that YTD parking revenue is running just short of 2016 through the end of the 3<sup>rd</sup> quarter.

**VII. NEW BUSINESS**

- A. Airport Zoning Ordinance.  
Brian Schoon, AICP, Director of Development from INRCOG, presented the draft Height Zoning Map they've been working on, based on overlay zones assigned by FAA.

The map includes Waterloo, Cedar Falls and Black Hawk County and will require the adoption of a new ordinance by all three local units of government.

A seven member Airport Zoning Board will also be created to review new development projects, consisting of 2 members of each Planning and Zoning Board from Waterloo, Cedar Falls, and Black Hawk County, and the Airport Director.

B. Review of Submittals Received from USDOT Office of Aviation Analysis.

Kaspari reviewed the bids received. United's Option B, included a bid with 1 daily flight to Chicago and 1 daily flight to Denver is likely too high for DOT to consider, leaving 13 flights per week to/from Chicago, on either American or United.

Kaspari pointed out that American's bid, while lower, shows service by a CRJ2, which is what SkyWest Airlines operates today, and has been providing sub-par service since they replaced Envoy in Waterloo in early April.

American had promised the return of Envoy in December and had not mentioned bringing SkyWest back with their new bid. Kaspari will discuss with DOT officials whether we would be allowed to select United, with a higher bid, based on the poor service we have received from American/SkyWest.

Board discussed holding public meetings to gauge support for American or whether the community would prefer United service. The response to the USDOT is due November 20, 2017, which is before the next scheduled meeting, so may need to hold a special meeting before that date.

C. City of Waterloo & Department Capital Improvement Program (CIP FY-2019 – 2023).

Kaspari reviewed the handout listing the FY-2018 – 2022 CIP requests and his suggestion for FY-2023.

D. Discussion of Meeting Times for November and December Board Meetings Due to Holidays.

No discussion.

**VIII. STAFF AND BOARD MEMBER COMMENT**

None.

**IX. ADJOURNMENT**

Meeting adjourned at 1:15 p.m., after the quorum was lost.

Respectfully submitted,



Hugh M. Field, Chairperson