MINUTES

WATERLOO REGIONAL AIRPORT BOARD

Wednesday, September 17, 2025

I. ROLL CALL

Chair, David Deeds, called the meeting to order at 12:02 p.m.

Board Members Present:	David Deeds, Katy Susong, Chris Bering, Scott Cook, Arlene Humble
Board Members Absent:	Gwenne Berry, Scott Voigt
City Officials Absent:	John Chiles and Ray Feuss, Council Liaisons
Airport Staff Present:	Steven Kjergaard, Sheila Combs
Additional Attendees:	Tom Schauer and Brad Musinski, Mead & Hunt; Elliott Lindgren and Joe Roenfeldt, Bolton & Menk; Justin Jensen, Regional Director from Senator Ernst's Office

II. AGENDA AS RECEIVED OR AMENDED

Moved by Mrs. Susong, seconded by Mr. Cook, to accept the agenda as received. Ayes: 4. Motion carried.

III. PUBLIC COMMENTS

Justin Jensen introduced himself and said that he is available locally if we need anything from Senator Ernst.

IV. REPORTS

A. Airport Director's Written Summary

Mr. Kjergaard reviewed the information in his written report.

Notice to proceed will be going out September 19th on the boarding bridge project. Contractor has already informed us they may be unable to meet the 425-day deadline, due to expected delays getting parts from outside the United States.

Work is proceeding on the pavement assessment project. AECOM is switching from manual to LIDAR (imaging).

Punch list items on the parking lot canopies project should be complete this week.

Most of the work is complete on the security upgrades project. We are continuing to work through the procedures for alarms.

Mr. Kjergaard noted that an RFQ will be going out at the end of the month for a planning engineer. This will be mostly for the master plan update project in FY-27 but may include other projects. Mrs. Susong and Mr. Cook expressed interest in sitting on the review panel.

Contrary to his written report, Mr. Kjergaard will not be attending the Takeoff conference in November, due to the DOT having already issued the EAS invitation to bid for our air service beginning in May 2026. Bids are due October 14, 2025.

Draft solar leases have been sent to FAA for review.

B. Miscellaneous Airport Reports

Reviewed miscellaneous monthly reports and discussed August stats.

V. BOARD APPROVAL

A. Approval of Minutes of August 13, 2025 Meeting

Mrs. Susong moved approval of the minutes of the August 13, 2025 meeting, seconded by Mr. Bering. Ayes: 4. Motion carried.

B. Motion to Receive and File August 2025 Expenses

Mrs. Humble moved that the Augst 2025 expenses be received and filed, seconded by Mr. Cook. Ayes: 4. Motion carried.

VI. OLD BUSINESS

A. Rental Car Quick Turnaround Design Update and Discussion

Reviewed and discussed drawings by Bolton & Menk. Board members thought rental agencies might be interested in also having office space in the QTA area, rather than splitting personnel between that space and counter space in the Terminal. Mr. Bering stated that he would like more details, including anticipated construction costs.

VII. NEW BUSINESS

None

VIII. STAFF AND BOARD MEMBER COMMENT

Mr. Kjergaard stated that an additional meeting between regularly scheduled meetings in October and November may be necessary to review EAS bids. Board discussed moving one of the meetings, but decided not to at this time, since we don't know how long it will take for the DOT to forward the bids to us or how soon they will want our comments returned to them.

IX. ADJOURNMENT

Mr. Cook moved the meeting be adjourned at 1:04 p.m., seconded by Mr. Bering.

Respectfully submitted,

David Deeds, Chairperson