

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, March 26, 2019

I. ROLL CALL

Chairman Hugh Field called the meeting to order at 11:58 a.m.

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

Board Members Absent: Arlene Humble.

City Officials Present: Councilmembers Margaret Klein and Ray Feuss; Noel
Anderson and Adrienne Miller.

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

Other Attendees: Doug Schindel and David Hughes, AECOM; Tim Newton
and Bob Petersen, Livingston Aviation; Alex Bower, Fehr-
Graham Engineers; Nick Bird, FAA Air Traffic Control
Manager; numerous T-Hangar tenants and local pilots;
and members of the Grow Cedar Valley Alliance Air Service
Strategic Planning committee.

II. AGENDA AS RECEIVED OR AMENDED

Mr. Kaspari stated that he would like to add two items to the agenda: Under Board Approval, Item F. Approval of amendment of existing lease with Department of Public Safety, Iowa Highway Patrol, for a second T-Hangar, #2; and under New Business, Item E. Long-range Air Service Strategic Plan.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Field asked about coffee service and whether there was currently a vending machine where passengers could purchase coffee.

The previous vending company had removed the coffee machine due to a lack of sales. Mr. Kaspari stated that the airline personnel makes coffee available to passengers when they have time.

Mr. Field asked about the possible relocation of FAA SSC personnel. Discussion followed, with Mr. Kaspari stating that a decision is expected in the next eight weeks.

Mr. Field asked about IDOT Commercial Service Vertical Infrastructure grants. Mr. Kaspari referred to the handout showing the breakdown of anticipated funds for FY-2020 and stated planned projects include updating to LED lighting in Hangars 1, 2 and 3, HVAC and continued replacement of windows in the FBO Livingston Aviation terminal building.

B. Monthly Planning & Development Report – N/A

C. Legislative Information

Mr. Kaspari pointed out a memo regarding pending state legislation to allow a sales tax exemption for aircraft parts, which would put Iowa on even ground with the surrounding states, which already have an exemption in place.

D. Misc. Monthly Airport Reports

Mr. Field stated that January and February airline stats were very poor, due to bad weather.

Mr. Voigt stated that the budget numbers look pretty good but Mr. Field pointed out that farm revenue for FY-19 has all been received, which inflates the revenue total.

Dr. Allen moved that reports be received and placed on file, seconded by Mr. Voigt. Ayes: 5. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of the February 5, 2019 Regular Meeting.

Moved by Mr. Needham, seconded by Mrs. Darrah, that the minutes of the February 5, 2019 meeting be approved. Ayes: 5. Motion carried.

B. Motion to Receive and File January 2019 Expenses

Moved by Dr. Allen, seconded by Mr. Voigt, that the January 2019 expenses be received and filed. Ayes: 5. Motion carried.

C. Motion to Receive and File February 2019 Expenses

Moved by Dr. Allen, seconded by Mr. Voigt, that the February 2019 expenses be received and filed. Ayes: 5. Motion carried.

D. Notice of Award: Three-Year Farm and Hay Leases

Mr. Kaspari detailed the bids received at the March 22, 2019 bid opening, per the handout to the Board.

Moved by Dr. Allen that the three-year farm lease with Curt Rasmussen and the three-year hay baling lease with Dalton Feckers be approved; seconded by Mr. Needham. Ayes: 5. Motion carried.

E. Recommendation to Approve of 5-Year Equipment Use Agreement with Livingston Aviation (Use of Baggage Belt Loader for Livingston Charters)

Moved by Mr. Voigt to approve agreement; seconded by Mrs. Berry. Ayes: 5. Motion carried.

F. Approval of Amended T-Hangar Lease with Department of Public Safety

Mr. Kaspari stated that the Iowa Highway Patrol would like to amend their current T-Hangar Lease to include T-Hangar #2 (they currently lease T-Hangar #1).

Mr. Field stated that since this item wasn't included on the original posted agenda and in order to keep from violating open meetings laws, he would like to see an agenda for a special meeting to approve this item via conference call posted.

The consensus was to hold this special meeting at 9:30 a.m. Friday March 29, 2019.

VI. OLD BUSINESS

A. Hangar No: 4 Update: General Discussion.

Mr. Kaspari stated that negotiations with Mr. Walters are proceeding.

B. New Hangar Development Agreement – A-Line ALO, LLC

Alex Bowers, with Fehr-Graham Engineering, spoke about the placement of the proposed hangar and the distance between it and the existing Corporate Hangar.

Adjustments have been made to allow 162 feet between hangars, which should allow two aircraft to meet in the space between the hangars.

Mr. Bowers stated that the hangar could be shifted 20 – 30 feet to the east, allowing additional space but that would add to the project cost as it would require additional concrete work.

Mr. Petersen, with Kingfisher Aviation, agreed that 160' would allow two aircraft to meet but that if an aircraft was parked on the west side of the new hangar and they were trying to back an aircraft into the corporate hangar there would not be enough space to maneuver. Discussion followed.

Mrs. Darrah moved that all involved parties must come to an agreement in order for the Director to sign off on the A-Line agreement, and move it forward for City Council approval; seconded by Mrs. Berry. Ayes: 5. Motion carried.

The Board also directed Mr. Kaspari to get together with Mr. Newton to find a suitable place for Livingston to park their fuel trucks.

C. Airline Use Agreement Update with American Airlines

Mr. Kaspari stated that he has been working with Bill Bucholz from American Airlines on obtaining a signed airline use agreement. This should be finalized within 60 days.

VII. NEW BUSINESS

A. Contrast and Comparison of Airport Fees

Reviewed and discussed handout comparing fees at Iowa Commercial Service Airports.

B. April Meeting – Please Confirm Board Member Calendar for Meeting on April 23rd

Mr. Kaspari stated that April will be another full agenda. Most members stated they have the date on their calendars and will plan to attend.

C. Section 804 – FAA Decision to Recommend Consolidation ALO TRACON with DSM

Nick Bird, ALO Air Traffic Control Manager, explained Section 804 and the proposed change to tower radar services. The proposal only affects radar services but could be the first step toward closing the ALO tower or making it a privatized or contract tower rather than FAA-staffed. Discussion followed.

The Public Comment period is open until May 3, 2019, Mr. Field stressed that all should be weighing in on the importance of keeping TRACON services at ALO.

D. Staff Update on FY-2020 IDOT Commercial Service Vertical Infrastructure Projects

As previously discussed.

E. Long-Range Air Service Strategic Plan

Members of the Grow Cedar Valley Task Force for Air Service Strategic Planning spoke about their mission and made a formal request for the Airport Board's support.

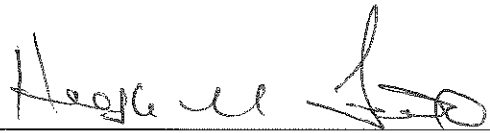
VIII. STAFF AND BOARD MEMBER COMMENT

Lynn Moller questioned if there will be future maintenance issues with American flights now that Irv Swieter has left the airfield and his maintenance agreement with American Airlines has ended.

IX. ADJOURNMENT

Moved by Mr. Voigt that the meeting be adjourned at 1:44 p.m.; seconded by Dr. Allen.
Ayes: 5. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Hugh M. Field", written over a horizontal line.

Hugh M. Field, Chairperson