

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, January 28, 2020

I. ROLL CALL

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

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

Board Members Absent: N/A

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

Airport Staff Present: Keith Kaspari, Airport Director.

Other Attendees:

Tim Newton & Colt Wilson (General Manager & Line Employee, Livingston Aviation); Stefanie Hartel, (Owner, Camp Run-A-Mutt); Dennis Hansen (President, First Security State Bank of CF); Todd Loes, (President, Waterloo EAA Chapter); Forest Dillavou, Waterloo Resident; Joel Harris, Waterloo Resident; Chad Lee (Livingston Aviation Flight Instructor); Doug Schindel and David Hughes, (AECOM Consulting Engineers); and, Tim Jamison, (WCF Courier).

II. AGENDA AS RECEIVED OR AMENDED

Mr. Voigt requested of the Board Chair (Field) to move VII, New Business (F) Runway 6/24 discussion to the top of the New Business topics. Mr. Voigt made the motion. A second was offered by Mr. Needham. Motion Passed.

III. PUBLIC COMMENTS

Minimal comments were offered during the Public Comment period. With no other comments, a Motion to Accept the comments as provided was offered by Ms. Darrah, and a Second offered by Mr. Voigt. Motion Passed.

IV. REPORTS

A. Airport Director

Mr. Kaspari entertained any questions pertaining to the information contained in the Director's Report.

B. Monthly Planning & Development Report – N/A

- C. Legislative Information – Mr. Kaspari described to the Board state legislation that was being offered as follows:

(House File 2110) This legislation, as proposed, pertains to Scott County, Iowa and the Quad Cities Airport Authority creating a bi-state regional authority with the aim to allow the newly formed Authority to levy taxes and fees in both Counties to support the Quad Cities and Moline International Airport.

(House Study Bill 553). This legislation, as proposed, pertains to prohibit the use of PFAS substances containing the perfluoroalkyl chemicals – chemical which are commonly found in airport fire departments and the use of aircraft firefighting foam.

The bill would provide an exception for emergency fire fighting and training purposes, yet would contain a provision for collection and/or containment requirements with follow-up approved disposal.

- D. Additional discussion ensued regarding the balance of standard monthly reports as provided by Staff.

A Motion to approve the reports as submitted was offered by Ms. Humble, and Seconded by Mr. Needham. With no further discussion – Motion Passed.

V. BOARD APPROVAL

- A. Approval of Minutes of the December 17, 2019 Regular Meeting

Mr. Needham moved that the minutes of the December 17, 2019 meeting be approved. A Second was offered by Ms. Humble. Motion carried.

- B. Motion to Receive and File December, 2019 Expenses

Mr. Needham moved that the December 2019 expenses be approved. A Second was offered by Ms. Humble. Motion carried.

VI. OLD BUSINESS

- A. Update: Air Service Working Group:

Mr. Kaspari provided a brief update to the Board on the progress made by the Air Service Working Group.

Advanced Media NY is working on the completion of a Landing Page, and other related electronic media and Social Media services for Waterloo Regional Airport.

- B. Update: A-Line EDS Aircraft Hangar

Mr. Kaspari provided comment that contractors have begun installing the main aircraft door frames on the hangar.

C. Update: New Hangar Development – Osprey Aviation

Previously discussed.

D. Update: Airfield Guidance Sign Replacement Project.

Mr. Kaspari communicated to the Board that the replacement panels have arrived and staff is waiting on better weather conditions to remove the old and install the new panels.

E. Kingfisher Aviation & Windigo Transportation, LLC Correspondence

Mr. Kaspari communicated to the Board that as of January 15, approximately \$25,520.34 in past hangar lease rents was outstanding.

Martin Petersen, City Attorney, was assisting Staff in the collection of the outstanding lease rents due the City, and working with the tenant to discuss a new extended agreement.

VII. NEW BUSINESS

F. Runway 6-24

A great deal of general and miscellaneous discussion was offered by the Board and many of those in attendance regarding the possible decommissioning and future closure of Runway 6-24.

- Todd Loes, President of the Waterloo Chapter of the Experimental Aircraft Association, provided an extensive presentation, with handouts, of airports in Iowa that over time had a three paved runway configuration.

Examples offered were Des Moines, Sioux City and Iowa City – in contrast with the Waterloo airport being the last 3-paved runway in Iowa.

As such, Mr. Loes advocated to the Board with trying to find a way to keep the runway open and improve the runway surface under a reduced length and width.

- Mr. Voigt (Board Vice Chair), provided comment that he had spoken to misc. FAA officials regarding the runway. No dates nor names of FAA officials were communicated by Mr. Voigt.

- Tim Newton (General Manager of Livingston Aviation) provided comment regarding:

A. The overall percentage of general aviation air traffic operations that comprise the overall total of Air Traffic Operations at Waterloo Regional Airport; and,

B. Did not appreciate how this issue was brought up on the City Council Agenda.

- Dennis Hansen (local banking executive) provided comment to the Board, and similar to the same points expressed by Mr. Newton, regarding the percentage of air traffic operations are based on general aviation traffic, and advocated to the Board to keep the runway open.

- Chad Lee, (local flight instructor) provided comment regarding the ability to teach students to perform aircraft landings during cross-wind conditions, and encouraged the Board to try and find a way to keep the runway open.
- Joel Harris, (local pilot and business owner) read a prepared statement requesting the Board to:
 - A. Keep the runway open; and,
 - B. Request that an independent engineering firm – and independent of AECOM, provide for an estimate for the rehabilitation or reconstruction of the runway.
- Forest Dillavou (local Waterloo resident and concerned citizen) provided comment to the Board to, and requested that all City of Waterloo departments live within their means.

A great deal of additional discussion ensued.

Chair Field discussed the Board needing additional time to study the issue.

Therefore, Board Vice-Chair Scott Voigt offered a motion to allow the Board to study the issue of Runway 6-24 in greater detail. A Second was offered by Ms. Humble.

Motion Passed.

A. Submittal of FY-2021 Department Operating Budget

Staff provided comment to the Board that Staff submitted the FY-2021 to City Hall.

A priority request by Staff for this next Fiscal Year includes the request to add one (1) additional maintenance technician to the total number of department employees.

B. Air Methods – Helicopter Ambulance – Desire to now Remain in Waterloo.

Staff provided an update regarding the possible placement or installation of a full-size mobile trailer to be used by Air Methods Staff for a more permanent office accommodations and overnight surroundings. Staff will continue discussions with Air Methods in preparation for their expected spring relocation.

C. Review of Parking Revenue (2011 – 2019)

Staff provided an updated copy of parking revenues received during the fourth quarter and throughout CY-2019.

Revenues received reflect an increase of just over \$20,000 in contrast with CY-2018.

Staff also discussed with the Board the decision by Staff to continue the full-PARCS system warranty for one (1) year at \$10,000.

After much discussion, various Board members recommended to staff to not proceed, yet Staff provided comment that Staff was going to follow thru with the warranty at the cost as proposed, and as submitted in the 2021 budget request.

D. Camp Run-a-Mutt

Mr. Kaspari introduced Ms. Stefanie Hartel, Owner and Operator of Camp Run-A-Mutt, the new business located on Airport Blvd. and located between Waterloo Tent and Awning and Sadler Power Train, Inc.

Ms. Hartel, described to the Board Members and others present, that as a future neighbor of the airport – she has invested approximately \$1.4M into this new business venture, but is facing significant challenges from various state licensing officials regarding the company concept of Cage Free Boarding, and is seeking a letter of support by the Board.

The Board agreed to provide a letter of support to Ms. Hartel, and tasked the Director's office to provide a letter for signature by the Board Chair.

E. Acceptance of Motorized Wheel Chair – Donation by the Matt Halbur Family.

Staff provided an update to the Board regarding the donation of a motorized wheel chair as donated by Mr. Matt Halbur.

Mr. Kaspari continued comment that the chair belonged to Matt Halbur's father, whereby the senior Mr. Halbur has since passed-away, whereby the younger Mr. Halbur was looking for a recipient to maximize the use of the chair, and had provided a general notification to all members of the Grow Cedar Valley Ambassadors - of which Matt Halbur and Mr. Kaspari are members of.

The Airport Director made an inquiry which was approved, that would allow the Airport to assist both Senior and/or Physically Challenged passengers, once through the security screening process, comfortably gain access to the aircraft via the Passenger Boarding Bridge, and onto the aircraft.

VIII. STAFF AND BOARD MEMBER COMMENT

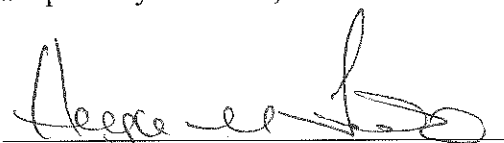
Staff asked the Board to review their schedules for the next meeting as proposed for Tuesday, February 25th.

With Chair Field noting a conflict, it was agreed to reschedule the meeting to Tuesday, March 3, 2020 as this meeting will combine the meeting for the months of February and March.

IX. ADJOURNMENT

With no additional Staff comment, nor any more business to come before the Board, the meeting adjourned at 2:15 p.m.

Respectfully submitted,



Hugh M. Field, Chairperson