

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Tuesday, March 3, 2020**

**I. ROLL CALL**

Chair Hugh Field called the meeting to order at 11:59 a.m.

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

City Officials Present: Adrienne Miller, Planning Dept.; Martin Petersen, City Attorney; Council Member Margaret Klein.

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

Other Attendees: Tim Newton, Livingston Aviation; Joel Harris and Lynn Moller, local pilots; Doug Schindel, AECOM.

**II. AGENDA AS RECEIVED OR AMENDED**

There were no changes to the agenda. Mrs. Berry moved to approve the agenda as received, seconded by Mrs. Humble. Ayes: 5. Motion carried.

Mr. Field stated that he would like Air Choice to make a presentation at the next meeting (April 28) and to please add that to next month's agenda.

**III. PUBLIC COMMENTS**

None.

**IV. REPORTS**

A. Airport Director

Mr. Voigt asked for more information about the Envoy aircraft that landed without "Calling in Range" beforehand and wondered who monitors the radio after the tower is closed for the evening.

Mr. Kaspari stated that the on-duty Airport Maintenance employees monitor the Tower / CTAF frequency when the ATCT is closed. Mr. Kaspari stated that he asked for additional training for crews when he spoke with the Chief Pilot.

Mr. Field asked for more information regarding the tour provided to an aviation consultant.

Mr. Kaspari stated that the state is updating their Aviation System Plan and the consultant is working for Iowa DOT's Aviation Bureau.

Mr. Field asked for more information about the Aviation Transportation White Paper for the Cedar Valley coalition visit to Washington, D.C.

Mr. Kaspari stated that he added a request that TSA add an Explosives Detection System, or EDS, at ALO.

Mr. Voigt asked about the Iowa Public Airports Association (IPAA) Conference and if anyone could attend.

Mr. Kaspari stated that we are hosting for the first time and he would send Mr. Voigt a registration form if he's interested in attending.

B. Monthly Planning & Development Report – N/A

C. Legislative Information – No discussion. Information in Member's Packets.

D. Misc. Monthly Airport Reports

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

Mr. Voigt asked about the Year over Year difference in Rent and Lease and Salaries. Mrs. Combs stated that timing of Farm Lease payments accounted for the Rent and Lease difference and the variance in Salaries was due to January 2020 being a 3 paycheck month.

Fares are still not competitive with CID, DSM or DBQ but Mrs. Humble stated that April fares do look better. March seems to be high due to spring break travel.

Mrs. Humble moved that reports be received and placed on file, seconded by Mr. Voigt. Ayes: 5. Motion carried.

#### **IV. BOARD APPROVAL**

A. Approval of Minutes of the January 28, 2020 Regular Meeting

Mr. Voigt stated that per the minutes, the Board had requested additional time to study options on Runway 6-24, so why did it go back to City Council to be voted on.

Mr. Kaspari stated that Council had sent it back to the Airport Board for further discussion at the January meeting and no proposals were received therefore the issue went back to City Council.

Mr. Voigt moved that the minutes of the January 28, 2020 meeting be approved, seconded by Mrs. Darrah. Ayes: 5. Motion carried.

B. Motion to Receive and File January 2020 Expenses

Mr. Voigt questioned the payment to PDCM Insurance and asked if quotes were taken. Mrs. Combs stated that we are under the City umbrella and as far as we know the City Clerk gets quotes for Insurance coverage.

Mr. Voigt moved that the January 2020 expenses be received and filed, seconded by Mrs. Darrah. Ayes: 5. Motion carried.

C. Motion to Receive and File February 2020 Expenses

Mr. Voigt moved that the February 2020 expenses be received and filed, seconded by Mrs. Darrah. Ayes: 5. Motion carried.

**VI. OLD BUSINESS**

A. Runway 6/24 – Decommissioning Checklist and Task Items

Mr. Field questioned the cost to decommission the runway. Doug Schindel stated that sign panels need to be removed; Public Works can paint the required runway X's, which will save money, but we will have to purchase FAA-approved paint.

Total cost estimates could be as much as \$50,000 - \$100,000 by the time all is finished, however this would not have to be done all at once.

Board consensus was that they would like a closer estimate of costs expected to be incurred and to know if the City is going to help with the costs, and that the costs to close the runway should not have to come out of the Airport's Operating budget since it was a City Council decision to close the runway.

**VII. NEW BUSINESS**

A. Kingfisher Aviation: Staff Recommending Approval of 5-Year or 3-1-1 Agreement.

Discussed verbal agreement reached with Kingfisher principals and reviewed draft copy of lease.

The outstanding lease amounts that were in dispute will be applied toward the abatement of floor improvements to be done by the tenant, with the balance of the cost to be abated over the 5-year lease term.

Mr. Field requested the addition of a paragraph stating that floor improvements should be "completed forthwith" and, if not done, that tenant will be responsible for paying the \$16,296.00 owed to the Airport.

Mrs. Berry moved that Board Chair (Mr. Field) be authorized to sign the lease document once it is finalized, seconded by Mr. Needham. Ayes: 5. Motion carried.

B. FAA Notification of Grant Award: Reconstruction of Apron (General Aviation – Charter)

Discussed the upcoming construction projects (Both items VII. B. and VII. C.).

Mr. Kaspari stated that the Secretary of the Department of Transportation (USDOT) is getting grants out much earlier than in previous years.

C. FAA Notification of Grant Award: Reconstruction of Taxiway Bravo.

Discussed above.

C. Schedule for Submittal of Grant Applications Nos: 46 & 47 to the FAA.

Part of previous discussion.

**VIII. STAFF AND BOARD MEMBER COMMENT**

None.

**IX. ADJOURNMENT**

Mrs. Humble moved that the meeting be adjourned at 1:02 p.m., seconded by Mr. Needham. Ayes: 5. Motion carried.

Respectfully submitted,



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Scott Voigt, Vice Chairperson