

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, January 25, 2023

I. ROLL CALL

Board Chair, Scott Voigt, called the meeting to order at 12:06 p.m.

Board Members Present: Scott Voigt, Gwenne Berry, Cary Darrah, David Deeds and Todd Holcomb.

Board Members Absent: Arlene Humble.

City Officials Present: Ray Feuss, John Chiles, Council Liaisons.

Airport Staff Present: Keith Kaspari, Sheila Combs and Rusty Zey.

Other Attendees: David Hughes, AECOM.

II. AGENDA AS RECEIVED OR AMENDED

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Dr. Holcomb stated that it was good to hear that the T-Hangars are once again at 100% occupancy.

Mrs. Berry asked if there were any charters scheduled. Mr. Kaspari stated that he had reached out to Caesars and they think they will operate one in April and one in May, through Waterloo, yet they were not currently on the Caesars Air Rewards website.

B. Legislative Information – Industry News

C. Misc. Monthly Airport Reports

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

Mr. Kaspari stated that he was disappointed ALO was unable to break 15,000 enplanements for CY-2022 (14,830).

V. BOARD APPROVAL

A. Approval of Minutes of the December 14, 2022 Regular Meeting.

Mrs. Berry moved approval of the minutes of the December 14, 2022 meeting, seconded by Mrs. Darrah. Ayes: 4. Motion carried.

B. Motion to Receive and File December, 2022 Expenses.

Mr. Deeds asked if the Jetbridge (PBB - Passenger Boarding Bridge) updates have been completed. Mr. Kaspari stated that Phase 1 work was completed in November (paid in December) at just over \$19,000

Yet, the vendor has recommended approximately \$135,000 in additional updates be completed in order to keep our 20-year old (February 2003) Passenger Boarding Bridge (PBB) in good working condition – and provide an additional 10-years of service life until it can be replaced with FAA funding assistance scheduled for on or around the period of 2033 – 2035.

(This new PBB would have an estimated cost of on or around \$1.8M, or once the anticipated completion for the estimated 4-year and 4-construction season project for the pavement rehabilitation of ALO's primary runway 12/30).

Kaspari provided additional comment, in that the above amount was increased to \$150,000, to ensure all work needed would be covered, and included it in his CIP request to the City.

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

VI. OLD BUSINESS

A. Board Update: Airport Department: Personnel Update.

Mr. Kaspari stated that offers have been made to, and accepted by, two individuals from the Civil Service approved list.

City Council approval is required and will be on the February 6, 2023 agenda.

Hopefully both new hires will be officially on-board before the end of February.

B. Board Update: Revision/Rewrite of ALO Airport Security Plan (ASP).

Mr. Kaspari stated that he is continuing to work on the rewrite of the Airport Security Plan and will be uploading some chapters later this week for TSA review.

Mr. Deeds stated that he is concerned about timing and wants to see the rewrite completed as soon as possible, citing the problem DBQ ran into with having to push their new service with Avelo, due to not having their updated ASP approved.

He suggested hiring an outside consultant to help with this. He would also like to see the necessary upgrades, such as alarmed doors, started as soon as possible too, rather than waiting until the ASP has been reviewed and approved by the TSA. Discussion followed.

Mrs. Berry moved to set a special meeting, outside of the regular monthly Board meeting schedule, to discuss the Airport Security Plan rewrite and needed facility safety improvements, seconded by Dr. Holcomb. Ayes: 4. Motion carried.

Mr. Voigt tasked Mrs. Berry with setting a date and time for this meeting.

C. Board Update: Status of the FAA Office Lease.

Mr. Kaspari stated that the FAA has been on a month-to-month expired lease for 2½ years.

He spoke with their manager of Real Estate Manager (based in Fort Worth) who told him they plan to send a new lease for review no later than February 15, 2023.

VII. NEW BUSINESS

A. Mid-Fiscal Year 2023 Review of ALO's O&M Budget

Mrs. Combs reviewed the YTD budget through 12/31/22.

B. Review of ALO's Department O&M Budget for FY-2024.

Mrs. Combs reviewed the budget requests for FY-2024, with plans to use CRRSA and ARPA grant funds to cover the shortfall between revenue and expenses.

C. Review of and Plan for Use of the Balance of the Federal CRRSA and ARPA Grant Funds.

As previously reviewed, CRRSA and ARPA Grants were issued to be used for operating costs – personnel, janitorial, utilities and general maintenance expenses, and will be used for those over FY-23 and FY-24.

D. AECOM: Projects Update for FAA Funded Construction Projects for Summer of CY-2023.

David Hughes reviewed plans for the upcoming airfield pavement rehab projects.

E. AECOM: Projects Update for Iowa DOT Funded Construction Projects for CY-2023.

Mr. Hughes reviewed plans to continue the rehabilitation work on Hangar 4.

F. AECOM: Project Update for Iowa DOT Funded Parking Canopy Project for 2023 / 2024.

Mr. Hughes reviewed updated plans and conceptual drawings for the Parking Canopy Project. Discussion followed.

VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Hearing no objections, Mr. Voigt adjourned the meeting at 1:26 p.m.

Respectfully submitted,



Scott Voigt, Chairperson