

MINUTES
WATERLOO REGIONAL AIRPORT BOARD
Wednesday, October 15, 2025

I. ROLL CALL

Chair, David Deeds, called the meeting to order at 12:00 p.m.

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

Board Members Absent: Arlene Humble

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

Airport Staff Present: Steven Kjergaard, Sheila Combs

Additional Attendees: David Hughes, AECOM; Elliott Lindgren and John Goudreault, Bolton & Menk; Keith Kaspari, District Representative from Congresswoman Hinson's Office; Rob Green, Civil Air Patrol; Mike Murray, Panther Sports Properties

II. AGENDA AS RECEIVED OR AMENDED

Mr. Kjergaard requested the addition of item C under New Business, UNI Marketing Discussion. Moved by Mr. Voigt, seconded by Mr. Cook, to accept the agenda as amended. Ayes: 5. Motion carried.

III. PUBLIC COMMENTS

Major Rob Green expressed his continued thanks for the classroom and office space for Civil Air Patrol.

Keith Kaspari greeted the Board and announced his new position in Ashley Hinson's office. He stated that FAA Capital Funding should be issued by February 2026.

IV. REPORTS

A. Airport Director's Written Summary

Mr. Kjergaard reviewed the information in his written report.

Notice to proceed has been issued on the boarding bridge project. Lead times for equipment are increasing, so we should have a new bridge sometime in the next two years.

AECOM finished work on the pavement assessment project today. Information will be compiled, and the report completed ASAP.

Discussed updates on American Airlines/EAS status during the shutdown.

Solar leases are moving forward for Council approval.

EAS bids for the next cycle, beginning May 2026, were due October 14th. Sky West, as American Airlines, was the only bidder. They will continue to provide 13 trips per week to/from O'Hare on CRJ-700 or 900 aircraft (65 – 76 seats) with first class, business plus and main seating. Volaire will draft our response letter, and will specify our wish for fares to align better with CID and request an earlier afternoon turnaround flight to better serve passengers.

Mr. Kjergaard reviewed his October 9th meeting with FAA officials and stated that we may receive four grants to cover the runway intersection work (two AIP grants, each possibly with a companion IIA grant), with the first one or two expected to be issued in the fall of 2026, and the remaining one or two issued in the spring of 2027.

B. Miscellaneous Airport Reports

Reviewed miscellaneous monthly reports and discussed September airline stats.

V. BOARD APPROVAL

A. Approval of Minutes of September 17, 2025 Meeting

Mrs. Susong moved approval of the minutes of the September 17, 2025 meeting, seconded by Mr. Bering. Ayes: 5. Motion carried.

B. Motion to Receive and File September 2025 Expenses

Mrs. Berry moved that the September 2025 expenses be received and filed, seconded by Mr. Cook. Ayes: 5. Motion carried.

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Strategic Analysis Proposal

Reviewed a proposal received from Bolton & Menk. Board consensus was that the goals discussion started earlier in 2025 needs to be completed (will plan to do this during the November meeting) before moving forward with any type of strategic analysis.

B. Discussion of Proposal for Digital Signage in Terminal

Mr. Kjergaard reviewed a proposal for a digital signage package from Daktronics and asked whether Board would be interested in moving forward with something like this. Discussion included whether the proposal could be downsized from the number of screens shown and whether someone with a graphics background would need to manage this. Mr. Kjergaard stated that we could partner with Waterloo Convention Center who would be willing to sell advertising and manage the signage. Mr. Deeds asked that this item be added to the goals discussion.

C. UNI Marketing Discussion


Mike Murray reviewed the proposal for marketing in the McCloud Center. Moved by Mrs. Berry, seconded by Mr. Cook, that Staff explore this proposal further and identify funding options. Ayes: 5. Motion carried.

VIII. STAFF AND BOARD MEMBER COMMENT

IX. ADJOURNMENT

Mrs. Berry moved the meeting be adjourned at 1:06 p.m., seconded by Mr. Bering.

Respectfully submitted,

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

David Deeds, Chairperson