

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, July 25, 2017

I. ROLL CALL

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

Board Members Present: Hugh Field, Steve Dust, Dr. Linda Allen, Chuck Needham, Scott Voigt and Gwenne Berry.

Board Members Absent: Arlene Humble.

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; Noel Anderson and Adrienne Miller, City Planning; David Deeds.

II. AGENDA AS RECEIVED OR AMENDED

Field stated that he'd like to amend the agenda to begin with introductions, due to this being the first meeting for four new Board members.

Moved by Dust, seconded by Berry, to approve the agenda. Ayes: 5. Motion carried.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Director's Report:

Kaspari asked for questions on his written report. Hearing none, he stated that in addition to the information provided in Item 12, that the contracts, bonds and insurance certificates (Pella Roofing and Plumb Tech) for the upcoming work on Hangar 5 and the General Aviation Terminal were approved at the July 24th Council meeting and work should begin very soon.

There may be some ordering delays with the hangar lighting but all work should be complete by the end of September.

B. Planning & Development Report:

Board reviewed the Planning and Grant Development report. Kaspari stated that the contracts, bonds and insurance certificates (Croell and Aspro) are being finalized and should be approved by Council soon. The notice to proceed will then be issued.

C. Legislative Updates:

Reviewed legislative updates from the American Association of Airport Executives. Kaspari stated that the FAA Reauthorization Bill seems to have been put on the back burner as Congress concentrates on health care.

AAAE is hoping for a Multi-Year Bill to fund the FAA, yet a Continuing Resolution is preferred by the Iowa Public Airports Association (IPAA) which would be a better alternative than the passage of a bad bill. Also discussed the possibility of the privatization of Air Traffic Control, which for now, doesn't seem to be moving forward.

D. Monthly Airport Reports:

Board reviewed and discussed airline stats for June and year to date.

Allen moved reports be received and placed on file, seconded by Dust. Ayes: 5. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of June 27, 2017 Regular Meeting.

Minutes of the Jun 27, 2017 meeting were reviewed. Dust moved approval of the minutes, seconded by Allen. Ayes: 5. Motion carried.

B. Motion to Receive and File June 2017 Expenses.

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

VI. OLD BUSINESS

A. Update: FAA Section 804. Nicholas Bird, Air Traffic Manager, Waterloo FAA ATCT.

Nick Bird explained FAA Section 804 involves remote radar coverage by another airport, rather than the onsite tower.

Some airports have already been notified they will be losing their radar capabilities. FAA has also started rolling out Next Generation radar equipment (STARS ELITE) to airports that will not be losing their radar capabilities.

ALO has already started receiving some of this equipment and is scheduled to receive the bulk of it in October 2017. Once this equipment is delivered and installed we shouldn't have to worry about losing our radar.

B. Update: Mid-Port Industrial Park and Recent Parcel Release at Wagner & Airline Highway.

Noel Anderson, Community Planning & Development Director gave the Board an update on Mid-Port development plans and airport parcels that have recently been released for industrial development.

C. Update: FAA FY-2017 Taxiway Charlie Rehabilitation, Runway Joint Repair and Airfield Painting.

Kaspari and Schindel explained the scope of work to be completed this year and next spring. Kaspari stated that Council formally accepted the FAA grant last night to allow the project to begin.

D. Update: IDOT CSVI – Approval to Use FY-2016 Funds.

Kaspari stated that IDOT has approved our request to use the remaining 2016 funds for additional work on Hangar 5.

E. Update: IDOT-CSVI – FY-2017 Hangar No. 5 and GA Terminal Air Conditioning Improvements.

Kaspari detailed the work to be done on Hangar 5, including sealing the roof and replacing the gutters; interior and exterior replacement of lighting fixtures; and, replacing two of the three rooftop air conditioning units on the GA Terminal Building.

F. Update: IDOT-CSVI – FY-2018 – Estimated Allocation of Grant Funds.

Board reviewed the expected allocation of CSVI Funds for 2018. The state cut the funding by \$600,000 so we expect to receive about \$61,500, which is about \$41,000 less than we have historically received.

G. Update: Mid-Year 2017 Review of Airport Parking Revenue.

Board reviewed YTD and historical parking revenue. Board also discussed the CIP funding coming from the city to replace the parking lot equipment. Kaspari stated that he is working on plans and specs.

VII. NEW BUSINESS

A. Welcome New Board Members and Election of Officers.

Field stated that with the EAS bids coming up this fall, he would be willing to remain as Chair for one more year. Hearing no objections and no other nominations, election of Board Chair was skipped, leaving Field as Chair. Field asked for nominations for Vice Chair. Voigt nominated Dust. Ayes: 5.

B. Volaire Aviation, Telephone Conference Call: True Market Study and Leakage Analysis.

Mike Lum from Volaire Aviation, joined the meeting via conference call, and shared his background in the aviation industry with the Board.

Reviewing the draft copy of the study that Volaire prepared, Lum stated that the numbers came out as expected for this size airport, as far as the percentage of passengers in the 11 county catchment area that are leaked to other airports.

He then detailed some of the other statistics in the report. Kaspari asked Lum's opinion on what ALO should ask for to expand our service, Lum stated he feels ALO would do better with one daily flight to DFW (Dallas) and continue with 2 per day to ORD (Chicago) rather than 3 per day to ORD from American.

If we receive a bid from United, we would do best with 1 per day to Denver and 2 per day to Chicago. Lum advised that the dialog with United should be started immediately, if we want to receive an EAS bid from them.

Volaire will streamline the information in the True Market Study to a 5-6 page airline-specific report to present to each airline (American and United). Lum will complete the final drafts of these reports in the next few days.

VIII. STAFF AND BOARD MEMBER COMMENT

IX. ADJOURNMENT

Hearing no objections, Field adjourned the meeting at 1:25 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson

Steve Dust, Vice Chair