

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, May 28, 2019

I. ROLL CALL

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

Board Members Present: Scott Voigt, Chuck Needham and Hugh Field. Cary Darrah joined the meeting at 12:30.

Board Members Absent: Arlene Humble, Gwenne Berry and Dr. Linda Allen.

City Officials Present: Councilmember Margaret Klein.

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

Other Attendees: Doug Schindel, AECOM; Lynn Moller, David Deeds.

II. AGENDA AS RECEIVED OR AMENDED

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Field asked about the removal of trees and whether those were ash trees. Mr. Kaspari confirmed that they were.

Mr. Field asked if there would be extra funding through the IDOT CSVI program. Mr. Kaspari confirmed that the Governor has signed the bill, providing an additional \$400,000 to Iowa's Commercial Service Airports, and as a result, ALO would receive approximately \$129,000, or an estimated \$27,000 additional for FY-2020.

Mr. Field asked for an update on the possible FAA TRACON realignment. Mr. Kaspari stated that we likely will not hear anything from the FAA until late summer, yet if the FAA do decide to keep Waterloo in their realignment plan it could be a 2, 3 or 4-year transition.

Mr. Field asked Mr. Kaspari to reach out to our legislators again to ask if they have, or if they will, take additional action other than the letters of support previously provided.

Mr. Field asked where we stand with United Airlines. Mr. Kaspari stated that he has left voicemails and numerous emails requesting a meeting, yet there has been no response.

Mr. Field suggested that Mayor Hart should place a call to request a meeting, as he may have better luck getting a response.

B. Monthly Planning & Development Report – N/A

C. Legislative Information

N/A

D. Misc. Monthly Airport Reports

In reviewing the YTD Budget, Mr. Field asked if we were going to finish the year in the red.

Mrs. Combs pointed out the Year End Projections report and that it shows a projected surplus of \$15,000, however she stated that we are making year-end purchases to get as to get as close to breaking-even as possible.

Mr. Voigt moved that reports be received and placed on file, seconded by Mr. Needham. Ayes: 3. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of the March 26, 2019 Regular Meeting

Moved by Mr. Needham, seconded by Mr. Voigt, that the minutes of the March 26, 2019 meeting be approved. Ayes: 3. Motion carried.

B. Approval of Minutes of the March 29, 2019 Special Meeting

Moved by Mr. Needham, seconded by Mr. Voigt, that the minutes of the March 29, 2019 meeting be approved. Ayes: 3. Motion carried.

C. Motion to Receive and File March 2019 Expenses

Moved by Mr. Needham, seconded by Mr. Voigt, that the March 2019 expenses be received and filed. Ayes: 3. Motion carried.

D. Motion to Receive and File April 2019 Expenses

Moved by Mr. Needham, seconded by Mr. Voigt, that the April 2019 expenses be received and filed. Ayes: 3. Motion carried.

E. Approval of T-Hangar Lease Agreement with Brett Taake

Moved by Mr. Voigt to approve agreement; seconded by Mr. Needham. Ayes: 3.
Motion carried.

VI. OLD BUSINESS

A. Scheduled Air Service: Frequent Delays (General Discussion)

Mr. Kaspari detailed numerous examples of extended delays and members discussed American's YTD On-time Performance. David Deeds stated that the 75% of flights on-time this year is pretty standard industry-wide.

Mr. Deeds pointed out that it would be nice to be able to compare the percent of cancellations here to American's flights out of O'Hare.

B. Hangar No: 4 Update: General Discussion.

Mr. Kaspari stated that additional mold and asbestos has been found in Hangar 4. He would not feel comfortable leasing the hangar with these environmental concerns.

Staff will likely need to dedicate FY-2020, and FY-2021 IDOT CSVI funds to mitigate the mold and asbestos in addition to other physical improvements such as tuck pointing the exterior concrete block on the west, north and east faces of the building, significant interior painting and wall repair, floor repair, replace the main aircraft door, and misc. others.

Cary Darrah joined the meeting at 12:30 and Mr. Field asked that votes taken earlier be re-done, with a quorum. All votes were ratified (and minutes reflect these ratified votes).

C. New Hangar Development Agreement – A-Line ALO, LLC (General Discussion)

Mr. Kaspari stated that the project, as approved by City Council, not just meets all FAA requirements – but the setback location of the hangar exceeds the requirements by the FAA Advisory Circular.

Mr. Kaspari continued that Staff will be meeting with engineering staff from Mid-American Energy to discuss electrical service needs and the future replacement of very old electrical service equipment located on the landside area of the airport complex.

D. Capital Improvement Program – Department Update

Mr. Kaspari reviewed handouts showing Airport CIP requests to the City and amounts approved for FY-2020. Of the \$605,000 requested, \$130,000 was approved, including \$80,000 for Terminal Area Parking Lot Pavement Rehab.

AECOM estimates for the rehab of the Employee, Livingston and Hangar 4/Fire Station parking lots, at \$1,133,505, were reviewed. Discussion followed.

VII. NEW BUSINESS

A. Review of Third Quarter and FYTD Parking Revenue

No discussion.

B. Aircraft/Airfield Mechanic – General Discussion

Mr. Kaspari stated that he plans to reach out to Livingston Aviation owners to see whether they will be hiring a full-time mechanic to replace the one they recently lost.

Lynn Moller stated that, in his opinion, there is likely not enough business @ ALO to support a full-time mechanic.

C. Discussion of Future Parking Lot Rehabilitation – Employee / FBO / Hangar 4 & Fire Station.

Previously discussed.

D. Update: General Discussion of Bidding Airline Passenger Terminal Custodial Services

Mr. Kaspari recounted Gwenne Berry's bad experience with janitorial service and lack of products in the secure area restrooms during an extended delay recently.

Mr. Kaspari stated that he would like to take bids for janitorial, as this has been on a year-to-year basis with Marsden Custodial Services for many years.

Mr. Field requested that Mr. Kaspari prepare an RFP and bring it back to the Board to review.

E. Future Date to Hold Broad Based Strategic Planning Meeting (General Discussion)

Mr. Kaspari stated that we may have new Board members, pending Arlene Humble's decision on a second four-year term, and with Linda Allen's upcoming retirement she will likely resign from the Airport Board but would like her successor at Hawkeye Community College to take over her spot. A future fall meeting is the earliest this meeting could be scheduled.

F. Board Recognition of Grow Cedar Valley – Air Service Working Group

Mr. Kaspari stated that the Air Service Working Group, introduced to the Board during the March meeting, would like to be formally recognized by the Airport Board.

Mr. Deeds explained the group came together as Cedar Valley business persons with a mission to improve commercial air service in the Cedar Valley.

They are currently meeting bi-weekly and would welcome any Airport Board members who would like to attend.

Mrs. Darrah stated that they have been in touch with representatives from Sioux City, who have been very helpful with sharing information on what worked for them to be able to expand their air service from two daily flights to Chicago under the EAS Program to three flights per day to Chicago – in addition to one daily flight to Dallas/Fort Worth currently, with no EAS Subsidy.

They may also be expanding to add a second airline soon (expected to be United for service to Denver), as a 2018 recipient of USDOT SCASD grant funds at \$600,000 +/-.


VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Hearing no objections, Mr. Field adjourned the meeting at 1:20 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson