

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, March 22, 2023

I. ROLL CALL

Board Chair, Scott Voigt, called the meeting to order at 12:03 p.m.

Board Members Present: Scott Voigt, Cary Darrah, Arlene Humble, David Deeds, Gwenne Berry and Chris Bering (Zoom).

Board Members Absent: Todd Holcomb.

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

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Doug Schindel, AECOM; Noel Anderson, City Planning; Tim Newton, Livingston Aviation; Bob Petersen, Livingston and Kingfisher Aviation.

II. AGENDA AS RECEIVED OR AMENDED

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Kaspari briefed the Board on changing guidelines regarding fingerprinting and 10-Year Criminal History Records Checks (CHRC) requirements by the TSA for airline personnel working charter flights like the upcoming Caesars or Honor Flights. He stated that TSA doesn't think this will affect the April Caesars flight.

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

B. Legislative Information – Industry News

No discussion.

C. Misc. Monthly Airport Reports

No discussion.

V. BOARD APPROVAL

A. Approval of Minutes of the February 15, 2023 Regular Meeting.

Mrs. Berry moved approval of the minutes of the February 15, 2023 meeting, seconded by Mr. Deeds. Ayes: 5. Motion carried.

B. Motion to Receive and File February 2023 Expenses.

Mrs. Humble moved that the February 2023 expenses be received and filed, seconded by Mrs. Berry. Ayes: 5. Motion carried.

VI. OLD BUSINESS

A. Board Update: Airport Department: Personnel Update

1. Randy Shepard has given notice of his retirement, effective April 28, 2023.
2. New hire, Tyler Hare, began employment on February 27, 2023. The second new hire who had been approved to start on the same date and backed out after his employer made him a counter-offer that was too good to pass up.
3. Staff continues to look for a second and third Operations employee to fill the remaining openings.

B. Board Update: Airport Security Plan (ASP)

Mr. Kaspari stated that he is continuing to work on the rewrite of the Airport Security Plan, currently working on chapters 4 and 5, with revisions to be made to Chapter 3, following TSA's review and return comments.

Discussion followed on whether a Consultant could/should be hired to complete the rewrite in order to better position ALO in case American Airlines follows through with plans to phase out the 50-seat Regionals Jets.

ALO needs to be prepared to step up to a Category III ASP, and have the proper Airport Security Plan in place, before we can have service on a 60+ seat aircraft.

Doug Schindel stated that AECOM may have staff that would be qualified to perform this type of consulting work.

Moved by Mrs. Darrah, seconded by Mr. Deeds, to ask AECOM to look into the hiring of a consultant to finish the rewrite of ALO's Airport Security Plan. Ayes: 5. Motion carried.

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

Mr. Kaspari gave an overview of the very drawn out process of trying to get a new lease in place with the FAA. He has reached out to Senator Grassley's office to request a letter be sent to the Acting FAA Administrator detailing the lack of communication, as well as the unacceptable draft lease that was received recently.

Discussion followed.

D. Board Update: Status of the GSA/TSA DRAFT Office Lease

Mr. Kaspari stated that the GSA has agreed on space needs for the TSA, just need to set the shell rate and operating costs. The current lease doesn't expire until October 31, 2023.

E. Board Update: Iowa Guard Bureau – ALO AASF

Mr. Kaspari update the Board, stating that the Guard hopes to have a new lease in place by June or July.

Mr. Deeds moved, seconded by Mrs. Berry, to direct Staff to request that the Guard pay for a displacement threshold in order to allow Runway 12/30 to remain open during construction of the new taxiway. Ayes: 5. Motion carried.

F. Board Update: PAX Terminal – Bid Opening – HVAC Controls System Project (CARES Funds)

Mr. Kaspari stated that the bid opening is scheduled for April 13, 2023 with a Public Hearing at the April 17th Council meeting.

G. Board Update: PAX Terminal – Bid Opening – Install CCTV System Project (CARES Funds)

Mr. Kaspari stated that after bids were opening, K & W Electric was awarded the bid, with the cameras coming from RC Systems.

H. Board Update: Caesars Gaming Flight – April 2 - 6

Previously discussed.

VII. NEW BUSINESS

A. Staff Requesting Board Support to Provide Asst. Manager or Operations Manager for Airport Director

Discussion of tasks involved with moving to Category III Airport and who would be assigned to those tasks if/when that happens, but also budgetary limitations to pay for additional personnel, due to the City Ordinance requiring the Airport to remain self-sufficient.

B. Staff Requesting Board Support for Residency Waiver for New Airport Operations Applicant.

Skipped due to out-of-town applicant turning down position.

C. Begin Discussion for Fall 2023 USDOT/EAS Bid Cycle for Air Service at ALO

Possible scenarios were discussed ranging from American continuing to serve ALO with the 50-seat jet or upgrading to a 60+ aircraft.

Mr. Kaspari mentioned possibly looking to a smaller airline bringing in a 30-seat jet, possibly with service to both Chicago and Denver, as a way to increase our load factor. Discussion followed.

D. Begin Discussion of an Airport Niche at ALO

Possible ideas discussed included working with Hawkeye Community College or UNI to establish an A & P program at ALO.

E. Future Applications of Legislator's Community Project Funding.

Mr. Kaspari provided a general breakdown of the program, and while sufficient time does not allow for making application this year, Mr. Kaspari wanted to provide the Board the information to make applications in the future.

F. General Discussion: FY-2024 Iowa DOT CSVI Funding Allocation and Recommended Projects.

Mr. Kaspari provided the Board an update as to what could be applied for during this next granting cycle. Applications are due to IDOT on May 25th.

G. General Discussion: FY-2024 Iowa DOT ASD – Air Service Sustainment.

Mr. Kaspari recommended to continue with Advance Aviation during this next granting cycle. Applications are due to IDOT on May 25th.

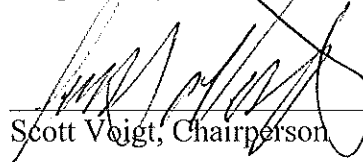
H. General Discussion: FY-2024 FAA-Funded AIP Projects – Bid Opening March 30th for Summer Construction.

VIII. STAFF AND BOARD MEMBER COMMENT

IX. ADJOURNMENT

Moved by Mrs. Darrah, seconded by Mr. Deeds, that the meeting be adjourned at 1:45 p.m.

Respectfully submitted,



Scott Voigt, Chairperson