

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, October 27, 2021

I. ROLL CALL

Chair Arlene Humble called the meeting to order at 12:02 p.m.

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

Board Members Absent: Cary Darrah, Doug Rathburn.

City Officials Present: Councilmember Margaret Klein.

Airport Staff Present: Keith Kaspari, Airport Director.

Other Attendees: Doug Schindel, AECOM, and Advance Aviation Staff Members: Christina Cole, Steve Hodgins and Kayleigh Tarbet.

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.

III. PUBLIC COMMENTS

N/A

IV. REPORTS

A. Airport Director

Mr. Kaspari asked if there were any questions on his written report, and provided a brief verbal construction update to the Board Members.

B. Legislative Information & Updates

No discussion.

C. Misc. Monthly Airport Reports

Mr. Kaspari stated that Enplanements were down in August but overall it was not a bad month. Fares continue to be attractive.

V. BOARD APPROVAL

A. Approval of Minutes of the September 22, 2021 Regular Meeting

Ms. Berry moved that the minutes of the September 22, 2021 meeting be approved, seconded by Dr. Holcomb. Motion passed.

B. Motion to Receive and File September, 2021 Expenses

Mr. Voigt moved that the September 2021 expenses be received and filed, seconded by Mr. Deeds. Motion passed.

VI. OLD BUSINESS

A. Verbal Update: Monthly Airfield Construction

Mr. Kaspari referenced the pictures included in the Board packet and that due to unfortunate delays, the project is now set to be completed by the end of October.

VII. NEW BUSINESS

A. Presentation by the Staff at Advance Aviation for the CY-2022 Marketing Campaign:

There was general discussion by the Board and Staff via the presentation of the CY-2022 marketing campaign by the Staff at Advance Aviation. Campaign elements included, the following:

- Christmas on the Beach;
- How to Target the Business Traveler;
- Focus More on F&F – Friends & Family; and,
- Cast a Wider Net on the Leisure Traveler.

B. General Discussion: U.S. Department of Transportation – Office of Aviation Analysis – EAS Order Seeking Proposals for Waterloo Regional Airport beginning with the Next Term of Service to begin on or about May 1, 2022.

There was general discussion by the Board and Staff with regard to the next bid letting, with bids due on Monday, November 8th.

Board Members and Staff discussed the importance of retaining a Legacy or Mainline Carrier like an American Airlines. Staff is not expecting any bids from Delta or United.

UPDATE: Staff received notice from the USDOT on the afternoon of November 8th, that a request was received, and request granted for an extension of time by an airline. Bids are now due on Monday, November 15th.

VIII. STAFF AND BOARD MEMBER COMMENT

Staff mentioned to the Board regarding the next meeting in November, currently scheduled for the 24th, but this is the day before Thanksgiving, and Staff mentioned that he would put out a survey to hold the meeting on either the 17th or the 24th.

IX. ADJOURNMENT

Hearing no objections, Mr. Voigt offered a motion to adjourn the meeting, with Ms. Berry offering a second.

As such, hearing no objections, the motion passed and the Board Chair adjourned the meeting at 1:26 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Arlene Humble". The signature is written in dark ink and is positioned above a horizontal line.

Arlene Humble, Chairperson