

CEDAR RAPIDS AIRPORT COMMISSION

September 22, 2025 7:30 a.m.

BOARD ROOM, THE EASTERN IOWA AIRPORT

Present: Robin Therme, Chairman
 Dr. Kristie Fisher, Vice-Chairman
 Clayton Parks, Secretary
 Barry Boyer, Past Chairman (Zoom)

Also Present: Marty Lenss, Airport Director
 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 (Zoom)
 Elly Whitson, Administrative Services Coordinator

The September 22, 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 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.

Motion by Boyer, second by Parks, to approve the August 25, 2025 Commission meeting minutes – all aye.

Motion by Fisher, second by Parks, to approve the August 26, 2025, September 2, 2025, and September 9, 2025 bill lists – all aye.

Leases, Agreements & Contracts

Chairman Therme opened a public hearing at 7:31 a.m. to consider a Leasehold Agreement with the City of Cedar Rapids. Caleb Mason reported no comments had been received prior to the public hearing. Chairman Therme sought comments from the public in attendance and those participating via Zoom. With no comment from the public, Chairman Therme closed the public hearing at 7:32 a.m.

Motion by Parks, second by Fisher, to approve Resolution 66-09-25 adopting Leasehold Agreement with the City of Cedar Rapids – all aye.

Motion by Boyer, seconded by Fisher, to approve Resolution No. 67-09-25 approving and authorizing execution of Iowa Economic Development Authority Grant Agreement Offer (IEDA) No. CRAC-2 by the Chairman on behalf of the Cedar Rapids Airport Commission for the Aerospace Industry Cluster Development – all aye.

Motion by Fisher, seconded by Parks, to adopt Resolution 68-09-25 approving and authorizing execution of Operating Agreement – Commercial Bus with the Jefferson Partners L.P. d/b/a Jefferson Lines – all aye.

Motion by Parks, seconded by Boyer, to adopt Resolution 69-09-25 approving and authorizing execution of Leasehold Agreement with the Jefferson Partners L.P. d/b/a Jefferson Lines – all aye.

Motion by Fisher, seconded by Parks, to adopt Resolution 70-09-25 approving and authorizing execution of an Airport Use and Operating Agreement for Independent Airport Maintenance Operator – Specialized Aviation Service Operator with Jet Air, Inc. – all aye.

Motion by Boyer, seconded by Parks, to adopt Resolution 71-09-25 approving and authorizing execution of the AeroCloud Framework Agreement for Common Use Passenger Processing System (CUPPS) with AeroCloud Systems, Inc. – all aye.

Finance & Administration

Motion by Parks, second by Fisher, to approve the Airport Director attending the 2026 AAAE Aviation Issues Conference in Kauai, Hawaii in January 2026 – all aye.

Motion by Fisher, second by Boyer, to approve Airport staff attending the Farnborough International Airshow in Farnborough, UK in July 2026 – all aye.

Motion made by Boyer, seconded by Parks, to adopt Resolution No. 72-09-25, amending the Personnel Policy Manual, Section 1- General Policy 1.8 – Travel and Business Expenses – all aye.

Director of Operations Daniel B. Brown reported:

- FAA 139 annual inspection completed a couple of weeks ago. There were a couple issues identified with fuel trucks maintained by Signature Aviation and other minor issues that we are working to rectify.
- Taxiway Expansion project is on schedule for completion by late October.
- Terminal Modernization Project Phase 4 keep pushing the contractor on this project.
- Construct Two Executive Hangars Project is on schedule.

Director of Marking & Communications Pam Hinman reported:

- Youth in Aviation Event held the past Saturday estimating couple thousand people.
- August total passengers were up 2% from August 2024 and is another record month.
- Just received the draft questions for the customer service survey. Last survey done in 2019.

Airport Director Marty Lenss reported:

- Last week a few staff members, Foth, and Mead & Hunt traveled to Kansas City to meet with FAA headquarters staff. Had good discussion about current and future projects at CID.
- Atkins and Foth are continuing efforts to look at airspace issues with developments near the airport. The study has been released to all parties.
- Oliver Wyman will be conducting meetings during the third week of October.

There was no public comment.

There were no legal issues or comments.

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

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


Clayton Parks, Secretary