

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday February 24, 2021

I. ROLL CALL

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

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

Board Member Absent: Gwenne Berry.

City Officials Present: Councilmember Ray Feuss; Noel Anderson and Adrienne Miller.

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

Other Attendees: David Hughes and Doug Schindel, AECOM.

II. AGENDA AS RECEIVED OR AMENDED

Moved by Mrs. Darrah, seconded by Mr. Voigt, that the agenda be approved as received. Ayes: 4. Motion carried.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Voigt asked for clarification on statement about no licensed mechanics on staff.

Mr. Kaspari stated that maintenance personnel can repair some equipment but sometimes equipment needs to be shipped off-site for repairs.

Mr. Voigt also asked if law enforcement agencies are charged for using Airport facilities for training purposes. Mr. Kaspari stated they are not charged and he is happy to have them use the facilities as it helps meet his desire to see an increased visual law enforcement presence at the Airport.

B. Monthly Planning & Development Report – N/A

C. Legislative Information – N/A

D. Misc. Monthly Airport Reports

Mr. Kaspari stated that passenger numbers year to date have been woeful and he hopes to see numbers pick up in the coming weeks and months.

Fares remain low but the schedule is not conducive to longer trips without the early morning departure.

Mrs. Humble stated that she has heard American plans to increase their flights out of Chicago after March.

Mr. Kaspari pointed out the very large reductions in revenues, year over year.

V. BOARD APPROVAL

A. Approval of Minutes of the January 27, 2021 Regular Meeting

Mr. Voigt moved that the minutes of the January 27, 2021 meeting be approved, seconded by Dr. Holcomb. Ayes: 4. Motion carried.

B. Motion to Receive and File January 2021 Expenses

Mr. Voigt moved that the January 2021 expenses be received and filed, seconded by Dr. Holcomb. Ayes: 4. Motion carried.

VI. OLD BUSINESS

A. Continued Discussion of New Airport Logo

Members reviewed and discussed the three updated logo options from Advance Media, NY. Most Board members preferred Option No: 3, but still would like to see some revisions.

Mr. Kaspari stated that we are allowed one additional set of revisions under the current contract.

Beyond that, additional revisions will incur additional charges. Mr. Kaspari will convey comments to Advance and request additional revisions.

VII. NEW BUSINESS

A. Board Review and Approval of ALO 5-Year Airport Capital Improvement Plan and Long-Range Needs Analysis.

David Hughes, AECOM, reviewed the 5-year CIP. Discussion of long-range needs followed.

- B. Acceptance and Support of FAA Coronavirus Response and Relief Supplement Appropriations Act (CRRSA – General), Public Law 166-260, under the Airport Coronavirus Response Grant Program (ACRGP).

Mr. Kaspari stated that he received the grant offer of just over \$1,000,000 additional CARES Act funding available, to be used for operational costs, cleaning, sanitization, etc. There is no guidance yet on the timeline for using the funds.

He requested Board approval to sign the application and send it back. So moved by Mrs. Darrah, seconded by Mr. Voigt. Ayes: 4. Motion carried.

- C. Acceptance and Support of FAA Coronavirus Response and Relief Supplement Appropriations Act (CRRSA – Concessions), Public Law 166-260, under the Airport Coronavirus Response Grant Program (ACRGP).

Mr. Kaspari stated that this grant offer is just over \$5,000 available for On-Airport concessionaires' reduction of Minimal Annual Guarantee (MAG).

- D. Hangar Improvement Project – FY-2021 Iowa DOT CSVI/Iowa DOT Contract No: 22634 Iowa DOT CSVI Project No:9-I-210ALO200.

Mr. Hughes reviewed the scope of work to be completed under the current year CSVI project, to include replacement of hangar lighting with LED lights in Hangars 1, 2, 3A and 3B.

The project also includes replacement of pedestrian doors in Hangar Nos. 1, 2 and 5.

Bids are scheduled to be opened on March 25, 2021.

- E. Verbal Summary of Air Service Working Group Meeting from Friday, February 19th and General Discussion of Revised Agreement with Volaire Aviation Consulting.

General discussion centered on the work that Volaire Consulting has been completing, with monthly invoices being taken care of with donated funds raised by the Air Service Working Group. Mr. Deeds stated that funding via the CFNEI will be fully expended in April of 2021.

Mrs. Darrah moved that the Airport assume the monthly retainer payments to Volaire of \$1,500 per month when ASWG funds are depleted, seconded by Mr. Deeds. Ayes: 4. Motion carried.

Mr. Kaspari stated that this would possibly be an eligible use of Iowa DOT Air Service Grant funding, as long as we do an RFQ-RFP to select a consultant.

Mr. Kaspari stated that he will work on the RFQ-RFP for an Iowa DOT Air Service Sustainment application and grant estimated to be issued in the late fall (Nov-Dec) of CY-2021.

F. General Discussion of Terminal Building Custodial Services Proposal.

Mr. Kaspari reviewed the proposal received from Marsden Janitorial for increased services and fees. He suggested that we remain with Marsden through 2021 to see if they will continue to provide the improved service we have been receiving for the past month, and reevaluate in the fall.

At that point we can seek additional bids, or negotiate with them to stay at the current rate.

The Board asked for this item to be brought back to them in October for re-evaluation. So moved by Mrs. Darrah, seconded by Dr. Holcomb. Ayes: 4. Motion carried.

VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Mrs. Darrah moved the meeting be adjourned at 1:35 p.m., seconded by Dr. Holcomb. Ayes: 4. Motion carried.

Respectfully submitted,


Arlene Humble, Chairperson