

MINUTES
WATERLOO REGIONAL AIRPORT BOARD

Tuesday, January 24, 2017

I. ROLL CALL

Chairperson, Hugh Field, called the meeting to order, without a quorum, at 12:04 p.m. Any motions made and voted on (*) will need to be ratified once a quorum is reached, or at the next meeting.

Board Members Present: Hugh Field, Bob Justis, and Dee Vandeventer.

Board Members Absent: Aaron Buzza, Arlene Humble, Chris Harshbarger and Steve Dust.

City Officials Present: Councilman Tom Lind and Councilman Steve Schmitt.

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

Other Attendees: Doug Schindel, AECOM; Rick Young, Tim Newton and Amanda Anacker, Livingston Aviation; and Joel Harris, Local Pilot and Businessman.

II. AGENDA AS RECEIVED OR AMENDED

Moved by Vandeventer, seconded by Justis, to approve the agenda. Ayes: 2. Motion carried (*).

III. PUBLIC COMMENTS

Tim Newton, Livingston Aviation, spoke about the condition of Hangar 5, and that their two biggest tenants are talking about moving out of the hangar and possibly building their own due to the condition of the hangar.

Mr. Newton passed around pictures showing water standing on the floor and dripping on the aircraft inside the hangar. Kaspari stated that Rehabilitation of Hangar 5 is scheduled for the current year under the IDOT Vertical Infrastructure grant, including replacement of gutters and lighting improvements.

The roof can be looked at if the gutter replacement does not stop the leakage, possibly either tightening the screws or coating it, as was done with T-Hangar B. Vandeventer asked if the work could be started sooner than summer.

Doug Schindel stated that the Design Agreement has been approved by Council and AECOM is working on project design and specifications that should be ready for bid by March. Vandeventer asked if this would satisfy Livingston's tenants and keep them from leaving, and also mentioned writing a letter from the Board stating that the work would be fast-tracked in an effort to keep them at Livingston. Newton and Rick Young agreed that this might help their situation.

Joel Harris reported that AOPA Fly-Ins have been awarded for 2017. Waterloo is not on their schedule but is still on the docket for consideration for 2018.

Vandeventer moved that Public Comments be received and placed on file, seconded by Justis. Ayes: 2. Motion carried (*).

IV. REPORTS

A. Director's Report:

Kaspari asked for questions regarding his written report. Field asked for an update on the land lease negotiations discussed at December meeting. Kaspari stated he had nothing to report.

B. Planning & Development Report:

Board reviewed Planning and Grant report. Kaspari stated that the Pavement Maintenance Management System (PMMS) Plan should be complete by March 31st.

C. Legislative Updates: None.

D. Monthly Airport Reports:

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

Kaspari stated that passenger numbers are up, American reliability is up, and fares are down. Load factor, year over year, is slightly down. Discussion followed.

Justis moved that reports be received and placed on file. Seconded by Vandeventer. Ayes: 2. Motion carried (*).

V. BOARD APPROVAL

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

Minutes of the December 27, 2016 meeting were reviewed. Vandeventer moved approval of the minutes, seconded by Justis. Ayes: 2. Motion carried (*).

B. Motion to Receive and File December 2016 Expenses.

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

VI. OLD BUSINESS

A. Updated to December Discussion on CIP - Roads.

Schindel stated that he spoke with Eric Thorson to see if airport roads qualify for local option tax funding. Thorson said yes, with Betsworth Drive scheduled for rehabilitation, but not until CY-2023. Parking lots do not qualify for local option tax dollars.

B. Staff Report Regarding the January Bertch Mfg. Company Charters.

Kaspari stated that while there were some challenges for the timely arrival and departures of the four charter flights, Kaspari was disappointed in the travel management company for passing the word that the airport had "limited parking," so anyone who could get dropped off should do so.

Airport Staff (Keith and Sheila) were prepared to park as over 300 cars – whereas Staff parked a total of 52.

C. CY-2016 FAA Safety and Certification Inspection.

Kaspari reported that he had requested and received a 30 day extension on making corrections from the November, 2016, FAA Safety and Certification Inspection for the completion of the Airport Emergency Plan.

VII. NEW BUSINESS

A. Review of Monthly and Annual Parking Revenues CY 2010 - 2016.

Board discussed year-over-year parking revenues. Field gave an overview of his discussion with Mayor Hart on replacement of parking lot equipment. Vandevanter asked if each Board member should sign a letter of support for the purchase of new equipment. Board and Council liaisons thought that was a good idea.

B. Request for Airport Filming in the Airline Passenger Terminal Building.

Kaspari stated that a professor from UNI requested to use the Terminal for filming basic Airport conversations for non-English speaking students. Justis moved support for the request. Seconded by Vandevanter. Ayes: 2. Motion carried (*).

C. Staff Request for the Sale of an Annual Parking Permit.

Kaspari stated that he would like to sell an annual parking permit for business use only for \$250. Discussion followed and was tabled for the next meeting, due to the lack of a quorum. Vandevanter requested that Kaspari present a written proposal next month.

VIII. STAFF AND BOARD MEMBER COMMENT

Field stated that he has attempted to follow up with United on the letter sent to them last month but has not been successful at reaching a corporate officer or anyone who knew about the mention of Waterloo, IA in the Wall Street Journal article.

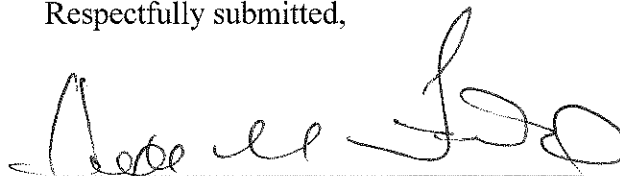
Field asked for a motion of writing a letter to Livingston regarding upcoming rehabilitation of Hangar 5.

Moved by Justis, seconded by Vandevanter. Ayes: 2. Motion carried (*).

IX. ADJOURNMENT

Field adjourned the meeting at 1:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Hugh M. Field", written in a cursive style. The signature is positioned above a horizontal line.

Hugh M. Field, Chairperson