

CEDAR RAPIDS AIRPORT COMMISSION

January 27, 2025 7:30 a.m.

BOARD ROOM, THE EASTERN IOWA AIRPORT

Present: Robin Therme, Vice Chairman
 Dr. Kristie Fisher, Secretary
 Clayton Parks, Acting Secretary
 Duane Smith, Commissioner (Zoom)

Also Present: Marty Lenss, Airport Director
 Kathy Bell, Director of Finance & Administration
 Pam Hinman, Director of Marketing & Communications
 Todd Gibbs, Director of Operations
 Caleb Mason, Director of Properties & Business Development
 Vanessa Chavez, City Attorney (Zoom)

The January 27, 2025 meeting of the Cedar Rapids Airport Commission was called to order by Vice Chairman Therme at 7:30 a.m. in the Board Room at the Eastern Iowa Airport. Vice Chairman Therme verified that a quorum of Commission members were present. The Commission provided Zoom videoconferencing as an alternative to attending the meeting in person. Members of the public were able to attend this meeting in person or via Zoom.

Service Awards

Vice Chairman Therme recognized the following employees for their dedication and outstanding service to the Airport.

- | | |
|--------------------------------------------------------------|---------------------|
| • Douglas Nemeč, Airport Temp Laborer II | 10 years (November) |
| • Nicholas Cox, Air Safety Officer I EMT (24) | 5 years (October) |
| • Brian Van Thournout, Airport Temp Laborer II | 5 years (November) |
| • Daniel Koepping, Airport Facilities Worker I | 5 years (November) |
| • Mary Brammer, Airport Facilities Worker III | 5 years (November) |
| • Chari Taylor, Airport Facilities Worker I | 1 year (October) |
| • David Whitford, Airport Repair Worker I | 1 year (October) |
| • Harlyn Heitshsuen, Airport Guest Services | 1 year (October) |
| • Mensanh Namessi, Airport Guest Services | 1 year (October) |
| • Caleb Mason, Director of Properties & Business Development | 1 year (October) |
| • Desteni Moyle, Airport Guest Services | 1 year (November) |
| • Michah Easley, Airport Repair Worker I | 1 year (November) |
| • Brandon Caspers, Airport Temp Laborer II | 1 year (December) |

Motion by Fisher, second by Parks, to approve the December 9, 2024 Commission meeting minutes – all aye.

Motion by Parks, second by Smith, to approve the December 17, 2024 and January 14, 2025 bill lists – all aye.

Capital Projects, Facilities & Operations

Motion by Smith, seconded by Parks, to approve Resolution 01-01-25 approving Foth Infrastructure & Environment, LLC Task Order No. 349 for construction administrative services on the Terminal Central Water Plant, for an amount not to exceed \$977,392 – all aye.

Leases, Agreements & Contracts

Vice Chairman Therme opened a public hearing at 7:46 a.m. on the Leasehold Agreement with Iowa Department of Administrative Services on behalf of Iowa Department of Public Safety, Iowa State Patrol for property at 10400 18th Street SW. Director of Properties & Business Caleb Mason reported no comments had been received prior to the public hearing. Vice Chairman Therme sought comments from the public in attendance and those participating via Zoom. With no comment from the public, Vice Chairman Therme closed the public hearing at 7:48 a.m.

Motion by Parks, second by Fisher, to approve Resolution 02-01-25 approving Leasehold Agreement with Iowa Department of Administrative Services on behalf of Iowa Department of Public Safety, Iowa State Patrol for property at 10400 18th Street SW – all aye.

Motion by Parks, second by Smith, to approve Resolution 03-01-25 approving an Operator Permit Off-Airport Parking with Park & Fly, LLC for an off-airport operation at 1407 Adair Court SW – all aye.

Kathy Bell, Director of Finance and Administration reviewed the FY2026 budgeted revenues and expenditures. Motion by Parks, seconded by Fisher, to approve Resolution 04-01-25 approving FY2026 Annual Budget – all aye.

Motion by Smith, seconded by Fisher, to approve Resolution 05-01-25 amending the organizational chart and associated pay grade – all aye.

Operating Statistics	Dec-24	Dec-23	% Change	2024 CYTD	2023 CYTD	% Change
Total Passengers	124,004	117,729	5.3%	1,381,362	1,217,368	13.5%
Total Cargo	5,335,675	4,534,263	17.7%	64,583,829	71,274,959	-9.4%
Total Landing Weight 1,000 lb Unit	95,638	94,745	0.9%	1,128,758	1,020,110	10.7%
Financials	2025 FYTD	2024 FYTD	%	2025 FYTD	2025 FYTD	%
December 2024	Actuals	Actuals	Change	Actuals	Budget	Change
Operating Revenue	13,372,209	12,147,943	10.1%	13,372,209	11,585,377	15.4%
Operating Expenses	(7,128,416)	(7,715,365)	-7.6%	(7,128,416)	(6,169,782)	15.5%
Net Income	6,243,793	4,432,578	40.9%	6,243,793	5,415,595	15.3%

Airport Operations Director Todd Gibbs reported:

- Construction on the Taxiway Extension project has slowed until the ground thaws at the end of March.
- Terminal Modernization Phase 4 project is moving forward. New areas around gate 4 and gate 8 anticipated to open in February 2025.
- Airport staff met ChildServe and members the design team to review the offerings in the new terminal sensory room.

Airport Marketing & Communications Director Pam Hinman reported:

- Calendar year 2024 record 1.5 million total passenger traffic, increase of 9.5% over CY 2023.
Reminder in 2023 three new destinations
 - American added DCA Service
 - Seasonal Miami Service Saturday Only connect to Caribbean
 - Allegiant added service to Ft Lauderdale
- Airlines are investing at CID as seat capacity increases 10% in January, 5% in February, and 3% in March.


Airport Director Marty Lenss reported:

- CID hosted Des Moines legislative event was well attended - thanked them for past support.
- 88% of our revenue is Air Service driven – budget is strong.
- CID will issue a request for qualification for a consultant on cluster development of aviation.

There was no public comment.

There were no legal issues or comments.

Motion by Fisher, second by Parks, to adjourn the meeting at 8:11 a.m – all aye.



Dr. Kristie Fisher, Secretary