

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, July 3, 2018

I. ROLL CALL

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

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

Board Members Absent: Charles Needham.

City Officials Present: Adrienne Miller, Planning and Zoning; Councilmember Margaret Klein.

City Officials Absent: Councilmember Chris Shimp.

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

Other Attendees: Doug Schindel, AECOM.

II. AGENDA AS RECEIVED OR AMENDED

Chairman Field asked to amend the agenda to add Item VI. E. Discussion of Runway 6/24 Rehabilitation. Ms. Combs stated that Item V. H. can be removed from the agenda as the individual who was going to move into Hangar 15 has changed his mind.

III. PUBLIC COMMENTS

Ms. Humble passed around a copy of an email from Amy Lockard titled, "Waterloo Airport Debacle", detailing an especially bad day (of a bad week), when American oversold their flights as compared to the limits they were supposed to impose while the primary runway was closed, causing them to have to bump many passengers in order to lighten the loads.

At the same time, most of the AvFlight crew was off due to training, maternity leave or vacation, and only one fully-trained person was working who could rebook passengers and issue vouchers.

This process took several hours for many passengers and some had stated that this was their third day in a row trying to fly out.

Ms. Lockard also stated she would be sending a guest editorial to the Courier, detailing the events.

Chairman Field asked about the upcoming meeting with American Airlines and stated he will not be available to go. He emphasized the need to discuss with American officials how much it would cost to subsidize a third daily flight.

Director Kaspari passed around a copy of an email from David Deeds titled, "Public Comment for Commission Regarding Service", detailing the difficulties operating the current daily flights to/from Chicago during inclement weather and encouraging the Board to secure a daily flight to/from Dallas rather than a third flight to/from Chicago.

This would allow passengers a way out of Waterloo when Chicago is experiencing weather cancellations and extended delays.

Ms. Berry moved that public comments be received and placed on file, seconded by Ms. Humble. Ayes: 5. Motion carried.

IV. REPORTS

A. Director Kaspari introduced and welcomed new Board member, Cary Darrah, of the Greater Cedar Valley Alliance and Chamber.

B. Airport Director.

Director Kaspari reviewed his written report and discussion followed. Mr. Schindel gave an explanation of why the bids for the Apron project were so high and stated that by combining the work with a larger project in an upcoming year, we should see a lower overall cost

C. Monthly Planning & Development Report – N/A

D. Legislative Information

Discussed the possibilities of the FAA Reauthorization Bill passing.

E. Misc. Monthly Airport Reports

Reviewed the FY-18 final Budget, airline stats and fares.

V. BOARD APPROVAL

A. Approval of Minutes of the May 22, 2018 Regular Meeting

Moved by Dr. Allen, seconded by Ms. Humble, that the minutes of the May 22, 2018 meeting be approved. Ayes: 5. Motion carried.

B. Motion to Receive and File May 2018 Expenses

Moved by Ms. Humble, seconded by Ms. Darrah, that the May 2018 expenses be received and filed. Ayes: 5. Motion carried.

C. Motion to Receive and File June 2018 Expenses

Moved by Ms. Humble, seconded by Ms. Darrah, that the June 2018 expenses be received and filed. Ayes: 5. Motion carried.

D. Final Acceptance of 2017 Airport Pavement Management Report

Final acceptance of the 2017 Airport Pavement Management report, prepared by AECOM, was moved by Mr. Voigt and seconded by Dr. Allen. Ayes: 5. Motion carried.

E. Approval of T-Hangar Lease with Erik Mondt

Approval of a new T-Hangar Lease with Erik Mondt (moved from #15 to #24) was moved by Ms. Darrah and seconded by Ms. Humble. Ayes: 5. Motion carried.

F. Approval of T-Hangar Lease with WT Charter Services, LLC

Approval of a new T-Hangar Lease with WT Charter Services LLC was moved by Ms. Darrah and seconded by Ms. Humble. Ayes: 4, Mr. Voigt abstained from this vote as he is a member of WT Charter Services, LLC. Motion carried.

G. Approval of New T-Hangar Lease with Iowa Department of Administrative Services – Iowa State Patrol

Approval of a new T-Hangar Lease with Iowa Department of Administrative Services was moved by Ms. Darrah and seconded by Ms. Humble. Ayes: 5. Motion carried.

VI. OLD BUSINESS

A. Update: EOY-2018 Budget Discussion

Previously discussed while reviewing Monthly Airport Reports.

B. Update: Parking Lot Project

Director Kaspari provided an update of the parking lot project: North Entrance gate is in service and new left exit is working to take new tickets. New West Entrance is being installed and new equipment at right exit will be installed later this week.

Pay-on-Foot terminal is still in service for passengers with the remaining old mag stripe tickets to pay when they return.

C. Update: Taxiway Charlie and Runway 12/30 Joint Repair Project

Director Kaspari provided an update on the ongoing construction project and change orders. Runway 12/30 is still scheduled to reopen on or before Monday, July 23, 2018.

D. Waterloo Visit to Dallas to Meet with American Airlines

Director Kaspari stated that the meeting date proposed by American officials is August 10, 2018. He would like to know if Board members are able to attend.

E. General Discussion: Runway 6-24

Board reviewed some of the options for rehabilitation of Runway 6-24. Moved by Mr. Voigt, seconded by Ms. Humble, that Director Kaspari include a CIP request to the City for FY-2020 for \$1,832,900 (\$1.9M) to mill and overlay the runway at 3,280' x 75'.

Would like the full amount in a single year but would accept this over a 4 or 5 year period.

A second request should also be included, in the event the first request is rejected, for \$300,000 to complete a full-length/full-depth crack seal. Ayes: 5. Motion carried.

VII. NEW BUSINESS

A. General Discussion: FY-2020 City of Waterloo Capital Improvement Program.

Discussed above.

B. General Discussion: Lease Renewal Request – Hangar 4 and Swieter Aircraft Services

Board reviewed Director Kaspari's first draft of the lease and expressed concerns that the fee increases are too extreme.

It was suggested that fees increase year by year over the 10-year lease. Mr. Voigt moved and Ms. Darrah seconded, that Director Kaspari should begin negotiations. Ayes: 5. Motion carried.

C. General Discussion: Former Airport Kitchen Equipment – Public Market Building

Board discussed a possible restaurant tenant and whether any of the old kitchen equipment, taken for the Public Market, would be worth getting back. No action taken at this time.

VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Mr. Voigt moved that the meeting be adjourned at 1:45 p.m., seconded by Dr. Allen.
Ayes: 5. Motion carried.

Respectfully submitted,



Hugh M. Field, Chairperson