

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday April 28, 2021

I. ROLL CALL

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

Board Members Present: Gwenne Berry, David Deeds, Todd Holcomb and Arlene Humble.

Board Members Absent: Scott Voigt and Cary Darrah.

City Officials Present: Noel Anderson.

City Officials Absent: Councilmembers Margaret Klein and Ray Feuss.

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

Other Attendees: AECOM: Doug Schindel and David Hughes, Advance Media, NY: Christina Cole, Kayleigh Tarbet, and Karyn Standerling.

II. AGENDA AS RECEIVED OR AMENDED

Moved by Mrs. Berry, seconded by Dr. Holcomb, that the agenda be approved as received. Ayes: 3. Motion carried. Mr. Kaspari asked that Chair allow the presentation by Advance Media (Items VI.A. and VII.A) to be first.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Kaspari asked for questions about his written report. Dr. Holcomb questioned why the Wildlife Depredation Permit came from MN.

Mr. Kaspari stated that is the Regional Office for the Fish and Wildlife Service, and the permit is needed to take care of occasional wildlife that make it through the perimeter fence, as well as some larger birds.

Mr. Kaspari pointed out Item No: 8 of the report, and stated that the bid for the IDOT Project was rejected after it was almost double the Engineer's Estimate.

Mr. Kaspari has requested approval from IDOT Transportation Commission to hold the funds and combine them with FY-22 grant funds to continue interior and exterior updates on Hangar 4. Doug Schindel pointed out that material prices have doubled since last year.

Mr. Kaspari also updated the Board on Item No: 10, and stated that he has received official word from the FAA that FY-22 AIP grants will be funded @ 100%, as well as FY-20 and FY-21.

He also stated that the work on Taxiway B is going well, with the weather cooperating, and that David Hughes is estimating that the work will be 50% complete by June 30th.

B. Monthly Planning & Development Report – N/A

C. Legislative Information

Mr. Kaspari stated that the Board packet included copies of pertinent emails.

D. Misc. Monthly Airport Reports

Mr. Kaspari stated that it was encouraging to see better passenger numbers in March and that April seems to be continuing the upward trend.

V. **BOARD APPROVAL**

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

Mr. Deeds moved that the minutes of the March 24, 2021 meeting be approved, seconded by Dr. Holcomb. Ayes: 3. Motion carried.

B. Motion to Receive and File March 2021 Expenses

Mr. Deeds moved that the March 2021 expenses be received and filed, seconded by Dr. Holcomb. Ayes: 3. Motion carried.

VI. **OLD BUSINESS**

A. Update – New Website Development (Update by Officials from Advance Media, NY)

Karyn Standerling from Advance Media, shared the new website homepage as well as a couple of other pages they are working on.

She stated that the new website should be complete by mid-June.

VII. NEW BUSINESS

A. Update of Marketing Campaign by Officials from Advance Media, NY.

Christina Cole and Kayleigh Tarbet from Advance Media, shared the ad they are developing for the new campaign refresh, which includes the new Airport logo.

Board discussed and made some suggestions, including adding the American Airlines logo. After a few minor changes, the ad met with everyone's enthusiastic approval.

B. Update: FAA Office / Tech / Misc. Storage Lease Agreement

Mr. Kaspari stated that until a new FAA SSC Manager is hired, and with a new Real Estate Manager in place, it may be an extended period of time before anything is done as far as updating the Terminal Lease Agreement with FAA, including moving them out of the 2nd floor offices, which TSA would like to have.

C. Iowa DOT Aviation Bureau, FY-2022 Grant Applications

Continued previous discussion of IDOT projects and combining FY-21 and FY-22 funds for additional improvements to Hangar 4.

D. General Discussion: Return to In-Person Meetings Beginning in May

As discussed at the March meeting, and following City Council's lead, Board will plan to meet in person next month, May 26th.

Mr. Kaspari stated that he will work with I.T. to allow for a Zoom option for anyone who doesn't want to attend in person.

VIII. STAFF AND BOARD MEMBER COMMENT

Mr. Kaspari reviewed the new American schedule, beginning June 3rd and stated while it's nice to see two flights per day, the arrival and departure times. He stated that it sounds like the July schedule will be the same or very similar.

IX. ADJOURNMENT

Dr. Holcomb moved the meeting be adjourned at 12:54 p.m., seconded by Mr. Deeds. Ayes: 3. Motion carried.

Respectfully submitted,



Arlene Humble, Chairperson