

MINUTES
WATERLOO REGIONAL AIRPORT BOARD

Tuesday, April 24, 2018

I. ROLL CALL

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

Board Members Present: Hugh Field, Scott Voigt, Dr. Linda Allen and Arlene Humble.

Board Members Absent: Charles Needham, Gwenne Berry and Steve Dust.

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 and David Hughes, AECOM;
David Deeds and Misc. Hangar Tenants.

II. AGENDA AS RECEIVED OR AMENDED

Moved by Dr. Allen, seconded by Humble, to approve the agenda. Ayes: 3. Motion carried.

III. PUBLIC COMMENTS

None. Attendees will hold comments for discussion of Item VII. C.

IV. REPORTS

A. Airport Director.

Field asked about Consultant selection. Kaspari stated that the FAA requires airports go through the selection process every 5 years for FAA-funded projects.

Field asked for status of Parking Lot Equipment (PARCS) project. Kaspari stated that bids will be opened Thursday, April 26th, with good interest in this project as Staff submitted copies of equipment and bid specifications to eight (8) interested parties.

Field asked for update on Dallas trip. Kaspari stated he is waiting to hear back from American Airlines' officials after proposing two dates (one May, one June). Might need to go with June date as it is getting rather late to book flights for May.

B. Monthly Planning & Development Report – N/A

C. Legislative Information

In addition to the information packet emailed, Kaspari stated that the House is working on a multi-year FAA Reauthorization Bill.

Kaspari feels there is very little chance of seeing an increase in the Passenger Facility Charge, meaning it will continue to be difficult to fund the 10% local match for FAA funded projects.

D. Misc. Monthly Airport Reports

Reviewed the YTD Budget, airline stats and fares. Kaspari stated that 1st quarter enplanements were the lowest since the First Quarter of 2014. ALO seems to finally be seeing an uptick in passenger numbers during the second half of April.

Kaspari feels the low numbers were the residual effect of the public's uncertainty about American continuing to serve Waterloo. Also discussed fares and budget, both year-to-date and year-end projections.

Moved by Dr. Allen, seconded by Voigt, that reports be received and placed on file.
Ayes: 3. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of the March 27, 2018, Regular Meeting

Moved by Voigt, seconded by Humble, that the minutes of the March 27, 2018 meeting be approved. Ayes: 3. Motion carried.

B. Motion to Receive and File March 2018 Expenses

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

VI. OLD BUSINESS

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

B. Update: Parking Lot Equipment Replacement Project – Bid Opening April 26th.

Bid opening as previously discussed. Kaspari stated that some passengers have apparently figured out that they can save money on their parking fees by pressing the lost ticket button, if they have been in the lot for more than a week.

Staff often sees \$50-plus transactions cancelled, followed by payment of a \$35 lost ticket fee transaction (sometimes \$25 due to Pay on Foot computer error).

Kaspari would like the Board to consider what the lost ticket fee should be set at once new equipment is installed.

Board asked that this item be brought back to them closer to new system installation.

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

Kaspari reported that construction on Taxiway Charlie is scheduled to restart on Monday, April 30th.

Runway 6/24 lighting has been repaired and the runway will be reopened tomorrow (April 25th).

This will give General Aviation pilots an additional option, as Runway 18/36 will be closed until the contractors working on Taxiway Charlie have completed the work in the Runway Safety Area (RSA). Discussion followed.

VII. NEW BUSINESS

A. Update: Budget Outlook for Final Quarter of FY-2018

Staff reported that the budget is very tight as we enter the final two-months; and that Staff will have to hold the line on expenses, as revenues will be well below budget due to decreases in farm and parking lot revenue.

B. Concession Revenue Opportunity: Creative Visionary Consulting

Kaspari reported that he had been contacted by a company representative who would like to place a vending machine in the passenger Terminal containing small travel items, i.e. phone chargers, ear buds, hygiene items.

The Airport would receive a percentage of sales. Board directed Kaspari to work on an agreement.

- C. As requested previously by the Board, David Hughes of AECOM provided an updated presentation for a revised estimate for the current, and/or reduced length and width for Runway 6-24.

David Hughes of AECOM, presented multiple proposals and cost estimates, as follows:

1. The reconstruction of the runway in its current length and width (5,400 x 130 and \$5.31M);
2. Two-inch mill and overlay at \$1.95M;
3. Joint Repair, Crack-Seal and Repainting of all Marking at \$290,200;
4. Two options for a reduced length and width of 3,890 x 75 at \$3.43M and \$2.95; and,
5. Two additional options for a reduced length of 3,280 x 75 at \$2.98M and \$2.51M respectively.

Paving joint, crack-seal repair and pavement remarking, with an approximate 2-year life-span, is estimated to cost \$290,200, in contrast with the complete reconstruction of the existing runway, with a 20-year life-cycle estimated at \$5.31 million.

This does not include the cost to reconstruct/rehabilitate the associated Alpha taxiway surfaces located adjacent to both Runway 6 & 24 approach ends. Discussion followed, with the Board requesting additional options from those presented above.

Any rehabilitation and/or reconstruction would require the City to issue bonds for any level of work, as the FAA deemed the 3rd runway ineligible for AIP funding many years ago.

Various meeting attendees provided comments that they had landed on runways at other airports in much worse condition than 6-24 currently is.

Kaspari stated that he is not comfortable with leaving the runway open, as-is, due to the liability to the City in event of an accident.

VIII. STAFF AND BOARD MEMBER COMMENT

Kaspari stated he will keep the Board informed after hearing from Dale Morris regarding dates for meeting with American Airlines.

Field stated he wants AA to be prepared to give a dollar amount they would require to subsidize a 3rd flight, either to Chicago or to Dallas.

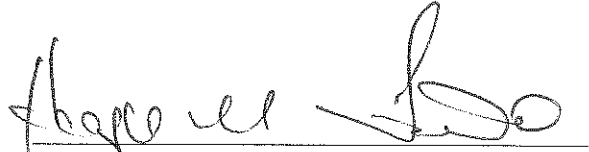
Humble stated that it would be better to have three flights to Chicago to fill the gaps in the current schedule, especially in case of cancellations.

In contrast, it was pointed out that a daily flight to Dallas would likely create some positive public interest.

IX. ADJOURNMENT

Moved by Allen, and seconded by Humble, that the meeting be adjourned at 1:33 p.m.
Ayes: 3. Motion carried.

Respectfully submitted,

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

Hugh M. Field, Chairperson