

CEDAR RAPIDS AIRPORT COMMISSION

July 28, 2025 7:30 a.m.

BOARD ROOM, THE EASTERN IOWA AIRPORT

Present: Robin Therme, Chairman
 Dr. Kristie Fisher, Vice-Chairman (Arrived 7:42 a.m.)
 Clayton Parks, Secretary
 Duane Smith, Acting Secretary (Zoom)
 Barry Boyer, Past Chairman

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

The July 28, 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.

Election of Airport Commission Officers

The Commission agreed to defer election of officers until Commissioner Fisher joined the meeting.

Presentation of Service Awards

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

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| • Kathy Bell, Airport Director of Finance & Administration | 30 Years | (June) |
| • Nicholas Hassinger, Airport Facilities Worker I | 1 Year | (May) |
| • Shelly Gardner, Airport Safety Officer I EMT (24) | 1 Year | (April) |

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

The Commission recognized SSP employee, Kaylea McKibben, as our quarterly recipient of the F.A.C.E.S. award, for her excellence in customer service. We extend our gratitude to Kaylea McKibben for ensuring travelers enjoy a first-class experience at our airport

Motion by Therme, second by Parks, to approve the June 23, 2025 Commission meeting minutes – all aye.

Motion by Smith, second by Parks, to approve the June 17, 2025, July 8, 2025, and July 22, 2025 bill lists – all aye.

Capital Projects, Facilities & Operations

Motion by Smith, seconded by Parks, to ratify and adopt Resolution 47-07-25 approving Foth Infrastructure & Environment, LLC Task Order No. 358 to Study Development Impacts Evaluation on proposed Alliant Energy Utility Plant, for an amount not to exceed \$67,060 – all aye.

Motion by Therme, seconded by Fisher, to approve Resolution 48-07-25 approving Foth Infrastructure & Environment, LLC Task Order No. 360 for the Runway Pavement Classification Rating (PCR) Analysis, for an amount not to exceed \$26,513 – all aye.

Leases, Agreements & Contracts

Motion by Parks, seconded by Fisher, to adopt Resolution No. 49-07-25 to to accept True North Companies, L.C. proposal for airport general liability, public entity liability, and cyber insurance policies effective 08/01/25 through 08/01/26. Commissioner Duane Smith abstained from voting – all aye.

Motion by Therme, seconded by Parks, to adopt Resolution 50-07-25 ratifying the execution of Oliver Wyman, LLC Task Order No. 1 for professional services for aerospace industry cluster development, for an amount not to exceed \$450,000 – all aye.

Motion by Parks, second by Therme, to adopt Resolution 51-07-25 approving and authorizing execution of Amendment 1 to the Leasehold Agreement with QTS Cedar Rapids I, LLC – all aye.

Motion by Parks, second by Therme, to adopt Resolution 52-07-25 approving and authoring execution of Amendment No. 2 to Cash Rent Farm Lease with Ron Nove and Shawn Nove – all aye.

Finance & Administration

Motion by Therme, seconded by Fisher, to approve Resolution No. 53-07-25 adopting and ratifying the execution of Federal Aviation Administration AIP Grant Offer No. 3-19-0012-82-2025 on behalf of the Cedar Rapids Airport Commission to Improve Terminal Building Phase 5 – Construct Centralized Chilled Water Plant – all aye.

Motion by Fisher, seconded by Smith, to approve Resolution No. 54-07-25 accepting Amendment No. 2 to Federal Aviation Administration AIP Grant Offer No. 3-19-0012-58-2020 on behalf of the Cedar Rapids Airport Commission to Reconstruct Taxiways A4 and A5 and Expand Terminal Apron – all aye.

Election of Airport Commission Officers

Secretary Fisher asked for nominations for Chairman. Motion by Parks to nominate Robin Therme as Chairman was seconded by Smith – all aye.

Chairman Therme asked for nominations for Vice-Chairman. Motion by Parks to nominate Kristie Fisher as Vice-Chairman was seconded by Smith – all aye.

Chairman Therme asked for nominations for Secretary. Motion by Smith to nominate Clayton Parks as Secretary was seconded by Fisher – all aye.

Chairman Therme asked for nominations for Acting Secretary. Motion by Boyer to nominate Duane Smith was seconded by Fisher – all aye.

Chairman Robin Therme announced new Commission Committee assignments as follows: Air Service, Airport Development & Public Relations Committee – Chaired by Clayton Parks with Robin Therme as Member and Duane Smith as Alternate; Customer Experience Committee – Chaired by Duane Smith with Barry Boyer as Member and Clayton Parks as Alternate; Finances, Contracts & Planning Committee – Chaired by Robin Therme with Duane Smith as Member and Dr. Kristie Fisher as Alternate; Government Relations Committee – Chaired by Barry Boyer with Clayton Parks as Member and Robin Therme as Alternate; Labor & Personnel Committee – Chaired by Robin Therme with Dr. Kristie Fisher as Member and Barry Boyer as Alternate; Operations, Facilities & Construction Committee – Chaired by Dr. Kristie Fisher with Duane Smith as Member and Clayton Parks as Alternate.

Airport Operations Director Daniel B. Brown reported:

- Terminal Mod Phase 4 – Administrative offices have moved
- Gate 9 hold room is open
- Taxiway project on track for early October

Director of Marketing & Communications Pam Hinman reported:

- Partnership with Coe and Kirkwood continues to thrive as we wrapped up our second successful appearance at EAA Air Venture in Oshkosh, Wisconsin. Our booth had a better presence than last year.
- Due to mechanical issues, the Commemorative Airforce cancelled stop at CID.
- Staff is working with AeroCloud to track customer experience data.
- Gate pass program implementation is still underway, with a target launch date in August.
- June total passengers were up 8.5% from July 2025 and up 10% year-to-date


Airport Director Marty Lenss reported:

- EAA Air Venture show was great exposure for airport, Coe, and Kirkwood.
- Coe College has received its FAA Part 141 certification.

There was no public comment.

There were no legal issues or comments.

Motion by Boyer, second by Parks, to adjourn the meeting at 8:09 a.m. – all aye.


Clayton Parks, Secretary