

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Tuesday, February 20, 2018**

**I. ROLL CALL**

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

Board Members Present: Hugh Field, Scott Voigt, Chuck Needham, Arlene Humble and Dr. Linda Allen and Gwenne Berry via telephone.

Board Members Absent: Steve Dust.

City Officials Present: Adrienne Miller, Planning and Zoning;  
Councilperson Margaret Klein, Councilperson Chris Shimp.

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

Other Attendees: Doug Schindel, AECOM; Tim Newton, Livingston Aviation.

**II. AGENDA AS RECEIVED OR AMENDED**

Kaspari requested two items be added to the agenda under Old Business (VI):

C. CIP Update.

D. Runway 6-24 Update.

Moved by Voigt, seconded by Berry, to approve the agenda, as amended. Ayes: 5. Motion carried.

**III. PUBLIC COMMENTS**

None.

**IV. REPORTS**

A. Airport Director.

Kaspari asked for questions regarding his written report. Voigt questioned why Runway 6-24 needs to remain closed due to inoperable runway lights, and that he would like to see the runway open for daytime use only.

Kaspari explained the lighting problems persisted and asked for patience to get the repairs done once the weather warms up.

Shimp questioned what the 2.50% and 5.0% budget reduction proposals would do to the Airport FY-19 budget.

Kaspari stated that reductions would have to come out of the marketing, travel/training, and building/grounds and maintenance budgets, causing us to lose momentum we may have built up with the marketing campaigns over the past couple of years.

Additionally, it is difficult to cut from the maintenance budget, given that our buildings and various building systems are aging and we never know what repairs might be necessary.

Humble asked if Kaspari knew why enplanements were so low in January and also stated that she had recently booked a group of six for round trip tickets to Washington DC out of the Quad Cities due to a \$400 per ticket savings compared to Waterloo's fare.

Voigt stated that he knows a local (successful) restaurant operator who is very interested in opening a restaurant in the Airport Terminal.

B. Monthly Planning & Development Report – N/A

C. Legislative Information – No discussion.

D. Misc. Monthly Airport Reports

Reviewed the YTD Budget, airline stats and fares. Kaspari commented that Staff is managing their budget well as we approach the mid-way point in the Fiscal Year.

Moved by Allen, seconded by Humble, that reports be received and placed on file. Ayes: 5. Motion carried.

## V. BOARD APPROVAL

A. Approval of Minutes of the December 19, 2017 Regular Meeting

Moved by Berry, seconded by Voigt, that the minutes of the December 19, 2017 meeting be approved. Ayes: 5. Motion carried.

B. Approval of Minutes of the January 23, 2018 Regular Meeting.

Moved by Berry, seconded by Voigt, that the minutes of the January 23, 2018 meeting be approved. Ayes: 5. Motion carried.

C. Motion to Receive and File December, 2017 Expenses

Moved by Needham, seconded by Humble, that the December 2017 expenses be received and filed. Ayes: 5. Motion carried.

D. Motion to Received and File January, 2018 Expenses

Moved by Needham, seconded by Humble, that the January 2018 expenses be received and filed. Ayes: 5. Motion carried.

**VI. OLD BUSINESS**

- A. Update: Board Discussion Regarding 2017/2018 and Future 2019 Farm Agreement.

Discussed Letter of Renegotiation/Termination received from farmer's attorney and subsequent discussions with farmer regarding 2017 yields, and 2018 per acre lease price/s.

- B. Update: Board Discussion for a Spring Trip to Dallas for a meeting with American Airlines.

Kaspari asked if April or May would work better for those Board members interested in traveling to meet with American Airlines officials. Board members will check their schedules and let Kaspari know.

- C. Update: CIP Meeting with City Officials.

Kaspari updated Board on his CIP meeting. Most requests as submitted were not approved.

- D. Update: Runway 6-24.

Kaspari reported that Council has approved the supplemental agreement with AECOM to complete a more thorough study and provide additional cost options to possibly use the runway with a reduced length and width in contrast with today's runway at 5,400 feet long by 129 feet wide.

**VII. NEW BUSINESS**

- A. Update: Review and General Discussion of FY-2019 Budget Effective July 1, 2018.

Kaspari reviewed his suggestions for rates and charges, to take effect July 1, 2018, in order to try to keep the airport self-sustaining. Staff and Board Members addressed each item on the correspondence.

Discussion followed and the Board tasked Kaspari with beginning negotiations with American Airlines on new and increased fees.

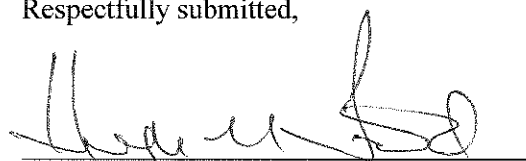
**VIII. STAFF AND BOARD MEMBER COMMENT**

None.

**IX. ADJOURNMENT**

Moved by Voigt, and seconded by Humble that the meeting be adjourned at 1:26 p.m. Ayes: 4. Motion carried.

Respectfully submitted,

  
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Hugh M. Field, Chairperson