

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, May 25, 2022

I. ROLL CALL

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

Board Members Present: Arlene Humble, Cary Darrah, Scott Voigt, Doug Rathburn, Todd Holcomb and David Deeds (via phone).

Board Members Absent: Gwenne Berry and Ray Feuss (Council Liaison).

City Officials Present: John Chiles.

City Staff Present: Adrienne Miller, Planning Dept.

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Doug Schindel, AECOM; Bob Petersen; Major Rob Green and Captain Alex Paul, Civil Air Patrol.

II. AGENDA AS RECEIVED OR AMENDED

Mrs. Darrah moved approval of the agenda as received, seconded by Mr. Voigt. Ayes: 5
Motion carried.

III. PUBLIC COMMENTS

Major Rob Green and Captain Paul, from Civil Air Patrol, presented a plaque to Mr. Kaspari and the Airport Board, in appreciation of the support of their organization in providing meeting space and hangar space.

They have now found a funding source and will be paying for their two T-Hangars going forward.

IV. REPORTS

A. Airport Director

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

B. Legislative Information – N/A

C. Misc. Monthly Airport Reports

General discussion by Staff and the Board regarding budget, enplanements, and fares. Fares are high but ALO is still lower than CID, DSM and DBQ in many markets.

V. BOARD APPROVAL

A. Approval of Minutes of the April 27, 2022 Regular Meeting.

Mrs. Darrah moved approval of the minutes of the April 27, 2022 meeting, seconded by Mr. Rathburn. Ayes: 5. Motion carried.

B. Motion to Receive and File April 2022 Expenses.

Dr. Holcomb moved that the April 2022 expenses be received and filed, seconded by Mrs. Darrah. Ayes: 5. Motion carried.

VI. OLD BUSINESS

A. Continued Discussion from April Meeting: Airport Department Staffing Levels – Current & Proposed Organizational Charts.

Board reviewed the organizational charts and discussed in-depth. Mr. Voigt stated he would not be in favor of creating an Assistant Director position but stated he would like to see a job description as he may not be understanding the position.

There was additional push-back on creating three new permanent positions and expecting the City to cover the additional costs after the grant funds run out.

There was support for using the grant funds to fill two new Operations Specialist positions so employees could be trained and ready to step in when our two most senior Operations Staff members retire especially since fire training can take up to one year.

Mr. Deeds requested that a copy of the Director's job description be provided, as well as an explanation of how it would change with the creation of an Assistant Director.

Dr. Holcomb moved approval of creating two new Operations Specialist positions, seconded by Mr. Voigt. Ayes: 5. Motion carried.

B. State of Iowa ARPA Funds – Aviation Infrastructure – CAIF

Mr. Kaspari provided an overview of the meeting with Iowa DOT Aviation Bureau officials regarding the grant application due this afternoon for the CAIF Grant.

It was highly encouraged for Airport Staff to submit the applications early, which was done. Board discussion continued with a review of the proposed canopies over the main parking lot entrance and both exit lanes, as well as a covered parking canopy structure over as many stalls as possible in the north half of the passenger lot.

While not required, IDOT officials had stated that each Airport was encouraged to add some local funding to their project, so FAA has approved the use of funds held in separate land release accounts, of just over \$200,000, which will be used to resurface as much of the passenger parking lot as possible prior to construction of the covered parking structure.

Should the Iowa DOT not approve this project, Plan B would be a Terminal Remodeling project, consisting of the purchase of a new passenger boarding bridge and an inbound baggage conveyor belt.

Mr. Kaspari stated that the projected pricing of the previously proposed Aircraft Storage Hangar was in excess of \$1,000,000 more than the funds available (\$3.6M versus a project budget of \$2.2M) under the grant, so that option was removed from consideration.

Dr. Holcomb moved support of the application for the parking lot structures, seconded by Mrs. Darrah. Ayes: 5. Motion carried.

C. Airline Staffing Challenges – Getting Better

Mr. Kaspari stated that the staffing challenges that AvFlight has faced seem to be easing up some, thanks at least in part, to a recent increase in the hourly wage for employees to \$15.00.

VII. NEW BUSINESS

A. June Airline Schedule.

Mr. Kaspari stated the June schedule has very few changes from May.

B. Iowa DOT Aviation Bureau – FY-2022 CSVI Proposed Project.

Mr. Kaspari stated that AECOM should have project bid documents for this project advertised by the end of May.

C. Iowa DOT Aviation Bureau – FY-2023 CSVI Proposed Project.

Mr. Kaspari stated that the grant application is due by May 26, 2022. The planned scope of work for the estimated \$124,145. will be continuing the rehabilitation work for the interior and exterior of Hangar 4.


VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Mrs. Darrah moved adjournment of the meeting at 1:14 p.m., seconded by Mr. Voigt. Ayes: 5. Motion carried.

Respectfully submitted,



Arlene Humble, Chairperson