

**MINUTES**  
**WATERLOO REGIONAL AIRPORT BOARD**  
**Wednesday August 25, 2021**

**I. ROLL CALL**

Chair Arlene Humble called the meeting to order at 12:00 p.m.

Board Members Present: Cary Darrah, Scott Voigt, Arlene Humble, David Deeds, Todd Holcomb, Gwenne Berry.

Board Members Absent: Doug Rathburn.

City Officials Present: Councilmember Ray Feuss; Noel Anderson, Martin Petersen.

Airport Staff Present: Keith Kaspari, Airport Director and Sheila Combs.

Other Attendees: Tim Newton, Bob Petersen, Doug Schindel, David Hughes, Major Klint Knudsen.

**II. AGENDA AS RECEIVED OR AMENDED**

Moved by Mrs. Darrah, seconded by Mr. Voigt, that the agenda be approved as received. Ayes: 5. Motion carried.

**III. PUBLIC COMMENTS**

Tim Newton stated that he saw the request to allocate a portion of CARES Act funding for updates to Hangar 4, and requested that some of the funding be used to replace the lighting in the Livingston Maintenance Hangar (Hangar 3) with LED lights.

Mr. Newton referred to bids that had previously been taken for the FY-20 Iowa DOT Commercial Service Vertical Infrastructure (CSVI) Grant program to replace the ceiling lighting in Hangars 1, 2 and 3, that were refused after the bids came in well over the Engineer's Estimate.

Mr. Newton further asked why the project didn't just get reduced in scope instead of cancelling the project with the funding instead of redirecting the funds towards additional Hangar 4 updates.

Mr. Newton said that new lighting in all of the hangars would be nice but not as important for aircraft storage (1 & 2) as for the maintenance hangar, which is rather dark to be working in.

The Board discussed this request and consensus was that some of the \$150,000 requested for Hangar 4 should be reallocated toward replacement of lighting in Hangar 3.

Mr. Schindel stated that should still leave enough to complete the office area updates in Hangar 4.

Bob Petersen stated that he was in attendance to support Mr. Newton's request, as well as inquire about rent abatements requested by Osprey Aviation.

Mr. Petersen asked how much taxpayer money has already been spent putting in a new water main for the hangar. Noel Anderson stated that work was paid for with TIF funding.

#### **IV. REPORTS**

##### **A. Airport Director**

Mr. Kaspari corrected the grant amount on Item #2 of his written report and made a correction to the project start date of Item 7. He then asked if there were any questions on his report, and there were none.

##### **B. Legislative Information & Updates**

Mr. Kaspari stated that Congress has approved continued use of PFAS for ARFF use until an environmentally-friendly alternative is identified.

##### **C. Misc. Monthly Airport Reports**

Reviewed airline stats for July. Mr. Kaspari stated that with the current schedule, there is a gross imbalance of passengers due to the unattractive times of the morning arrival from Chicago and late evening departure to Chicago.

The vast majority of enplaned and deplaned passengers are on the morning departure and late afternoon arrival. Mr. Kaspari pointed out that fares are still attractive.

Mrs. Darrah moved, Mr. Voigt seconded, that reports be received and placed on file. Ayes: 5. Motion carried.

#### **V. BOARD APPROVAL**

##### **A. Approval of Minutes of the July 21, 2021 Regular Meeting**

Mrs. Darrah moved that the minutes of the July 21, 2021 meeting be approved, seconded by Mrs. Berry. Ayes: 5. Motion carried.

##### **B. Motion to Receive and File July 2021 Expenses**

Mr. Voigt moved that the July 2021 expenses be received and filed, seconded by Mrs. Berry. Ayes: 5. Motion carried.

C. Use of CARES Act Funds – Grant 48

Mr. Kaspari requested approval from the Board to designate up to \$150,000 of CARES Act funds to supplement IDOT CSVI funds for the continued rehabilitation of Hangar No. 4.

Mr. Petersen and Mr. Newton questioned why funds continue to be allocated toward a vacant hangar rather than the occupied hangars that Livingston, a paying tenant, rents. They also expressed concern that once Hangar 4 is fully rehabilitated that it may shift additional business away from the FBO.

David Hughes stated that the bid previously submitted for LED lighting for the Livingston Maintenance hangar was \$30,000 - \$35,000.

Mr. Voigt moved to direct Staff to allocate up to \$150,000 of CARES Act funds to split between Livingston and Hangar 4, with the Livingston funding to go toward the LED lighting in the Maintenance Hangar, as well as some necessary roof repairs.

The balance can then be used toward Hangar 4. Motion seconded by Mrs. Darrah. Ayes: 5. Motion carried.

**VI. OLD BUSINESS**

A. Monthly Construction Update

Mr. Kaspari referenced the pictures included in the Board packet and stated that the airfield construction is on track to be completed by the end of September.

B. PFOA / PFAS

Previously discussed.

C. Review of Monthly Parking Lot Revenue

Mr. Kaspari reviewed recent months' parking lot revenue and stated that revenue is starting to tick back up, but a memorandum to the Board reflected that while parking lot revenue was increasing due to a minimal increase in passengers using the airport, average monthly parking revenue has returned to maybe 40% of ALO's pre-COVID monthly totals.

**VII. NEW BUSINESS**

A. City of Waterloo – ALO Airport Department Fiscal Year 2021 End of Year Report

Mrs. Combs referenced the FY-2021 Budget Report included in the packet. The operating loss of \$154,309.76 was offset by a CARES Act Draw of almost the same amount, to cover operating expenses.

- B. Request for Board Support to Allow Staff to Expend up to \$150,000 of CARES Act Funds via Grant No: 48, and to Supplement Existing IDOT CSVI funds for the Continued Rehabilitation of Hangar No: 4.

Previously discussed.

- C. Verbal Report of August 11 – 13 St. Augustine, FL, Air Service Forum Hosted by Volaire Aviation.

Mr. Kaspari and Mr. Deeds gave an overview of their meetings with airline carriers in attendance.

- D. Copy of 2019 USDOT – EAS Invitation to Air Carriers to Serve Waterloo.

Mr. Kaspari stated that the USDOT should soon be sending out the Invitation to Bid for May 1, 2022 – April 30, 2024 Air Service at ALO.

- E. Support Staff's Recommendation for a 2-Year Extension of the General Services Administration (GSA) Agreement for an Office Lease for the DHS and the Transportation Security Administration 2021/2023.

Mr. Kaspari reviewed the terms of the lease, which includes a slight increase in fees each year.

Mr. Voigt moved the Board support of Mr. Kaspari's recommendation, seconded by Mrs. Berry. Ayes: 5. Motion carried.

- F. Request by Osprey Aviation Officials for a Multi-Year Waiver of Monthly Lease Rent Fees.

Mr. Kaspari stated that Osprey Aviation is seeking 23-Years and 3-Months deferred lease rent totaling on or about (\$102,571.77) to cover what they see as the City of Waterloo's responsibility for the additional concrete work that was done around their aircraft hangar.

Mr. Kaspari proposed giving them the same 46-month abatement as was given to A-Line/POS, in order to remain in compliance with FAA Grant Assurance regulations that all tenants be treated the same.

Mr. Voigt moved, and Mrs. Berry seconded, to not approve (to deny) Osprey's request for 23-Years and 3-Months of deferred rent. Ayes: 5. Motion carried.

- G. General Discussion/Introduction: Expansion of Army Aviation Support Facility (AASF) by the Iowa National Guard. Major Knutson, with the Iowa National Guard, summarized their request.

Mrs. Berry moved, and Mr. Voigt seconded, that the Board support the request. Ayes: 5. Motion carried.

**VIII. STAFF AND BOARD MEMBER COMMENT**

No comment was provided by Staff or any Board Members.

**IX. ADJOURNMENT**

Hearing no objections, Mrs. Humble adjourned the meeting at 1:30 p.m.

Respectfully submitted,

  
Arlene Humble, Chairperson