

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Wednesday, January 21, 2026**

**I. ROLL CALL**

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

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

City Officials Present: Steve Simon and Hector Salamanca, Council Liaisons

Airport Staff Present: Steven Kjergaard, Sheila Combs

Additional Attendees: Michelle Sweeney, AECOM; Keith Kaspari, District Representative from Congresswoman Hinson's Office; Justin Jensen, Senator Ernst's Office, Martin Hoel, AOPA, Tom Schauer, Mead & Hunt (Teams), Tim Andera, Planning (Teams)

**II. AGENDA AS RECEIVED OR AMENDED**

Moved by Mr. Cook, seconded by Mrs. Humble, to approve the agenda as received. Ayes: 6. Motion carried.

**III. PUBLIC COMMENTS**

Martin Hoel stated that the ILS (Instrument Landing System) on Runway 12 is still down and has been for six months. Mr. Cook stated that this also affects flight training done by Livingston, as pilots need proficiency using ILS to be fully certified.

Note: After the meeting Mr. Kjergaard spoke with FAA support personnel who stated that over the past few months they've had to replace components of the ILS piece-by-piece and are now waiting for Flight Services to schedule a flyover inspection before it can be turned back on for everyday use.

**IV. REPORTS**

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

Mr. Kjergaard stated that the airfield closure, to allow for reconstruction of the runway intersection, will be scheduled for this fall and is expected to require a 10-day closure, if everything goes well and the weather doesn't cause construction delays. Board members expressed concern over whether this can be scheduled and announced soon, to prevent passengers having to be rebooked in/out of Cedar Rapids. Michelle Sweeney talked about the schedule for bidding the project and that closure dates cannot be scheduled until the bid is

awarded to allow for discussions with the contractor. She stated they are working toward a late February announcement of the scheduled closure. Notice will then be provided to American Airlines and FAA. Additionally, they are planning to hold meetings with local pilots to inform them of closure plans. Discussion followed on best ways to disseminate this information to the traveling public.

Mr. Kjergaard stated that Runway 18/36 work will most likely be scheduled for spring of 2027. A Go Letter has also been received from FAA for the lighting control system project, which was prioritized by FAA, due to problems finding parts for the old system. AECOM is working on the design of this project.

Mr. Kjergaard stated that he has a conflict with the February 18<sup>th</sup> meeting. After discussing alternative dates, it was decided to move the meeting up to 8:00 a.m. that day, rather than changing the date. Also, several Board members mentioned scheduled vacations in March, so the decision was made to cancel the March meeting.

**B. Miscellaneous Airport Reports**

Mr. Cook asked about the year-over-year discrepancy in Rent and Lease revenues. Mrs. Combs explained that this was due to timing on receipt of the farm rent check.

**V. BOARD APPROVAL**

**A. Approval of Minutes of December 17, 2025 Meeting**

Mrs. Susong moved approval of the minutes of the December 17, 2025 meeting, seconded by Mrs. Humble. Ayes: 6. Motion carried.

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

Mr. Cook moved that the December 2025 expenses be received and filed, seconded by Mrs. Susong. Ayes: 6. Motion carried.

**VI. OLD BUSINESS**

**A. Mieke Agreement for Additional Rental Car Providers**

Board reviewed the agreement. Mrs. Susong moved to recommend moving forward with the agreement, seconded by Mrs. Humble. Ayes: 6. Motion carried.

**B. Billboard Marketing Campaign**

Board reviewed details of proposed billboard campaign, including locations. Mrs. Berry moved to recommend moving forward with the campaign as presented, seconded by Mr. Cook. Ayes: 6. Motion carried.

**C. Update on Radio Campaign**

No update available.

D. Rates and Charges Discussion

Board reviewed spreadsheet listing information received from participating airports. Will discuss further at the next meeting.

E. Goals Discussion

Tabled.

**VII. NEW BUSINESS**

A. Discussion/Preview of SkyWest Visit

Officials from SkyWest will be here on January 23<sup>rd</sup>. Mr. Kjergaard stated that our main ask will be to work toward a third daily flight, this one to/from DFW. This would require a minimum revenue guarantee (MRG) and community involvement/commitments.

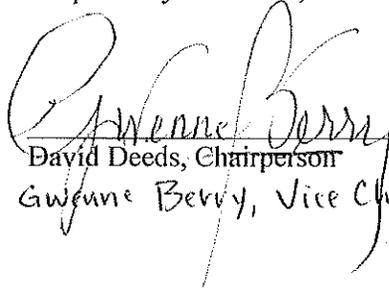
**VIII. STAFF AND BOARD MEMBER COMMENT**

None.

**IX. ADJOURNMENT**

Mrs. Berry moved the meeting be adjourned at 1:27 p.m., seconded by Mrs. Humble. Ayes: 6. Motion carried.

Respectfully submitted,

  
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David Deeds, Chairperson  
Gwenne Berry, Vice Chair