

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday March 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, Gwenne Berry, David Deeds, Todd Holcomb and Arlene Humble.

Board Member Absent: Scott Voigt.

City Officials Present: Councilmembers Margaret Klein and Ray Feuss; Adrienne Miller, Martin Petersen.

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

Other Attendees: Doug Schindel, AECOM; Colonel Jonathan Lartigue and Captain Rob Green, Iowa Civil Air Patrol.

II. AGENDA AS RECEIVED OR AMENDED

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

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Kaspari asked for questions about his written report and there were none.

B. Monthly Planning & Development Report – N/A

C. Legislative Information – N/A

D. Misc. Monthly Airport Reports

Mr. Kaspari asked for questions about the monthly airport reports and there were none.

V. BOARD APPROVAL

A. Approval of Minutes of the February 24, 2021 Regular Meeting

Mr. Deeds moved that the minutes of the February 24, 2021 meeting be approved, seconded by Mrs. Darrah. Ayes: 4. Motion carried.

B. Motion to Receive and File February 2021 Expenses

Mrs. Darrah moved that the February 2021 expenses be received and filed, seconded by Mr. Deeds. Ayes: 4. Motion carried.

C. Kingfisher Aviation: Approval of Lease Agreement for Aircraft Storage Hangar.

Mr. Kaspari stated that the lease agreement for Kingfisher Aviation is almost complete and asked for a motion to allow the Board Chair to sign the lease once final revisions are made, and the lease is deemed satisfactory by all parties.

Martin Petersen, City Attorney, answered questions regarding the agreement. So moved by Mrs. Berry, seconded by Dr. Holcomb. Ayes: 4. Motion carried.

VI. OLD BUSINESS

N/A

VII. NEW BUSINESS

A. Future Lease Agreement with the Iowa National Guard for their Aircraft Taxilane / Helipads

Mr. Kaspari stated that he is working with the Air National Guard to bring a decades-old ground lease current with other similar Iowa locations.

B. Additional Update: Financial Report as Estimated Through June 30, 2021.

Mrs. Combs asked for questions on her FY-2021 Budget with Projections through June 30, 2021, and there were none.

C. Use of Hangar 4 for the Temporary Storage of One Civil Air Patrol Aircraft.

Mr. Kaspari stated that he has been working with the Iowa Civil Air Patrol to provide meeting space, and now would also like to allow them to temporarily store an aircraft in the vacant Hangar 4, while improvements are being made to the hangar and office space.

Colonel Lartigue and Captain Green gave an overview of their organization. Board consensus was that we would welcome them and happily assist their efforts in any way possible.

VIII. STAFF AND BOARD MEMBER COMMENT

Mrs. Klein asked when we plan to return to in-person meetings. Discussion followed and the consensus seemed to be that we will follow the lead of the City Council. When they return to in-person meetings, the members of the Airport Board would follow.

IX. ADJOURNMENT

Mr. Deeds moved the meeting be adjourned at 12:44 p.m., seconded by Dr. Holcomb. Ayes: 4. Motion carried.

Respectfully submitted,



Arlene Humble, Chairperson