

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday November 25, 2020

I. ROLL CALL

Vice Chair Scott Voigt called the meeting to order, via Zoom, at 12:00 p.m. Chair Arlene Humble joined the meeting a few minutes late.

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

Board Members Absent: Todd Holcomb.

City Officials Present: Wendy Bowman.

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

Other Attendees: David Hughes, AECOM; Christina Cole, Lindsay and Matt all from Advance Aviation.

II. AGENDA AS RECEIVED OR AMENDED

No changes, no motion.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

No questions on report. Mr. Kaspari provided an overview of highlights from Passenger surveys he's been conducting.

B. Monthly Planning & Development Report – N/A

C. Legislative Information – N/A

D. Misc. Monthly Airport Reports

No discussion.

V. BOARD APPROVAL

A. Approval of Minutes of the November 4, 2020 Regular Meeting

Mrs. Darrah moved that the minutes of the November 4, 2020 meeting be approved, seconded by Mr. Deeds. Ayes: 4. Motion carried.

B. Motion to Receive and File November 2020 Expenses

Mrs. Darrah moved that the November 2020 expenses be received and filed, seconded by Mr. Deeds. Ayes: 4. Motion carried.

VI. OLD BUSINESS

N/A

Mr. Voigt asked for an update on the Kingfisher lease. Mr. Kaspari stated there has been some progress made on lease negotiations.

VII. NEW BUSINESS

A. Board Discussion: General Discussion of Future Monthly Meeting Dates due to Board Member Conflicts; and, General Discussion of Scheduling Meetings on a Quarterly Time Table Due to COVID-19 Pandemic.

Mr. Kaspari asked for input on meeting on a quarterly basis. Mrs. Humble stated that she feels the Board should continue to meet monthly. Mr. Voigt stated he agrees with Mrs. Humble.

Discussed options for meeting dates. Mrs. Darrah stated that she thought the 4th Wednesday of the month was agreed upon at the previous meeting. Mr. Kaspari stated the he will check with Dr. Holcomb to see if that works with his schedule.

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

Christina Cole, Lindsay and Matt from Advance Aviation, provided an in-depth presentation of their services and further addressed the three options for targeted marketing, discussed at the previous meeting.

Board discussed the options, which for the Phase 1 proposal as presented by Advance Aviation personnel, would be paid for by the FY-21 Operating Budget for the airport. Iowa DOT Air Service Sustainment Grant (80%, matched with 20% city funds).

Mr. Deeds moved that Board move forward with Advance Aviation, at the \$60,175 level, knowing that we can move up to the \$80,000 or \$100,000 level if more services are needed, and funds remain available; seconded by Mrs. Berry. Ayes: 4. Motion carried.

Mr. Voigt asked Mr. Kaspari to confirm that funds are available to cover this contract.

Mr. Kaspari stated, yes, IDOT Air Service Sustainment grant funds will cover this contract.

Funds remain under the FY-20 grant and we have also received the FY-21 grant.

VIII. STAFF AND BOARD MEMBER COMMENT

Mr. Kaspari stated that the next meeting will be January 27, 2021, due to the Christmas holiday.

IX. ADJOURNMENT

Mr. Voigt moved the meeting be adjourned at 1:20 p.m., seconded by Mrs. Berry. Ayes: 4. Motion carried.

Respectfully submitted,



Arlene Humble, Chairperson