

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, September 25, 2024

I. ROLL CALL

Chair, Scott Voigt, called the meeting to order at 12:00 p.m.

Board Members Present: Scott Voigt, Gwenne Berry, Arlene Humble. David Deeds, Chris Bering, Katy Susong

City Officials Present: Adrienne Miller, Planning

City Officials Absent: John Chiles, Ray Feuss, Council Liaisons

Airport Staff Present: Steven Kjergaard, Sheila Combs

Additional Attendees: Christina Cole, Advance Aviation; David Hughes, AECOM; Amanda Newton and Bob Petersen, Livingston Aviation.

II. AGENDA AS RECEIVED OR AMENDED

No changes.

III. PUBLIC COMMENTS

None.

IV. REPORTS

A. Airport Director

Mr. Kjergaard asked if there were any questions about the written report. Mr. Voigt asked for an update on the Taxiway project. Mr. Kjergaard stated that runway 18/36 is scheduled to be open on October 11th and the project is supposed to be completed by October 25th.

Mr. Voigt also asked for an update on the parking lot project. Mr. Kjergaard stated that all materials have been received by the contractor and they should start hanging steel soon.

Mr. Deeds asked for an update on the security upgrades project. Mr. Kjergaard stated that plans, specifications and permission to seek bids would be on the October 7th Council meeting, with bids to be opened on October 24th. Discussed expected cost of project and where funds would be coming from.

B. Misc. Monthly Airport Reports

Mr. Bering asked what grant money was received in August. Mrs. Combs stated that all remaining funds from the CRRSA grant, plus all ARPA funds have been received.

V. BOARD APPROVAL

A. Approval of Minutes of the August 28, 2024 Meeting

Mrs. Humble moved approval of the minutes of the August 28, 2024 meeting, seconded by Ms. Susong. Ayes: 5. Motion carried.

B. Motion to Receive and File August 2024 Expenses

Ms. Susong moved that the August 2024 expenses be received and filed, seconded by Mrs. Humble. Ayes: 5. Motion carried.

VI. OLD BUSINESS

Mr. Voigt mentioned that he'd like to see plans for a future car rental center, expanded air service and additional revenue streams remain on the agenda as items for continued discussion.

VII. NEW BUSINESS

A. Advance Media Update – Christina Cole

Christina Cole spoke about plans for upcoming campaigns, then played a video of Kayleigh Tarbett, who spoke about previous campaign themes and stated that she has started working on ideas for next year. Ms. Cole then went over the results of the current year campaign and discussion followed.

B. Discussion of Alternative Dates for October Meeting

Mr. Kjergaard stated that, in addition to the October meeting, alternative dates may be needed for November and December, due to the timing of Thanksgiving and Christmas. Mrs. Humble suggested cancelling the October meeting and moving November up to the second Wednesday, November 13th, and moving the December meeting up one week, to the 18th. All in attendance agreed to this schedule.

C. Discussion of Goals

Due to the length of the meeting, this item was tabled. Will move it to the November agenda.


VIII. STAFF AND BOARD MEMBER COMMENT

None.

IX. ADJOURNMENT

Mr. Deeds moved the meeting be adjourned at 1:18 p.m., seconded by Mrs. Humble. Ayes: 4.
Motion carried.

Respectfully submitted,



Scott Voigt, Chairperson