

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Wednesday December 15, 2021**

**I. ROLL CALL**

Board Chair Arlene Humble called the meeting to order at 3:03 p.m.

Board Members Present: Cary Darrah, Gwenne Berry, Arlene Humble, Doug Rathburn, Todd Holcomb and David Deeds.

Board Members Absent: Scott Voigt.

City Officials Present: Councilmembers Ray Feuss and Margaret Klein, Noel Anderson.

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

Other Attendees: Doug Schindel.

**II. AGENDA AS RECEIVED OR AMENDED**

Mrs. Berry moved to approve the agenda as received, seconded by Mr. Rathburn. Ayes: 5. Motion carried.

**III. PUBLIC COMMENTS**

None.

**IV. REPORTS**

A. Airport Director

Mr. Kaspari asked if there were any questions on his written report and there were none.

B. Legislative Information & Updates

No discussion.

C. Misc. Monthly Airport Reports

Reviewed miscellaneous reports. Airline stats are improving and fares are still very attractive.

## **V. BOARD APPROVAL**

### **A. Approval of Minutes of the November 17, 2021 Regular Meeting.**

Mrs. Berry moved that the minutes of the November 17, 2021 meeting be approved, seconded by Mr. Rathburn. Ayes: 5. Motion carried.

### **B. Motion to Receive and File November 2021 Expenses.**

Mrs. Berry moved that the November 2021 expenses be received and filed, seconded by Dr. Holcomb. Ayes: 5. Motion carried.

## **VI. OLD BUSINESS**

### **A. Continue Discussion from November on Monthly Cost of Terminal Building Custodial Services.**

Mr. Kaspari stated that Marsden offered a fee increase of \$800 per month as opposed to the original increase of \$1,520 per month.

Board consensus was to accept the offer until bids for cleaning services can be taken, hopefully effective with the new fiscal year, July 1, 2022.

### **B. Revisit from November Meeting the Use of Parking Revenue for Terminal Entrance/Area Landscaping.**

Mr. Kaspari stated that he was unsure about designating increased parking revenues to the airline passenger terminal building entrance landscaping/beautification.

Board consensus was that this topic should continue to be revisited.

## **VII. NEW BUSINESS**

### **A. General Discussion: Community Recommendation Letter to the USDOT for American Airlines to Continue Service to Waterloo Effective May 1, 2022 via Docket No: DOT-OST-2011-0132.**

Mr. Kaspari stated that he hopes to receive a response from the DOT in January 2022.

### **B. Continue Discussion from November: Staff's Recommendations of Airport Rates and Charges Effective July 1, 2022 & July 1, 2023.**

Board went through remaining items in handout detailing current and suggested rates and charges.

Moved by Mr. Rathburn, seconded by Dr. Holcomb, to approve rates and charges as suggested. Ayes: 5. Motion carried.

C. Update and General Discussion to the Board on the CY-2021 FAA Safety and Certification Inspection.

Mr. Kaspari reviewed some of the discrepancies from the FAA Cert Inspection and stated that we have work to do to meet specifications.

D. General Discussion and Update: Specialty Airline Charters.

Mr. Kaspari provided an overview of the upcoming Caesar's charters. Board members requested clarification on "Rewards" members and if that is a requirement to book a ticket or if members of the general public are eligible to go.

Mr. Kaspari stated that he would reach out to his contact at Caesar's and find out.

E. Contract Concession for CY-2022 Farming Season.

Mr. Kaspari stated that he received written notice that Curt Rasmussen will not be completing an additional year of farming operations over and above the 3-Year term that was completed earlier in the Fall Season of CY-2021 – a change from a discussion that Mr. Rasmussen had with the Director earlier in the Fall.

Mr. Kaspari stated he will be placing a legal notice in The Courier, and on the airport and City of Waterloo websites seeking bids for a new 3-Year term beginning in CY-2022.

F. FY-2023 – 2027 City of Waterloo Capital Improvement Program.

Mr. Kaspari stated that he is working with AECOM on preparing the 5- Year CIP, which is due to the City on 12/31/21.

## VIII. STAFF AND BOARD MEMBER COMMENT

- Mr. Kaspari stated that he received information from the FAA on an ARPA Concessions Grant in the amount of \$20,135, which will go to Council for approval.

These funds can be allocated to Terminal Advertisers and Rental Car Concessionaires.

- ALO is also receiving an FAA allocation of \$1,015,240.00 via the BIL – IIJA, with no details yet on timeframe or usage requirements.
- Mr. Kaspari stated that he would like to make a pitch to Hertz to return their operations to the Airport Terminal, and to centralize their local business solely at ALO.
- Mr. Deeds stated that he would like to see the link for Caesar's booking and additional information on that. He also requested that copies of the CIP be sent to the Board after submittal to the City.

**IX. ADJOURNMENT**

Hearing no objections, Mrs. Humble adjourned the meeting at 4:02 p.m.

Respectfully submitted,

  
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Arlene Humble, Chairperson