

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, May 24, 2023

I. ROLL CALL

Board Chair, Scott Voigt, called the meeting to order at 12:05 p.m.

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

Board Members Absent: Todd Holcomb, Cary Darrah.

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

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Doug Schindel, AECOM; Tim Newton, Amanda Newton and Bob Petersen, Livingston Aviation.

II. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

No discussion.

B. Legislative Information – Industry News

Mr. Kaspari stated that he is disappointed with the extra \$10-Million via the Rebuild Iowa Infrastructure Fund (RIIF) for terminal improvements that was allocated to DSM by the legislature, in the form of a grant program requiring a 90% match.

Since they are the only Iowa airport who can afford that match, they will be the only Commercial Service Airport to receive that grant, which will go toward the construction of a new Terminal.

Kaspari closed after saying that after he reached out to our local House and Senate Members, expressed his frustration, and provided accurate communication on the true genesis of the legislation for DSM, they decided to vote against the legislation.

C. Misc. Monthly Airport Reports

Board reviewed and discussed reports. Mr. Kaspari stated that April was a challenging month with low passenger numbers and poor airline performance, with 10 flights delayed more than one hour.

Also discussed the budget and funds available through the end of the fiscal year, June 30th.

V. BOARD APPROVAL

A. Approval of Minutes of the April 26, 2023 Regular Meeting.

Mr. Deeds moved approval of the minutes of the April 26, 2023 meeting, seconded by Mrs. Humble. Ayes: 4. Motion carried.

B. Motion to Receive and File April 2023 Expenses.

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

VI. OLD BUSINESS

A. Board Update: Airport Department: Personnel Update

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)

Discussed under New Business.

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

Mr. Kaspari stated that the GSA has agreed to the proposed fees and they are looking at an October 1, 2023 start date.

D. Board Update: PAX Terminal – HVAC Mechanical

Mr. Kaspari stated that the FAA is currently writing the grant for this project. No bids were received for HVAC mechanical, so this will be HVAC controls only, to start.

E. Board Update: FY-2024 FAA-Funded AIP Projects for Summer Construction

Mr. Kaspari stated that he hopes these grants will also be issued in the next couple of weeks.

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

Mr. Kaspari stated that he expects to receive a draft grant application from David Hughes later today. The last day to submit applications is tomorrow (May 25, 2023).

Alarming and replacing interior doors, as required by the CAT 3 Airport Security Plan update, will be the main project.

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

Mr. Kaspari stated that the FY-2024 marketing plan and grant application was submitted to IDOT last week.

VII. NEW BUSINESS

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

Mr. Kaspari stated that he hasn't had a response from H/R or the Mayor. Discussion followed.

B. Review of Bids Received for Re-Write of ASP Document

Mr. Kaspari reviewed the bids received. Trans Secure did not include any training on credentialing. The bid from ASC included this item.

Mr. Kaspari recommended moving forward with ASC based on cost, response to all ABIs, timing of work outlined in their proposal, and their history of working with smaller airports.

Mr. Deeds moved approval of moving forward with ASC and taking it to Council for approval of the contract; seconded by Mrs. Berry. Ayes: 4. Motion carried.

C. Board Approval to Reimburse David Deeds, Board Member, approximately \$2,750.00 for costs incurred for attending the June 12-14 Jump Start Air Service Conference in Milwaukee.

Mrs. Humble moved approval of the request to reimburse Mr. Deeds' expenses, seconded by Mr. Bering. Ayes: 3 (Mr. Deeds abstained). Motion carried.

D. ALO Rental Car Operations:

Staff Requesting Board Support for New Concession Fee Charge (CFC) Effective July 1, 2023 and Lease Discussion

Mr. Kaspari stated that DSM and DBQ both have a \$4 per day fee, per rental car transaction; while, CID's is \$2. He requested Board support for a \$4.00 daily fee per transaction for ALO.

This revenue would be directed to the general fund, but would have to be held in a separate account to be used for improvements to rental car facilities only, if state legislation is passed approving that, as expected during the 2023 / 2024 legislative session.

Moved by Mrs. Humble, seconded by Mrs. Berry, that a \$4.00 daily CFC fee per transaction be implemented. Ayes: 4. Motion carried.

E. Board Update: Caesars Gaming Flight: July 28th – August 1st

Mr. Kaspari reported that Caesars has scheduled another gambling charter to Laughlin, NV. Mrs. Berry asked if refunds were given after the last scheduled flight canceled.

Mr. Kaspari stated that the ticketed passengers were given vouchers for future travel.

F. ADB SafeGate – Replacement of ALCMS Computer System for Airfield Lighting.

Mr. Kaspari stated that the Airfield Lighting Control and Monitoring (ALCMS) System will likely need to be replaced soon, as it was installed in approximately 2011, with an estimated life expectancy of about 10-Years, which has already been exceeded by 2/3 years.

The estimated cost of replacement is \$54,000 - \$57,000. He stated he hopes this expenditure would be an acceptable use of future CRRSA/ARPA funds.

G. FAA Distribution of CRRSA and ARPA “Concession” Funds

Mr. Kaspari stated that the allocation percentages recommended for these funds were listed in the Director's Report. We are to the point of “use or lose” with these grants.

H. Resolution for INRCOG – Policy Board, via Resolution for a Designated Voting Alternate/s.

Mr. Kaspari would like a resolution passed allowing him to attend INRCOG meetings in the Board Chair's place and have a vote.

Mrs. Berry moved, seconded by Mrs. Humble, that a resolution be drafted for signature. Ayes: 4. Motion carried.


VIII. STAFF AND BOARD MEMBER COMMENT

N/A

IX. ADJOURNMENT

Moved by Mr. Deeds, seconded by Mrs. Berry, that the meeting be adjourned at 1:30 p.m. Ayes: 4. Motion carried.

Respectfully submitted,



Scott Voigt, Chairperson