

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Wednesday September 22, 2021**

**I. ROLL CALL**

Chair Arlene Humble called the meeting to order at 12:01 p.m.

Board Members Present: Cary Darrah, Scott Voigt, Doug Rathburn, Arlene Humble.

Board Members Absent: David Deeds, Gwenne Berry, Todd Holcomb.

City Officials Present: Councilmember Margaret Klein.

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

Other Attendees: Doug Schindel, AECOM; and, Amie Rivers, The Courier.

**II. AGENDA AS RECEIVED OR AMENDED**

Moved by Mrs. Darrah, seconded by Mr. Rathburn, 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. Mrs. Darrah questioned if there were many flight diversions to Waterloo.

Mr. Kaspari explained the circumstances of the diversion to ALO earlier this week, but stated that they don't happen very often.

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 August 25, 2021 Regular Meeting

Mr. Voigt moved that the minutes of the August 25, 2021 meeting be approved, seconded by Mrs. Darrah. Ayes: 3. Motion carried.

### B. Motion to Receive and File August 2021 Expenses

Mr. Voigt moved that the August 2021 expenses be received and filed, seconded by Mr. Rathburn. Ayes: 3. Motion carried.

### C. General Discussion and Staff Request for Airport Board Support for a Multi-Year (3-Years and/or Seasonal) Waiver of Airport Fees for a New Entrant to the Waterloo Market.

Mr. Kaspari stated that this could be either a Signatory (Airline has an agreement with the airport) or Non-Signatory (Airline has no formalized agreement with the airport) airline that wants to set up a regular flight schedule, whether the schedule consists of one or more inbound/outbound flights per week, multiple flights per month, or something seasonal.

Mr. Kaspari would like to see continuation of the gambling charters that operated out of ALO in both June and July. He stated that airport fees waived would likely be recouped in parking fees.

Mrs. Darrah moved support for a Multi-Year (3-Years) fee waivers, seconded by Mr. Rathburn. Ayes: 3. Motion carried.

### D. General Discussion and Staff Request for Airport Board Support for Staff Approval to Expend a Not to Exceed amount of \$150,000 of ALO's Grant No: 48 for an Airport Digital Video Monitoring and Recording System for the Interior and Exterior of Airline Passenger Terminal, Curbside, Parking Lot and Airside.

Mr. Kaspari stated that this would be part of a larger City-wide project and that he was tasked with coming up with funding to cover the cost for the airport system.

So moved by Mrs. Darrah, with the caveat that any Airport Monitoring System is part of a larger City plan; seconded by Mr. Voigt. Ayes: 3. Motion carried.

## VI. OLD BUSINESS

### A. Verbal Update: Monthly Airfield Construction

Mr. Kaspari referenced the pictures included in the Board packet and stated that the airfield construction is on track to be completed by the end of September.

### B. Verbal Update: Osprey Aviation

Mr. Kaspari provided comment that there was no update to report for this meeting.

C. Review of CARES Act and Revised List of Projects (Grant No: 48).

Mr. Kaspari and Doug Schindel reviewed the updated list of Capital Improvement Projects.

D. Review of Previously Expended Iowa DOT CSVI Grant Projects Completed (2011 – 2020).

Mr. Kaspari reviewed the list of CSVI project expenditures for the past 10-Years, including almost \$300,000 in improvements to the facilities that the City leases to Livingston Aviation (FBO), to include the General Aviation Terminal Building, Aircraft Storage Hangars 1 – 2 – 3A – 3B and 5, Aircraft T-Hangar Rows A & B, and just over \$250,000 for the continued Rehabilitation to Hangar 4.

## VII. NEW BUSINESS

A. General Discussion and Staff Request for Airport Board Support for the Submittal of a Future Black Hawk Gaming Association Grant to Support the Work of the Air Service Working Group for Additional Funds for the Expansion of Scheduled Air Service.

There was general discussion by the Board and Staff, and the Board supported Staff's request.

B. General Discussion via a Request Received from a Committee at the Center for the Arts to Display Art Work in the Airline Passenger Terminal Building.

There was general discussion by the Board. Consensus was that it might be best to use the limited wall space in the Terminal to highlight area attractions rather than just artwork but to keep the discussion open.

C. General Discussion and Staff Request for Airport Board Support to Begin a Draft of Specifications and Supplemental Agreement for a Multi-Year Car Rental Concession Effective for the Term of: July 1, 2022 to June 20, 2027.

There was general discussion by the Board and Staff, and the Board supported Staff's request.

D. General Discussion and Staff Request for Airport Board Support to Begin a Draft for a Multi-Year Airport and Airline Use Agreement Effective May 1, 2022 to April 30, 2024.

Mr. Kaspari stated that these dates would coincide with the upcoming EAS bid for Airline Service.

- E. General Discussion and Staff Request for Airport Board Support to Begin a Draft for Specifications and a Supplemental Agreement for an RFQ/RFP for a Multi-Year Custodial Services Agreement for the Airline Passenger Terminal Building.

There was general discussion by the Board and Staff, and the Board supported Staff's request.

**VIII. STAFF AND BOARD MEMBER COMMENT**

No comment was provided by Staff or any Board Members.

**IX. ADJOURNMENT**

Hearing no objections, Mrs. Humble adjourned the meeting at 1:16 p.m.

Respectfully submitted,

  
Arlene Humble, Chairperson