

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Wednesday, February 23, 2022**

**I. ROLL CALL**

Board Chair Arlene Humble called the meeting to order at 12:04 p.m.

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

Board Members Absent: Doug Rathburn and Cary Darrah.

City Officials Present: Councilmember Liaisons Ray Feuss (phone) and John Chiles.

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Doug Schindel and David Hughes, AECOM.

**II. AGENDA AS RECEIVED OR AMENDED**

Mrs. Berry moved to approve the agenda as received, seconded by Dr. Holcomb. Ayes: 4. Motion carried.

**III. PUBLIC COMMENTS**

None.

**IV. REPORTS**

**A. Airport Director**

Mr. Kaspari asked if there were any questions on his written report. Mr. Voigt asked about the \$1,015,240 IJA/BIL funds and Mr. Kaspari explained the background on those funds. Mr. Schindel further explained that those funds are separate from CARES Act funds.

Board members stated they would like to see a spreadsheet showing the funds remaining under each grant included for future meetings.

**B. Legislative Information & Updates**

1. INRCOG Presentation for Thursday, February 17 Virtual Meeting with Iowa's Congressional Staff; and
2. Cedar Valley Coalition Presentation & Aviation Transportation White Paper.

Board reviewed and discussed.

C. Misc. Monthly Airport Reports

General discussion by Staff and the Board regarding budget, enplanements and fares.

Mr. Voigt questioned the utilities expense. Mrs. Combs reminded Board members that the December MidAmerican Energy billed missed the cutoff for payment in December, so January was double the usual amount.

**V. BOARD APPROVAL**

A. Approval of Minutes of the January 26, 2022 Regular Meeting.

Mr. Voigt moved that the minutes of the January 26, 2022 meeting be approved, seconded by Mr. Deeds. Ayes: 4. Motion carried.

B. Motion to Receive and File January 2022 Expenses.

Mr. Deeds moved that the January 2022 expenses be received and filed, seconded by Dr. Holcomb. Ayes: 4. Motion carried.

**VI. OLD BUSINESS**

A. Waterloo CIP for FFY's 2023 – 2027 and Long Range Needs Analysis (as revised).

Staff and Board reviewed the final draft of the CIP.

Mr. Deeds questioned the availability of Runway 12/30 during the pavement maintenance project.

Mr. Hughes stated it would have to be closed for possibly two weeks for cure time followed by the time required to paint and apply runway markings.

**VII. NEW BUSINESS**

A. Board Update: Presentation by Waterloo Planning Staff on Airport-Area Development.

Mr. Kaspari stated that Noel Anderson was not available to make this presentation today, so this item will be pushed to March.

B. General Discussion: Update from Staff on CIP Meeting with City Leadership.

Mr. Kaspari stated that ALO requests to the City are not usually approved. Discussion followed.

C. General Discussion: Update and Request from Staff, for Changes to the Department Staff.

Mr. Kaspari reviewed staffing requests. Mr. Deeds suggested a sub-committee be formed to study staffing needs.

D. General Discussion: Long-Term Department Revenue Discussions.

Mr. Kaspari stated that, as expenses continue to increase, we can't pass on all of those increases on to the airline.

Mr. Deeds stated that we need to make a formal request to the City, especially that they replace all farm ground taken from us for development, since farm rent is our largest revenue stream.

**VIII. STAFF AND BOARD MEMBER COMMENT**

Mr. Voigt mentioned that SkyWest/United is planning to cut flights at both Mason City and Fort Dodge.

**IX. ADJOURNMENT**

Mr. Deeds moved the meeting be adjourned at 1:29 p.m., seconded by Mr. Voigt. Ayes: 4. Motion carried.

Respectfully submitted,

  
Arlene Humble, Chairperson