

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, August 30, 2023

I. ROLL CALL

Board Chair, Scott Voigt, called the meeting to order at 12:02 p.m.

Board Members Present: Scott Voigt, Gwenne Berry, David Deeds and Chris Bering; Cary Darrah arrived at 12:43.

Board Members Absent: Todd Holcomb.

City Officials Present: Ray Feuss, Council Liaison.

City Officials Absent: John Chiles, Council Liaison.

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Dave Roberts, T-Hangar Tenant.

II. AGENDA AS RECEIVED OR AMENDED

Mr. Kaspari asked to add an item under New Business, FAA Notice of Funding Opportunity.

III. PUBLIC COMMENTS

Dave Roberts asked if Item A, under New Business could be discussed first, so that he could present his case and then leave, as he had another meeting to attend.

IV. REPORTS

A. Airport Director

No discussion.

B. Legislative Information – Industry News

Mr. Kaspari gave an update on AFFF / F-3 (Fluorine Free Foam) for aircraft firefighting.

C. Misc. Monthly Airport Reports

Discussion of AA Stats and the significant drop in enplanements from June to July.

Air Wisconsin is not doing us any favors with their inconsistent service and many long delays each month, mostly due to mechanical issues or crew availability.

Mr. Deeds asked if we would put a line on the Year over Year AA Stats spreadsheet to show when American stopped doing RON (Remain Over Night) flights.

V. BOARD APPROVAL

A. Approval of Minutes of the July 26, 2023 Meeting

Mrs. Berry moved approval of the minutes of the July 26, 2023 meeting, seconded by Mr. Deeds. Ayes: 3. Motion carried.

B. Motion to Receive and File July 2023 Expenses

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

VI. OLD BUSINESS

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

Mr. Kaspari stated that the only change was deleting the language regarding reimbursement for removing markings on the old taxiway, which will be done in-house by our Ops staff.

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

Mr. Kaspari stated that Modern Builders has been extending this project out for months. Mr. Voigt questioned if there was a liquidated damages clause in the contract. Mr. Kaspari stated that there was not.

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

Mr. Kaspari stated that the clean and seal portion of the project went well. The painters are currently working and hope to be finished by or near Labor Day.

The first football charter is scheduled for September 8th, so the goal is to have the runway back in service by that date, or before.

D. Board Update: ASP – Airport Security Program. Staff reviewed and returned new ASP Chapters 5 & 6. Mr. Kaspari stated that he is reviewing and returning chapters as quickly as he can. Board members encouraged him to continue to do so and not hold up the process.

E. Board Update: Continue Discussion of Adjustments in Airline Fees as Discussed During July Meeting

Board reviewed current fees. Mr. Deeds moved that fees be increased 10% across-the-board.

Mr. Kaspari stated that he really wouldn't want to see the per passenger fee (currently \$1.00) increased to \$1.10. Mrs. Berry seconded the motion, with the exclusion of the per passenger fee.

The Board discussed doubling equipment charges: belt loader, passenger boarding bridge, apron parking, deicer, paging system. Mr. Deeds amended his motion to include these fees, seconded by Mrs. Berry.

Increases to be effective May 1, 2024 but Mr. Kaspari should provide notice to American Airlines as soon as possible, so they are able to build the increases into their EAS bid. Ayes: 4. Motion carried.

F. Board Discussion: Continue Discussion of Application of Hangar Revenues as Discussed During the July Meeting

Mr. Kaspari stated that, since the July meeting, Finance had asked for a decision on the funds in question, so Mr. Kaspari informed them they should be earmarked for future use as part of the matching funds for the future Runway 12/30 reconstruction project.

Funds will be held in an interest-bearing account until needed.

VII. NEW BUSINESS

A. Board Discussion: Waiver of August Rent Fees for T-Hangar Row C Tenants Impacted by Pavement Rehab Project, Runway 12/30 and Taxiways

Dr. Roberts addressed the Board regarding the inaccessibility of the airfield from the C Row of Aircraft Storage T-Hangars for most of the month of August.

He said options to set up a temporary taxiway didn't come through, so he chose to relocate his plane for the month and was surprised to receive an invoice for August hangar rent (\$150). Mr. Roberts asked for this fee to be waived.

The Board discussed options and asked why a temporary taxiway wasn't set up, Mr. Kaspari stated because taxiing on grass or gravel is not a good idea and there really weren't any other options.

He mentioned that at least one other tenant had arranged to stage his plane temporarily at Livingston Aviation.

Mrs. Combs stated that the eleven other tenants of Hangar Row C had all paid their August rent.

Moved by Mr. Deeds, seconded by Mrs. Berry, to waive September Hangar Rent for all Row C Hangar Tenants. Ayes: 3. Motion carried.

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

Item tabled. Volaire Staff no longer available due to the length of the meeting.

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

Mr. Kaspari stated we'll have to wait and see how the vote goes in the Senate with their version of the FAA Reauthorization Bill; in addition to, once House and Senate conferees discuss merits of the future five (5) year Bill as proposed.

D. Board Discussion: Staff & Board to Discuss Current Schedule of Rates and Fees to ALO's Tenant Carrier

Previously discussed (Item VI. E).

E. Board Discussion: Long-Term Airport Planning

Airside:

1. 5-Year ACIP & Years 6-10 Long-Range Needs Analysis
2. Local Financial Planning for Matching Federal Funds for Future Runway 12/30 Rehab

Landside:

1. Future Reconstruction of Airport Terminal Area Parking Lots

CY2023/2024 – USDOT EAS Bid Cycle – Future Air Service Development

1. Local Support for Raising Monetary Revenue Guarantee for ASD.
2. Consideration of Entering into a Feasibility Study for Future Air Service.
3. Other – Air Service Development Talking Points.

Board began discussion on the above points.

F. FAA Notice of Funding Opportunity (NOFO) -

Mr. Kaspari stated that at last week's FAA 4-States Airport Conference, they had advised of a new funding opportunity coming up, requiring only a 5.0% match.

Board discussed applying for funding for a new passenger boarding bridge.

VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Hearing no objections, Mr. Voigt adjourned the meeting at 1:54 p.m.

Respectfully submitted,



Scott Voigt, Chairperson