

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, April 26, 2023

I. ROLL CALL

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

Board Members Present: Scott Voigt, Arlene Humble, David Deeds, Chris Bering.

Board Members Absent: Todd Holcomb, Cary Darrah, Gwenne Berry.

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

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Doug Schindel, AECOM; Adrienne Miller, City Planning.

II. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Voigt questioned the cost of replacing the jetbridge, as mentioned in the report.

Mr. Kaspari stated yes, we would expect to spend \$2,000,000 for a new Passenger Boarding Bridge for an estimated purchase in approximately 2033.

Mr. Voigt asked for clarification on the bids received on the HVAC Controls project.

Mr. Bering asked for clarification on the CFC (Concession Fee Charge) on rental cars and the recommendation of increased fees.

Mr. Deeds asked for an update on the replacement of Livingston's air conditioner. Mr. Kaspari stated he needs to get updated bids.

Mr. Kaspari stated that Modern Builders should complete the skylight replacement project this week for Hangars 1 and 2.

Also, K & W Electric should complete the hangar lighting replacement project by May 5th.

Tim Newton will report on electricity savings in a few months.

B. Legislative Information – Industry News

Mr. Kaspari stated that IPAA opposes the CFC currently being debated as it would allow rental car companies to dictate how Airport revenue is spent.

C. Misc. Monthly Airport Reports

Board reviewed and discussed reports. Mr. Kaspari stated that the passenger numbers were dismal and the airline performance was very poor.

Mr. Deeds stated that he plans to attend the Jump Start Airline Conference in June.

V. BOARD APPROVAL

A. Approval of Minutes of the March 22, 2023 Regular Meeting.

Mr. Deeds moved approval of the minutes of the March 22, 2023 meeting, seconded by Mrs. Humble. Ayes: 3. Motion carried.

B. Motion to Receive and File March 2023 Expenses.

Mrs. Humble moved that the March 2023 expenses be received and filed, seconded by Mr. Bering. Ayes: 3. Motion carried.

VI. OLD BUSINESS

A. Board Update: Airport Department: Personnel Update

Mr. Kaspari reported that new employee, Cody Wilson, is approved and ready to start on May 1, 2023.

Staff continues to look for a third new Operations employee to fill the remaining opening in preparation for Rusty Zey's eventual retirement.

B. Board Update: Airport Security Plan (ASP)

AECOM provided a draft RFP for a consultant to help with the ASP rewrite. They will send it out by the end of the week and request proposals returned by May 19th, in time to review at the May Board meeting.

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

Mr. Kaspari stated that he is working on finalizing the lease at the same rate FAA has agreed to.

D. Board Update: PAX Terminal – HVAC Controls Project – CARES Funds

Mr. Kaspari stated that the HVAC Controls project has been let. HVAC Mechanicals bids will be opened tomorrow, Thursday, April 27th.

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

Mr. Kaspari updated the Board, stating that the Caesars flight was canceled, due to a mechanical problem with the aircraft before it left LaCrosse. At this time, no other flights are scheduled.

F. Board Update: FY-2024 FAA-Funded AIP Projects – Bid Opening March 30th for Summer Construction

(Pavement Rehabilitation: Taxiways Alpha East, Echo and Runway 12/30 – Summer of 2023)

(Pavement Reconstruction: Taxiway Alpha West – Spring & Summer of 2024)

Discussed scope of work and expected timeline of projects.

G. General Discussion: FY-2024 Iowa DOT CSVI Funding Allocation and Recommended Projects (Application is due NLT May 25, 2023)

Mr. Kaspari stated that he is meeting with AECOM tomorrow to put together the CSVI Application. Top priority will be doors and alarms for CAT 3 ASP updates.

H. General Discussion: FY-2024 Iowa DOT ASD – Air Service Development (Marketing Grant. Application is due NLT May 25, 2023)

Mr. Kaspari stated that the 2023 marketing plan will be tweaked for the Iowa DOT 2024 Air Service Sustainment application due NLT, Thursday, May 25th.

VII. NEW BUSINESS

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

Discussed. Mr. Deeds moved, seconded by Mrs. Humble, to refer this matter back to Staff to investigate city requirements for this class of employee. Ayes: 3. Motion carried.

B. ALO Rental Car Operations: Staff Requesting Support from Board to Increase Monthly Fees and Add a CFC to Avis-Budget Car Rental, Effective July 1, 2023

Discussed proposed rates. Mr. Deeds recommended reaching out to Avis-Budget to see how they feel about negotiating a 5-year lease. If they agree, this would be the time to negotiate rates.

C. Board Update: Status of the FAA Office Lease -- Staff Recommending Approval

Mr. Kaspari gave an overview. Mr. Deeds moved, seconded by Mr. Bering, to approve the lease, as negotiated. Ayes: 3. Motion carried.

VIII. STAFF AND BOARD MEMBER COMMENT

Mr. Kaspari stated that we are getting ready to move forward on a lot of projects.

IX. ADJOURNMENT

Moved by Mr. Deeds, seconded by Mrs. Humble, that the meeting be adjourned at 1:30 p.m. Ayes: 3. Motion carried.

Respectfully submitted,



Scott Voigt, Chairperson