

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Tuesday, November 27, 2018**

**I. ROLL CALL**

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

Board Members Present: Scott Voigt, Arlene Humble, Cary Darrah and Hugh Field.

Board Members Absent: Chuck Needham, Dr. Linda Allen and Gwenne Berry.

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

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

Other Attendees: Doug Schindel, AECOM; Tim Newton, Livingston Aviation,  
Mike Bearden, Clapsaddle-Garber & Associates; Warren  
Brecheisen, T-Hangar Tenant.

**II. AGENDA AS RECEIVED OR AMENDED**

Ms. Darrah moved the agenda be approved, seconded by Ms. Humble. Ayes: 3. Motion carried.

**III. PUBLIC COMMENTS**

N/A

**IV. REPORTS**

**A. Airport Director**

Mr. Field asked if there will be an opportunity for proponents of Runway 6/24 to meet with the Mayor, and advocate to City officials to make improvements to the pavement surface.

Mr. Field mentioned that he would be reaching out to the Mayor's office to set up a meeting to discuss.

Mr. Field asked about Mr. Kaspari's presentation to the Symposium Club and stated he would like to see a copy of the power point presentation.

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

C. Legislative Information

Mr. Kaspari conveyed the message that the American Association of Airport Executives (AAAE) may be sending out a call to action to member airports for members to contact their Congressional contacts regarding airport legislative priorities during the 2018 Lame Duck session.

Mr. Kaspari also handed out a copy of the IPAA Editorial regarding the Nationwide Pilot Shortage, and conveyed the message that the objective of this Editorial was to make the general public aware of the importance of air service to Iowa communities.

D. Misc. Monthly Airport Reports

Board reviewed and discussed the YTD budget, airline stats and fares, and discussed Staff overtime, as through October, this expense was spent at approximately 47%, in contrast with usually through October, whereby we should be approximately 33.3%, or less.

**V. BOARD APPROVAL**

A. Approval of Minutes of the October 23, 2018 Regular Meeting

Moved by Ms. Darrah, seconded by Ms. Humble, that the minutes of the October 23, 2018 meeting be approved. Ayes: 3. Motion carried.

B. Motion to Receive and File October 2018 Expenses

Moved by Mr. Voigt, seconded by Ms. Darrah, that the October 2018 expenses be received and filed. Ayes: 3. Motion carried.

**VI. OLD BUSINESS**

A. Hangar No: 4 Update:

Mr. Kaspari stated that he believes that the main door to Hangar No: 4 should be replaced in the future, whereby an estimate received was approximately \$25,000, excluding exterior door skin and interior door insulation.

This would include two primary lifting cylinders sized appropriately to accommodate the weight of the door once installed.

Additionally, and as part of the Hangar's Heating – Ventilation – Cooling system, Staff brought up the concern with regard to the Oil Burning Furnace that was installed many years ago.

Staff continued the update in that in reviewing the lease file, no request was submitted by the tenant, nor permission provided by the Airport to allow the tenant to install the furnace.

Board directed Mr. Kaspari to work with the City of Waterloo's Attorney to submit correspondence to the Legal Counsel of Swieter Aircraft Services regarding the oil furnace.

Mr. Voigt asked if there had been additional interest in leasing the facility. Mr. Kaspari stated it would be ideal for an on-demand charter service. Mr. Voigt stated it would be ideal for an aircraft maintenance shop.

Mr. Field directed Staff to put something on the street to find a new tenant ASAP.

#### B. CY-2018 – Farming Update

Staff communicated to the Board that the harvesting of crops has not been completed at 100%, yet it should be 100% complete by the December Board Meeting.

Further, Staff mentioned to the Board that it is the intent of Staff to get a Notice to the General (Farming) Public in The Courier to announce the intention of Staff to proceed with a future 3-Year Farming Agreement for the planting seasons of 2019 – 2020 – 2021.

#### C. CY-2018 – FAA Safety and Certification Inspection

Staff provided an update, in addition to the comments reflected in the Airport Director's report, regarding the successful completion of a No Discrepancy Inspection for the airport's 2018 annual inspection.

Staff circulated a Medal of Excellence to showcase the award provided by the FAA to Staff.

This was the first No Discrepancy Inspection since CY-2009.

### VII. NEW BUSINESS

#### A. Staff Update: New Hangar Development – General Discussion

Mr. Kaspari updated the Board on the proposed new hangar development at the airport with future ownership by local businessman Mr. Ben Stroh.

Kaspari provided updates that the hangar would be approximately 11,000 to 12,000 square feet excluding any green space for parking lot and surrounding turf, and that Staff had submitted a Draft Ground Lease Agreement to Mr. Stroh's attorney, with the hopes to have this completed by mid-December.

Therefore, with tentative approvals provided by the Airport Board and City Council during their meetings on December 11<sup>th</sup> and 17<sup>th</sup> respectively, this would allow Mr. Stroh to continue final design and other pertinent site preparations.

Board members expressed their concern with old Airport buildings and utilities located on the proposed construction site and agreed that incremental costs of removing or moving these structures should be covered by the developer.

Board directed Mr. Kaspari to continue negotiations and the Board will meet as soon as possible once a lease is ready for review, in order to keep this process moving along.

B. Fly Local – Fly ALO Draft Travel Policy.

Mr. Kaspari circulated a copy of a DRAFT Travel Policy to the Airport Board for their review and comment.

Due to three members of the Board not in attendance, Chairman Field directed Staff to bring this agenda topic back on the agenda for the December meeting.

C. Staff Request: Amend FBO Agreement due to New Hangar Development

The Board directed Staff to begin negotiations with officials from Livingston Aviation to amend the Fixed Base Operator (FBO) agreement, due to the proposed new hangar development project by Mr. Stroh.

Moved by Ms. Darrah, seconded by Ms. Humble, to begin lease amendment negotiations with officials at Livingston Aviation. Ayes: 3. Motion carried.

D. Staff Update: City of Waterloo – Capital Improvement Program (FY2020 – 2024)

Mr. Kaspari provided an update to the Airport Board, via the Director's Report, on the project requests submitted to City Hall, as directed by the Board, for FY's 2020 – 2024.

Discussion continued in that the projects, as requested by Staff, would first need to be approved by the CIP Review Committee, prior to any of the submittals advancing to the City Council for action.

E. Date for December 2018 Board Meeting

Due to the 4<sup>th</sup> Tuesday of December being Christmas Day, the Board and Staff recommended meeting on Tuesday, December 11<sup>th</sup>.

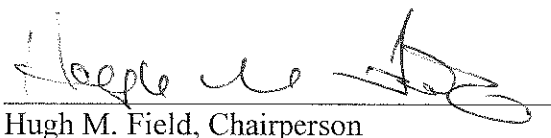
## VIII. STAFF AND BOARD MEMBER COMMENT

None.

**IX. ADJOURNMENT**

Hearing no objections, Chairman Field adjourned the meeting at 1:25 p.m.

Respectfully submitted,

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

Hugh M. Field, Chairperson