

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
February 17<sup>th</sup>, 2021  
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  
Barry Cleaveland  
Brad Knott  
Edwin Holtz

**Board Members Absent:**

**Liaisons & Consultants:**

Jeff Hutcheson

**Oath of Office:** We would like to welcome Edwin Holtz as our newest Board Member to the Council Bluffs Airport Authority. He will be serving the remaining term for Rick Crowl.

**Approval of prior months Minutes**

Motion for approval by Barry Cleaveland and was seconded by Patti McAtee. The prior months minutes were approved.

**Treasurer's Report:**

Ms. Aldredge went over the January 2021 Financial Report. CBAA is seeking approval for the checks written in January 2021 numbered #9821-9837 and Automatic Withdrawal numbers #010121 - 012921-2 from the Operating account. There was one check written out of the expansion account #2358. The total balances for the three accounts were \$44,164.18 in the Operating account, \$28,930.62 in the Expansion account, and \$1,864,562.68 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Barry Cleaveland and seconded by Patti McAtee. All board members approve.

**Financial Report:**

Mr. Massman was present for this board meeting. He did not have anything to report.

**Executive Director:**

Hangar Fire Response: The cause and origin investigation process is ongoing with no official determination at this point. During the week of February 1st a fire investigation inspection event was conducted that allowed all affected parties to enter the facility and conduct their own review. @ 25 people were in attendance. At this point the insurance company investigator has not released the building or its contents for repair or removal.

The Airport Authorities property insurance company ICAP has been coordinating with Anderson Construction on creating estimates and a repair plan for the building. The City of Council Bluffs has been involved to advise on code and permit requirements.

We are working with the Airport Authorities three insurance companies to arrange for the replacement of our equipment and respond to any affected parties questions and notification claims.

Hangar D Temporary Lease Rate Adjustment: The monthly rent the tenants for hangar D pay includes a \$125 / month utility fee. Because of the fire damage we have not been able to restore the heat to those hangars. We are recommending that we discontinue charging the utility fee beginning Jan. 1st until the building is repaired or the heat is restored.

Members of the Boards Business Planning Working Group met to discuss the airport's future building needs, including the priorities and timing for each. Members of the Carver Aero senior management team were included to collaborate with their development goals.

Airport Safety Focus: As we continue to consult with Nate Predoehl with Mentair on the Airport Authorities safety focus, we have included the topic of the hangar fire. Nate is assisting us with gathering relevant information and using what we are learning to benefit our decisions in the future.

FBO Services Selection Process: At the January Airport Board meeting the Board approved the sale of Advanced Air to Carver Aero. Progress continues between those two organizations as they work to complete their transaction. Last week members of the Board's Business Planning Working Group met with members of Carver Aero's senior management and discussed their progress. Upon completion of the sale of Advanced Air, the Airport Authority will continue working with Carver Aero to draft a new FBO lease agreement for Board review and approval.

CTAF / Unicom Frequency Change: In the last two weeks we have received communication from the FAA that the Airport Authority is authorized to make the change from 122.8 to 122.725 beginning April 22nd. We plan to communicate this date to our tenants, and otherwise will be making preparations for the change.

Snow Removal: We have had a number of snow removal events in the last month. They have gone well. The replacement dumptruck/snow plow has been working well. We took delivery of our Bobcat snowblower and are using a rented skidloader to operate it until our new Tool Cat is delivered later this month. We have contracted with Compass Utilities for our apron area snow removal and they have helped us three times. They are doing a great job and the equipment they use is very effective. The main piece is a large front end loader with an 18 foot snow push attachment. They are also basing a larger road grader at the airport, which came in handy when we had the foot of snow. We are open to the idea of using Compass Utilities help again next winter.

New Building Planning: When the members of the Board's Business Planning Working Group met with the Carver Aero senior management we discussed the possibility of working together to build a hangar structure that would serve as a transition space as a result of the fire in hangar D, and then be a good place to store small aircraft in the future. We have consulted with the City of Council Bluffs Building Permit Dept. and Fire Marshal on the suitability of a couple of possible locations. They have indicated the two locations we have proposed would be acceptable.

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

Mr. Hutcherson was present at the meeting. Gunfighter is getting put back together from its Annual Inspection. The airshow schedule is filling up quickly and the Gunfighter will likely be gone most of the summer.

#### **FBO:**

Ms. LaMantia was present for the February meeting. This January was very busy for the flight school. Comparing to January 2020, the flight school aircraft flew 350 more hours in January 2021. Carver is working to get another Duchess for the flight school, but it is expected to take another 11 weeks or so. The FBO has just sent in their Veteran Approved catalog for VA students which has to be approved by the Department of Education every year. The Avionics Department is staying busy and just got approval for a \$100,000 job on a Bonanza. Maintenance continues to add new customers as well with 3 new jobs currently being worked on. Computer testing has also remained busy and they have been seeing a lot more Drone testing recently as well. Jet A fuel sales were down 5,900 gallons and 100LL was up 1,487 gallons in January. The FAA just approved the FBO's General Operating Manual and the updated Hazmat Manual for the Cessna Caravan. One of their flight school customers has purchased a documentary to show to anyone interested on February 27<sup>th</sup> in the pilots lounge. Transient jet customers were down 60%.

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

Mr. Jura was not present.

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

Scott Belt was present. The county has started work on their budget. They continue to run Covid-19 vaccine clinics throughout the county. Mr. Belt went on to inform everyone that there are many different ways that the general public can volunteer for one of the clinics.

#### **New Business:**

##### **A. Discuss/Approve: Hangar D Temporary Rate adjustment for utility cost.**

Mr. Hartman asked for motion to approve.

Barry Cleaveland moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

**Open Discussion:**

**A. Hangar Fire Update**

- Mr. Biller went on to give the Board an update on the hangar fire. There is a second planned inspection date set for March 1<sup>st</sup> and 2<sup>nd</sup>.

**B. CTAF Change Update**

- The new frequency is set to become active on April 22, 2021.

**C. New Airport Website Update**

- The website is coming along and we hope to have it go live at some point in the month of March.

**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

