

Council Bluffs Airport Authority
Board of Directors Meeting Minutes
November 18th, 2020
Main Terminal Conference Room at 4:00pm

Roll Call Attendance

Board Members Present:

Scott Hartman Chair
Patti McAtee Vice Chair
Deanna Boese
Rick Crowl
Brad Knott

Board Members Absent:

Jeanette Aldredge Secretary/Treasurer

Liaisons & Consultants:

Scott Belt

Approval of prior months Minutes

Motion for approval by Patti McAtee 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 October 2020 numbered #9766 - 9786 and Automatic Withdrawal numbers #100120 - 102720 from the Operating account. There were no checks written out of the expansion account. The total balances for the three accounts were \$24,911.81 in the Operating account, \$3,930.62 in the Expansion account, and \$1,845,625.12 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Brad Knott and seconded by Patti McAtee. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting. He discussed that we had received the preliminary year-end report from the auditors.

Executive Director:

Airport Growth and Development

Following the Board's decision at your October Board meeting to conduct an RFQ for FBO Services, the Evaluation Committee completed drafting the document with the assistance of Aviation Management Consulting Group and released it to the interested parties on November 2nd. All of the RFI respondents confirmed that they had received the RFQ. A copy has been added to your November Board packet. The due date for responses is 12/4/2020 at 12 noon.

As the responses to the RFI indicated, there is interest by multiple parties to construct additional hangar storage on the airport. The current Airport Master Plan last revised in 2013 shows a plan to have this type of development located southwest of the main terminal area. An alternative location that has been envisioned would be for development to occur in the area between the two runways and adjacent to McPherson Ave. This alternative location is not currently depicted on the Airport Layout Plan, which requires FAA review and approval. In an effort to get prepared for any needed planning for future development by the private sector, the Airport Authority reached out to McClure Engineering and HDR Engineering around August requesting proposals to study the two possible development options and provide cost estimates for the needed site development. The copies of these two proposals are included in your November Board packet for your review.

On page 2-15 of the Airport's Master Plan exhibit 2-13 provides a detailed forecast of the future based aircraft demand the Airport could experience and should prepare for. In your Board packet is a chart that replicates the data in this exhibit and incorporates the current 2020 based aircraft registered at the Council Bluffs Airport. When you consider that all of the Airport's hangars are currently leased, the only way to accommodate future growth is to add additional hangar space. In the past all hangars on the airport that are available for public use have been constructed using Airport funds. At the point that the private entities see the opportunity to build and lease hangar space on the Airport then a higher level of growth would be possible.

On a related topic, the Airport Authority is required to approve an annual capital improvement plan and provide it to the FAA and State Aviation Bureau so they can incorporate our plans into theirs. Up until now the projects on our plan have been intended to address the airport's essential facility needs that are the responsibility of the Airport Authority. The completion of the new fuel

storage and self-serve dispenser system resulted in our highest priorities being accomplished. For the past year or two our annual CIP and the projects it identifies has been allowed to slip forward until we conclude the possible long term FBO lease process and associated private capital investment in new facilities. How that process unfolds will give the Airport Authority more clarity on where it needs to allocate its capital. For the time being the Airport Authority funds intended for capital projects is being held in our interest bearing Midstates Bank Reserve account.

On your Board meeting agenda for November there is an action item to discuss and approve if able the annual capital improvement plan. On November 5th the staff reviewed the plan with our FAA Planner Jeff Deitering and Iowa Aviation Bureau Program Director Shane Wright to review the details and gather their input. One topic during that meeting involved when the Airport's annual entitlement fund allocation would have to be used by Council Bluffs or transferred to another airport. That deadline is September 2022 and totals \$150,000. The FAA allows airports to bank up to \$600,000 of the annual \$150,000 we typically receive. We will continue to monitor this time table and expect to have a grant eligible project identified before we risk loss of the funding.

Operations Update

Terminal Bldg A Plumbing: Recently we identified a water leak had developed in the hot water supply line. After involving a local plumbing contractor it was determined that the leak was located somewhere below the concrete floor between the utility room and mens and womans bathrooms. We spent a few days and related expense to try and locate the leak by opening walls and cutting through the concrete floor. We reached a point where if we continued that approach we would likely incur a cost similar to installing new plumbing in the building using a different path. Apparently when the terminal building was constructed the contractor did not follow the plan and did not provide any drawings of where the water lines were actually located, hindering our ability to locate the leak below the concrete floor. We have made the decision to install new plumbing in locations that will be more readily accessed in the future if needed. The rough estimate of cost that we have at this point is \$3000 to \$4000 incurred trying to fix the leak, and additional \$7000 to reroute the pipes and abandon those concealed below the concrete floor. There will be some additional cost to repair the dry wall and floor damage that has occurred. While this project is both unplanned and unfortunate, our objective is to correct what we consider a poor design and provide for a more accessible and maintainable system for the many years this building will be in service.

Exterior LED Lighting Upgrades: On your agenda this month is an item to discuss and if able approve the purchase of LED lighting fixtures to replace most if not all of the current hangar and apron exterior lighting. We are working with a local company that has experience on other area airports called Green Lighting Company. The proposed price that we are asking for approval of is \$7,777. For these lights we are estimating that the MidAmerican rebates we will qualify for will be @\$5000, resulting in a net cost of \$3000. Using the manufacturers estimates of energy savings the reduced utility cost should be enough to breakeven on the investment in 1 – 2 years. The lights are brighter, longer lasting and more energy efficient that those currently in use. In October, after consulting first with the Board's Executive Committee we made an initial purchase of new lights in the amount of \$3,285. The justification for moving forward with the purchase of this group of lights was that their estimated rebate value is @\$2300 and we have applied to our insurance provider ICAP for a \$1000 safety grant, resulting in a net cost at or near zero. We also wanted to try and use some of the remaining warm weather to get these lights installed as they are intended to fill in some dark areas and enhance tenant safety. Keith is managing this project and will oversee the installation of the lights.

Safety Review Update / Nate Predoehl – Mentair: It has been just under a year since Nate began to assist the Airport Authority with reviewing the Airport's safety culture. He is going to try and be available for your November Board meeting to provide an update on his review.

Financial Update

Annual Airport Authority Budget: It is nearing the time of year for us to prepare an annual budget and provide it to the City of Council Bluffs. A copy of the current fiscal years budget with some suggestions for next years budget has been added to the November Board packet. After further review and discussion we will plan to ask for approval of the budget at either the December or January Board meeting.

First Quarter FY2021 Financial Statement: Enclosed in your November Board packet is a copy of the 1st quarter financial statement prepared by the Airport Authorities CPA Massman, Nelson, Reinig PC.

Annual Financial Audit Update: The auditor RSM revised our draft audit report to reflect a change they have suggested to have the Airport's audit match the format the City of Council Bluffs uses when accounting for property tax revenue. Prior to approving this change we consulted with the City Finance Director and the Airport Authority CPA. Once we have an opportunity to review the latest draft we expect the audit to be concluded.

Pottawattamie County Ground Interest: The CATEX environmental assessment process continues to progress. Now that the crops have been harvested from the area of interest it will be possible to complete the archeological study portion. This is scheduled for the week of November 16th. We are told that once this is complete we should be nearing the results of the CATEX process and begin working on getting FAA approval to dispose of the ground.

Commemorative Air Force:

Mr. Hutcheson was not present at the meeting. George was present for the CAF. The Gunfighter should be back next week from its paint job.

FBO:

Ms. LaMantia was not present. Kelly Deeds went over the FBO report. He reported that recent traffic studies have concluded that KCBF could be ranked the third busiest airport in Iowa for 2020 as well as one of three airports showing growth this year. 100 LL is up 12% year to date with a projected total of 117,000 for the year. 95% of that is Advanced Air. 2020 will be the first year that Jet A sales have declined. It is down 31% for our based customers and 12% for transients. That being said the FBO's "stop, fuel and go" fuel sales are up 22% year over year. Advanced Air has re-invested over \$350,000 in the FBO flight school, maintenance, and avionics in the last 18 months. The FBO currently pays back the state over \$30,000 in sales tax revenue per month. Charter has been up this year. Advanced Air is now the 2nd largest flight school in Iowa behind Dubuque. The FBO has been in contact with Textron about becoming a certified service center for the new Cessna Denali Turboprop which is slated to come out next year. Advanced Air is also going to be the specific warranty maintenance center for a new Cessna Caravan in the Omaha area. Mr. Deeds went on to finish the FBO report by providing a few short-term and long-term need for the FBO.

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: Green Lighting Company LED Fixture Purchase: \$7,777

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

B. Discuss/Approve: Approval of FAA FY2022 Capital Improvement Plan

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

C. Discuss/Approve: Approve Aviation Management Consulting Group Invoice \$5,127.70

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

Open Discussion:

Guests:

Nate Predoehl

- Mr. Predoehl spoke to the board and provided an update to his safety evaluation and recommendation process.

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

