

CEDAR RAPIDS AIRPORT COMMISSION

April 21, 2025 7:30 a.m.

BOARD ROOM, THE EASTERN IOWA AIRPORT

Present: Barry Boyer, Chairman
 Robin Therme, Vice Chairman
 Clayton Parks, Acting Secretary
 Duane Smith, Commissioner

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

The April 21, 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.

Service Awards

Chairman Boyer recognized the following employee for their dedication and outstanding service to the Airport:

• Kenneth Barnell, Airport Sr. Safety Officer EMT	25 Years	(March)
• Marty Lenss, Airport Director	10 Years	(January)
• Nathon Schulte, Airport Repair Worker II	10 Years	(February)
• Emily Bohlken, Airport Guest Services Associate	1 Year	(January)
• Nia McClam, Airport Guest Services Associate	1 Year	(January)
• Elly Whitson, Administration Services Coordinator	1 Year	(February)
• Jaxson Schluter, Airport Guest Services Associate	1 Year	(February)
• Julio Guzman, Airport Mechanic/Technician	1 Year	(February)
• Taysha Soto Rivera, Airport Facilities Worker I	1 Year	(March)

Presentation of F.A.C.E.S. Award

The Commission recognized Unifi employee, Stephanie Griffin, as our quarterly recipient of the F.A.C.E.S. award, for her excellence in customer service. Angie Fuller contacted the airport to detail her interaction with Stephanie with a boarding issue. Stephanie was so professional and kind through the whole process.

Motion by Therme, second by Parks, to approve the minutes of the March 24, 2025 Commission meeting and April 8, 2025 special Commission meeting. – all aye.

Motion by Parks, second by Smith, to approve the March 25, 2025; April 1, 2025; and April 15, 2025 bill lists – all aye.

Capital Projects, Facilities & Operations

Chairman Barry opened a public hearing at 7:35 a.m. on the Snow Removal Equipment Facility 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 7:36 a.m.

Motion by Smith, second by Therme, to approve Resolution 20-04-25 adopting Plans, Specifications, Form of Contract and Cost Estimate on the Snow Removal Equipment Facility project – all aye.

Motion by Parks seconded by Smith, to approve Resolution 21-04-25 scheduling a public hearing for 7:30 a.m. on Wednesday, May 28, 2025 authorizing advertisement for the Baggage Handling Controls Replacement project – all aye.

Marty Lenss reported on the one bid received for the 2025 Runway 9-27 Pavement & Markings Maintenance project. Eric Scott, engineer with Foth Infrastructure & Environment, LLC, recommended the Commission award the contract to Advanced Traffic Control, Inc. with a Total Base Bid of \$274,928.25.

Motion by Therme, seconded by Smith, to approve Resolution 22-04-25 awarding a contract on the 2025 Runway 9-27 Pavement & Markings Maintenance project to Advanced Traffic Control, Inc., Cedar Rapids, Iowa with a Total Base Bid of \$274,928.25 – all aye.

Leases, Agreements & Contracts

Chairman Barry opened a public hearing at 7:47 a.m. for Leasehold Agreement with QTS Cedar Rapids I, 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 7:48 a.m.

Motion by Parks, second by Smith, to approve Resolution 23-04-25 for the Leasehold Agreement with QTS Cedar Rapids I, LLC – all aye.

Motion by Smith, second by Therme, to approve Resolution 24-04-25 Amendment No. 1 to Cash Rent Farm Lease with Ron & Shawn Nove – all aye.

Motion by Therme, second by Parks, to adopt Resolution 25-04-25 approving Amendment No. 2 to the Professional Services Contract with TD Snow Removal Corporation d/b/a Top Dog Services – all aye.

Motion by Parks second by Therme, to approve Resolution 26-04-25 for the Enterprise Software Agreement with AeroSimple, LLC – all aye.

Finance & Administration

Motion by Smith, second by Therme to approve Resolution 27-04-25 approving funding applications for the FY2026 IDOT Annual Aviation Grant Programs – all aye.

Motion by Parks, seconded by Smith to approve Resolution 28-04-25, to amend the FY2025 Budget – all aye.

Kathy Bell reported on the monthly financials.

Operating Statistics	Mar-25	Mar-24	% Change	2025 CYTD	2024 CYTD	% Change
Total Passengers	142,290	133,479	6.6%	122,237	104,251	17.3%
Total Cargo	5,348,989	4,661,125	14.8%	4,817,035	3,751,685	28.4%
Total Landing Weight 1,000 lb Unit	106,492,262	105,368,768	1.1%	97,278,698	86,221,101	12.8%
Financials	2025 FYTD	2024 FYTD	%	2025 FYTD	2025 FYTD	%
March 2025	Actuals	Actuals	Change	Actuals	Budget	Change
Operating Revenue	23,012,671	20,500,635	12.3%	23,012,671	16,230,764	41.8%
Operating Expenses	(10,895,343)	(9,875,252)	10.3%	(10,895,343)	(8,629,105)	26.3%
Net Income	12,117,328	10,625,383	14.0%	12,117,328	7,601,658	59.4%

Director of Marketing & Communications Pam Hinman reported:

- Rob Miller was introduced as the Airport's new Community Engagement Coordinator.
- Passenger numbers are doing very well, March is a record month up 6.5% total passengers over 2024.
- Year-to-date enplanements are up by 8% compared to the same time period last year.
- In May, United is adding additional flights to Denver and Chicago.
- May 2025 capacity is 5% higher than April 2024. May 2025 capacity is up 10% over May 2024. June 2025 is up 6% as compared to May 2025.
- Seasonal routes to Nashville and Los Angeles return on Allegiant in May.
- Delta is adding a special charter for the Indiana Fever game to Cedar Rapids that will be handled by the Signature team.
- Unofficially, Delta adding three special flights for the football games again this year.
- Real ID goes into effect on May 7th, TSA has plans in place for non-Real ID passengers.

Airport Director Marty Lenss reported:

- Continue to monitor Iowa House Study Bill 210, a bill that aims to reform Iowa's economic development tax credit system. It includes changes to existing programs, creates new ones, and eliminates others.
- CID will participate in the regional DC Fly-In scheduled for June 11th through June 13th. This event is an opportunity to advocate for regional priorities with national leaders and policymakers.
- Pam has been appointed to the Iowa Public Airports Association Board
- Coe is in the process of obtaining their FAA Part 141 certification for the fall semester.
- Kirkwood is doing real well. They just enrolled their 3rd class and have 17 students on the waiting list.

There was no public comment.

There were no legal issues or comments.

Motion by Therme, second by Parks, to adjourn the meeting at 8:29 a.m. – all aye.


 Kristie Fisher, Secretary