

CEDAR RAPIDS AIRPORT COMMISSION

March 24, 2025 7:30 a.m.

BOARD ROOM, THE EASTERN IOWA AIRPORT

Present: Barry Boyer, Chairman (Zoom)
 Clayton Parks, Acting Secretary
 Duane Smith, Commissioner (Zoom)

Also Present: Marty Lenss, Airport Director
 Kathy Bell, Director of Finance & Administration
 Caleb Mason, Director of Properties & Business Development
 Vanessa Chavez, City Attorney (Zoom)
 Elly Whitson, Administrative Services Coordinator

The March 24, 2025 meeting of the Cedar Rapids Airport Commission was called to order by Chairman Boyer at 7:30 a.m. in the Board Room at the Eastern Iowa Airport. Chairman Boyer 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.

Communications and Special Concerns

Chairman Boyer announced the regular scheduled Airport Commission meeting to be held on May 26th will be reschedule to Wednesday, May 28, 2025 due to the holiday.

Motion by Parks, second by Smith, to approve the February 24, 2025 Commission meeting minutes – all aye.

Motion by Smith, second by Parks, to approve the February 25, 2025, March 4, 2025, and March 11, 2025 bill lists – all aye.

Capital Projects, Facilities & Operations

Chairman Barry opened a public hearing at 7:33 a.m. on the 2025 Runway 9-27 Pavement & Markings Maintenance project. Marty Lenss reported no comments had been received prior to the public hearing. Chairman Boyer sought comments from the public in attendance and those participating via Zoom. With no comment from the public, Chairman Boyer closed the public hearing at 7:35 a.m.

Motion by Parks, second by Smith, to approve Resolution 13-03-25 adopting Plans, Specifications, Form of Contract and Cost Estimate on the 2025 Runway 9-27 Pavement & Markings Maintenance project – all aye.

Motion by Smith seconded by Parks, to approve Resolution 14-03-25 scheduling a public hearing for 7:30 a.m. on Monday, April 21, 2025 for the Snow Removal Equipment Facility project – all aye.

Motion by Parks, seconded by Smith, to approve Resolution 15-03-25 approving Foth Infrastructure & Environment, LLC Task Order No. 354 for the 2025 PFAS Management Program – Phase 3 for an amount not to exceed \$264,263 – all aye.

Leases, Agreements & Contracts

Chairman Barry opened a public hearing at 7:42 a.m. to consider a Grade Crossing License Agreement with Cedar Rapids and Iowa City Railway Co. (CRANDIC). Caleb Mason reported no comments had been received prior to the public hearing. Chairman Boyer sought comments from the public in attendance and those participating via Zoom. With no comment from the public, Chairman Boyer closed the public hearing at 7:43 a.m.

Motion by Smith, second by Parks, to approve Resolution 16-03-25 to consider a Grade Crossing License Agreement with CRANDIC – all aye.

Chairman Barry opened a public hearing at 7:46 a.m. to consider a Leasehold Agreement with Cellsite Solutions, LLC. Caleb Mason reported no comments had been received prior to the public hearing. Chairman Boyer sought comments from the public in attendance and those participating via Zoom. With no comment from the public, Chairman Boyer closed the public hearing at 7:47 a.m.

Motion by Parks, second by Smith, to approve Resolution 17-03-25 to consider a Leasehold Agreement with Cellsite Solutions, LLC – all aye.

Caleb Mason reported on seven proposals that were received in response to the Request for Proposals for Creative Services.

Motion made by Parks, seconded by Smith, to approve Resolution 18-03-25, to approve the agreement with Amperage Marketing & Fundraising for creative services – all aye.

Motion made by Smith, seconded by Parks, to approve 19-03-25 ratifying notice of termination to Mission Square Retirement, the Commission's current 401(a) provider and approve the Adoption Agreement with Voya Retirement Insurance and Annuity Company Non-Standardized Governmental 401(a) Pre-Approved Plan – all aye.

Kathy Bell reported on the monthly financials.

Operating Statistics	Feb-25	Feb-24	% Change	2025 CYTD	2024 CYTD	% Change
Total Passengers	120,527	118,454	1.8%	122,237	104,251	17.3%
Total Cargo	4,705,427	4,430,979	6.2%	4,817,035	3,751,685	28.4%
Total Landing Weight 1,000 lb Unit	95,650,911	95,259,595	0.4%	97,278,698	86,221,101	12.8%
Financials	2025 FYTD	2024 FYTD	%	2025 FYTD	2025 FYTD	%
February 2025	Actuals	Actuals	Change	Actuals	Budget	Change
Operating Revenue	19,638,556	16,751,667	17.2%	19,638,556	16,230,764	21.0%
Operating Expenses	(9,902,054)	(8,789,591)	12.7%	(9,902,054)	(8,629,105)	14.8%
Net Income	9,736,502	7,962,076	22.3%	9,736,502	7,601,658	28.1%

Airport Director Marty Lenss reported:
Air Service Report

- Total passengers up approximately 2%
- Enplanements for February were flat
- Softening of domestic travel – all major airlines reducing their earnings for Q1
- International travel has stayed strong

Director Report

- Federal side all community project funding for projects approved last year has been pulled which affects the East Centralized Deicing Facility
- April 7th CID is meeting with Airline property directors to discuss centralizing deicing for all airlines

There was no public comment.

There were no legal issues or comments.

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

A handwritten signature in dark ink, appearing to read "Clayton Parks", is written over a horizontal line.

Clayton Parks, Acting Secretary