

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, June 18, 2025

I. ROLL CALL

Vice Chair, Gwenne Berry, called the meeting to order at 12:03 p.m.

Board Members Present: Gwenne Berry, David Deeds, Arlene Humble, Katy Susong, Scott Cook, Chris Bering, and Scott Voigt (arrived late)

City Officials Present: John Chiles, Council Liaison

City Officials Absent: Ray Feuss, Council Liaison

Airport Staff Present: Steven Kjergaard, Sheila Combs

Additional Attendees: Michelle Sweeney, AECOM; Martin Hoel, AOPA; Noel Anderson, Planning (TEAMS)

II. AGENDA AS RECEIVED OR AMENDED

Mrs. Susong moved approval of the agenda, seconded by Mrs. Humble. Ayes: 5. Motion carried.

III. PUBLIC COMMENTS

Martin Hoel stated that the tenant badging procedure has gone well.

IV. REPORTS

A. Airport Director's Written Summary

1.a.i. Reviewed FAA projects. Mr. Kjergaard stated that FAA is questioning the rental of a temporary bridge during construction/installation of the new boarding bridge. They are working through that issue.

1.a.ii. FAA states there is no discretionary funding available for the runway rehabilitation project, so that will remain on hold until funding is available.

1.a.iii. FAA grant for the pavement assessment project should be issued after July 1, 2025.

1.b.i. Parking canopies are complete other than a few minor punch list items. The parking lot looks especially nice at night, with the new under-canopy lighting.

1.b.ii. The security project is 85-95% complete.

1.b.iii. Mr. Kjergaard brought the Board up to date on the Terminal Refresh project, and showed additional carpet samples.

4. Mr. Kjergaard stated there may be some EAS changes in current pending legislation, but they are not likely to pass.

B. Miscellaneous Airport Reports

Reviewed miscellaneous reports and discussed monthly stats. Enplanements are looking much better. Fares are higher this month than they have been in recent months, in comparison to CID. David Deeds will share these with Rachel from AA to see if they can be brought in line.

V. BOARD APPROVAL

A. Approval of Minutes of May 28, 2025 Meeting

Mr. Deeds moved approval of the minutes of the May 28, 2025 meeting; seconded by Mr. Bering. Ayes: 6. Motion carried.

B. Motion to Receive and File May 2025 Expenses

Mrs. Humble moved that the May 2025 expenses be received and filed; seconded by Mr. Voigt. Ayes: 6. Motion carried.

VI. OLD BUSINESS

A. Airport Security Plan Update

Mr. Kjergaard stated that all employees from Airport Administration and AvFlight have been fingerprinted, and some results have been received. Staff are working through the badge issuance process.

VII. NEW BUSINESS

A. Results of Leakage Study

Mr. Kjergaard mentioned that the updated leakage study was included in the packet for everyone to review and discuss in detail during the July meeting. He stated that the total number of passengers is up significantly from the prior study.

B. Rental Car Facility Proposals

Proposals were reviewed and representatives from Bolton-Menk answered questions regarding their submittal.

Mrs. Berry moved Airport proceed with taking the Bolton-Menk proposal to Council for approval; seconded by Mrs. Humble. Ayes: 6. Motion carried.

VIII. STAFF AND BOARD MEMBER COMMENT

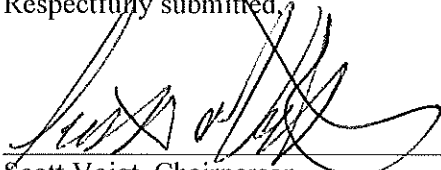
Mr. Kjergaard stated that new four-year terms were approved by Council for Mr. Voigt, Mrs. Berry and Mr. Bering.

Mr. Cook asked where the discussion with the union currently stands regarding changing the Ops shifts. Mr. Kjergaard stated that the union rep has refused to respond to requests to discuss or negotiate. Mr. Chiles asked that Mr. Kjergaard contact him to arrange a meeting.

IX. ADJOURNMENT

Mrs. Susong moved the meeting be adjourned at 12:48 p.m.; seconded by Mrs. Humble. Ayes: 6. Motion carried.

Respectfully submitted,



Scott Voigt, Chairperson