

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Wednesday, September 27, 2023**

**I. ROLL CALL**

Vice Chair, Gwenne Berry, called the meeting to order at 12:02 p.m.

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

City Officials Present: John Chiles, Council Liaison.

City Officials Absent: Ray Feuss, Council Liaison.

Airport Staff Present: Keith Kaspari and Sheila Combs.

Other Attendees: Doug Schindel and David Hughes, AECOM; Bob Petersen, Tim Newton and Amanda Newton, Livingston Aviation; Joel Harris and Nathan Eick, Hangar Tenants.

**II. AGENDA AS RECEIVED OR AMENDED**

**III. PUBLIC COMMENTS**

None.

**IV. REPORTS**

**A. Airport Director**

Mrs. Berry asked for an update on the Airport Security Plan. Mr. Kaspari stated that solid progress is being made. Board members requested that chapters keep flowing to the TSA to review as quick as possible.

Mr. Kaspari stated that the Iowa DOT CSVI Grant was received from IDOT on September 26, 2023, and will need to be formally accepted by Council, signed by Mayor and returned to IDOT for signature before any work can begin on the design for doors and alarms, as will be required in the updated ASP.

Mr. Chiles offered to reach out to City Clerk and request that the agenda for the October 2, 2023 meeting be re-opened so that acceptance of the grant can be done at that meeting rather than holding it until the October 16<sup>th</sup> meeting.

**B. Legislative Information – Industry News**

Mr. Kaspari stated that the State Air Service Committee has been eliminated. However, they haven't met since 2014.

C. Misc. Monthly Airport Reports

Discussion of AA Stats. Enplanements continue to be disappointing.

Mr. Deeds mentioned that members of the Air Service Committee had met virtually with Sky West to encourage them to bid for ALO service (as United). He stated it was difficult to gauge if they will or not.

He also stated that Air Wisconsin has not been providing the number of aircraft they had promised to American, which is part of the reason their service has been so unreliable.

**V. BOARD APPROVAL**

A. Approval of Minutes of the August 30, 2023 Meeting

Mrs. Darrah moved approval of the minutes of the August 30, 2023 meeting, seconded by Mr. Deeds. Ayes: 6. Motion carried.

B. Motion to Receive and File August 2023 Expenses

Mr. Voigt moved that the August 2023 expenses be received and filed, seconded by Mr. Bering. Ayes: 6. Motion carried.

**VI. OLD BUSINESS**

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

Mr. Kaspari stated that the lease has been approved and will be signed at their next meeting.

The Guard Bureau is planning to complete the design of the new taxiway in 2024, with construction scheduled to begin in 2025.

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

Mr. Kaspari stated that AECOM is preparing a punch list for Modern Builders to complete this project.

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

Mr. Kaspari stated that the project was completed and the runway re-opened ahead of schedule and in time for the UNI's first football charter.

D. Board Update: ASP – Airport Security Program. Staff reviewed and returned new ASP Chapters 9-12

As previously discussed.

E. Board Update: Caesars Entertainment – October and December Charter Flights

Mr. Kaspari stated that the October flight currently only has 33 passengers. Advance Media will step up social media advertising.

F. Board Update: September 1<sup>st</sup> Sun Country Military Charter from Fort Hood, Texas

Mr. Kaspari stated that this flight went well, thanks to the combined efforts of Airport Ops Staff, AvFlight and Livingston.

G. Board Update: September 8 & 9 Allegiant Flight Operations – Weber State University Football Team

Work on Runway 12/30 was completed in time to accommodate this charter, as previously discussed.

H. Board Update: Livingston Aviation (FBO) September 5-6-7 Completion of HVAC Equipment for the General Aviation Terminal Building.

No discussion.

## **VII. NEW BUSINESS**

A. Board Update: USDOT/EAS Next Steps - Mike Mooney from Volaire Aviation via Zoom

This item was canceled due to no one from Volaire Aviation being available.

B. Board Discussion: Begin Review of Airport Board By-Laws

Item tabled until October meeting. Board members will review By-Laws and bring comments and suggestions.

Mr. Kaspari stated that any changes to the By-Laws would need to be taken to City Council for approval.

C. Board Update: Next FAA Five-Year Reauthorization Bill – Effective October 1, 2023

Mr. Kaspari stated that no progress has been made toward a reauthorization bill, so there will likely be a continuing resolution to fund the FAA.

D. Board Review: ACIP FY-2025 thru 2029; and FY-2030 thru 2034 Long Range Needs Analysis

Board reviewed handout listing Airport CIP requests, which are due to the City tomorrow (9/28).

E. Board Update: Airport Staff Update

Mr. Kaspari stated that he would still like to add one additional Ops employee.

Mr. Kaspari also stated that he has decided to step down and submitted his letter of resignation to the Mayor, with his last work day scheduled for Friday, January 26<sup>th</sup>, 2024.

Mr. Kaspari provided comment to the Board, that in his letter to the Mayor, he made two recommendations, as follows:

1. A recommendation for the City to use ADK Executive Search for their assistance in filling the vacancy; and,
2. That whoever is selected for his replacement, to get that new Director an Assistant Director; or, a Manager of Operations / Maintenance / and Security Services.

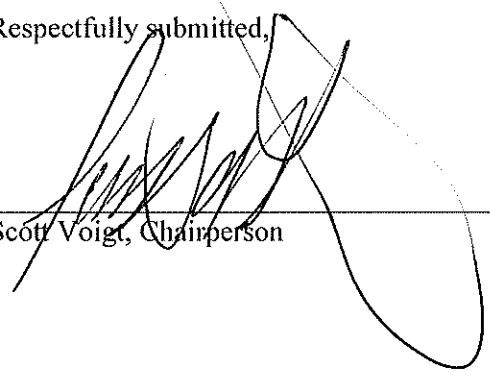
**VIII. STAFF AND BOARD MEMBER COMMENT**

None.

**IX. ADJOURNMENT**

Mr. Deeds moved adjournment at 1:16 p.m., seconded by Mrs. Humble.

Respectfully submitted,



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Scott Voigt, Chairperson