

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
December 16th, 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 Cowl
Brad Knott
Barry Cleaveland

Board Members Absent:

Liaisons & Consultants:

Scott Belt

Oath of Office: We would like to welcome Barry Cleaveland as our newest Board Member to the Council Bluffs Airport Authority. He will be serving the remaining term for Steve Dermody.

Approval of prior months Minutes

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

Treasurer's Report:

Ms. Aldredge went over the November 2020 Financial Report. CBAA is seeking approval for the checks written in November 2020 numbered #9787-9801 and Automatic Withdrawal numbers #110120 - 113020 from the Operating account. There were no checks written out of the expansion account. The total balances for the three accounts were \$61,831.86 in the Operating account, \$3,930.62 in the Expansion account, and \$1,846,178.81 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by and seconded by. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting.

Executive Director:

Airport Growth and Development

The Airport Authority received four Statements of Qualifications in response to it's Request for Qualifications for FBO Services due by 12 noon on December 4th. The Airport Authorities Evaluation Committee is in the process of reviewing the submittals with the direction to provide the full Board with a recommendation when able.

Operations Update

This months operations update is focused on the plans for transitioning the airport to a new Unicom/CTAF frequency. The report is provided by Garrick Sharp, Airport Operations and Administration Support. Garrick has taken a lead role in this project.

For quite some time, the Council Bluffs Airport Authority has received a number of different requests from local stakeholders and users of the airport, as well as members of the surrounding community that we should change our Unicom/Common Traffic Advisory Frequency (CTAF) to something a bit less commonly used. It doesn't take long for any user of our airport to realize that we have grown to become quite busy throughout a typical week. After input from many different individuals in 2019, of which many of them were from the FBO, it was decided that 122.725 would be a great option since not one airport within 75 miles utilizes this frequency. Back on May 18th, 2020 our first submission to the FCC was created and we began the process to formally change the frequency. It took nearly four months to complete the process but on September 16th, 2020 we received our letter of authorization to use the new frequency. Conversations with Advanced Air and Jerome (The FBO's chief flight instructor), articles from AOPA and other airports about frequency changes, as well as AirNav, etc., have enabled us to create a plan of action for moving forward with this

process with overall safety as our main priority. After gaining an understanding of the FAA Aeronautical Information Portal, we have found that the next opportunity to get the new Freq. implemented across the board (in the publication system) would be due on January 13th, 2021 and become active on February 25, 2021. This would mean that all Airport/Facilities Directories, Sectional charts, Foreflight, Garmin Pilot, Garmin Avionics, AirNav, etc. would go live on the Feb. 25th. Given this information we have decided that we will plan for the day to switch over to 122.725 for the Unicom/CTAF and the Pilot controlled lighting to be 2/25/2020. As far as our duties go, we believe that proper tenant and stakeholder notification, AWOS message(s), Notams, Omaha Tracon/Tower notification, aircraft monitoring (FBO) and even signage at the airport will give pilots ample opportunity to become aware of our frequency change whether they are arriving or departing KCBF. As of right now, we have been granted a Special Temporary Authorization to continue using 122.8 until 05/01/2021. As always, we welcome input from anyone who has any ideas/comments or concerns. This process has been a long time coming and we believe it will not only improve the safety in all interactions of everyone who utilizes the airport but also, the surrounding airports using 122.8.

Financial Update

The Airport Authorities fiscal year 2020 financial audit has been completed by RSM. There were no findings reported by the Auditor in the "Schedule of Findings" results. A copy of the report has been provided in your Board packet this month with an agenda item to receive it.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The Gunfighter just got back from having a paint job and will begin its annual in the next week or two. The flight breakfast is scheduled for August 7th, 2021.

FBO:

Ms. LaMantia was present. This has been the busiest year Advanced Air has ever had except for Jet A fuel sales. With help from the Airport Authority, we have grown to be the desirable airport we have today. Reflecting back to the very beginning, here is a look at how much we've grown.

| | | | |
|--------------------|-------------|------------------------------|--------------------------|
| | <u>1994</u> | <u>2019</u> | |
| Jet A | 3,747 | 146,761 Gallons | (2020 - 101,170 Gallons) |
| 100LL | 35,595 | 105,169 Gallons | (2020 - 96,191 Gallons) |
| | <u>1999</u> | <u>2020</u> | |
| Rental | 1,446 | 10,459 Hours | |
| Maintenance | 217 | 725 Jobs completed this year | |
| T-Hangars | 28 | 60 | |

Some of the services that have been added since 1994: Avionics, Charter, Computer Testing, Insurance Approved Initial and Re-current training, Cessna Service Center and a Garmin Dealer. We have 50 employees and are also a profitable Disadvantaged Business. There are 32 more hangars at the airport than when Advanced Air was started. Four years ago an engineer was hired to do a site study for plans and estimates of a large hangar with the need for a 20 year lease, but was declined. Lisa ended by thanking all of her employees for all the hard work over the years and thank the customers writing the letters of support as the RFQ requested.

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: Accept FY 2020 RSM Financial Audit

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

B. Discuss/Approve: Approval to proceed with changing the Airport Unicom/CTAF from 122.8 to 122.725.

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

C. 1. Discuss/Approve: FBO Services RFQ Evaluation Committee New Member

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

2. Discuss/Approve: FBO Services RFQ Evaluation Committee Forward Guidance

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

D. Discuss/Approve: A Raymond Plumbing Inc Invoice #10977. \$12,222.46

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

E. Discuss/Approve: AMCG Invoice #4980 \$500.69

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

Open Discussion:

Guests:

Mike Larson, John Reud, and Glen Ruby each spoke in support for Advanced Air at the end of the Board Meeting.

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

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.



Scott Hartman - Chairman

