

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Wednesday, December 17th, 2025**

**I. ROLL CALL**

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

Board Members Present: David Deeds (TEAMS), Arlene Humble, Gwenne Berry, Scott Cook and Katy Susong.

Board Members Absent: Scott Voigt, Chris Bering

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

Airport Staff Present: Steven Kjergaard, Sheila Combs

Additional Attendees: David Hughes, AECOM; Elliott Lindgren, Bolton & Menk; Keith Kaspari, District Representative from Congresswoman Hinson's Office; Martin Hoel, AOPA

**II. AGENDA AS RECEIVED OR AMENDED**

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

**III. PUBLIC COMMENTS**

Martin Hoel thanked Mrs. Berry for conversation with FAA to repair navaids, which they are now working on. Mrs. Berry passed the thanks on to Mr. Kjergaard, who actually spoke with FAA techs.

**IV. REPORTS**

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

Mr. Kjergaard asked if there were questions about the information in his written report and stated that the contractor selected for the boarding bridge project has switched manufacturers, due to a greatly increased wait time for the intended bridge. The new bridge should be ready to install in the fall of 2026, at the same cost as originally bid.

Mr. Kjergaard also stated that the Terminal refresh project should start soon, with cost information having been received for pre-authorization on the second floor carpet.

**B. Miscellaneous Airport Reports**

No discussion.

**V. BOARD APPROVAL**

**A. Approval of Minutes of November 19, 2025 Meeting**

Mrs. Humble moved approval of the minutes of the November 19, 2025 meeting, seconded by Mr. Cook. Ayes: 4. Motion carried.

**B. Motion to Receive and File November 2025 Expenses**

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

**VI. OLD BUSINESS**

**A. Goals Discussion**

Tabled until January.

**VII. NEW BUSINESS**

**A. CIP Discussion**

Reviewed and discussed 10-year CIP. Mr. Cook moved Board's concurrence with CIP, as presented, seconded by Mr. Susong. Ayes: 4. Motion carried.

**B. Additional Marketing Funding Request**

Mr. Deeds presented a plan and asked for funding to promote the airport through radio ads with Coloff Media, locally, as well as on stations in New Hampton and Charles City, over a 6-month period, at \$1,000 per month. Moved by Mrs. Humble, seconded by Mr. Cook, to approve this request. Ayes: 4. Motion carried.

Mr. Deeds stated that he is also waiting for a proposal for a 3-month billboard campaign, at approximately \$5,000 in total. He will come back to the Board once the written proposal is received.

**C. Miehe Engagement for Additional Rental Car Providers**

Mr. Deeds discussed preliminary talks with Miehe Commercial Real Estate to facilitate negotiations with Hertz and Enterprise, to base their local operations at the airport. Board members agreed this would be a worthwhile proposal, so Mr. Deeds will continue to work on the agreement and bring it back in January.

D. Rates and Charges Result Discussion

Mr. Kjergaard reviewed results received from responding airports. No major discrepancies were discovered.

**VIII. STAFF AND BOARD MEMBER COMMENT**

**IX. ADJOURNMENT**

Mrs. Susong moved the meeting be adjourned at 12:44 p.m., seconded by Mrs. Humble. Ayes: 4. Motion carried.

Respectfully submitted,

  
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David Deeds, Chairperson