

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, March 27, 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, Steve Dust and
Gwenne Berry.

Board Members Absent: Arlene Humble and Dr. Linda Allen.

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

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

Other Attendees: Doug Schindel, AECOM; Joel Harris and David
Deeds.

II. AGENDA AS RECEIVED OR AMENDED

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

III. PUBLIC COMMENTS

Joel Harris asked how the public is notified if a Board meeting date is changed. Agendas are posted at City Hall and sent to the Courier at least 24 hours before the meeting.

Harris also asked about the Runway 6-24 study and whether shortening the runway to 2,700' was being looked at as a rehabilitation option. Doug Schindel explained that the options currently being prepared shorten the runway to 3,200' or 3,900', as well as removing some of the width of the runway.

Harris then asked about the Board's direction to Staff to keep Runway 6-24 open, as permitted by weather, and stated that it has been closed all winter. Kaspari stated that he doesn't want to take the risk of opening the runway when the lights were not operational and whereby various runway lighting components could not be easily repaired during winter conditions.

Dust moved that public comments be received and placed on file. Seconded by Voigt. Ayes: 4. Motion carried.

IV. REPORTS

A. Airport Director.

Kaspari pointed out #11 of his written report and stated that if relief from taxes for aircraft maintenance is passed, it should help keep that type of work in Iowa and would help both Livingston and Swieter locally.

Kaspari also stated that work on Hangar 4 (Swieter) should be complete by the end of April.

Field asked about item #3, shift of funds approved for landside parking and pavements. Kaspari stated that \$13,000 would be used to replace the very old lights in the paid, rental car and employee parking lots. The remaining balance (\$37,000) would cover the design for rehabilitation of all landside parking lots, including at Livingston and Swieter.

Voigt asked what the response had been from the letter to T-Hangar tenants about the upcoming fee increase. Kaspari stated he had not had any complaints.

B. Monthly Planning & Development Report – N/A

C. Legislative Information

Kaspari stated that Airline pushback may continue to prohibit an increase in the Passenger Facility Charge, making it much more difficult to fund the 10% local match for FAA projects.

D. Misc. Monthly Airport Reports

Reviewed the YTD Budget, airline stats and fares. Kaspari commented that that the budget is getting tight.

David Deeds commented that he was on the flight that was delayed when the ground crew couldn't get the air start cart running. He appreciated that Keith was right there with the maintenance staff helping to get it running.

He didn't appreciate a comment by the pilot about the "circus" outside the plane windows but was happy the airline crew didn't cancel the flight, as they seemed to be close to calling a cancellation.

Deeds also stated that he feels that passenger numbers have probably been adversely affected the past couple of months due to the uncertainty of who the air carrier was going to be.

Moved by Berry, seconded by Needham, that reports be received and placed on file.
Ayes: 4. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of the February 20, 2018, Regular Meeting

Moved by Needham, seconded by Voigt, that the minutes of the February 20, 2018 meeting be approved. Ayes: 4. Motion carried.

B. Motion to Receive and File February, 2018 Expenses

Moved by Dust, seconded by Needham, that the February 2018 expenses be received and filed. Ayes: 4. Motion carried.

VI. OLD BUSINESS

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

Kaspari stated he had reached out to Dale Morris about possible dates to meet with American officials, and is waiting for a reply. He would like this trip to be in May or June, preferably May.

Kaspari would like Board members to check their schedules to let him know what dates would work, if they would like to make this trip.

Field stated he would like for American to provide the amount it would cost to subsidize a 3rd daily flight, preferably to Dallas.

B. Update: Parking Lot Equipment Replacement Project

Kaspari stated that Council has approved the date of bid opening as April 26, 2018; public hearing and award of bid will be April 30, 2018. Kaspari hopes the installation and Staff training is complete, and bugs worked out of the system by July 1st.

C. Update: Outcome of FY-2019 City Budget

Kaspari reported that the Airport came out okay in the FY-2019 budget, as adopted by Council. However, additional cuts could still be made, depending on whether state funding is cut.

D. Update: Re-Start of Taxiway Charlie and Runway 12/30 Joint Repair Construction Project

Kaspari reported that construction on Taxiway Charlie will be restarted when weather allows and that Runway 12/30 will have to be closed for more than 30 days to complete the joint repair, as the new pavement will require a minimum of 30 days to cure before it can be grooved.

VII. NEW BUSINESS

A. CY-2019 Farm Agreement

Board reviewed and discussed the draft farm agreement. Dust moved approval of the new agreement and approval for Board Chair to sign the Termination of Farm Tenancy for the 2017 Agreement once the final payment has been received; seconded by Berry. Ayes: 4. Motion carried.

B. Advertising Concession Agreement – University of Northern Iowa

Board reviewed 2-year agreement for display advertising with University of Northern Iowa.

Moved by Voigt, seconded by Needham, that agreement be approved. Ayes: 4. Motion carried.

C. Advertising Concession Agreement – Wartburg College

Board reviewed 9-month agreement for display advertising with Wartburg College. Moved by Voigt, seconded by Needham, that agreement be approved. Ayes: 4. Motion carried.

D. IDOT Air Service Enhancement Funds

Field asked if this could be a source of 3rd flight subsidy. Kaspari stated that it could be.

VIII. STAFF AND BOARD MEMBER COMMENT

Kaspari stated that Chamber fundraiser is tonight. One lucky bidder will receive a \$500 travel voucher, with the stipulation that travel must be out of ALO.

IX. ADJOURNMENT

Moved by Dust, and seconded by Needham, that the meeting be adjourned at 1:18 p.m. Ayes: 4. Motion carried.

Respectfully submitted,



Hugh M. Field, Chairperson