

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday January 27, 2021

I. ROLL CALL

Chair Arlene Humble called the meeting to order, via Zoom, at 12:00 p.m.

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

City Officials Present: Council members Margaret Klein and Ray Feuss; Noel Anderson and Adrienne Miller.

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

Other Attendees: Doug Schindel, AECOM.

II. AGENDA AS RECEIVED OR AMENDED

Moved by Mrs. Berry, seconded by Mrs. Darrah, that the agenda be approved as received. Ayes: 5. Motion carried.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Voigt asked for additional information on the pavement testing on Taxiway B. Mr. Schindel explained and discussion followed.

Mr. Voigt asked about Marsden and whether they have hired a replacement janitor for the airport.

Mr. Voigt requested an update on the Terminal Carpet project. Mr. Kaspari stated all work should be complete no later than mid-February.

Mr. Voigt asked about the CIP, and whether any of those projects will be paid for with CARES Act funding.

Mr. Kaspari stated there will soon be an agreement with AECOM for the first of the CARES Act projects, Terminal Heating & Cooling Upgrades and Replacement of Vehicle Fueling System, and possibly others TBD.

Anticipated CARES Act projects were not included on the CIP turned in to the city.

B. Monthly Planning & Development Report – N/A

C. Legislative Information – N/A

D. Misc. Monthly Airport Reports

Mr. Voigt stated that AA cancellations and delays are way down and it would be great if they could continue that trend after we get our 2nd daily flight back.

Mr. Kaspari stated that the improved On-Time Performance is likely due to decreased congestion at O'Hare. Once ALO's flight schedule returns to normal (pre-COVID), cancellations and delays will likely go back to normal, as well.

V. BOARD APPROVAL

A. Approval of Minutes of the November 25, 2020 Regular Meeting

Mr. Voigt moved that the minutes of the November 25, 2020 meeting be approved, seconded by Mrs. Berry. Ayes: 5. Motion carried.

B. Motion to Receive and File December 2020 Expenses

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

VI. OLD BUSINESS

A. Update: Kingfisher Aviation Lease Agreement

Mr. Kaspari stated that the lease has been received back from Kingfisher's Attorney and he has reviewed the lease and forwarded it on to the City Attorney with his comments. He hopes to have a finalized (signed) agreement by March 1, 2021.

B. Update: Osprey Aviation (Picture Summary)

Mr. Kaspari stated that they hope to finish the hangar and receive a Certificate of Occupancy by April.

C. Update: Iowa DOT Aviation Bureau – Commercial Service Vertical Infrastructure Projects for FY 19-20-21.

Mr. Kaspari reviewed the projects under the Vertical Infrastructure Grants:

FY-19 – Status of the Terminal Carpet Replacement;

FY-20 – Status of the Completion for another Phase of work on Hangar 4; and,

FY-21 – Replacement of lighting in Hangars 1, 2, 3 and 3A & 3B, and Limited Door Replacement (all leased to Livingston).

D. Update: Water Main Installation Project

Mr. Kaspari stated that the water main project is complete except for turf work that will be finished in the spring.

E. Update: Advance Aviation – Phase 1 Campaign

Mr. Kaspari stated that approvals have been received and Phase 1 is set to begin.

VII. NEW BUSINESS

A. Request to Serve ALO from Executive Car Rental

Mr. Kaspari stated that he received a request from Executive Car Rental but due to many negative comments he has heard about this company he feels it may be best not to allow them to operate from ALO. He stated that he hopes Hertz will return once travel returns to pre-COVID levels.

B. Airport Department – Financial Reports

1. Mid-Year FY-2021 (July – December);
2. Submittal of FY-2022 Operating Budget; and,
2. Capital Improvement Program.

Mrs. Combs stated that the YTD Budget through December, in the packet, shows total revenues at only 34% of the fiscal year budget, while expenses were at 44%.

However, farm rent payment 2 of 3 was received in early January, so current date budget reports show revenue at 46% and expenses at 47%.

She stated that Staff is doing their best to keep spending in check but if year-end reports show a deficit then CARES Act funding will be allocated toward the operating budget to keep the airport self-sufficient.

C. Review of Iowa’s Commercial Service Airport and Passenger Activity through January 2, 2021

Board discussed information included in packet.

D. Review of ALO’s Transportation White Paper for Future Visit with Cedar Valley Coalition

Board discussed information included in packet.

E. Review of New and Draft Airport Logos Created by Staff from Advance Aviation

Board reviewed two new logo options and discussed. Mr. Kaspari asked Board members to send him additional comments, which he will forward on to Advance Aviation.

VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Mrs. Berry moved the meeting be adjourned at 1:15 p.m., seconded by Mrs. Darrah.
Ayes: 5. Motion carried.

Respectfully submitted,


Arlene Humble, Chairperson