

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, July 26, 2023

I. ROLL CALL

Board Chair, Scott Voigt, called the meeting to order at 12:07 p.m.

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

Board Members Absent: Cary Darrah and Todd Holcomb.

City Officials Present: John Chiles, Council Liaison, Adrienne Miller, Planning.

City Officials Absent: Ray Feuss, Council Liaison.

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Doug Schindel, AECOM; Bob Petersen, Livingston Aviation; Tom Powers.

II. AGENDA AS RECEIVED OR AMENDED

No amendments or revisions were forwarded for the agenda.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Bering asked about the EV chargers that Avis Budget wants to install and whether they would be metered separately.

Mr. Kaspari stated yes, installation and costs to operate would be 100% on them, as these would be for their rental cars only and not for use by the general public.

B. Legislative Information – Industry News

C. Misc. Monthly Airport Reports

No discussion.

V. BOARD APPROVAL

A. Approval of Minutes of the June 28, 2023 Meeting.

Mrs. Berry moved approval of the minutes of the June 28, 2023 meeting, seconded by Mr. Deeds. Ayes: 3. Motion carried.

B. Motion to Receive and File June 2023 Expenses.

Mrs. Berry moved that the June 2023 expenses be received and filed, seconded by Mr. Deeds.
Ayes: 3. Motion carried.

VI. OLD BUSINESS

A. Board Update: Rental Car - Concession Fee Charge (CFC).

Mr. Kaspari stated that August will be the first month for the CFC. He will follow up with a report at a future meeting.

B. Board Update: 50-Year Ground Lease with Iowa Guard Bureau.

Mr. Kaspari stated that the Iowa Guard has agreed to the fees as proposed by the Board and they are also fine with the lease language. They are currently trying to determine how to reimburse us for demolition and restoration costs.

C. Board Update: Caesar's Entertainment Flight/s

Mr. Kaspari stated that there are Caesar's flights currently scheduled out of ALO September 19 – 23 and October 9 – 13.

D. Board Update: Hangar No: 4 – Office & Restroom Construction Improvements – Iowa DOT CSVI 2022

Mr. Kaspari stated that work was initially delayed due to Building Inspections (Changes to and ADA Compatibility); there is currently a change order pending for repairs to eight sections of water line @ approximately \$1,400. All work should be completed by the end of August.

E. Board Update: Start of Pavement Rehabilitation Project: Taxiways Alpha East & Echo, and Runway 12/30

Mr. Kaspari stated that work is scheduled to begin on August 7th and should be complete in time for fall football and gambling charter flights.

F. Board Update: Re-Write of the Airport Security Program

Mr. Kaspari stated that the site visit by Aviation Security Consulting (ASC) went well. He will email an update to the Board.

G. Board Update: FAA Section 804

Mr. Kaspari stated that the FAA is restarting the process to consolidate radar services from ALO to DSM; ALO will likely lose three Air Traffic Controllers.

He said he hopes Air Traffic Operations (ATO's) don't fall below the threshold to go to a contract tower as many costs would fall on the city if that happens.

VII. NEW BUSINESS

A. Annual Election of Officers: Board Chair and Board Vice Chair

Mrs. Berry nominated Mr. Voigt to another term as Board Chair. Ayes: 3.

Mr. Voigt nominated Mrs. Berry to another term as Vice Chair. Ayes: 3.

B. Board Update: Discussion by Volaire Aviation on True Market Study – Leakage Analysis.

Mr. Deeds led a discussion on load factors; discussion continued with Volaire on EAS bids, and how to attempt to negotiate the return of a RON (Remain Overnight) flight with Chicago (ORD) service, and/or one daily flight to Dallas Fort Worth (DFW) and one to ORD.

The USDOT should be sending out Requests for Proposals in September, with bids to be received some time in October.

Voltaire will schedule a virtual meeting with American Airlines in August, to include their team, Mr. Kaspari and Mr. Deeds, before bid proposals are sent out.

Also reviewed and discussed a letter that was sent by the Marshall University Athletic Department to American Airlines regarding air service at their local airport; and whether UNI would be willing to do something similar (not just athletics but the entire University).

Mrs. Berry stated that she has broached this subject before and was told that they're state-funded and don't want to favor any one airline. Mr. Deeds said that he has requested an accounting of money spent by departments for travel.

C. Board Update: Discussion of Pending FAA Reauthorization Bill.

Mr. Kaspari stated he is hoping the bill that passed the House doesn't pass the Senate, as it includes a provision requiring airports to pay a 5% match on EAS bids. Another provision would require all airports to have an EMT on staff or present at flight times.

D. Board Update: FY-2023 End of Year Financial Report (Sheila)

Mrs. Combs provided an overview of the Year-End Financial Report. There were no questions.

E. Board Update: Staff Request for Board Approval for Hangar Revenues to be directed for Future Use as Sponsor Match for FAA-Funded Projects.

Board discussed this request and had questions regarding whether funds are currently in an interest-earning account and whether they can just remain as undesignated Airport funds.

Mr. Deeds moved to table taking any action at this time. Seconded by Mrs. Berry. Ayes: 3. Motion carried.

F. Board Update: Notice of CY-2023 FAA Exercise

Mr. Kaspari reported that the Triennial Disaster Drill will take place on Monday, August 21st 2023 at a time to be determined.

G. Board Update: Staff & Board to Discuss Current Schedule of Rates and Fees to ALO's Tenant Carrier Effective on or about May 1, 2024

Item tabled until the August meeting.

VIII. STAFF AND BOARD MEMBER COMMENT

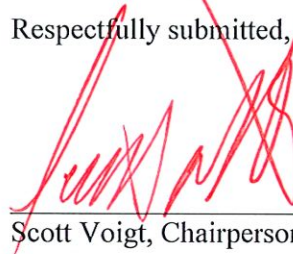
Mr. Kaspari stated that he emailed to the Board a copy of a letter to Senators Grassley and Ernst, asking them to oppose due to an unfunded mandate for the Airport Operator compliance with TSA NA-23-02.

Mr. Kaspari also stated that he would like to push the August meeting back one week, to August 30, 2023, as he will be in Kansas City for the 4 States Airport Conference on the regularly-scheduled meeting date, August 23, 2023.

IX. ADJOURNMENT

Moved by Mrs. Berry, seconded by Mr. Deeds, that the meeting be adjourned at 1:25 p.m. Ayes: 3. Motion carried.

Respectfully submitted,



Scott Voigt, Chairperson