

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday November 4, 2020

I. ROLL CALL

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

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

Board Members Absent: Gwenne Berry 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; Steve Hodgens, Advance Aviation.

II. AGENDA AS RECEIVED OR AMENDED

Mrs. Darrah moved approval of the agenda as amended, moving item VII. B. to the first item of business. Seconded by Mr. Deeds. Ayes: 3. Motion carried.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Kaspari stated that the Xs have been painted on Runway 6-24. Mr. Voigt questioned the cost of closing Runway 6-24 and whether it was still going to be less than \$8,000. Mr. Kaspari stated that he should have a total cost next month.

Mr. Voigt asked about the PFC program and how far back Grant #38 was. Mr. Kaspari stated that reconciliation needs to go back to approximately 2012.

B. Monthly Planning & Development Report – N/A

C. Legislative Information

Mr. Kaspari pointed out information that he had received from Congresswoman Finkenaur's office. Mr. Voigt mentioned that Mr. Kaspari should reach out to Congresswoman-Elect Hinson to convey this information to her.

D. Misc. Monthly Airport Reports

Reviewed YTD budget report, Airline stats, On-Time Performance, Airline schedule and Fares. Mr. Kaspari stated that fares are still attractive.

V. BOARD APPROVAL

A. Approval of Minutes of the October 7, 2020 Regular Meeting

Mr. Deeds moved that the minutes of the October 7, 2020 meeting be approved, seconded by Mrs. Darrah. Ayes: 3. Motion carried.

B. Motion to Receive and File October 2020 Expenses

Mr. Voigt questioned the monthly expense for Marsden Janitorial and wondered if that could be reduced, given the lighter flight schedule.

Mrs. Humble asked if they had increased sanitizing to prevent COVID-19? Discussion followed.

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

VI. OLD BUSINESS

A. Update: Kingfisher Aviation

Mr. Kaspari stated that following the Council Work Session, City Attorney, Martin Petersen, is working with Kingfisher officials to move forward on a signed agreement.

B. Update: Osprey Aviation

Mr. Kaspari stated that contractors are making great progress on the Osprey hangar and pointed out that there are pictures in the packet.

C. Update: Iowa DOT Aviation Bureau – Vertical Infrastructure Program for FY-2021

Mr. Kaspari stated that he is working with AECOM on a design agreement for this project.

D. Update: Hangar 4 Work

Mr. Kaspari pointed out the pictures summary in the Board packet.

Mr. Voigt questioned law enforcement using the hangar for training and whether we would have any liability there due to the mold issues.

Mr. Kaspari stated that the mold mitigation phase of work has been completed and that Woodruff Construction is essentially finished with the base contract work on the hangar.

E. Update: Water Main Installation Project

Mr. Kaspari stated that contractors have completed approximately 700-feet of the approximate 1,900-feet for the overall water main improvement project.

This will provide a secondary source of water and water pressure for the East side of the airfield. He also pointed out pictures of this project in the Board packet.

VII. NEW BUSINESS

A. Airport Department – Financial Report – First Four Months of FY-2021

Mrs. Combs reported on the Year to Date Budget with Projections through the end of FY-2021.

At current levels, adjusted for known upcoming revenue and expense items, we could end up \$80,000 in the red. Staff would then need to utilize funds from the CARES Act Grant No: 48 to make ourselves whole at the end of the fiscal year.

B. Iowa DOT Aviation Bureau – Air Service Sustainment – Airport Services for Advance Aviation.

Steve Hodgens, Advance Aviation, addressed three options for targeted marketing, which would be paid for by the FY-21 Iowa DOT Air Service Sustainment Grant (80%, matched with 20% city funds).

Mr. Deeds stated that the Air Service Working Group Marketing subcommittee likes the consistency in the marketing program, as well as the ability to target potential travelers rather than the general public, as in print, radio and TV ads.

Mr. Kaspari asked if it was possible to start with the \$60,000 option and then add to it, possibly to the \$80,000 level, if travel starts to pick up. Mr. Hodgens stated that would be possible.

Mrs. Humble (Owner, Humble Travel, CF) stated that they have had to move clients who had booked December travel out of Waterloo to instead fly out of Cedar Rapids.

This was due to American was showing two flights per day in ALO's December schedule when the travel was booked, but they have since changed the schedule from early morning and early afternoon departures to a late afternoon departure only, for most of December.

She suggested a soft start on any advertising until we have a more consistent schedule because it will not do us any good to advertise flights that are going to later be removed from the schedule, chasing passengers to Cedar Rapids.

Board consensus was to hold off on any action to see what the schedule might look like in 2021.

C. Board Discussion: General Discussion of Future Monthly Meeting Dates due to Board Member Conflicts.

Discussion of possible future meeting dates with consensus of Board members that the 4th Wednesday of the month at noon would work for all present.

VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Mr. Voigt moved the meeting be adjourned at 1:20 p.m., seconded by Mrs. Darrah. Ayes: 3. Motion carried.

Respectfully submitted,


Arlene Humble, Chairperson