

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, December 11, 2018

I. ROLL CALL

Chairman Hugh Field called the meeting to order at 12:01 p.m.

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

Board Members Absent: None.

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; Joel Harris, T-Hangar Tenant.

II. AGENDA AS RECEIVED OR AMENDED

Dr. Allen moved the agenda be approved, seconded by Ms. Berry. Ayes: 6. Motion carried.

III. PUBLIC COMMENTS

Mr. Field stated that he and Tim Newton have a meeting with Mayor Hart next week to discuss Runway 6/24.

IV. REPORTS

A. Airport Director

Mr. Field asked about for updates on the new hangar development (Item VII. A.). Mr. Kaspari distributed a draft copy of the Hangar and Ground Site Lease Agreement and stated that the developer is balking at the ground lease rent he has proposed.

However, in discussing the project with the FAA Compliance Specialist, the rate proposed by the developer is so low it could jeopardize our past and future FAA Airport Improvement Grants if we were to agree to that rate.

Additionally, correspondence received today (December 11th) states that soil borings reveal levels of ground contamination from an old fuel farm at the site.

As such, an agreement has not been reached on site prep work, including removing the old former and once-FAA owned emergency generator building that was apparently turned over to the City of Waterloo by a previous airport administrator, whereby the building reveals the existence of Asbestos Containing Building Materials (ACBM's) that will have to be abated and then demolished in order the project to proceed.

Additionally, a tin-shed owned by the City of Waterloo yet leased to Livingston Aviation will need to be relocated in order for the construction to begin.

Finally, a seven (7) panel cabinet which houses the Main Power for the entire Airport Complex will need to be relocated in order for the project to be completed, as the power cabinet is currently in the way of the small parking lot on the east side of the lease footprint.

Discussion continued as to whether these costs should come out of the Airport budget (whereby no funds were budgeted for this activity), be paid by the developer, or if the City is going to provide TIF funding, if that would be enough to cover the upfront costs.

Ms. Darrah asked if there have been comments from any other tenants who might be affected by this project.

Tim Newton stated he has some concerns about where he will be able to park his fuel trucks, as they must maintain space between the trucks and any aircraft storage facility, and he is running short on space, but otherwise, he is happy to see development at the Airport.

Mr. Field stated that a phone meeting will be needed, meeting public notice guidelines, to approve a final agreement before it goes to City Council.

Mr. Field also asked for an update on Hangar 4 (Item VI. A.).

Mr. Kaspari stated that there are multiple parties interested in leasing all or part of the space but no formal negotiations have begun.

Additionally, the letter from the City Attorney to Mr. Swieter's legal counsel regarding the hangar bay oil burning furnace was reviewed and discussed. No response has been received, yet the letter just went out the previous day.

B. Monthly Planning & Development Report – N/A

C. Legislative Information

No discussion.

D. Misc. Monthly Airport Reports

No discussion.

Mr. Needham moved that Reports be received and placed on file, seconded by Ms. Humble. Ayes: 6. Motion carried.

V. BOARD APPROVAL

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

Moved by Dr. Allen, seconded by Ms. Darrah, that the minutes of the November 27, 2018 meeting be approved. Ayes: 6. Motion carried.

B. Motion to Receive and File November 2018 Expenses

Moved by Ms. Humble, seconded by Ms. Berry, that the November 2018 expenses be received and filed. Ayes: 6. Motion carried.

VI. OLD BUSINESS

A. Hangar No: 4 Update: General Discussion (Copy of Correspondence to Legal Counsel)

Discussed above, Item IV. A.

VII. NEW BUSINESS

A. Staff Update: New Hangar Development – General Discussion of Ground Lease

Discussed above, Item IV. A.

B. FAA – May 29, 2012 Memorandum of Agreement –Land Lease No: DTFA09-84-L-10160

Discussed above, Item IV. A.

C. Fly Local – Fly ALO Draft Travel Policy – General Discussion

Ms. Darrah stated that the Chamber Council has identified ALO as one of two priorities they want to work with to help grow. They have asked to review the Airport's Business Plan before working on the Travel Policy.

Discussion included the need to set a meeting with Sioux City officials to find out details of how they were able to move away from the Essential Air Service program to an Airport with 5 daily flights to three (3) hub cities.

Mr. Field stated that he had also wanted to bring back the discussion point from last month's meeting about the pilot shortage and the possibility of creating a training program at either Hawkeye Community College or UNI.

Dr. Allen stated that HCC has checked into it but had not received a positive response from the FAA, who didn't feel there was enough need for pilots in this area. It was pointed out that graduates could go anywhere in the world to work, they wouldn't need to find a pilot position in the local area.

Tim Newton would be interested in working with HCC on such a program, using their planes and flight instructors.

VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Moved by Mr. Needham, seconded by Mr. Voigt, that the meeting be adjourned at 1:05 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson