

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Tuesday, November 26, 2019**

**I. ROLL CALL**

Vice Chair Scott Voigt called the meeting to order at 12:02 p.m.

Board Members Present: Cary Darrah, Chuck Needham, Gwenne Berry and Scott Voigt. Hugh Field joined the meeting at 12:10.

Board Members Absent: Arlene Humble

City Officials Present: Adrienne Miller, Planning Dept.

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

Other Attendees: Doug Schindel, AECOM; Tim Newton, Livingston Aviation local pilots: Joel Harris, Lynn Moller and Dennis Hansen; and, Brad Mattear, Frequent Flyer.

**II. AGENDA AS RECEIVED OR AMENDED**

There were no changes to the agenda.

**III. PUBLIC COMMENTS**

Joel Harris asked to defer public comments to when items of interest are reached on agenda.

**IV. REPORTS**

**A. Airport Director**

Mr. Voigt asked about Air Traffic Operations (ATO's) on Runway 6/24, and asked if traffic is tracked on all runways.

Mr. Kaspari responded that to date, only ATO's are counted by ATC personnel, yet Staff will request additional ATO activity from the Tower Manager for the other four runway ends.

Mr. Voigt requested more information on the discrepancies identified by the FAA's Airport inspector during Waterloo's 2019 Certification and Safety Inspection.

Mr. Kaspari stated the discrepancies identified were minor in nature, such as:

- A badger hole that was not filled in;
- A painted runway marking that was 18" too short;
- One of Livingston's fuel trucks that needed to have a fire extinguisher on both the left and right side – in contrast with two extinguishers located on the left and right side of the rear of the truck; and,
- Faded runway sign panels.

Mr. Kaspari stated he will ask for a waiver on the sign panels to allow us to replace all taxiway signs for this taxiway as part of one element of a larger project for the Taxiway Bravo pavement and edge lighting rehabilitation project scheduled for the summer of 2020 as the cost to replace each guidance sign panel exceeds \$400.00.

Mr. Newton stated that the fuel truck in question has had the fire extinguishers in the same place for many years, and that has never been a discrepancy during past FAA inspections.

Mr. Voigt asked for an explanation on how FAA transitioning out of their leased space in the Terminal could take from 6 months to up to three years.

Mr. Kaspari replied in that this prospective schedule to complete their relocation was relayed to him from the FAA's Real Estate office in Fort Worth, Texas.

Mr. Field asked if the Board had seen copies of the Community Response letter to the USDOT regarding the Essential Air Service bid from American Airlines.

Mr. Kaspari replied that the final draft will be going out this afternoon and he will copy all Board members.

B. Monthly Planning & Development Report – N/A

C. Legislative Information – N/A

D. Misc. Monthly Airport Reports

Reviewed and discussed YTD budget, AA Performance and Fares.

Fares are not at all competitive with CID.

Mr. Newton stated that AA would have had to take four additional mechanical delays if he and his wife, Amanda, had not become contracted to and certified to work on AA aircraft.

In each of these cases, they were able to come over, make repairs and get the planes out on time. Mr. Kaspari asked how the new mechanic was doing and Mr. Newton replied he is doing well and should also be certified to work on AA aircraft soon. Mrs. Berry moved that reports be received and placed on file, seconded by Mrs. Darrah. Ayes: 4. Motion carried.

## **V. BOARD APPROVAL**

### **A. Approval of Minutes of the October 22, 2019 Regular Meeting**

Mr. Needham moved that the minutes of the October 22, 2019 meeting be approved, seconded by Mr. Voigt. Ayes: 4. Motion carried.

### **B. Motion to Receive and File October 2019 Expenses**

Mr. Needham moved that the October 2019 expenses be received and filed, seconded by Mr. Voigt. Ayes: 4. Motion carried.

## **VI. OLD BUSINESS**

### **A. New Hangar Development Update – A-Line ALO, LLC**

Mr. Kaspari stated that construction is well underway.

### **B. Update: New Hangar Development – Osprey Aviation**

Mr. Kaspari provided comment that he has received another request to build a private aircraft hangar and referred to the handouts showing the proposed 14,200 square foot hangar on the east side of the airfield and located south of Hangar 4. The proposal includes a 12,000 to 15,000 gallon self-fueling station.

Board members discussed that this is disappointing as it will take away from Livingston's fuel sales.

Mr. Kaspari stated that FAA requires they be allowed to put in a self-fueling site if they desired.

Mr. Voigt stated that they will have to pay us a fuel flowage fee, just like Livingston currently provides.

Other issues discussed included possible water drainage issues (developer will likely be required to install drain tile) and that changes to the perimeter fence and gates will be at the developer's cost.

As proposed, the ground lease should generate \$4,120.00 annually.

Mr. Field asked if there was a motion supporting this project. None was offered.

## VII. NEW BUSINESS

### A. Airport Staff and Current Numbers of Personnel Assigned to the Department

Mr. Kaspari stated that he is working with Human Resources to reclassify the Airport Bookkeeper position to Financial Analyst.

Mr. Kaspari provided additional comment that he would like to add a fourth Operations Specialist (former Maintenance Technician) position, and will be doing so during upcoming budget discussions

### B. Short and Long-Term Airside Development

Mr. Kaspari stated that Consultant interviews have been completed and that AECOM has been reselected as the Airport Engineering Consultant.

Board discussed upcoming airfield projects, especially how runway repairs will affect flight schedules. Mr. Kaspari stated that staging of repair work will be crucial and night work will likely be necessary.

### C. Short and Long-Term Landside Development

Board discussed upcoming projects on the landside; snow removal operations and historical problems.

### D. Short and Long-Term Scheduled Air Service Development / Air Service MRGs

Mr. Kaspari stated that the Air Service Working Group has been raising funds for an Air Service Consultant in addition to a Minimum Revenue Guarantee (MRG) for increased air service but probably won't be able to fully fund the required amount, and while previously requested during the 2020 CIP meetings, it is be very difficult for the City to justify use of GO bonds to assist the city in arriving at an MRG level that could guarantee additional frequencies of service.

### E. Decision on the Future of Runway 6-24

Mr. Field stated that he had spoken with the Mayor regarding the city street department helping to paint the runway but had not gotten a response.

Mr. Voigt stated he had contacted painting companies who quoted \$2,500 - \$5,000 to stripe and repaint the numbers on the runway.

### F. Future Financial Plan for Runway 12/30 Rehabilitation (12/31 Magnetic Variance)

Mr. Kaspari stated that we are close to needing to change Runway Approach markings (aka Runway Designation Markings (Numbers) due to a magnetic shift.

Mr. Kaspari continued that he is not sure of required timing for making these changes but hopefully we can coordinate necessary changes with runway rehabilitation projects with the project identified for FY-2021.

If required to proceed with a renumbering of all runways, this would be extremely costly for the City of Waterloo to advance the cost of removal and repainting of four of six runway approach ends, removal of all painted Surface Painted or Thermal Plastic Hold Short Markings; and, all airfield guidance and location signs. Staff would of course request federal FAA funds to complete this project.

G. Future Width of Primary Runway 12/30 via February 2011 Airport Master Plan & FAA-Approved Airport Layout Plan.

Mr. Kaspari replied that the FAA may require in the future that the width of the Primary Runway (12/30) be reduced from 150-feet wide to 100-feet wide if it requires full reconstruction, due to ALO's dominant aircraft is now the Embraer 50-seat Regional Jet flown by American Airlines, and not the Boeing 737 series or McDonnell Douglas DC-9 / MD-90 as identified in the 2011 Airport Master Plan.

For Waterloo to retain a runway width of 150-feet, ALO would need to secure 500-annual air traffic operations with the above larger class of aircraft, whereby Mr. Kaspari recommended that to retain the 150-feet would require City Officials requesting the support of our Members of Congress.

H. Positioning Airport for Future Special Projects with FAA Supplemental Funding or Iowa DOT's Aviation Bureau.

Mr. Kaspari stated that supplemental funding is available for special projects and that we would be wise to position ourselves to take advantage of these funds; however we would have to be able to provide the city match of 10% or \$100,000 for every \$1,000,000 of FAA funding that would be requested.

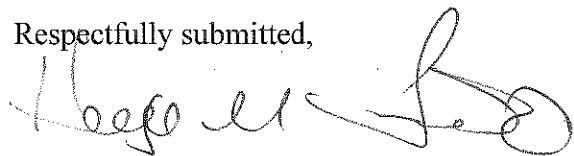
**VIII. STAFF AND BOARD MEMBER COMMENT**

Mr. Kaspari asked if December 17<sup>th</sup> would work for our next meeting, since the 4<sup>th</sup> Tuesday of December is Christmas Eve. Most in attendance said they would be available. Mr. Kaspari stated he will be in touch on the schedule.

**IX. ADJOURNMENT**

Mr. Voigt moved that the meeting be adjourned at 1:37 p.m., seconded by Mrs. Berry. Ayes: 4. Motion carried.

Respectfully submitted,



Hugh M. Field, Chairperson