

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, October 25, 2023

I. ROLL CALL

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

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

Board Members Absent: Cary Darrah, Todd Holcomb, Arlene Humble.

City Officials Present: Mayor Quentin Hart; Adrienne Miller, Planning; Ray Feuss, Council Liaison (Zoom).

City Officials Absent: John Chiles, Council Liaison.

Airport Staff Present: Keith Kaspari, Sheila Combs and Rusty Zey.

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

II. AGENDA AS RECEIVED OR AMENDED

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Bering asked whether we would be obligated to accept the FAA Grant for a new passenger boarding bridge if our application is approved.

Mr. Kaspari stated that we wouldn't be obligated, however at 95% funding, we really wouldn't want to turn it down.

He also stated that the Finance Director seemed open to the city helping to fund the 5.0 % match.

B. Legislative Information – (Letter to the Current Acting FAA Administrator)

Mr. Kaspari encouraged Board members to urge legislators not to sign this pending legislation.

C. Misc. Monthly Airport Reports

Discussion of AA Stats. Enplanements continue to be disappointing.

Mr. Kaspari stated that we will, at the very least, meet the 10,000 enplanements threshold, to allow us to receive the full \$1,000,000 in FAA entitlement funds.

V. BOARD APPROVAL

A. Approval of Minutes of the September 27, 2023 Meeting

Mrs. Berry moved approval of the minutes of the September 27, 2023 meeting, seconded by Mr. Deeds. Ayes: 3. Motion carried.

B. Motion to Receive and File September 2023 Expenses

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

VI. OLD BUSINESS

A. Board Update: Department Staffing; Board Address by Waterloo Mayor, Quentin Hart

Mayor Hart addressed the Board regarding the timeframe and plans to fill the Director's position.

He distributed an updated job description and stated that the position will be advertised in November; applications will be screened in December by a committee made up of Human Resources and a few Airport Board members, selecting applicants for phone interviews; and finally narrowing the candidate pool down for in-person interviews with a panel consisting of HR, Board and staff members.

He stated that it may not be possible to complete this process by the end of January but he is hopeful that this can be done.

B. Board Update: New ALO Airport Security Program

Mr. Kaspari updated the Board on the status of ASP sections received, reviewed, and sent on to TSA for review, he will be sending 4 – 6 additional chapters to TSA today.

AECOM (Mr. Schindel and Mr. Hughes), Devin Miller (TSA), Lori Beckman (ASC) and Mr. Kaspari will meet virtually to work on a design plan for which doors need to be replaced and alarmed.

Mr. Bering asked for a table of contents to be distributed to Board Members.

C. Board Update: Return of GSA Office Lease for TSA Occupancy Effective November 1, 2023

Mr. Kaspari stated that the TSA lease has been signed and returned by the GSA, yet they issued a 4-month lease amendment to the old lease while they complete their improvements to the new office spaces.

D. Board Update: Status for the completion of Office/Restroom Renovations in Hangar No. 4

Mr. Kaspari stated that the contractor is not addressing punch list items very promptly.

Both he and AECOM are pressuring them to complete the project. Mr. Voigt stated that he knows the company owner personally and will put in a call to him.

- E. Board Update: BIL-ATP, Grant Application to FAA for Replacement of Passenger Boarding Bridge

Mr. Kaspari stated that the application has been submitted. He received positive feedback from the Finance Director about funding the 5.0 % required match.

- F. Board Update: AECOM Briefing for the Passenger Parking Lot Bid Opening and the Tabulation of Bid Results for the Airport Parking Lot Covered Canopy Project. Discussion of bids, which were only read at the Council meeting.

After discussion with Finance on how we can fund the excess on this project (base bid plus bid additives 1 and 2), the bid will be awarded to Peters Construction at the November 6th Council meeting.

- G. Board Update: Iowa DOT Aviation Bureau Status of Grants – CSVI and Air Service Sustainment

Mr. Kaspari stated that both FY-24 grants have been received. The CSVI grant funds will be used toward the necessary door and alarm upgrades, as required by the new Airport Security Plan.

Air Service funds will be used to continue the social media targeted marketing with Advance Media.

- H. Board Update: Continue Board Review of Airport Board By-Laws.

Board consensus was to defer this item until after the new Airport Director starts.

- I. Board Update: Next FAA Five (5) Year Reauthorization Bill

No update is available yet.

VII. NEW BUSINESS

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

Tim Sieber, from Volaire Aviation, briefed the Board about recent industry developments that could affect airlines' EAS bids.

He also provided some insight on what airlines he feels may bid and answered questions.

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

Mr. Sieber gave an overview of Volaire Aviation, his background and that of the company partners.

The Board consensus was that it would be important to continue to work with Volaire, so this contract should be renewed.

C. Board Discussion: Proposed Airline Fee Schedule for Tenant Airline for FY-2024

Mr. Kaspari reviewed the proposed fee schedule and stated that American Airlines requested that we increase our fees at 6% rather than 10% as he prepared his budget for the airports that he oversees.

Mr. Deeds moved approval of a 6% increase, beginning with the new EAS air carrier bid, May 1, 2024; seconded by Mr. Bering. Ayes: 3. Motion carried.

D. Board Discussion: Kingfisher Aviation L.C. – Update to Improvements to Blue Top Corporate Hangar

Bob Petersen explained to the Board that his insurance carrier has requested the installation of a sprinkler system in the Corporate Hangar.

Mr. Petersen will provide cost estimates for the sprinkler system at the November meeting.

Mr. Petersen also offered to cover the upfront costs, in return for a rent abatement equal to his cost, if the Board preferred to do that.

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

Mr. Kaspari was asked to email the Board about November and December meeting dates, as only two Board members remained in the room.

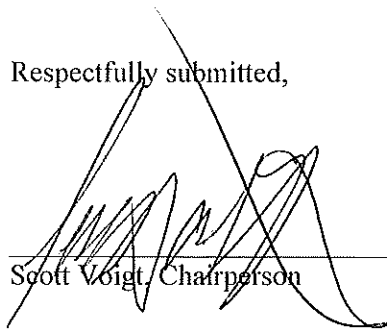
VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

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

Respectfully submitted,



Scott Voigt, Chairperson