

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, October 23, 2018

I. ROLL CALL

Chairman Pro-Tem Scott Voigt called the meeting to order at 12:02 p.m.

Board Members Present: Scott Voigt, Arlene Humble, Chuck Needham and Cary Darrah.

Board Members Absent: Hugh Field, 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, Lynn Moller, Local Pilot; Mike Bearden and Eric Hanson, Clapsaddle-Garber & Associates; and, Joel Harris and Warren Brecheisen, T-Hangar Tenants.

II. AGENDA AS RECEIVED OR AMENDED

Mr. Kaspari asked to amend the agenda to add VI. C. Hangar 4 Update. Ms. Darrah moved the agenda be approved as amended, seconded by Mr. Needham. Ayes: 3. Motion carried.

III. PUBLIC COMMENTS

Local pilot, Lynn Moller, addressed the Board regarding the recent lease renewals of FBO Operators, Livingston Aviation and Waterloo Air Service (Swieter).

After detailing his professional and aviation background, he spoke about Irv Swieter's excellent reputation, both in working on aircraft, his avionics shop, and the value his presence brings to the Waterloo Airport, which will be missed when he moves his operation to Waverly.

He expressed his displeasure with how lease negotiations were handled with Livingston in 2016 and pre-lease communications with Swieter this year.

Joel Harris reported that they had a very good turnout for their Fly-In for Life at Livingston earlier this month.

IV. REPORTS

A. Airport Director

Mr. Kaspari invited any questions the Board had regarding the Director's report for the months of September and October since August 23rd was the last meeting of the Airport Board.

B. Monthly Planning & Development Report – N/A

C. Legislative Information

Mr. Kaspari reported that a 5-Year FAA Reauthorization bill has been passed and signed into law. Unfortunately, it does not include a PFC increase.

D. Misc. Monthly Airport Reports

Board reviewed and discussed the YTD budget, airline stats and fares.

V. BOARD APPROVAL

A. Approval of Minutes of the August 28, 2018 Regular Meeting

Moved by Mr. Needham, seconded by Ms. Humble, that the minutes of the August 28, 2018 meeting be approved. Ayes: 3. Motion carried.

B. Motion to Receive and File August 2018 Expenses

Moved by Mr. Needham, seconded by Ms. Humble, that the August 2018 expenses be received and filed. Ayes: 3. Motion carried.

C. Motion to Receive and File September 2018 Expenses

Moved by Ms. Humble, seconded by Mr. Needham, that the September 2018 expenses be received and filed. Ayes: 3. Motion carried.

VI. OLD BUSINESS

A. Staff Update: City of Waterloo Capital Improvement Program (2020 – 2024)

Mr. Kaspari reported that he is working on the CIP Requests to City Hall, which will include the two options for Rehabilitation of Runway 6/24, as directed by the Board:

- 1) Patch, Seal and Pavement Remarkings at approximately \$300,000; and,
- 2) Full rehabilitation with a reduced length and width (3,280 x 75) of the runway at an approximate cost of \$1,900,000, beginning with the Runway-24 approach end.

B. Winter 2018/2019 Snow Removal Preparation and Operations – General Discussion

Mr. Kaspari stated that Maintenance has been working on snow removal equipment and has most ready to go, other than a warranty repair item (gear box) being made to the MB Snowblower.

Mr. Kaspari reminded the Board and pilots in attendance that Runway 6-24 would be the last priority for plowing, and that plowing the runway would likely further damage the pavement and existing crackseal material due to how brittle the material is during the winter season.

Board members stated that they did not ask for 6-24 to be plowed, rather their direction to Staff was to open the runway anytime the snow and ice melts.

Pilots requested that snow not be plowed into a pile at Runway 6-24 intersections.

C. Hangar 4 Update

Mr. Kaspari stated that he had contacted a door company to look at the main aircraft door on Hangar 4, and found that the hydraulic fluid reservoir was empty, which prevented the door from going all the way up.

Adding fluid now allows it to go up all the way to 90 degrees, with a clear opening height of more than 19-feet, 8-inches, however a beam inside the door limits aircraft tail height to 18-feet.

Several possible tenants have looked at the hangar, including the FAA, who is interested in increasing their leased space in Waterloo.

VII. NEW BUSINESS

A. First Quarter Review of FY-2019 Airport Operating Budget

Mr. Kaspari reported that revenues and expenses are on track through the first quarter of FY-2019.

B. Third Quarter Review and YTD Report of CY-2018 Parking Lot Revenue

Mr. Kaspari stated that September parking lot revenue was the second highest month in recent years (2010 – current).

Ms. Combs stated that credit card fees are about 60% lower with the new system processor compared to what the airport was paying with the old system.

C. FAA Report – Calendar Year 2017 Passenger Enplanement Data (Final)

Mr. Kaspari reviewed the stats on FAA's official report of CY-2017 enplanements.

D. FY-2019 IDOT Commercial Service Vertical Infrastructure (CSVI) Projects

Mr. Kaspari stated that FY-2019 IDOT CSVI grant has been received. The 3-Phase project will include, the following:

- 1). Replacing the interior lighting in the three rows of aircraft storage T-Hangars, with an upgrade to LED;
- 2). Re-skin as necessary and repaint T-Hangar Row C on the east side of the airfield; and,
- 3). Replace lighting throughout the first floor of the Airline Passenger Terminal Building, again with an upgrade to LED fixtures to reduce our monthly electrical utility costs.

E. Staff Priorities for the Final Quarter of CY-2018

Reviewed previously in Director's Report.

F. Trip Report: Decorah, Iowa – Meeting with IDOT Transportation Commissioners

Mr. Kaspari reported on his meeting with IDOT officials and stated that the Iowa Public Airports Association (IPAA) has requested an increase to the CSVI program using funds from the Rebuild Iowa Infrastructure Funds (RIIF) program. The request also stipulates a 5.0% local match of funds by the Airport Owner (approximately \$21,500).

If this request was approved, at \$16.5M per year (\$13.5M Commercial and \$3.0M General Aviation), and each year over a 10-year term, this would then allow Waterloo Regional Airport to receive upwards of approximately \$430,000 per year, in contrast with the current \$102,000 per year.

Funds would be allocated per the percentage of passenger enplanements for the eight commercial service airports.

G. Additional John Deere Display

Mr. Kaspari distributed pictures of the miniature tractor from the John Deere Tractor and Engine Museum that they are interested in displaying at the Airport.

Mr. Kaspari stated he would like to see this new display placed in the secure area to better protect it from any chance of vandalism or theft.

Moved by Ms. Darrah, seconded by Ms. Humble to continue working with John Deere on this matter. Ayes: 3. Motion carried.

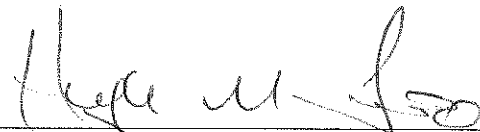
VIII. STAFF AND BOARD MEMBER COMMENT

Ms. Darrah stated that she would like to see more transparency in future lease negotiations.

IX. ADJOURNMENT

Chairman Pro-Tem Voigt adjourned the meeting at 1:25 p.m. after adjournment was moved by Mr. Needham and seconded by Ms. Humble. 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