

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Wednesday, June 22, 2022**

**I. ROLL CALL**

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

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

Board Members Absent: Cary Darrah and Doug Rathburn.

City Officials Absent: John Chiles and Ray Feuss, Council Liaisons.

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Doug Schindel, AECOM.

**II. AGENDA AS RECEIVED OR AMENDED**

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

**III. PUBLIC COMMENTS**

N/A

**IV. REPORTS**

**A. Airport Director**

Mr. Kaspari asked if there were any questions on his written report. Dr. Holcomb asked for clarification on the cost of painting the runway.

Staff replied that the quote of \$250,000 was from a painting contractor to provide paint and beads and complete the work.

Instead airport staff purchased paint and beads (at a cost of approximately \$22,000) and Airport Ops worked with Public Works employees from the Traffic Division, using their paint machine, to complete the work for the cost of materials only.

**B. Legislative Information – Gov. Reynolds signed SF-2370 into law on June 14, 2022, effective July 1, 2022.**

**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 May 22, 2022 Regular Meeting.

Mrs. Berry moved approval of the minutes of the May 22, 2022 meeting, seconded by Mr. Voigt. Ayes: 4. Motion carried.

### B. Motion to Receive and File May 2022 Expenses.

Dr. Holcomb moved that the May 2022 expenses be received and filed, seconded by Mrs. Berry. Ayes: 4. Motion carried.

## VI. OLD BUSINESS

### A. Continued Discussion from May Meeting: Airport Department Staffing Levels – Examples of Current & Proposed Job Descriptions: Operations and Airport Administration.

Board reviewed the descriptions and discussed.

Mr. Deeds moved to direct Staff to continue drafting job duties and position of Assistant Director and bring back to August meeting; seconded by Mrs. Berry. Ayes: 4. Motion carried.

### B. State of Iowa ARPA Funds – Aviation Infrastructure – CAIF / Summary of Decision on ALO's Approved Project.

Mr. Kaspari stated that the State Aviation Direction advised that ALO's CAIF Grant Application for covered parking and entrance and exit canopies was approved and the grant issued. Council approved the grant at the June 20, 2022 meeting.

Mr. Voigt asked how much of the parking lot will be covered. Mr. Kaspari stated probably only 20 – 30 spaces initially.

Plans are to enlarge the covered area over time.

### C. DHS/TSA -- Security Checkpoint CT Scanner Projects.

Mr. Kaspari stated that the new Analogic Computography (CT) Scanner will be installed at the passenger security checkpoint next week.

ALO will be the first airport in Iowa to have this type of Next Generation of security scanner.

A second scanner, a Reduced Size Explosive Detection System (RSEDS) scanner for checked bags is expected to be installed in November.

D. Lease Updates:

1. Federal Aviation Administration – System Support Center – Tech Ops Update.

Mr. Kaspari stated that we are on the list for a new lease with FAA. Current lease expired on or about two-years ago.

2. General Services Administration – DHS Transportation Security Administration.

Mr. Kaspari stated the TSA lease expires in October 2023. He would like to get them to move out of their current second floor offices and into a former and currently empty airline office located on the first floor.

E. Iowa DOT Aviation Bureau – F-2022 CSVI Project.

Mr. Kaspari stated that Council approved the scope of work for continued rehab of Hangar 4.

F. General Discussion: Update on FAA Grant No: 48 (CARES Grant).

1. Terminal HVAC Project (Staff's No. 1 Priority)
2. Terminal Video Monitoring and Camera Project
3. ARFF Station Exhaust System for Diesel Engines/ALO's Two Airport Fire Trucks
4. Hangar Nos. 1 & 2 Skylight/Ceiling – Roofing Repairs
5. Hangar No. 3 Ceiling Light Replacement (LEDs)
6. Hangar No. 4 Mold Remediation
7. Hangar No 4, Fire Station, Perimeter Gate No. 3 Paving Project

Mr. Deeds requested a copy of the updated Grant spreadsheet be provided to the Board monthly.

He also asked if it would be possible to carve out an extra \$20,000 per year for billboards and other types of marketing from the grants issued with operational costs as an approved use.

## VII. NEW BUSINESS

A. ALO Airport Rental Car Operations – Open Discussion (Terminal Has Three Rental Car Counters).

1. Current Provider: Avis-Budget.
2. Recruit Others, such as Hertz to Return from Post-Bankruptcy Proceeding.
3. EHI – Consisting of Enterprise / National / Alamo.
4. Market Share – Can ALO and/or the Cedar Valley Support Three Branded Car Rental Concessionaires.
5. Discuss the Merit to Collocate all Area Car Rental Operations at ALO.

Board discussed this in-depth; consensus was that they would like to see if Hertz would return to ALO before contacting EHI.

Mr. Deeds stated that Mr. Kaspari needs to be flexible with Hertz, as they may need more space than the current rental car office/counter if they were to move their full operation to ALO, as opposed to splitting it between ALO and their current University Ave location as they did in the past.

B. Taxi & Hotel Shuttle Operators.

Mr. Kaspari stated that taxi operators are either non-responsive or take a very long time to pick up arriving passengers.

**VIII. STAFF AND BOARD MEMBER COMMENT**

None.

**IX. ADJOURNMENT**

Mr. Voigt moved adjournment of the meeting at 1:20 p.m., seconded by Mrs. Berry. Ayes: 4. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Arlene Humble". The signature is written in dark ink and is positioned above a horizontal line.

Arlene Humble, Chairperson