

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, February 5, 2019

I. ROLL CALL

Chairman Hugh Field called the meeting to order at 12:02 p.m.

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

Board Members Absent: Scott Voigt and Gwenne Berry.

City Officials Present: Councilmembers Margaret Klein and Ray Feuss.

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

Other Attendees: Doug Schindel, AECOM; Tim and Amanda Newton,
Livingston Aviation; Joel Harris, T-Hangar Tenant and Lynn
Moller, Local Pilot.

II. AGENDA AS RECEIVED OR AMENDED

Mrs. Humble moved the agenda be approved, seconded by Dr. Allen. Ayes: 4. Motion carried.

III. PUBLIC COMMENTS

Tim Newton stated that he received complaints during the month of January about the condition of the airport runways and taxiways, and that pilots complained about airfield conditions/braking action being reported incorrectly.

Mr. Newton also stated that Runway 18/36 had been closed all but two days in January. (NOTE to Board Members): In checking NOTAMs submitted, 18/36 was closed long enough to plow on 12 days during the month.

Other times the wind was blowing so hard that snow started drifting as soon as the runway was plowed, so the Airport Maintenance division requested ATC Tower personnel to notify them if pilots needed to land on 18/36, due to wind conditions, and they would make sure it was back in service after it being plowed again.

Mr. Newton also distributed pictures apparently taken on February 1, 2019, comparing the airfield at ALO to Cedar Rapids, Dubuque, Mason City, Charles City and Waverly, all of which were clearer than Waterloo.

Discussion followed and Mrs. Klein, as well as the Board members, asked that complaints about airfield conditions be passed along to Airport Director or Staff as they are received rather than being brought to Staff's attention at a Board meeting.

Dr. Allen moved Public Comments be received and placed on file, seconded by Mr. Needham. Ayes: 4. Motion carried.

IV. REPORTS

A. Airport Director

Mr. Field asked about the passenger boarding bridge. Mr. Kaspari stated that it was out of service for approximately 10 days as the CPU had to be sent out for repair.

He also stated that it is nearing the end of its lifetime expectancy and will likely need to be replaced in the next 5 - 7 years.

Mr. Field asked about the baggage conveyor system. Mr. Kaspari stated this was able to be repaired by Airport Maintenance staff, but also will likely need to be replaced in the next 5 - 7 years.

Mr. Field asked about the status of Hangar 4 (Agenda Item VI. A.). Mr. Kaspari stated that Irv Swieter vacated the hangar and office space as of January 31st and did a good job cleaning while moving out. A party interested in leasing the space is currently reviewing a draft lease.

Mr. Field asked about the new hangar development project. Mr. Kaspari stated he received an updated lease last week for review, and that there are a sizable amount of utilities and other site prep work the developer will need to cover in the overall cost of the hangar construction project.

Mr. Field asked for an update on the fire in T-Hangar B. Mr. Kaspari stated that soot needs to be cleaned off the other aircraft in the Row B T-Hangar complex, as well as the ceiling and the walls of the hangar. The cost of cleaning will need to be covered under the tenant's insurance policy.

Mr. Field asked if a response had been received from American regarding the cost to subsidize a 3rd flight. Mr. Kaspari stated he had just heard from AA this morning (February 5th) and was told they don't currently have the capacity (additional aircraft and crews) to provide a 3rd flight to Chicago O'Hare or a separate daily flight to Dallas, even if we were able to provide a revenue guarantee.

Lynn Moller asked if the prospective tenant of Hangar 4 wants all of the hangar and office space or if they would only lease part. Mr. Kaspari stated that they want the entire space. Mr. Moller asked if updates would be made. Mr. Kaspari stated the lease is "as is-where is", yet that the Hangar is still eligible to receive IDOT funding.

B. Monthly Planning & Development Report – N/A

C. Legislative Information

No discussion.

D. Misc. Monthly Airport Reports

Mr. Kaspari stated that CY-18 enplanements were down almost 3,000 from CY-17.

Parking revenue, however, continues to exceed prior year revenues, which clearly demonstrates a stark contrast to the older antiquated parking system, and what a difference it makes to have a good Parking Access and Revenue Control System (PARCS).

Budget numbers for the first half of the year are in line with where we should be.

Mrs. Humble moved that Reports be received and placed on file, seconded by Mr. Needham. Ayes: 4. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of the December 11, 2018 Regular Meeting.

Moved by Mrs. Humble, seconded by Dr. Allen, that the minutes of the December 11, 2018 meeting be approved. Ayes: 4. Motion carried.

B. Motion to Receive and File December 2018 Expenses

Moved by Mrs. Darrah, seconded by Mrs. Humble, that the December 2018 expenses be received and filed. Ayes: 4. Motion carried.

C. Draft Amendment to FBO Lease Agreement – Request by Staff for an Exchange of Facilities.

Mr. Kaspari stated that Tim Newton has agreed to the amendment trading the storage shed that is in the way of the new hangar to be constructed, for two storage units on the ends of the T-Hangar Row A.

Mr. Newton stated that he would like to request that the shed not be torn down until construction is ready to begin. Moved by Dr. Allen, seconded by Mrs. Darrah, to approve this amendment. Ayes: 4. Motion carried.

D. Kingfisher Aviation – Request by Kingfisher Officials to Request Building Improvements in Exchange for Lease Rent Abatement.

Mr. Kaspari stated that the Corporate Hangar tenant has requested a rent abatement to cover the cost of installing an epoxy coating on the floor of the south half of the hangar.

The abatement would be \$948.00 per month, or \$11,376.00 per year, for each of the 60-months or 5-years of the next agreement term.

Moved by Dr. Allen, seconded by Mrs. Hummel, that the request be approved.
Ayes: 4. Motion carried.

VI. OLD BUSINESS

A. Hangar No: 4 Update: General Discussion.

Discussed above, Item IV. A.

B. Runway 6/24 – Three Year Review of ATO’s and Misc. FAA NAVAID Report.

Mr. Field stated that he and members of Livingston Aviation met with Mayor Hart about making repairs to 6/24.

Mr. Field continued that he felt they made a good pitch but doesn’t feel that the use of General Obligation Bond Funds will be allocated by the City.

Mr. Kaspari shared the number of take-offs and landings on 6/24 over the 3 previous years:

2016 377 (closed through all winter months)
2017 647
2018 794

C. Air Service Development – Correspondence – Airport Staff and America Airlines

Discussed above, Item IV. A.

D. American Airlines – Request for Letter of Support

Mr. Kaspari stated that he received a telephone conversation from Dale Morris at American Airlines requesting our support of a letter opposing a Passenger Facility Charge (PFC) Increase.

Airports have been requesting an increase in the PFC amount (currently of \$4.50 per enplaned revenue passenger – for a maximum of two segments) for many years, and has not seen any increase in nearly 20-years.

As such, it was decided that Waterloo would not approve of this request. The PFC funds are used to match our FAA grants, however, Waterloo does not receive enough PFC revenue per year to match our full \$1,000,000 of FAA entitlement funds via the

Airport Improvement Program (AIP), and would very much like to see this fee increased.

VII. NEW BUSINESS

- A. Review of Cedar Valley Coalition Transportation White Paper.

No discussion.

- B. Staff Update: CY-2018 Report on Monthly and Annual Parking Revenue.

Discussed above, Item IV. D.

- C. FY-2019 Mid-Year Budget Review.

Discussed above, Item IV. D.

- D. Staff Update: City of Waterloo – Submittal of FY-2020 Department O&M Budget.

Mr. Kaspari stated that preliminary budget requests have been submitted to Finance. Department budget meetings with City Council have not yet been scheduled.

VIII. STAFF AND BOARD MEMBER COMMENT

Mr. Kaspari stated that he is currently assisting the FAA with an investigation into an American Airlines flight that landed without announcing their approach, as required, on the after-hours radio frequency (CTAF).

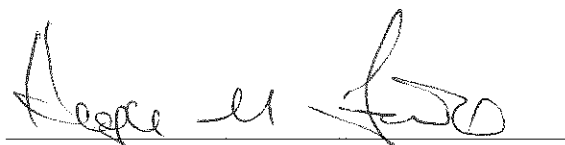
Maintenance personnel had been conducting snow removal operations on the runway, and monitoring the radio, when they noticed the aircraft on has landed on Runway 12. Fortunately, they were at the opposite end of the runway and were able to get off the runway and onto the taxiways quickly.

Mr. Field stated that the Board members should have received notification on this type of incident immediately, in case anyone from the media or general public would hear about it and ask for their comment.

IX. ADJOURNMENT

Hearing no objections, Chairman Field adjourned the meeting at 1:28 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson