

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, November 22, 2023

I. ROLL CALL

Chair, Scott Voigt, called the meeting to order at 12:04 p.m.

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

City Officials Present: John Chiles, Council Liaison; Adrienne Miller, Planning; Ray Feuss, Council Liaison (Zoom).

Airport Staff Present: Keith Kaspari; Sheila Combs (Zoom).

II. AGENDA AS RECEIVED OR AMENDED

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Voigt asked about the City's interview process, for filling the Director position.

Mr. Kaspari stated that the job has been posted on the American Association of Airport Executives (AAAE) website, LinkedIn and the City's Facebook page.

Mr. Kaspari stated that the FAA Annual Cert Inspection went well but we will be receiving a Letter of Correction on some thermal taxiway markings, and also on the FAA-owned concrete Threshold Bar located at the Runway 12 approach.

Mr. Kaspari pointed out that the threshold is the FAA's responsibility, not ours. This has been on their radar since 2019 but supposedly there haven't been funds available to take care of this. The LOC should help speed up the process for a permanent corrective repair.

Mr. Bering asked about the status of the Airport Security Plan. Mr. Kaspari stated that TSA has completed their review of all but two chapters. He also stated that he is waiting for a response from CEC on whether our current door access system will work with the necessary security upgrades.

B. Legislative Information

N/A

C. Misc. Monthly Airport Reports

Reviewed, with no discussion.

V. BOARD APPROVAL

A. Approval of Minutes of the October 25, 2023 Meeting

Mr. Bering moved approval of the minutes of the October 25, 2023 meeting, seconded by Mr. Deeds. Ayes: 6. Motion carried.

B. Motion to Receive and File October 2023 Expenses

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

VI. OLD BUSINESS

A. Board Update: New ALO Airport Security Program

Previously discussed.

B. Board Update: Status for the Completion of Work in Hangar No. 4

Mr. Kaspari stated work is substantially complete; a final walk-thru and punch list still needs to be done.

C. Board Update: Status of the Airport Parking Lot Canopy Project

Mr. Kaspari stated that the bid has been awarded to Peters Construction. A Pre-Construction meeting has been held so the contractor can order materials and be ready to break ground in the spring. Hopefully the work will be finished by late 2024.

D. Board Update: Grant Amendment No. 3 – Grant No. 46, Multi Phase Project

Mr. Kaspari stated that the final grant amendment to AIP Grant No. 46 has been approved, in the amount of \$142,921.00. This grant included Taxiway B Reconstruction, Reconstruction of the Charter Aircraft Parking Apron, Joint Sealant Replacement – East Airline Apron, Obstruction Mitigation (Tree Removal) – Approach to Runway 18.

E. Board Update: Outcome of November 15, 2023 FAA Safety and Certification Inspection

As previously discussed, Mr. Kaspari elaborated that there were two pavement markings issues, one on the airport staff and one on the pavement project contractor (ARM – American Road Maintenance) that will need to be corrected.

He stated that recordkeeping, emergency response time, FBO fueling, airfield and lighting conditions were all excellent.

F. Board Update: PFOAS – Future Transition to F-3 for Responding to and Combating Aircraft Fires

Mr. Kaspari stated that this transition will be expensive if this becomes an unfunded mandate by the FAA. Also, there is currently no way to dispose of the product we currently have on hand.

VII. NEW BUSINESS

A. Board Discussion: USDOT/EAS Bid Cycle -- Next Steps

Mr. Kaspari stated that November 27th is the deadline for bids.

Volaire Aviation has been reaching out to the airlines that have expressed interest to remind them not to miss the deadline, right after the holiday weekend.

B. Board Discussion: Volaire Aviation – Renewal of Air Service Development Agreement

Board discussed the importance of maintaining the relationship with Volaire.

Mr. Deeds moved approval of a 3 year + 1 + 1 agreement; seconded by Mrs. Humble. Ayes: 6. Motion carried.

C. Board Discussion: Kingfisher Aviation L.C. – Update of Improvements to Corporate Hangar

Mr. Kaspari stated that he hasn't had any response from Bob Petersen and suggested tabling this item until December.

D. Board Discussion: Army Aviation Support Facility (AASF) – Right of Entry (ROE) x 2 Dated 10/28 & 11/16

Board discussed and consensus was to hold off on signing the agreement.

E. Board Discussion: Upcoming Board Meeting to Reflect Upcoming December Holidays

Mr. Kaspari asked whether the Board wanted to meet on the usual 4th Wednesday of December, or if another date would work better, since many people may be traveling for Christmas.

Board consensus was that Tuesday December 19th works for everyone except Dr. Holcomb.

F. Board Update: Notice to the Board from Staff RE: A Chapter 11 Filing by Air Methods, Corp dba Air Care

Mr. Kaspari provided notice that we have received a copy of the Chapter 11 filing by Air Methods, with whom we have a 20-year ground lease for their crew trailer located west of Hangar No. 5. They are not delinquent in their rent.

G. Board Update: Reminder of Another Caesars Entertainment Gaming Charter: 12/2 to 12/7

Mr. Kaspari stated that, in addition to the December 2 through 7 charter flight, another one is scheduled for January.

VIII. STAFF AND BOARD MEMBER COMMENT

Mr. Voigt asked if we get alerts from the automated parking equipment. We do, including emails warning when ticket or receipt paper is getting low, as well as phone calls from the help button at all four stations (2 entrance and 2 exit).

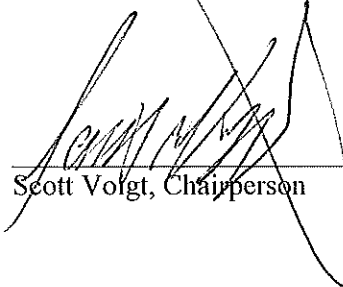
Mr. Bering stated that AA seems to be cutting back on corporate discounts, as well as third party bookings, which John Deere requires employees to use for travel.

Mr. Chiles stated that the Board needs to decide the future direction of the airport; whereby Mr. Deeds cautioned that we need to wait and see what airline bids ALO receives.

IX. ADJOURNMENT

Mr. Bering moved adjournment of the meeting at 1:20 p.m., seconded by Mrs. Darrah. Ayes: 6. Motion carried.

Respectfully submitted,



Scott Voigt, Chairperson