

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Tuesday, July 28, 2020

I. ROLL CALL

Keith Kaspari called the meeting to order, via Zoom, at 12:00 p.m.

Board Members Present: Arlene Humble, Gwenne Berry, Cary Darrah, Scott Voigt, and Todd Holcomb.

City Officials Present: Noel Anderson and Adrienne Miller.

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

Other Attendees: Doug Schindel and David Hughes, AECOM; David Deeds, New Board Appointee (not yet Council approved).

II. AGENDA AS RECEIVED OR AMENDED

No comments, no motion.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Kaspari stated that a Pre-Authorization for the painting of Yellow X's on Runway 6/24 will be submitted for approval this week or next.

Mr. Kaspari also pointed out a typo in the report: Item #5 should read that Michelle Weidner is CFO not CEO.

Mr. Voigt asked whether unspent operating funds go back to the City and wondered whether that's what happened with the \$91,566.97 from FY-20.

Mr. Kaspari stated that he has requested those dollars go into a separate account to be used for city match on upcoming FAA projects for both FY-2021 and FY-2022, as PFC Revenue will not be sufficient to match some of the large projects scheduled, especially at the current level of enplanements.

No response has been received from the CFO.

Mr. Kaspari also went on to explain that the City has carried a large balance due from the Airport from many years ago when the Airport was not self-sustaining due to paying for 24/7 Waterloo Fire coverage for Aircraft Rescue and Fire Fighting services.

Since becoming self-sustaining, any unspent funds at fiscal year-end have gone back to the City to reduce that balance.

Mr. Kaspari, via a conversation with the CFO, believes the outstanding balance was approximately \$418,000 as of the end of FY-20.

B. Monthly Planning & Development Report – N/A

B. Legislative Information

Mrs. Darrah commented on seeing information about continued EAS funding and asked if the airline receives their full subsidy when they are not flying their full 13 trips per week schedule or if they only get paid for flights completed.

Mr. Kaspari stated they only receive the subsidy for completed flights.

D. Misc. Monthly Airport Reports

No comment on monthly reports.

V. BOARD APPROVAL

A. Approval of Minutes of the June 23, 2020 Regular Meeting

Mrs. Darrah moved that the minutes of the June 23, 2020 meeting be approved, seconded by Mrs. Humble. Ayes: 5. Motion carried.

B. Motion to Receive and File June 2020 Expenses

Mrs. Humble moved that the June 2020 expenses be received and filed, seconded by Mrs. Berry. Ayes: 5. Motion carried.

VI. OLD BUSINESS

A. Update: Osprey Aviation (Progress Update).

Mr. Kaspari stated that construction is progressing well.

B. Update: Status of Agreement with Kingfisher Aviation.

Mr. Kaspari stated that City Attorney, Marty Petersen, is still experiencing communication challenges.

Kingfisher has started placing various utilities in their name. Mr. Voigt asked about the floor improvements that were supposed to be done. Mr. Kaspari stated they have not been done or scheduled with the contractor.

Mrs. Berry asked if a deadline for completing the floor work had been given. Mr. Kaspari stated no deadline had been given.

Note: During early lease negotiations, former Board Chair Hugh Field had stated to Bob and Eric Petersen that floor improvements should be completed “forthwith”.

C. Update: Air Service Working Group – Marketing Sub-Committee.

David Deeds gave an update of the ASWG’s work with consultant, Volaire Aviation, and with Advance Media, who provides advertising through social media platforms.

D. Update: FY-2020 FAA Funded Projects

Mr. Kaspari reported that we are currently waiting on grant issuance and approval of the contract with AECOM for CRS (Construction Related Services), and that the overall FAA Grant (No: 46) has not been issued.

E. Update: Iowa DOT SCVI Funded Projects:

1. Hangar 4 Improvements; and,
2. Replacement of Terminal Carpeting

Mr. Kaspari reported that bids for both of these projects have been awarded by City Council.

Mr. Kaspari also stated that if anyone would like to offer input on carpet patterns/colors, it would be appreciated.

Discussion followed, including a suggestion to involve Structure Architects, who designed the Terminal Renovation in 2003/2004.

Doug Schindel, AECOM, stated that they work with INVISION, who is located in the same building they are and can pull them in, if needed.

VII. NEW BUSINESS

A. Election of Officers

1. Board Chair

Mrs. Berry nominated Mrs. Humble to serve as Board Chair, seconded by Mr. Darrah. Ayes: 5. Motion carried

2. Board Vice Chair

Mrs. Humble nominated Mr. Voigt to serve as Vice Chair, seconded by Mrs. Darrah. Ayes: 5. Motion carried.

B. FY-2020 Annual Department Accomplishments.

Mr. Voigt commented that he felt Mr. Kaspari has done a good job “staying ahead of things in dealing with the virus”.

Mr. Kaspari stated that as a small staff, he feels we get a lot done. Mr. Kaspari thanked Mrs. Combs for her accuracy with both the department finances and grants.

Mrs. Berry echoed Mr. Voigt’s comments and also stated that Mr. Kaspari and Mrs. Combs have always been very “kind” and made her feel right at home as a member of this Board.

C. Update: Triennial Full-Scale Airport Exercise

Mr. Kaspari stated that the full-scale exercise has been moved back to October.

The Tabletop (TTX) exercise is currently scheduled for October 8th, and the Full-Scale exercise will take place on the airfield October 22nd.

He went on to give an overview of the disaster scenario that will be used.

D. Update: West-Side Airport Development

Noel Anderson, (Community Planning and Development Director), made a presentation to the Board updating them on the progress on the planned Waterloo Air & Rail Park on the west side of the airport.

Mr. Anderson provided comment that the City has recently taken bids on sewer work to be completed along Leverage Road.

Mr. Anderson also provided an update of work in progress near Lone Tree Road and Leversee, where an expected truck wash business will be the first project completed.

Mr. Anderson stated that all improvements are being paid by grants or TIF funding.

Additionally, projects completed or in progress along Airport Blvd. include the A-Line/POS Hangar, Osprey Aviation Hangar, Camp Run-a-Mutt, Advanced Heat Treat expansion and the expansion of the National Guard.

South of the airport, Koelker Excavating is completing a new building and there are five additional lots being developed with two solid prospects.

On the East side of the airport, along Wagner Rd., Professional Lawn Care is completing construction of their buildings and the other available lots have generated a lot of interest, where, as of the date of the Airport Board Meeting, only one of the lots have not been reserved.

Mr. Deeds asked if there is any upcoming development that would help increase enplanements?

Mr. Deeds also asked if lost revenue will be replaced if more airport farm ground is taken for development.

E. EOY-2020 Financial Report.

Mrs. Combs referred the Board to the city budget report for FY-2020, and stated that the surplus of \$91,567 was due to the City requesting that departments not make any large purchases in the final quarter of the fiscal year.

To comply with that request, we were unable to make the end-of-year purchase that we normally do.

The rest of the report shows federal and state project spending, which was low due to no major projects done during FY-20.

F. Discussion of Future Board Meeting Dates

Mr. Kaspari stated that based on responses received to his email, it seems like the first Wednesday of the month works best for future Airport Board meetings, which will continue to be at noon.

Since there is no reason to meet again next week, Mr. Kaspari suggested that the August meeting be canceled and the next meeting scheduled for September 2nd.

Mr. Kaspari also stated that meetings will likely continue to be electronic through the end of 2020.

Mrs. Darrah stated that she may have a conflict with the 1st Wednesday when schedules get back to normal but she can work with that date for now. Additional discussion followed.

Mr. Kaspari stated that meeting dates can be reviewed again when the 7th Board position is filled.

VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Moved by Mrs. Darrah, seconded by Mr. Voigt, that the meeting be adjourned at 12:59 p.m. Ayes: 5. Motion carried.

Respectfully submitted,



Arlene Humble
Arlene Humble, Chairperson