

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, February 15, 2023

I. ROLL CALL

Board Chair, Scott Voigt, called the meeting to order at 12:01 p.m.

Board Members Present: Scott Voigt, Cary Darrah, Arlene Humble, Todd Holcomb and David Deeds.

Board Members Absent: Gwenne Berry.

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

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Doug Schindel and David Hughes, AECOM; Noel Anderson and Adrienne Miller, City Planning; Bob Petersen, Livingston and Kingfisher Aviation; Chris Bering (phone) prospective new Board member.

II. AGENDA AS RECEIVED OR AMENDED

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Kaspari first stated that soon to be appointed Board member, Chris Bering, (to be approved by City Council on February 20, 2023) was participating in the meeting via phone and allowed Mr. Bering to introduce himself.

There were no questions over the Director's written report.

B. Legislative Information – Industry News

Mr. Kaspari stated that there's been quite a bit of discussion about the dangers of laser-pointing at aircraft and hopes a law will be passed soon to help prevent this.

C. Misc. Monthly Airport Reports

Mr. Kaspari stated that January passenger numbers were down, resulting in a very low load factor. Five flights were cancelled, mostly due to weather, which also caused most of the delays.

V. BOARD APPROVAL

A. Approval of Minutes of the January 25, 2023 Regular Meeting.

Mrs. Darrah moved approval of the minutes of the January 25, 2023 meeting, seconded by Mrs. Humble. Ayes: 4. Motion carried.

B. Motion to Receive and File January 2023 Expenses.

Dr. Holcomb moved that the January 2023 expenses be received and filed, seconded by Mrs. Humble. Ayes: 4. Motion carried.

VI. OLD BUSINESS

A. Board Update: Airport Department: Personnel Update

1. Council Approved of the Hiring of Two New Employees. Expected to begin on February 27, 2023.
2. Staff to Determine Future of Hiring a Third Operations Employee due to recent update on Staff Retirements.

General discussion followed.

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 has submitted the first three chapters for TSA Review.

He also stated that the template that he is following has 21 chapters.

Mr. Voigt asked if the door alarms would just make noise if someone attempts to get into a secure area or if someone will need to be monitoring these alarms.

General discussion followed.

C. Board Update: Review of Approved CIP Requests for City Departments

Mr. Kaspari reviewed the CIP requests made to the city and pointed out the approval for FY-24 of \$450,000 to cover the 10% match required for upcoming FAA funded and Airport Improvement Program (AIP) projects.

- D. Board Update: Results of Staff Communication from the FAA, on their approval for the use of CRRSA/ARPA Funds to Perform PBB Updates/Install Door Alarm Hardware/Purchase of Misc. I.D. Badge-Making Equipment.

Mr. Kaspari reviewed the FAA responses received:

- Updates to the passenger boarding bridge, @ \$150,000, would not be allowed, as the purchase of a new boarding bridge is an approved use of AIP funds.
- Door alarm hardware would not be approved under the CRRSA/ARPA grants as an operating expense but this could be an approved project if any CARES Act funds remain available.
- The purchase of ID badge equipment would be a qualifying use of CRRSA/ARPA funds.

- E. Board Update: Status of the FAA Office Lease

Mr. Kaspari stated that originally FAA was to send a copy of a new office lease no later than today, yet he has granted them a two-week extension, due to his scheduled vacation.

- F. Board Update: Status of the GSA/TSA Office Lease

Mr. Kaspari stated that he has received a draft copy of a new lease, although the current lease doesn't expire until October 2023. They are requesting a 10-year lease with 5-Years Fixed.

- G. Board Update: Iowa Guard Bureau – ALO AASF (Ground Lease Discussion)

Mr. Kaspari stated that the Guard is willing to pay \$300/acre for the land (current farm lease is \$330/acre); however, Staff received approval from the FAA to assess a minimum ground lease rent rate, which of \$0.125 cents per square foot, or about \$17,320.12 per year, or approximately \$1,443.34 per month.

- H. Board Update: Passenger Terminal – HVAC Controls System Project (CARES Funds)

Pre-bid meeting for this project is scheduled for this afternoon with bids to be opened on March 2, 2023.

- I. Board Update: Passenger Terminal – Install Security/CCTV System Project (CARES Funds)

Pre-bid meeting for this project is also scheduled for this afternoon with bids to be opened on March 2, 2023.

- J. Board Update: Hangar 3-A – Livingston Aviation Maintenance Hangar Replacement of Lighting Fixtures (CARES Funds – Maintenance Project)

Pre-constructions meeting with K&W Electric is scheduled for this afternoon.

- K. Review of and Plan for Use of the Remaining Balance of the Federal CRRSA and ARPA Grant Funds

Reviewed spreadsheet of obligated and remaining funds and grant expiration dates.

VII. NEW BUSINESS

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

David Hughes reviewed the scope of work of this summer's planned construction project.

Discussion revolved around the anticipated 45-day closure of Runway 12/30 and the impact that may have on both scheduled service and fall athletic charters for UNI.

VIII. STAFF AND BOARD MEMBER COMMENT

Ray Feuss and Noel Anderson led a discussion on the development of Airport farm land and stated that the city puts money into a special account for Airport use, for land released for development.

Mr. Anderson stated that the goal of the city is to develop as much land as possible, but they do understand the bind this puts the Airport in as far as budgetary needs for farm rent, due to the city resolution requiring the Airport to remain self-sufficient.

IX. ADJOURNMENT

Moved by Mrs. Darrah, seconded by Mr. Deeds, that the meeting be adjourned at 1:06 p.m.

Respectfully submitted,



Scott Voigt, Chairperson