

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Tuesday, December 17, 2019**

**I. ROLL CALL**

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

Board Members Present: Chuck Needham, Arlene Humble, Scott Voigt and Hugh Field.

Board Members Absent: Cary Darrah and Gwenne Berry.

City Officials Present: Adrienne Miller, Planning Dept.; Martin Petersen, City Attorney; Council Members Margaret Klein and Ray Feuss.

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

Other Attendees: Tim and Amanda Newton, Livingston Aviation; and, Lynn Moller, local pilot.

**II. AGENDA AS RECEIVED OR AMENDED**

There were no changes to the agenda.

**III. PUBLIC COMMENTS**

Mr. Kaspari gave a recap of the problems encountered by Swift Air, the charter service commissioned by the NCAA to fly the UNI Football team to Virginia for the FCS Quarterfinal game.

The original aircraft, flown in on December 11<sup>th</sup>, would not start on the morning of December 12<sup>th</sup>, when the team was scheduled to depart around 11:00 a.m.

Swift Air ended up flying a second plane in and the team finally departed shortly after 4:00 p.m.

The original aircraft departed on the afternoon of December 14<sup>th</sup> when it was finally operational.

Mr. Kaspari thanked Tim and Amanda Newton and their staff at Livingston Aviation for their part in helping to repair the disabled plane.

Staff will follow-up with officials from Swift Air, as they are outstanding for the timely payment of previous aircraft landing fees. Including this past December, (and prior landing from September, 2019), Swift Air owes the airport approximately \$1,172.05.

## REPORTS

### A. Airport Director

Mr. Field asked for more information on the status of replacing airfield signs.

Mr. Kaspari provided comment that FAA denied a grant waiver to allow us to delay the completion for the replacement of faded airfield guidance signs, and to include these as part of a taxiway rehabilitation project.

As a result, ALO will have to use operating funds to pay for the signs. Once ordered, we can request a waiver of time to get them installed.

Mr. Field asked about the Osprey Aviation hangar. Mr. Kaspari stated the project will go to the full Council for approval on December 30, 2019.

The Board Members discussed the outstanding lease rent fees owed by Kingfisher for the Corporate Hangar & Windigo Transportation, LLC for the T-Hangar B-15. Mr. Field provided a recommendation that the City Attorney should get involved.

Mr. (Martin) Petersen, City Attorney, stated his recommendation would be to agree to agree to a meeting with Bob and Eric Petersen, along with their legal counsel, to discuss the outstanding issues and try to find some middle ground.

Mr. Petersen continued that he will reach out to their attorney to try to arrange a meeting and would like Scott Voigt to attend as a Board representative.

If negotiations are successful an agreement would be brought back to the Board for review at either the next scheduled meeting (January) or a special meeting.

If a lease term of more than three (3) years is negotiated it would need to be approved by the full City Council.

Mr. Kaspari stated that his CIP Meeting with city officials went well and noted that the list of projects is Item 8 of the Director's report.

As a note to Tim Newton, Kaspari stated that he marked his request for funding to rehabilitate the FBO parking lot (FY-2021) as a high priority.

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

### C. Legislative Information – PFAS (Polyfluoralkyl Substances Update)

Mr. Kaspari stated that we are waiting for additional FAA Guidance on this issue.

D. Misc. Monthly Airport Reports

Reviewed and discussed the YTD budget, AA Performance and Fares.

Mr. Field asked why there were two cancelled flights in November. Mrs. Combs stated due to weather – an early ice storm, which was worse in Chicago than here.

Fares are still not at all competitive with CID, DSM or DBQ, but if ALO could at least match those of DBQ we would be better off.

Board consensus was that Mr. Kaspari should again reach out to American's airfare analyst, and ask for help in adjusting fares to make us more competitive regionally.

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

**IV. BOARD APPROVAL**

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

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

B. Motion to Receive and File November 2019 Expenses

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

**VI. OLD BUSINESS**

A. Update: A-Line EDS Aircraft Hangar

Mr. Kaspari stated that, as can be seen, the metal sidewalls are up. Contractors are working on the roof and will soon pour the floor.

B. Update: New Hangar Development – Osprey Aviation

Previously discussed.

C. Update: CIP Meeting

Previously discussed. Mr. Field added that he met with Mayor Hart to discuss the Minimum Revenue Guaranty request for expanded air service; the need to rehabilitate the FBO parking lot; and repainting, or at least, restriping, Runway 6/24.

Mayor Hart seemed sympathetic to the needs of the Airport.

Mr. Field stated that they also discussed the City Ordinance requiring the Airport to be self-sustaining, and pointed out that if the City continues to take Airport farm ground for economic development that at some point the Airport will not be able to meet that requirement.

D. Kingfisher Aviation & Windigo Transportation, LLC Correspondence

Previously discussed.

**VII. NEW BUSINESS**

A. Agreement with Advanced Media New York, of Syracuse, New York

Mr. Kaspari stated that Volaire Aviation, the consultant we have previously worked with and the Grow Cedar Valley Air Service Working Group, is currently working with, has partnered with Advanced Media on numerous projects. Advanced is a company that specializes in Airports.

Advanced currently has 55 Airport clients, and have had success with targeted marketing through mobile devices and social media.

Discussion followed that this type of advertising is much more effective than TV, radio or print ads.

Mr. Voigt moved approval of the agreement, seconded by Mrs. Humble. Ayes: 3. Motion carried.

B. FAA Recommendation to Congress on Consolidation and/or Realignment of Radar Services to the Des Moines International Airport

Mr. Field stated that he will reach out to Sen. Grassley and suggested that Mayor Hart might have better luck with Rep. Finkenauer.

C. FAA – Systems Support Center – Memorandum of Understanding for the Installation of NAVAIDS to Runway 36 Approach

Mr. Kaspari stated that FAA will install new PAPI System on 36 Approach in the summer of 2020.

D. USDOT – EAS Decision to Re-Select American Airlines for 2-Year Service Contract Beginning May 1, 2020

Mr. Kaspari stated that the official notice of Re-Selection has not yet been received by Airport Staff. The Board also discussed the status of the Airline Operating Agreement, the fees of which have been verbally agreed to, but the signed agreement has not been returned.

The retroactive fees for July 1, 2018 through July 1, 2019 have not been received, nor the increased fixed rent and lease fees, but American has been paying the increased landing and other variable fees, billed since July 1, 2019. Mr. Field stated that, at some point, we may need Mr. Petersen to send a letter to American Airlines.

- E. Lease Discussion: FAA System Support Center Relocation Off-Airport
- F. Lease Discussion: Air Methods Month-to-Month Agreement
- G. Lease Discussion: DHS – Transportation Security Administration Lease Approval from the General Services Administration

Combined discussion of items E, F and G. Mr. Kaspari requested Board support for moving FAA personnel currently located on the 2<sup>nd</sup> floor of the Terminal to the 1<sup>st</sup> floor offices currently occupied by Air Methods, at the end of the current FAA lease, (June 30, 2020), with Air Methods having relocated moved to more permanent offices expected to be to the Waverly Hospital. A Supplemental Lease Agreement will be needed for FAA while they work toward their expected permanent relocation off the airport.

TSA has both regional and Headquarters approval to relocate too, and expand their current total of leased premises to the 2<sup>nd</sup> floor offices FAA currently occupies, in addition to the two 2<sup>nd</sup> floor offices they already occupy. TSA will then vacate their current break room on the 1<sup>st</sup> floor and the Supervisor office they have inside the Security Checkpoint.

### VIII. STAFF AND BOARD MEMBER COMMENT

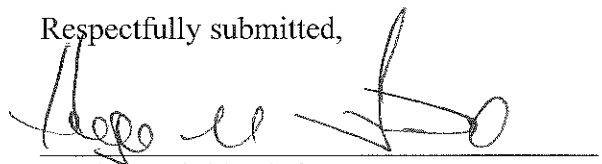
Mr. Voigt commented that he thinks the “Do Not Enter” signs on Airport Blvd/Livingston Lane would be better located at the west end of the passenger drop-off lanes in front of the Terminal, allowing 2-way traffic in and out of the Employee parking lot, rather than requiring employees to drive all the way around the passenger parking lot and through the drop-off lanes to get to the Employee lot.

Mr. Kaspari wished everyone a Merry Christmas and Happy New Year.

### IX. ADJOURNMENT

Mrs. Humble moved that the meeting be adjourned at 1:14 p.m., seconded by Mr. Voigt. Ayes: 3. Motion carried.

Respectfully submitted,



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Hugh M. Field, Chairperson