**CEDAR RAPIDS AIRPORT COMMISSION**

August 25, 2025 7:30 a.m.

BOARD ROOM, THE EASTERN IOWA AIRPORT

Present: Robin Therme, Chairman

Dr. Kristie Fisher, Vice-Chairman

Clayton Parks, Secretary

Duane Smith, Acting Secretary

Barry Boyer, Past Chairman

Also Present: Marty Lenss, Airport Director

Daniel B. Brown, Director of Operations

Pam Hinman, Director of Marketing & Communications

Caleb Mason, Director of Properties & Business Development

Brian Moudry, Assistant Finance Director

Vanessa Chavez, City Attorney (Zoom)

Elly Whitson, Administrative Services Coordinator

The August 25, 2025 meeting of the Cedar Rapids Airport Commission was called to order by Robin Therme at 7:30 a.m. in the Board Room at the Eastern Iowa Airport. 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.

Chairman Therme announced the regular scheduled Airport Commission meeting to be held on November 24, 2025 and December 22, 2025 are cancelled due to the holidays. The Airport Commission will hold a combined November/December meeting on Monday, December 8, 2025 at 7:30.

Motion by Boyer, second by Smith, to approve the July 28, 2025 Commission meeting and August 25, 2025 special Commission meeting minutes – all aye.

Motion by Smith, second by Fisher, to approve the July 29, 2025 and August 12, 2025 bill lists – all aye.

**Capital Projects, Facilities & Operations**

Daniel B. Brown reported on three proposals received to perform output-based F-3 foam testing on the 2011 Rosenbauer Panther. Brown recommended the Commission award the contract for the Base Bid to Weston Solution, Inc., Cedar Rapids, Iowa with a Total Base Bid of $77,400.00.

Motion by Parks, seconded by Boyer, to approve Resolution 55-08-25 awarding a contract to perform output-based F-3 foam testing on the 2011 Rosenbauer to Weston Solution, Inc., Cedar Rapids, Iowa with a Total Base Bid of $77,400.00 – all aye.

**Leases, Agreements & Contracts**

Motion by Fisher seconded by Parks, to approve Resolution 56-08-25 scheduling a public hearing for 7:30 a.m. on Wednesday, September 22, 2025 authorizing advertisement for the Leasehold Agreement with the City of Cedar Rapids – all aye.

Motion by Smith, seconded by Parks, to approve Resolution 57-08-25 approving Foth Infrastructure & Environment, LLC Task Order No. 361 for the Parking Access and Revenue Control System (PARCS) Replacement project, for an amount not to exceed $38,979 – all aye.

Motion by Parks, seconded by Fisher, to approve Resolution No. 58-08-25 adopting and ratifying the execution of Iowa Economic Development Authority Grant Agreement Offer (IEDA) No. CRAC-1 by the Airport Director on behalf of the Cedar Rapids Airport Commission for the Aerospace Industry Cluster Development – all aye.

Motion by Parks, seconded by Fisher, to adopt Resolution 59-08-25 ratifying the execution of Oliver Wyman, LLC Task Order No. 2 for professional services for aerospace industry cluster development, for an amount not to exceed $475,000 – all aye.

Motion by Boyer, seconded by Smith, to adopt Resolution 60-08-25 approving the Airport Director to do those things reasonably necessary to secure farm operators for the 2026 in the event that termination notices are received by Ron and Shawn Nove and Eminence Farms LLC pursuant Iowa law. – all aye.

**Finance & Administration**

Motion by Fisher, seconded by Parks, to approve Resolution No. 61-08-25 adopting and ratifying the execution of Federal Aviation Administration AIP Grant Offer No. 3-19-0012-80-2025 in the amount of $563,000 on behalf of the Cedar Rapids Airport Commission to Construct SRE Storage and Maintenance Building (60,300 sq. ft.) and Deicing Material Storage Building (10,300 sq. ft.) Phase 2 – all aye.

Motion by Parks, seconded by Boyer, to approve Resolution No. 62-08-25 adopting and ratifying the execution of Federal Aviation Administration AIP Grant Offer No. 3-19-0012-81-2025 in the amount of $8,392,000 on behalf of the Cedar Rapids Airport Commission to Construct SRE Storage and Maintenance Building (60,300 sq. ft.) and Deicing Material Storage Building (10,300 sq. ft.) Phase 3 – all aye.

Motion by Smith, seconded by Fisher, to approve Resolution No. 63-08-25 adopting and ratifying the execution of Federal Aviation Administration AIP Grant Offer No. 3-19-0012-83-2025 in the amount of $2,334,884 on behalf of the Cedar Rapids Airport Commission to Improve Terminal Building Phase 6 – Upgrade Baggage Handling System Controls – all aye.

Motion by Fisher, second by Boyer to approve Resolution 64-08-25 approving the FY2026 State Aviation Agreements from the Iowa Department of Transportation Aviation Bureau for the purpose of reimbursing eligible project cost under the Airport Improvement Program, Commercial Service Vertical Infrastructure, and Air Service Development Program; and authorizing the Chairman and Secretary to execute said agreements upon receipt. Motion was approved unanimously – all aye.

Motion by Parks, second by Fisher, to approve Resolution 65-08-25 to adopt Chapter 500 and Attachment A to the Airport Rules and Regulations – all aye.

Airport Operations Director Daniel B. Brown reported:

* Terminal Mod Phase 4 – All work done in October.

Director of Marking & Communications Pam Hinman reported:

* July total passengers were up 6% from July 2024 and is another record month. Year-to date, passenger traffic is up 9%.
* On Nov. 8, American Airlines will begin its third year of seasonal, Saturday-only nonstop flights to Miami.
* In December, American will offer three daily flights to Phoenix.
* Youth in Aviation Day is scheduled for Saturday, Sept. 20.
* We are working with Amperage to put together a customer experience survey. A kickoff meeting will be held this week.

Airport Director Marty Lenss reported:

* Customer service experience
  + Unfi has had their challenges
  + Ongoing audit with SSP (Concessions)
  + Working on an App for the parking lot – scan your license plate and a have receipt by the time you get to Wright Brothers – should be available sometime next year.
  + Aero Cloud meeting to improve baggage claim monitoring
* SRE second grant still out there – AIG similar to the one approved at this meeting.

There was no public comment.

There were no legal issues or comments.

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

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Clayton Parks, Secretary