

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Wednesday, July 16, 2025**

**I. ROLL CALL**

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

Board Members Present: Scott Voigt, Gwenne Berry, David Deeds, Arlene Humble, Katy Susong, Scott Cook

Board Members Absent: Chris Bering

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; Christina Cole, Advance Media and Nicole Barry (TEAMS), Advance Media

**II. AGENDA AS RECEIVED OR AMENDED**

**III. PUBLIC COMMENTS**

None

**IV. REPORTS**

**A. Airport Director's Written Summary**

1.a. Mr. Kjergaard stated that grant offers have been received for both FAA projects. Both are on the July 21<sup>st</sup> Council agenda for approval.

1.b. Parking canopies are mostly complete, with only a few touch-ups left.

Security project is also mostly complete, with only a couple of mag locks left to finish on Terminal doors.

**B. Miscellaneous Airport Reports**

Reviewed miscellaneous reports and discussed monthly stats. Enplanements are up quite a bit; also fares look better this month.

## **V. BOARD APPROVAL**

### **A. Approval of Minutes of June 16, 2025 Meeting**

Mrs. Humble moved approval of the minutes of the June 16, 2025 meeting; seconded by Mrs. Berry. Ayes: 5. Motion carried.

### **B. Motion to Receive and File June 2025 Expenses**

Mr. Cook moved that the June 2025 expenses be received and filed; seconded by Mrs. Humble. Ayes: 5. Motion carried.

### **C. Election of Officers**

Mr. Voigt asked for nominations or volunteers. Mr. Deeds volunteered for Chair and Mrs. Berry volunteered to continue as Vice Chair. Hearing no other nominations, Mr. Voigt called for a vote to approve Mr. Deeds and Mrs. Berry as Chair and Vice Chair. Ayes: 5. Carried. (Mr. Voigt immediately turned the meeting over to Mr. Deeds.)

## **VI. OLD BUSINESS**

### **A. Airport Security Plan Update**

As stated earlier, the security project is substantially complete. Mr. Kjergaard stated he met with two TSA Inspectors earlier this morning and said that a few minor changes are needed.

## **VII. NEW BUSINESS**

### **A. Discussion of 2025 Leakage Study**

Mr. Kjergaard stated that, ideally, we would like to move from 3% capture (of passengers in our catchment area) to 10 – 15%.

### **B. Discussion of Marketing Plan – Christina Cole, Advance Aviation**

Christina Cole introduced Nicole Barry (joining via TEAMS) and they went over recent video campaigns, results of the current year campaign, and their plan for the rest of the current year.

### **C. Initial Discussion of Airport Rates and Charges**

Mr. Kjergaard showed the list of airports he wants to contact. Most are similar-sized commercial service airports in Iowa, Minnesota, Wisconsin, Illinois, Nebraska, North Dakota, South Dakota and Missouri.

### **D. Discussion of Alternative Date for August Meeting, Due to Conflict with AAAE Great Lakes Conference**

By consensus, the Board decided to move the August meeting to the 13<sup>th</sup>.

**VIII. STAFF AND BOARD MEMBER COMMENT**

None

**IX. ADJOURNMENT**

Hearing no objections, Mr. Deeds adjourned the meeting at 1:05 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "David Deeds", is written over a horizontal line.

David Deeds, Chairperson