

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday October 7, 2020

I. ROLL CALL

Chair Arlene Humble called the meeting to order, via Zoom, at 11:59 a.m.

Board Members Present: Arlene Humble, Gwenne Berry, Scott Voigt and David Deeds.

Board Members Absent: Cary Darrah and Todd Holcomb.

City Officials Present: Council Liaisons: Margaret Klein and Ray Feuss.

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

Other Attendees: Doug Schindel and David Hughes, AECOM.

II. AGENDA AS RECEIVED OR AMENDED

Mr. Deeds moved approval of the agenda as received, seconded by Mrs. Berry. Ayes: 3. Motion carried.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Voigt asked about Hertz decision to leave the airport and whether they had a contract. Discussion followed regarding car rental concessions and operations of both Avis/Budget and Hertz.

Mr. Voigt asked about ARFF training and what is being done about changing out the AFFF foam in the fire trucks. Mr. Kaspari stated that we cannot discharge the foam and allow it to leach into the ground. We can discharge the foam if we experience a real aircraft emergency with an aircraft on fire. If we want to discharge foam from any of the fire trucks, it would have to be collected and tested.

Mr. Voigt again questioned the cost of closing Runway 6-24 and whether it was still going to be less than \$8,000. Mr. Kaspari stated out-of-pocket cost should be less than \$8,000. Painted X's should be done in October, which will allow for the removal of the airport-owned Lighted X's, and the return of the rented barricades at \$800 per month. Maintenance employees are working on grinding the runway markings that need to be removed.

B. Monthly Planning & Development Report – N/A

C. Legislative Information – N/A

D. Misc. Monthly Airport Reports

Reviewed YTD budget report, Airline stats, On-Time Performance, Airline schedule and Fares. Mr. Deeds asked why Mr. Kaspari issues a press release every time the airline schedule changes.

He stated passengers will find that information when they book their flights. Mrs. Berry disagreed and stated that she thinks it's a good idea to publish the upcoming schedule.

Mr. Kaspari discussed the concept of possibly using the amount owed by American Airlines in exchange to assist in subsidizing a daily flight to Dallas-Fort Worth.

V. BOARD APPROVAL

A. Approval of Minutes of the September 2, 2020 Regular Meeting

Mr. Voigt moved that the minutes of the September 2, 2020 meeting be approved, seconded by Mrs. Berry. Ayes: 3. Motion carried.

B. Motion to Receive and File September 2020 Expenses

Mr. Voigt moved that the September 2020 expenses be received and filed, seconded by Mrs. Berry. Ayes: 3. Motion carried.

VI. OLD BUSINESS

A. Update: Osprey Aviation

Mr. Kaspari stated that progress is continuing on the Osprey hangar and that floors are being poured today.

B. Update: FAA Grant No. 46

Mr. Kaspari stated that FAA Grant 46 was received, and approved by City Council, in early September. Construction should begin in the spring of 2021.

VII. NEW BUSINESS

- A. Iowa DOT Aviation Bureau Grant Updates – Air Service Sustainment and Vertical Infrastructure.

Mr. Kaspari stated that the FY-21 IDOT Air Service Sustainment and Vertical Infrastructure grants have been approved and forwarded to IDOT for signatures.

- B. Board Update Regarding Status of Agreement with Kingfisher Aviation.

Board discussion centered around the ongoing frustration with the failure by Kingfisher's principals to respond to City Attorney Martin Petersen, and his numerous attempts to communicate with Kingfisher principles and to agree to language for an agreement that staff can take to the Board for initial review and approval, and eventual City Council approval; in addition to, Kingfisher's failure to schedule or complete the floor improvements that was agreed to in March 2020.

The consensus of the Board was that the City Attorney should send a letter via certified mail giving Kingfisher officials 30 days to agree to language allowing staff to forward to the City Council for approval; and, start the floor work or all outstanding fees that were to be applied toward the floor improvements would be due. A Work Session to the full City Council was also discussed.

Failure to agree to terms within the 30-period, could result in a termination notice being issued to Kingfisher principals.

- C. Notice of Verbal Discontinuation of Hertz Car Rental Operations at Waterloo Regional Airport.

Continued earlier discussion of car rental operations. Mr. Kaspari communicated to the Board that Hertz is contemplating moving to a touchless concept for completing rental car transactions – whereas if so, that Waterloo would like to be considered for this new rental car concept.

- D. Verbal and Email Notice to Airport Staff Regarding Airport Consultant, Clapsaddle-Garber Associates, on the Management of ALO's Passenger Facility Charge (PFC) Program, and Staff's Recommendation to Board moving forward.

Mr. Kaspari provided background info on the PFC program. Mike Bearden, of CGA, had managed the program for the City for many years. CGA recently informed Mr. Kaspari that Mr. Bearden no longer works for CGA (and hasn't for several months - June).

PFC reports to the FAA were incomplete, significantly delayed, and delinquent whereas CGA seems to have no plans to bring the work current.

Mr. Kaspari stated he would like to bring this work in-house or move forward with a joint City of Waterloo and AECOM partnership going forward.

- E. The Board discussed the review of Iowa Airline Passenger Activity and a Snapshot of Enplanements at Iowa's Commercial Service Airports for the Week of September 20-26, with information provided by Iowa DOT's Aviation Bureau.

Board discussed enplanements for Iowa's Commercial Service airports operating in a COVID environment.

Mrs. Humble pointed out that days with spikes in passenger numbers at both the Des Moines and Cedar Rapids Airports are likely Allegiant leisure travelers.

She stated that Humble Travel Staff is still seeing very little business travel and this is likely to continue into 2021.

- F. Air Service Working Group – Summary of Recent Meeting.

Mr. Deeds reported on the recent meeting of the ASWG, and stated that they have enough funds donated to pay the retainer for Air Service Consultant, Volaire Aviation, through the end of the calendar year, and that the monthly fees have been reduced from \$2,500 to \$2,000.

ASWG volunteers have reached out to American Airline's planner, who suggested a Zoom meeting with him and other AA executives, Mr. Kaspari, Volaire and members of the ASWG simply to touch base and let AA know that our community is involved and interested in expanding our air service, when possible, especially through Dallas-Fort Worth.

- G. Notice by USDOT EAS Office Regarding Extension of Notice to Air Carriers for Certain Non-Completed Flights. Extended from June 30 to September 30, now to December 31st.

Mr. Kaspari stated that because ALO is a member in the EAS program, American Airlines is getting paid their subsidy by the USDOT even for non-completed flights, and that another extension has been approved through December 31, 2020.

VIII. STAFF AND BOARD MEMBER COMMENT

Mr. Kaspari stated that the Disaster Drill Tabletop Exercise is scheduled for October 8, 2020, and Full Scale Triennial Disaster Drill for October 22, 2020.

IX. ADJOURNMENT

Hearing no objections, Mrs. Humble adjourned the meeting at 1:20 p.m.

Respectfully submitted,


Arlene Humble, Chairperson