

CEDAR RAPIDS AIRPORT COMMISSION

June 23, 2025 7:30 a.m.

BOARD ROOM, THE EASTERN IOWA AIRPORT

Present: Barry Boyer, Chairman
 Robin Therme, Vice Chairman
 Dr. Kristie Fisher, Secretary (Zoom 7:43 a.m.)
 Clayton Parks, Acting Secretary
 Duane Smith, Commissioner

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

The June 23, 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 was 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.

Pam Hinman introduced Daniel Brown the new Director of Operations.

Motion by Therme, second by Parks, to approve the May 28, 2025 Commission meeting minutes – all aye.

Motion by Parks, second by Smith, to approve the May 6, 2025, May 27, 2025, and June 3, 2025 bill lists – all aye.

Capital Projects, Facilities & Operations

Marty Lenss reported on two bids received for the Baggage Handling Controls Replacement project. Eric Scott, Engineer with Foth Infrastructure & Environment, LLC, recommended the Commission award the contract for the Base Bid to ControlTouch Systems, LLC, Louisville, Kentucky with a Total Base Bid of \$1,864,166.69.

Motion by Smith, seconded by Therme, to approve Resolution 38-06-25 awarding a contract for the Baggage Handling Controls Replacement project to ControlTouch Systems, LLC, Louisville, Kentucky with a Total Base Bid of \$1,864,166.69 – all aye.

Motion by Therme, seconded by Parks, to approve Resolution 39-06-25 approving Foth Infrastructure & Environment, LLC Task Order No. 357 for construction services for the Baggage

Handling Controls Replacement project, for an amount not to exceed \$200,000 subject to FAA concurrence – all aye.

Leases, Agreements & Contracts

Motion by Parks, second by Smith, to approve Resolution 40-06-25 Amendment No. 6 to the Rental Car Lease and Concession Agreements – all aye.

Motion by Smith, second by Therme, to approve Resolution 41-06-25 Amendment No. 5 for the Retail, Food, and Beverage Lease and Concession Agreement with SSP America, Inc. – all aye.

Motion by Therme, second by Parks, to approve Resolution 42-06-25 Amendment No. 2 for the Use Agreement for Commercial Aeronautical Activities with Jet There, LLC. – all aye.

Motion by Parks, second by Smith, to approve Resolution 43-06-25 Amendment No. 1 for the Leasehold Agreement with Deafinitely Dogs! for property at 2802 Lippisch Place SW. – all aye.

Motion by Smith second by Parks, to approve Resolution 44-06-25 authorizing Professional Services Contract with Oliver Wyman, LLC and Oliver Wyman Services Limited for professional services consulting for aerospace industry cluster development – all aye.

Commission Secretary, Dr. Kristie Fisher, joined the meeting at 7:43 a.m.

Finance & Administration

Motion by Parks, second by Therme, to approve Resolution 45-06-25 to adopt Attachment A to the Airport Rules and Regulations – all aye.

Labor & Personnel

Motion by Therme, second by Parks, to approve Resolution 46-06-25 to adopt the FY2026 Salary and Benefits – all aye.

Kathy Bell reported on the monthly financials.

Operating Statistics	May-25	May-24	% Change	2025 CYTD	2024 CYTD	% Change
Total Passengers	153,589	128,925	19.1%	510,955	470,952	8.5%
Total Cargo	5,516,699	5,237,789	5.3%	20,247,048	17,405,966	16.3%
Total Landing Weight 1,000 lb Unit	115,276,202	102,110,501	12.9%	399,006,218	379,670,116	5.1%
Financials	2025 FYTD	2024 FYTD	%	2025 FYTD	2025 FYTD	%
May 2025	Actuals	Actuals	Change	Actuals	Budget	Change
Operating Revenue	28,687,554	25,313,533	13.3%	28,687,554	26,260,675	9.2%
Operating Expenses	(12,855,156)	(12,020,375)	6.9%	(12,855,156)	(12,855,921)	0.0%
Net Income	15,832,398	13,293,158	19.1%	15,832,398	13,404,753	18.1%

Director of Marketing & Communications Pam Hinman reported:

- May passengers up 19% from May 2024 and up 10% year to date
- CID partnered with Experimental Aircraft Association (EAA) to host Young Eagle's Day on June 14th at the old Signature hangar. Free flights were given to 87 kids 8-17 years of age.
- Coe and Kirkwood are finalizing plans for the 2025 EAA AirVenture Oshkosh booth to be held on July 21st through July 27th.

There was no public comment.

The Commission's Attorney, Vanessa Chavez, reported that the Commission will undergo training on Iowa's open meeting laws in the near future.

Motion by Therme, second by Parks, to adjourn the meeting at 7:58 a.m. – all aye.

Kristie Fisher, Secretary