

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Wednesday, November 13, 2024**

**I. ROLL CALL**

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

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

Board Members Absent: Arlene Humble

City Officials Present: John Chiles, Council Liaison

City Officials Absent: Ray Feuss, Council Liaison

Airport Staff Present: Steven Kjergaard, Sheila Combs

Additional Attendees: David Hughes, AECOM; Amanda Newton, Livingston Aviation  
Major Robert Green, Civil Air Patrol; Marty Hoel, AOPA

**II. AGENDA AS RECEIVED OR AMENDED**

No changes.

**III. PUBLIC COMMENTS**

None.

**IV. REPORTS**

**A. Airport Director**

Mr. Kjergaard reviewed his written report, highlighting that the Taxiway A project is substantially complete. There will be a short closure in the spring for dirt work.

Discussed upcoming projects, including that AECOM will be doing the design work for the upcoming runway projects in advance of the grants being awarded, in order to have them ready to go if we can get discretionary funding for the construction projects. We will be reimbursed for the design work once the grants are issued.

**B. Misc. Monthly Airport Reports**

No discussion.

**V. BOARD APPROVAL**

A. Approval of Minutes of the September 25, 2024 Meeting

Mrs. Berry moved approval of the minutes of the September 25, 2024 meeting, seconded by Mr. Bering. Ayes: 4. Motion carried.

B. Motion to Receive and File September 2024 Expenses

Mr. Deeds moved that the September 2024 expenses be received and filed, seconded by Ms. Susong. Ayes: 4. Motion carried.

C. Motion to Receive and File October 2024 Expenses

Mrs. Combs passed out corrected copies of the October expenses.

Mrs. Berry moved that the October 2024 expenses be received and filed, seconded by Mr. Deeds. Ayes: 4. Motion carried.

**VI. OLD BUSINESS**

A. Discussion of Car Rental Center

Possible changes to rental car parking and facilities were discussed. These ideas are conceptual only, and actual changes would be dependent on adding additional rental agencies at the airport.

B. Discussion of Expanded Air Service Options

Mr. Kjergaard stated that he believes following up with Breeze, after the first of the year, would be the best option currently available.

C. Discussion of New Revenue Streams

Mr. Kjergaard stated that he is starting to check into solar options, as we could possibly rent 40 to 50 acres for a solar field at two to three times the new farm lease rate. Storage facilities are still a possibility, but the upfront cost of construction may prevent that option.

Also discussed possible additional land releases to the city for industrial use, however, the consensus of the Board was that the land around the airport is a finite resource and really should be used to benefit the airport. If the city continues to take land away from the airport, it's going to be more and more difficult to remain self-sustaining.

**VII. NEW BUSINESS**

A. Opportunity for CAP Classroom/Café Conversion

Major Rob Green presented his ideas for converting the mostly unused restaurant/café space into a classroom for monthly Civil Air Patrol meetings. The space would also then be

available for monthly EAA (Experimental Aircraft Assoc) meetings, for annual FAA Runway Safety meetings, and other to-be-determined uses. Major Green also asked if the airport might be able to purchase or provide desks, chairs, podium and TV to outfit the space, as the CAP budget is tight. There is an unused podium in the conference room that can be moved to the classroom. Mr. Bering stated that John Deere often has desks, tables and chairs on hand that are no longer in use. He will check to see if appropriate items might be available.

Mrs. Berry moved to direct the Airport to provide the necessary equipment for this classroom space, seconded by Mr. Bering. Ayes: 4. Motion carried.

**B. Discussion of Goals**

Due to the length of the meeting, this item was again tabled. A special meeting will likely need to be held for this discussion. It was suggested that the December meeting, which will be moved up one week due to Christmas, be designated as a goal-setting meeting.

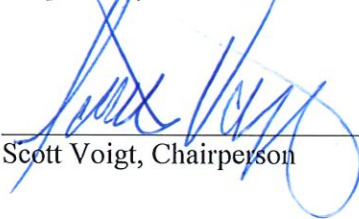
**VIII. STAFF AND BOARD MEMBER COMMENT**

None.

**IX. ADJOURNMENT**

Ms. Susong moved the meeting be adjourned at 1:13 p.m., seconded by Mrs. Berry. Ayes: 4. Motion carried.

Respectfully submitted,



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Scott Voigt, Chairperson