

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, July 27, 2022

I. ROLL CALL

Board Chair Arlene Humble called the meeting to order at 12:02 p.m.

Board Members Present: Arlene Humble, Scott Voigt, Cary Darrah, Gwenne Berry and David Deeds.

Board Members Absent: Todd Holcomb and Doug Rathburn.

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

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Adrienne Miller, City Planning; Bob Petersen, Livingston Aviation.

II. AGENDA AS RECEIVED OR AMENDED

Item VII. A. Election of Officers was moved up to the first item of business.

Mrs. Darrah moved that Scott Voigt be named Board Chair, seconded by Mrs. Berry. Ayes: 5. Motion carried.

Mrs. Darrah moved that Gwenne Berry be named Vice Chair, seconded by Mr. Deeds. Ayes: 5. Motion carried.

Mr. Voigt took over as Chair to run the rest of the meeting.

III. PUBLIC COMMENTS

N/A

IV. REPORTS

A. Airport Director

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

B. Legislative Information -- Copies of Excellent Industry News Regarding:

1. Rally for Air Service, as this article briefs recipients on the loss of community air service; nationwide shortage of airline pilot candidates, future demand, future numbers of pilots to fill the current and future void due to future, high barriers to enter the pilot career field (cost, education, required numbers of hours, etc.); and, pending retirements -- including, as an example for ALO-Waterloo, Chicago O'Hare, as ORD currently has a 62% presence by Regional Airlines -- which was the highest percentage of major U.S. airports listed in the article; and,
2. Forbes Magazine Article dated July 11, 2022 -- The 1,500 Hour Rule Has Broken the Pilot Pipeline in the U.S.

Staff and the Board discussed the article, including, for example, in Iowa SkyWest's proposal to remove 20 seats from 50-seat CRJ-200 regional jet aircraft -- thereby allowing SkyWest operate as 30-seat aircraft charters in order to operate a different type of FAA-issued Airline Operating Certificate. This would impact communities in Iowa such as: Mason City / Fort Dodge / Sioux City.

Pending formal approval by the USDOT, their approval would allow SkyWest to operate as a Federal Aviation Regulation (FAR) Part 135 on-demand Charter Airline in contrast with an FAR Part-121 scheduled commercial airline/air carrier with an end result to allow SkyWest dba United Airlines to continue to serve small communities within their current network of cities.

C. Misc. Monthly Airport Reports

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

Mrs. Berry moved that misc. monthly reports be received and filed, seconded by Mrs. Darrah. Ayes: 4. Motion carried.

V. BOARD APPROVAL

A. Approval of Minutes of the June 22, 2022 Regular Meeting.

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

B. Motion to Receive and File June 2022 Expenses.

Mr. Deeds moved that the June 2022 expenses be received and filed, seconded by Mrs. Berry. Ayes: 4. Motion carried.

VI. OLD BUSINESS

A. Staff Projects Update: CARES Grant No: 48 / 53 / 54, and Anticipated Schedule.

Board reviewed the project list and draft schedule. Missing from the list of projects is Replacement of Lighting in Hangar No: 3 with LED lights, which is still a planned project.

B. FY-2022 Iowa DOT CSVI Project – Hangar No: 4.

Mr. Kaspari stated that the bids for this project came in higher than expected. The scope of work will have to be reduced and re-bid.

Bob Petersen asked why the Airport continues to designate project funds to go into Hangar No: 4 rather than into the fully-leased hangars and terminal at Livingston, pointing out they have been waiting on the promised upgrades to hangar lighting for quite a while but there are also many other upgrades needed. Discussion followed.

C. Summer 2022 Airline Passenger Terminal Building – Custodial Services.

Mr. Kaspari stated that a contract with SMS has been approved by City Council, with services to begin on September 12, 2022.

The monthly rate is significantly higher than we are currently paying Marsden Janitorial, but is for two more hours per day, and is all-inclusive.

Additionally, the bid received from Marsden contained a clause about the quoted rate being based on 15,000 or less annual enplanements, which was not included in the bid specifications, and they were non-responsive about what their rate would be if and when we exceed 15,000 passengers.

As such, Staff was forced to consider their overall bid as Non-Responsive.

VII. NEW BUSINESS

A. Election of Officers.

See above.

B. Staff Update: End of Fiscal Year 2022 Financial Report.

Mrs. Combs gave an update on the FY-2022 year-end financial report, including the amount of funds received from American Airlines for prior year rent and variable fees that will be transferred into an interest-bearing separate account to go toward a future Airline Minimum Revenue Guarantee for expanded air service development.

- C. Temporary Waiver of Landing Fees for Larger Scheduled Aircraft with American Airlines for the Remaining Balance of the Two-Year EAS Term (April 30, 2024).

Mr. Kaspari stated that this proposed waiver is meant to encourage American Airlines to eventually transition to a 65+ seat aircraft. Board consensus was that if Mr. Kaspari has already offered this waiver to AA that they really can't take it back.

Moved by Mr. Deeds, seconded by Mrs. Berry, to approve this fee waiver, with the caveat that the Board would like to discuss these types of items prior to discussion with the airline in the future. Ayes: 4. Motion carried.

- D. Staff Submittals of Personnel Requisition Forms for Filling Current and Future Staff Vacancies and Summary of the July 14th Personnel Requisition, and July 21st Civil Service Commission Meetings.

Mr. Kaspari updated the Board that the submittals for all three Ops positions were approved and that the openings will be advertised.

- E. ALO On-Site and Local Car/Area Rental Operations.

Following discussion, Board consensus was that they would like to wait for a response from Hertz on returning to ALO before approaching any new Car Rental Agencies.

- F. Staff Update: Airport Terminal (Baggage Claim Area) Advertising Concession.

Mr. Kaspari updated the Board on vacancies in the backlit advertising boards, including UNI giving notice that they would be discontinuing their ad, as of the end of July.

Mrs. Berry stated that she is still working on this and will discuss with the new Director of University Relations once he has had a chance to settle into his position.

Mr. Kaspari stated that he will continue to speak to local hotel owners and try to get some of them to fill current vacancies.

It was also suggested that he speak with the management at Lost Island Waterpark and Theme Park about advertising for next year.

VIII. STAFF AND BOARD MEMBER COMMENT

Mr. Kaspari stated that he will be in Kansas City at the 4-States Airport Conference on the regularly scheduled August meeting date and suggested moving the August meeting back one week, to August 31st.

Board members present checked their calendars and agreed that this date should work.

IX. ADJOURNMENT

Mrs. Darrah moved adjournment of the meeting at 1:28 p.m., seconded by Mrs. Humble.
Ayes: 4. Motion carried.

Respectfully submitted,



Scott Voigt, Chairperson