

**Council Bluffs Airport Authority**  
**Board of Directors Meeting Minutes**  
**October 21<sup>st</sup>, 2020**  
**Main Terminal Conference Room at 4:00pm**

**Roll Call Attendance**

**Board Members Present:**

Scott Hartman	Chair
Patti McAtee	Vice Chair
Jeanette Aldredge	Secretary/Treasurer
Deanna Boese	
Rick Crowl	
Brad Knott	

**Board Members Absent:**

**Liaisons & Consultants:**

Lisa LaMantia  
Scott Belt

**Approval of prior months Minutes**

Motion for approval by Jeanette Aldredge and was seconded by Deanna Boese. The prior months minutes were approved.

**Treasurer's Report:**

Mr. Hartman went over the September Financial Report. CBAA is seeking approval for the checks written in September 2020 numbered #9738-9765 and Automatic Withdrawal numbers #090120-092520 from the Operating account. There was one check #2357 written out of the expansion account. The total balances for the three accounts were \$56,313.71 in the Operating account, \$47,979.62 in the Expansion account, and \$1,506,303.94 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Deanna Boese and seconded by Brad Knott. All board members approve.

**Financial Report:**

Mr. Massman was not present for this board meeting.

**Executive Director:**

Airport Strategic Plan Implementation Update

**Airport Growth and Development**

In 2018 the Council Bluffs Airport Authority, in collaboration with our FBO Advanced Air conducted an airport strategic planning process. This followed years of airport development and facility upgrades and included gathering input from airport tenants and stakeholders through an online survey. The strategic plan identified the need for additional large hanger development and consideration for a related long term FBO services lease agreement, among other needs. One of the implementation steps the plan included was to conduct a Request for Interest in Providing Services and Capital Investment on the Council Bluffs Airport. This type of public RFI/RFP/RFQ input process is common at airports, and was conducted for the Millard Airport FBO selection in 2014 by the Omaha Airport Authority. The Council Bluffs RFI was initiated on September 1, 2020 and was conducted on a national basis with the assistance of Aviation Management Consulting Group.

The request for interest process resulted in the Council Bluffs Airport Authority receiving six submittals at this point, all from experienced and qualified respondents with interest in investing potentially millions of dollars in new facilities development on the airport. The responses received included two local, two regional and two national interested service providers. The Council Bluffs Airport functions as a component of the US National Plan of Integrated Airport Systems and has been the recipient of significant Federal and State funding which includes contractual agreements to remain compliant with the FAA's Grant Assurances. The high level of interest shown in the airport, and the positive comments received from the respondents regarding the opportunity it presents is a testament to all of the team effort and public investment made in recent years.

The Airport Authority now has the task of determining how to best provide for the future services and development of the Council Bluffs Airport for the benefit of its users and community as a whole. We will be guided by the Airport's Mission / Vision & Values as we review the options and their impact on the airport, its people and the community. As part of the Airport Authorities strategic planning process six practical visions were drafted, including "We will Promote Collaboration While Maintaining Fiduciary Responsibilities". We would like to thank all of those who participated in this formative process designed to meet our obligations in the oversight and governance of our publicly owned airport.

A subgroup of three members of the Airport Authority Board of Directors that included members of the Executive Committee, Business Planning, and Communications Working Groups were consulted with on the process. After reviewing the RFI submittal forms and consulting with Aviation Management Consulting Group, this group determined that it would be advisable for the full Board of Directors to consider approving a formal Request for Qualification (RFQ) process to be conducted which would include some questions intended to gather additional proposal information as well, in an effort to select the most qualified service provider with the best plan for the future of the Council Bluffs Airport.

It was also suggested by this group that the Board Chair and Vice Chair, along with the Executive Director meet with the owner of Advanced Air to update and share input with each other on airport activity, which we did. This meeting included a discussion of the Strategic Plan implementation effort to date as well as likely next steps.

#### Operations Update

**Unicom Frequency Change:** Following the input of our airport users, we applied for and received authorization from the FCC to use the new frequency 122.725 for airport traffic reporting. We have retained the use of our existing frequency 122.8 for the time being. Before officially making the frequency switch we will research and create an implementation plan that properly publicizes the new frequency and creates a safe communications transition for pilots. No timetable has been established at this point for use of the new frequency.

**Hangar "A" Floor Painting Considerations:** This past summer we discussed the option of refurbishing and painting the aircraft maintenance shop floor. At that time the range of possible cost discussed with the Airport Authority was from \$15,000 to \$30,000. After receiving multiple proposals, the more likely cost looks to be at least @\$40,000. We learned of two area Nebraska FBO's that painted their shop floors in 2020 themselves at a reduced cost. This option has been discussed with Advanced Air. Considering the potential for future facility construction being discussed that was identified by the RFI process and how that may affect the use of Hangar A going forward, at this point no further effort is being made by the Airport Authority to pursue this idea.

#### **Commemorative Air Force:**

Mr. Hutcheson was not present at the meeting. George was present for the CAF. The Gunfighter is down in Mississippi getting a paint job done now that the season is over.

#### **FBO:**

Ms. LaMantia was present. For safety this month the line staff attended an online safety seminar for fuel safety and the flight instructors hosted an FAA FFAST Team Safety meeting with the local Designated Pilot Examiners. The line department is preparing for winter operations with all equipment. Flight training was down 42 hours compared to last September. The FBO purchased another aircraft for their upcoming contract they have this winter. They are currently working to add a Cessna Caravan on their charter certificate. The maintenance department is currently backlogged and looking for another person to add to the department. Avionics is up 38% in sales year to date and the open house last month was a success with five more customers who have committed. There were 15 more testers compared to last September. Lisa is currently working on an online class that will offer the Boy Scouts Aviation Merit badge. 100LL was down 425 gallons and Jet A was down 4,918 gallons compared to last September. Transient jet traffic is down 23%. Kelly Deeds went over a FBO customer service survey that rated Advanced Air on a number of different areas.

#### **Year to date 2020**

Jan 1 – Sept 30	100LL up 3%
Jan 1 – Sept 30	Jet A down 21%

#### **City of Council Bluffs:**

Mr. Jura was not present.

#### **County Board of Supervisors-Scott Belt:**

Scott Belt was present for this board meeting. There is nothing to report.

**New Business:**

**A. Discuss/Approve: Approval to pay AMCG invoice #4953 in the amount of \$1,120.95**

Mr. Hartman asked for motion to approve.  
Deanna Boese moved to approve.  
Brad Knott seconded. The motion passed by unanimous vote.

**B. Discuss/Approve: Conduct Request for Qualifications process for future FBO Services selection**

Mr. Hartman asked for motion to approve.  
Jeanette Aldredge moved to approve.  
Deanna Boese seconded. The motion passed by unanimous vote.

**C. Discuss/Approve: Appoint Board of Representatives for RFQ Development and Evaluation Committee**

Mr. Hartman asked for motion to approve.  
Brad Knott moved to approve.  
Patti McAtee seconded. The motion passed by unanimous vote.

**Open Discussion:**

Andy Biller gave an update to the Airport's financial audit status update. There have been no issues on our audit and there should be a draft document soon.

**Guests:**

**Adjournment:** Mr. Hartman asked if there were any other questions, being none, he adjourned the meeting.

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The electronic recording of this proceeding, though not transcribed, is part of the record of each respective action of the Authority. The electronic recording of this proceeding is incorporated into these official minutes of this Authority meeting as if they were transcribed therein.

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Scott Hartman - Chairman

