

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, July 23, 2019

I. ROLL CALL

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

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

Board Members Absent: None.

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.

II. AGENDA AS RECEIVED OR AMENDED

Moved by Mrs. Humble, seconded by Mrs. Darrah, that the agenda be approved. Ayes: 5. Motion carried.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

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

Mr. Kaspari stated the Air Service Working Group has hired Volaire Aviation Consulting to set up and facilitate a community meeting with United Airlines.

Mr. Field asked if it was too early to reach out to our legislators and ask them to weigh in on the DOT decision. Discussion followed, including about Dubuque's plan for fund raising to secure a daily flight to Denver.

Mrs. Humble stated she is still planning to approach her contacts at Delta Air Lines to see if they would consider returning to Waterloo, as they are the No. 1 rated airline of the big 3.

B. Monthly Planning & Development Report – N/A

C. Legislative Information - No discussion.

D. Misc. Monthly Airport Reports

Reviewed and discussed American Airlines' on-time performance for June.

Mr. Kaspari pointed out one delay that American Station Staff coded to Airport Facilities, but the delay was actually due to an inability to upload fuel data, and for the ability to read passport data during the check-in process.

The Board and Staff also reviewed airfares as surveyed, which reflects that ALO still is not competitive with other regional or larger airports in Iowa.

Kaspari stated that he will continue his outreach to American Airlines' airfare pricing analyst.

V. BOARD APPROVAL

A. Approval of Minutes of the June 25, 2019 Regular Meeting

Moved by Mrs. Humble, seconded by Mr. Needham, that the minutes of the June 25, 2019 meeting be approved. Ayes: 5. Motion carried.

B. Motion to Receive and File June 2019 Expenses

Moved by Mr. Needham, seconded by Mrs. Berry, that the June 2019 expenses be received and filed. Ayes: 5. Motion carried.

VI. OLD BUSINESS

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

Mr. Kaspari stated that the FAA has completed and signed off on the Air Space Review for the A-Line Hangar, allowing construction to begin.

Kaspari continued that MidAmerican Energy is working on updating the electrical service to the entire Airport facility.

Mr. Kaspari continued that this improvement project would need to be completed before construction can begin, but he stated that construction should go quickly once it begins, and he remains hopeful that substantial construction will be completed prior to the end of the calendar year.

B. Update of Space Needs: General Services Administration dba DHS/TSA Visit on June 25th

Mr. Kaspari stated that TSA is looking to possibly consolidate and reduce their office space needs.

They also mentioned the poor condition of the employee parking lot, for which we have received one bid for crack seal and a 2" overlay, which is within the limits of the \$80,000 the City has approved the airport to provide some repairs to our parking lots via the City of Waterloo's annual CIP and bond program.

However, Staff is looking at the other parking lot needs the airport has which are the Livingston - FBO and Hangar 4 parking lots.

C. Update of Space Needs: Federal Aviation Administration Real Estate visit to ALO on July 9th

The FAA's System Support Center division, or SSC, has been approved for up to 5,000 SqFt of office and misc. storage space.

During their visit, Mr. Kaspari showed them all the available offices when they visited. Staff anticipates hearing back from them later this year on what they plan to do.

D. Update of Air Service Outreach: Per June Meeting Discussion and Monthly ASWG Update.

The Air Service Working Group is actively raising funds to pay for consultant fees for the facilitation of airline meetings, etc. They currently have \$15,000 in donations and are seeking another \$15,000.

VII. NEW BUSINESS

A. End of Fiscal Year 2019 Financial Report.

Board previously reviewed June expenses; Mrs. Combs stated that Staff made many end-of-year purchases including needed fire rescue equipment, equipment maintenance and building maintenance items that had been put off in years past. Staff ended the year with \$6,263 unspent.

B. Temporary Month-to-Month Use Agreement for Hangar No.4 by Aerial Services, Inc.

Board reviewed the lease summary, as proposed. Mr. Kaspari stated that ASI proposed if we would pay for utility costs over a capped amount, and he told them we would not, as we would have to perform the same to other airfield tenants.

Staff is waiting for an official response from ASI on whether they will sign the agreement, yet at a minimum, ASI officials wanted it reviewed by the Board so they would be able to take occupancy of the hangar as of August 1st if they so decide.

- C. Request from Staff to serve as host airport for the University of Missouri Mobile Aircraft Fire Trainer (MAFT), in September 2020 for FAA-required annual aircraft Rescue and Fire Fighting (ARFF) Training.

Board reviewed and discussed request, no formal action taken.

- D. Lease Update: Kingfisher Aviation Proposed Five Year (3+2) Hangar Use Agreement and General Aviation T-Hangar Lease Agreement.

Mr. Kaspari stated he has been attempting to set a meeting to negotiate a new lease for the Corporate Hangar but is having trouble connecting.

Kingfisher has not been paying the rent owed under their current month-to-month lease.

In February, the Board-approved a rent abatement request in contrast with Kingfisher making improvements with the installation of an epoxy floor coating for two of the south two hangar bays – of which, as per the July meeting of the Board, had yet to be completed.

The last payment received was a partial payment for the month of April. Mr. Voigt will reach out to Mr. Petersen and try to get together to discuss the situation.

VIII. STAFF AND BOARD MEMBER COMMENT

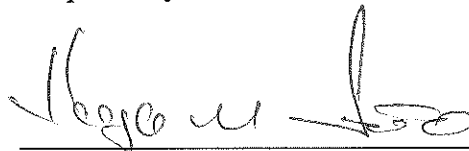
Mr. Kaspari stated that he will be at the 4-States Airport Conference on the regularly-scheduled date of the August Board meeting.

Alternative meeting dates were discussed but no decision was made.

IX. ADJOURNMENT

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

Respectfully submitted,



Hugh M. Field, Chairperson