

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Tuesday, August 28, 2018**

**I. ROLL CALL**

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

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

Board Members Absent: Charles Needham and Scott Voigt.

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

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

Other Attendees: Doug Schindel, AECOM; Tim Newton, Livingston  
Aviation; Irv Swieter, Swieter Aircraft Services, Inc.  
and Joel Harris, T-Hangar Tenant.

**II. AGENDA AS RECEIVED OR AMENDED**

**III. PUBLIC COMMENTS**

**IV. REPORTS**

**A. Airport Director**

Chairman Field asked Mr. Kaspari to confirm that Runway 12/30 has been re- opened.  
Mr. Kaspari stated that it was re-opened on the evening of July 23<sup>rd</sup>.

**B. Monthly Planning & Development Report – N/A**

**C. Legislative Information**

**D. Misc. Monthly Airport Reports**

Board reviewed and discussed the airline stats for June and July, which were both bad  
months due to cancellations and delays, albeit for the month of July, July was our best  
month of the year, with outbound passenger totals exceeding 2,000 (2,035).

Ms. Humble pointed out that fares look good and with Runway 12/30 open AA stats should be better for August.

Ms. Berry moved reports be received and placed on file, seconded by Ms. Darrah. Ayes: 4. Motion carried.

## **V. BOARD APPROVAL**

### **A. Approval of Minutes of the July 3, 2018 Regular Meeting**

Moved by Ms. Humble, seconded by Ms. Darrah, that the minutes of the July 3, 2018 meeting be approved. Ayes: 4. Motion carried.

### **B. Motion to Receive and File July 2018 Expenses**

Moved by Dr. Allen, seconded by Ms. Humble, that the July 2018 expenses be received and filed. Ayes: 4. Motion carried.

### **C. Advertising Concession Agreement – Turn Key Associates, LLC**

Moved by Ms. Humble, seconded by Ms. Darrah, that the concession agreement for a backlit sign case be approved. Ayes: 4. Motion carried.

## **VI. OLD BUSINESS**

### **A. Update: Phase 1 – Parking Lot Project and First Two Months of Revenue**

Mr. Kaspari reported that August 8, 2018 was the date of final acceptance of the Parking Access and Revenue Control (PARCS) project contract with Parking, Inc.

This date also reflected the beginning of the Two-Year Warranty period. Revenue appears to be increasing, as expected.

### **B. Update: Taxiway Charlie and Runway 12/30 Joint Repair Project**

As previously discussed, Runway 12/30 has been open since July 23<sup>rd</sup>. Seeding and turf is to be completed in September to finish the project.

### **C. Summary and Re-Cap of the Meeting with American Airlines**

Mr. Kaspari stated that he and Mayor Hart had a good meeting with American officials. Points of discussion included: Problems with SkyWest flights last year including reliability as well as the condition of the aircraft, and the damage those problems may have had on the reputation of AA flights through Waterloo.

American has since severed their relationship with SkyWest due to problems not only at ALO but many other airports as well. Also discussed the community subsidizing a 3<sup>rd</sup> daily flight, either to Chicago or Dallas.

American would not commit to a dollar amount needed for that but did mention that the USDOT might feel that if we were able to subsidize the airline as a community that we no longer would require the federal assistance that the Essential Air Service (EAS) program provides.

Mr. Kaspari stated that he also met with Bill Buchholz, Manager of Corporate Real Estate, regarding the Signatory Use Agreement between the City and American Airlines.

Mr. Kaspari is hopeful that Staff and American will be able to come to terms on fees associated with the lease of the facility, in addition to the use of airport-owned equipment that we have provided at no charge over the years – and that American should be paying a monthly usage fee.

## **VII. NEW BUSINESS**

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

City has not yet requested CIP requests for FY2020 – FY2024 program be turned in yet. Board and Staff reviewed the projects that were submitted last year.

Chairman Field stated that CIP requests for the rehabilitation of Runway 6/24 must be included and that members of the Board should attend the CIP meetings to lobby for funding.

Mr. Kaspari stated that this was voted on and passed at the July meeting and he does not know when the city meetings budget and CIP meetings will be scheduled.

### **B. General Discussion: CY-2019 Farm Agreement**

Received Notice of Termination of the existing agreement from the current farmers, who would like to renegotiate the terms for 2019.

The farmers (M-K, LLC) indicated that while they could not afford to continue at \$225.00 per acre, they would like to continue at \$200/acre - significantly less than we are receiving this year (\$270,225.00), which is also significantly less than we received in prior years.

Board instructed Mr. Kaspari to check with the ISU Extension office to see what current Black Hawk County farm rents average for the Crop Suitability Rating (CSR) of our ground before meeting with tenants to begin negotiations.

C. Update: Phase 2 – Parking Lot Crack-Seal, Sealant and Re-Striping Project

Mr. Kaspari reported that the remaining bond funds for the parking lot project have been obligated for sweeping, crack filling, sealing and re-striping the lot, which is currently about half finished.

D. General Discussion: Notice of Lease Termination – Swieter Aircraft Services, Inc.

Chairman Field stated that the termination of this lease is unacceptable and he would like to come to terms with this tenant.

Mr. Swieter stated that it's too late as he has already signed an agreement to relocate his business to Waverly and will be out by the end of January, 2019, when his current lease expires. Discussion followed.

**VIII. STAFF AND BOARD MEMBER COMMENT**

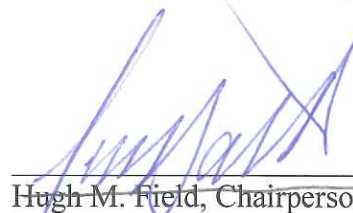
Mr. Kaspari stated that he will be on vacation until the day before the regularly-scheduled September meeting and won't be able to prepare the agenda so requested of the Board to reschedule or cancel the September meeting.

Consensus reached was that September meeting would be cancelled and October meeting held as regularly-scheduled, on the 4<sup>th</sup> Tuesday (October 23<sup>rd</sup>).

**IX. ADJOURNMENT**

Chairman Field adjourned the meeting at 1:30 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson

Scott Voigt, Chair Pro-Tem