

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, April 27, 2022

I. ROLL CALL

Board Chair Arlene Humble called the meeting to order at 12:03 p.m.

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

Board Members Absent: Cary Darrah, Doug Rathburn, Scott Voigt, John Chiles and Ray Feuss.

City Officials Present: N/A

City Staff Present: Adrienne Miller, Planning Dept.

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Doug Schindel, AECOM; Bob Petersen and Tim Newton, Livingston Aviation; and, Bill Buchholz, American Airlines.

II. AGENDA AS RECEIVED OR AMENDED

Mrs. Berry moved to approve the agenda as received, seconded by Mr. Deeds. Ayes: 3
Motion carried.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Kaspari asked if there were any questions on his written report. Dr. Holcomb asked about the proposed Assistant Manager position and whether the Board would be involved in the hiring process.

Mr. Kaspari stated that they would be involved in the selection process and be able to make a recommendation to the Mayor.

B. Legislative Information – (Senate File 2370 for Tax Waiver: Aircraft Parts and Labor) – PASSED & ENROLLED

Mr. Kaspari stated the law would be effective July 1, 2022, if signed by the Governor.

C. Misc. Monthly Airport Reports

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

V. BOARD APPROVAL

A. Approval of Minutes of the March 23, 2022 Regular Meeting.

Mr. Deeds moved that the minutes of the March 23, 2022 meeting be approved, seconded by Dr. Holcomb. Ayes: 3. Motion carried.

B. Motion to Receive and File March 2022 Expenses.

Dr. Holcomb moved that the March 2022 expenses be received and filed, seconded by Mrs. Berry. Ayes: 3. Motion carried.

VI. OLD BUSINESS

A. Continued Discussion: Long-Term Revenue

Board consensus was that a special meeting dedicated solely to this item may need to be scheduled.

B. Aircraft De-Icing – February 22, 2022 UNI Men’s Basketball Charter.

Mr. Kaspari explained the circumstances of this flight diverting to CID and the team having to bus down there to fly out.

Tim Newton explained that the charter operator was requesting Type IV deicing fluid due to freezing rain; they do not keep that on-hand due to the cost; has a relatively short shelf life; and, has experienced very few circumstances when it was actually needed.

VII. NEW BUSINESS

A. Verbal Discussion: Future Additions to Airport Staff.

In addition to the previously-discussed Assistant Manager position, two more Tech Ops employees are needed, to shadow long-time employees eligible for retirement, since ARFF training is a long process.

Personnel costs are eligible uses under both the CRSSA and ARPA grants.

B. General Discussion: Use of and Type of Federal Funds Received – CARES, CRRSA, ARPA and BIL/IIJA Funds.

Reviewed and discussed project spreadsheet.

C. Waterloo Regional Airport: Historical Numbers of Passenger Enplanements 1978 – March 2022.

Reviewed passenger numbers from all Iowa Commercial Service Airports.

D. State of Iowa – ARPA Funds for Aviation Infrastructure Development – CAIF Commercial Aviation Infrastructure Fund.

Project applications must fall under one of three categories: Terminal Construction or Renovation; Hangar Construction; or, Parking Structure Construction.

Ideas discussed included new passenger boarding bridge (Terminal Renovation); construction of canopies over parking lot entrances and exits (Parking Structure Construction); and, a new aircraft storage hangar for overnight parking of large itinerate corporate aircraft, or American Airlines regional jet, if they return to the previous schedule of a late evening arrival and early morning departure.

Dr. Holcomb suggested constructing a cover over as much of the passenger parking lot as possible.

Bob Petersen and Tim Newton raised objections to the new hangar construction, stating that it seems like the airport wants to compete with Livingston Aviation.

Dr. Holcomb cautioned that we may end up with expenses outweighing potential revenue if we need to pay to heat a hangar that only has an occasional tenant.

E. AvFlight, Inc – Airline Station Staffing Challenges.

Mr. Kaspari stated that the Airline Station Manager is having difficulty finding, and retaining good employees due to the current rate of pay that AvFlight is offering new employees (\$13.50) per hour with no flight benefits.

F. Iowa DOT Aviation Bureau – FY-2023 CSVI Funding Allocations and Staff Recommendations for ALO.

Per IDOT, ALO will likely receive just over \$124,000 for FY-23 CSVI, which will likely be used for continued Hangar 4 renovations.

FY-2023's grant application is due by NLT Thursday, May 26th.

G. May Airline Schedule

The May schedule was included in the Board packet, with a late morning arrival/departure every day and an early evening arrival/departure every day except May 28th.

H. Verbal Discussion – FY2023 CIP for the City and Airport Department & the Out-Years 24-25-26-27.

Mr. Kaspari referred to the listing in the packet, with no funding or project approved for the Airport Department.

I. ALO Aircraft T-Hangar and Aircraft Community Hangars: Insurance Requirements on Aircraft Owners.

Tim Newton stated that he disagrees with the proposed requirements including Livingston hangar tenants. They carry Hangar-Keepers Liability Insurance, which covers their tenants.

He checked with other FBOs and stated that the insurance requirement, as proposed, is unheard of.

It would also be a hassle for them to have to keep track of whether their tenants meet minimum insurance requirements.

Mr. Kaspari stated he would be okay with waiving the requirements for FBO tenants but feels it should be required for T-Hangar tenants.

Mr. Newton stated that, per his research, about half of the airports he talked to do require this of their tenants. But, he and others also had concerns with per seat insurance requirements.

The intent of the requirement is to protect the city facilities, which has nothing to do with how many seats the aircraft has.

Mr. Deeds moved to table this discussion, seconded by Dr. Holcomb. Ayes: 3. Motion carried.

VIII. STAFF AND BOARD MEMBER COMMENT

Mr. Deeds invited everyone to attend the American Airlines 10-Year Anniversary Celebration later this afternoon.

IX. ADJOURNMENT

Hearing no objections, Mrs. Humble adjourned the meeting at 1:30 p.m.

Respectfully submitted,



Arlene Humble, Chairperson