

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Tuesday, May 22, 2018**

**I. ROLL CALL**

Arlene Humble, sitting in as Chairperson, called the meeting to order at 12:03 p.m.

Board Members Present: Arlene Humble, Scott Voigt, Dr. Linda Allen and Gwenne Berry.

Board Members Absent: Charles Needham, Steve Dust and Hugh Field.

City Officials Present: Adrienne Miller, Planning and Zoning;  
Councilmember Margaret Klein.

City Officials Absent: Councilmember Chris Shimp.

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

Other Attendees: Doug Schindel and David Hughes, AECOM; Matt Verbraken, AvFlight; and, David Deeds.

**II. AGENDA AS RECEIVED OR AMENDED**

Mr. Kaspari asked to amend the agenda to add Item VII. E. Request to Sell/Dispose of Old Equipment. Moved by Ms. Berry, seconded by Dr. Allen, to approve the agenda, as amended. Ayes: 3. Motion carried.

**III. PUBLIC COMMENTS**

None.

**IV. REPORTS**

**A. Airport Director.**

Mr. Kaspari reviewed his written report and introduced Matt Verbraken, the new station manager for AvFlight/American Airlines.

**B. Monthly Planning & Development Report – N/A**

### C. Legislative Information

Mr. Kaspari stated that the Senate is supposed to put together a multi-year FAA Reauthorization Bill prior to the July 4<sup>th</sup> recess.

There is very little chance that it will include an increase in the Passenger Facility Charge (PFC), as House and Senate leaders instructed the Members to not insert any problematic or contentious amendments to the proposed House version of the legislation, and moving forward, the Senate version of the legislation reauthorizing the FAA for the proposed 5/6 years.

If signed into law, this will result in it becoming increasingly difficult to fund the 10% local match (\$100,000) for every \$1,000,000 of FAA-funded projects.

### D. Misc. Monthly Airport Reports

Reviewed the YTD Budget, airline stats and fares. Mr. Kaspari stated that he has sent correspondence to an American Airlines fare analyst regarding the higher fares out of Waterloo, as compared to Dubuque, Cedar Rapids and Des Moines.

Mr. Kaspari also stated that he finally heard back from American officials regarding setting a meeting date and it will likely have to be in July.

He asked Board members to check their calendars and let him know of dates that will work.

## V. BOARD APPROVAL

### A. Approval of Minutes of the April 24, 2018 Regular Meeting

Moved by Mr. Voigt, seconded by Ms. Berry, that the minutes of the April 24, 2018 meeting be approved. Ayes: 3. Motion carried.

### B. Motion to Receive and File April 2018 Expenses

Moved by Ms. Berry, seconded by Dr. Allen, that the April 2018 expenses be received and filed. Ayes: 3. Motion carried.

## VI. OLD BUSINESS

### A. Update: FY-2018 Budget Outlook for May & June.

Ms. Combs reported that she is tracking revenues and expenses to ensure expenses don't exceed projected revenues.

B. Update: Parking Lot Project

Mr. Kaspari gave an overview of the bid opening and award of the bid to Parking Inc. Concrete contractor started work this morning.

C. Presentation: Craig Buscher with Parking Inc

Mr. Buscher gave an overview of the TIBA Parking System to be installed and features included, with work scheduled to be completed by June 30<sup>th</sup>.

D. Update: Airport Area Construction – Advanced Heat Treat Expansion

Adrienne Miller, City Planning, gave an overview of the expansion project at Advanced Heat Treat. Ms. Miller also gave an update on the future rail spur planned to serve the southwest development area.

Ms. Miller also stated that Waterloo Water Works would also be expanding both water and sewer utility lines along Leversee Road north to Dunkerton Road to allow for additional expansion of the Mid-Port Industrial Park.

Discussion followed regarding the Airport's likely inability to remain self-supporting as farm ground continues to be taken for industrial expansion.

E. General Discussion: IDOT Air Service Enhancement Grant Program

Mr. Kaspari stated that IDOT may distribute unused Air Service Enhancement funds (approximately \$723,000 +/-) between the state's commercial service airports for both Air Service Marketing and IDOT's Airport Improvement Program.

Mr. Kaspari would like to see IDOT maintain some of the funds for future air service expansion/enhancement, and have it remain available, for example, as possibly a 50/50 match of funds to subsidize a future 3<sup>rd</sup> daily flight to Chicago.

Mr. Kaspari asked if the Board would like him to further explore this possibility, which was met with a resounding yes.

Margaret Klein mentioned that the City distributes 10% of the Hotel/Motel tax collected, which is supposed to go to organizations that put "heads in beds".

Ms. Klein stated that the Airport puts lots of heads in beds, so there should be some way for the Airport to apply for a portion of these funds.

## VII. NEW BUSINESS

### A. Presentation: AECOM Staff to Provide Final Cost Options for Runway 6/24 Rehabilitation

David Hughes presented additional cost options (project estimates) for future Runway 6/24 rehabilitation.

David Deeds questioned why the cost to remove the runway, if it is decided to close the runway rather than rehabilitate it, was not listed as an option.

### B. 2017 Airport Pavement Management Report (Staff Request for Final Project Acceptance)

Board discussed final acceptance of AECOM Pavement report. Mr. Voigt stated he would not vote on final acceptance until he has had time to read the report, other Board members concurred.

Final acceptance will be voted on at June meeting.

### C. General Discussion: FY-2019 IDOT CSVI Grant Application

Mr. Kaspari stated that he had submitted the application to IDOT for FY-19 CSVI funding, which has been restored to approximately \$102,000. The scope of work will include replacing lighting on the main floor of the Terminal, as well as T-Hangars A, B and C; and exterior rehabilitation of T-Hangar Row C.

### D. General Discussion: Staff Request to Reschedule June Board Meeting to June 19<sup>th</sup>

Mr. Kaspari stated that he will be on vacation during the 4<sup>th</sup> week of June, so would like to move the Board meeting up on week, to June 19<sup>th</sup>.

Of the Board members in attendance, only Mr. Voigt stated that he would not be able to attend on that date.

Mr. Kaspari stated he will reach out to remaining Board members to see if that date will work.

### E. Staff Request to Sell and/or Dispose of Old Equipment

Mr. Kaspari passed out a listing, complete with photos, of old equipment that is no longer being used by airport staff, and requested approval to sell what can be sold and dispose of the rest.

Mr. Voigt moved approval of this request, seconded by Dr. Allen. Ayes: 3. Motion carried.

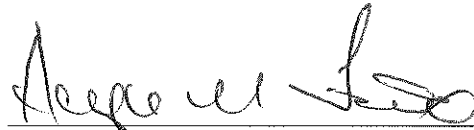
**VIII. STAFF AND BOARD MEMBER COMMENT**

None.

**IX. ADJOURNMENT**

Meeting adjourned at 1:18 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Hugh M. Field", written over a horizontal line.

Hugh M. Field, Chairperson