

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Tuesday, June 25, 2019**

**I. ROLL CALL**

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

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

Board Members Absent: Gwenne Berry, Scott Voigt and Chuck Needham.

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

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

Other Attendees: Doug Schindel, AECOM; David Deed, JSA Development, and Warren Brecheisen. Local Pilot and Member of the local EAA Chapter.

**II. AGENDA AS RECEIVED OR AMENDED**

**III. PUBLIC COMMENTS**

None.

**IV. REPORTS**

**A. Airport Director**

Mr. Field asked for an update on contact with United Airlines.

Mr. Kaspari stated still no response. Mr. Field stated he has been playing phone tag with Mayor Hart and asked if there was anyone else who could serve as a “door-opener”. Discussion followed.

Mrs. Humble asked if we could contact Delta Air Lines to see if may consider a return of service to Waterloo, as they are the No: 1 rated airline in a new study.

Mr. Kaspari stated we could try. Mrs. Humble will reach out to her contacts.

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

C. Legislative Information

Discussed a recently proposed piece of legislation to cut funding to the EAS Program. Mr. Kaspari stated this is proposed frequently and that our local legislators have stated they will adamantly oppose this proposal.

D. Misc. Monthly Airport Reports

Reviewed and discussed the AA On-Time Performance showing 15% of May flights were delayed more than one hour; also reviewed fares, which are not currently very competitive.

Mr. Kaspari stated he has forwarded this information to our AA fare analyst and is waiting to hear back.

**V. BOARD APPROVAL**

A. Approval of Minutes of the May 28, 2019 Regular Meeting

Moved by Mrs. Darrah, seconded by Dr. Allen, that the minutes of the May 28, 2019 meeting be approved. Ayes: 3. Motion carried.

B. Motion to Receive and File May 2019 Expenses

Moved by Mrs. Humble, seconded by Mrs. Darrah, that the May 2019 expenses be received and filed. Ayes: 3. Motion carried.

**VI. OLD BUSINESS**

A. New Hangar Development Update – A-Line ALO, LLC (Status of Air Space Review)

Mr. Kaspari stated that the FAA is working on the Air Space Review for the A-Line Hangar.

This process must be completed with a finding of No Significant Impact before any construction can begin, but he stated that construction should go quickly once it begins, and remains hopeful that substantial construction – including a Certificate of Occupancy, will be completed prior to the end of the calendar year.

B. Future Date to Hold Broad Based Strategic Planning Meeting

Mr. Kaspari stated he would like to schedule for this fall. Mr. Field asked who could lead the meeting. Mr. Kaspari stated the City used UNI when they held their planning session.

Mr. Field stated he would be gone for the full month of September. Mr. Kaspari stated we should then start looking at dates in October.

C. Airport Board to Provide Formal Support to Grow Cedar Valley – Air Service Working Group

David Deeds gave an overview of the work being done by the Air Service Working Group. A survey on air service has been sent out to their contact list and they have had a good response so far.

Closing date for completing the survey was Friday, June 28<sup>th</sup>. Mrs. Humble stated that she forwarded the survey to her client list as well.

Mr. Deeds stated they are currently trying to raise funds to hire an airline consultant to facilitate airline visits. He stated that they are seeking a formal endorsement/support from the Board.

Moved by Dr. Allen that the Airport Board provide formal support to the Air Service Working Group, seconded by Mrs. Humble. Ayes: 3. Motion carried.

**VII. NEW BUSINESS**

A. Authorize Airport Director to Approve T-Hangar and Other Misc. Concession Agreements.

Mr. Field asked if Mr. Kaspari was asking for authorization to approve lease agreements other than standard T-Hangars leases. Mr. Kaspari said no, just minor miscellaneous agreements.

Moved by Mrs. Darrah that Airport Director be authorized to sign T-Hangar leases and other minor agreements, seconded by Mrs. Humble. Ayes: 3. Motion carried.

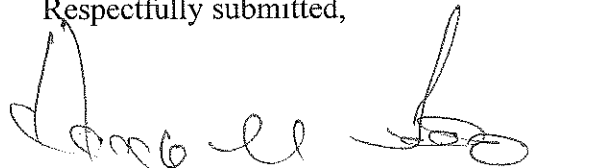
**VIII. STAFF AND BOARD MEMBER COMMENT**

Mr. Field stated that it is unusual that United isn't even responding to Mayor Hart. Discussion followed on possible ways to get through to them.

**IX. ADJOURNMENT**

Hearing no objections, Mr. Field adjourned the meeting at 1:03 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson