

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
April 21<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

**Board Members Absent:**

Eddie Holtz

**Liaisons & Consultants:**

Jeff Hutcheson  
Scott Belt  
Mike Massman  
Melissa Escritt

**Approval of prior months Minutes**

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

**Treasurer's Report:**

Ms. Aldredge went over the March 2021 Financial Report. CBAA is seeking approval for the checks written in March 2021 numbered #9853-9876, Automatic Withdrawal numbers #030121-033121, from the Operating account and checks #2363-2368 written out of the Expansion account. The total balances for the three accounts were \$41,584.57 in the Operating account, \$43,169.71 in the Expansion account, and \$1,865,014.80 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Deanna Boese and seconded by Patti McAtee. All board members approve.

**Financial Report:**

Mr. Massman was present for this board meeting. He went over the first nine months ending March 31<sup>st</sup>, 2021 financial report. Mr. Massman mentioned that there were a few expense categories that were higher than budgeted, but will all be reimbursed back to the Airport due to fire related expenses.

**Executive Director:**

Airport Growth and Development

Recent Planning Meetings: Over the last 30 days we have held four airport development planning meetings. Depending on the subjects involved they have included different groups including the Board Business Planning Working Group, Carver Aero senior management, consultants HDR and McClure, Pottawattamie County Engineer John Rasmussen, Advance Southwest Iowa, some tenant input and the Airport Authority staff. The main topics have been airport construction needs and development, but have also been exploring airport technology needs including internet providers, speeds and new telephone options. While the restoration and renovation of the Hangar D that experienced the fire is an Airport Authority responsibility, we are seeking input on what options for that building we should consider or are available for long term airport needs.

In your Board packet is a copy of a PowerPoint presentation created by Ryan Hanson with HDR that depicts some of the ideas for future development on the airport that were discussed at one of the planning meetings.

In my Executive Directors report last month I discussed our interest in involving the two consulting engineer companies HDR and McClure for our airport planning and engineering needs. The next likely step in this process is to enter an agreement with each firm that allows us to utilize their services in both an on-call basis as well as specific task or project basis. On your meeting agenda this month is an item to discuss this approach and if possible get Board approval to proceed with the agreements.

**FBO Lease Agreement Process:** The transition from Advanced Air to Carver Aero has been going well. We appreciate all of the preparation and ongoing efforts that all of the FBO employees and managers have been making. The current FBO lease that Carver Aero operates under expires at the end of June. We will continue to work with this new partner to draft a lease that addresses the long term plans and needs of both the FBO and the Airport. In an effort to get it right, and if we have not completed the process in time for the end of June, we will provide the Board of Directors with a lease option that we could use during the interim, between longer term agreements.

### Airport Grant Options

**FAA CRRSAA:** In February the FAA notified the Council Bluffs Airport that we were eligible for a \$23,000 grant under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). The FAA provided a prefilled in application to be signed and returned. After consulting with the Board's Executive Committee we returned the signed grant application and if the Board provides its approval will complete the funding draw down process.

**Iowa DOT AIP/ Airport Development Grant Applications:** One of the recommendations from the planning consultants during our recent meetings is for the Airport Authority to submit applications for both an Airport Improvement Grant and Airport Development grant. They are due May 6<sup>th</sup>. The projects suggested that are grant worthy are the construction of an airport equipment storage and maintenance facility and either an apron expansion or water main extension. These are competitive grants and limited to State Aviation Bureau funds. We have at least 2 years to complete the projects.

### Airport Safety Enhancements

**New Airport CTAF Frequency:** The Airport Authority has received its final authorization to begin using the new CTAF/Unicom frequency 122.725. We have scheduled the switch from 122.8 to occur on April 22<sup>nd</sup>. The FAA airport publications and pilot information services will begin displaying the change also on April 22<sup>nd</sup>. The Airport Authority will include a recorded message on our airport weather system (AWOS) used by pilots and will issue a Notice to Airmen with the FAA. It may take some time for all airport users to become familiar with the change, and there is always the chance that a pilot will mistakenly continue using the old frequency, but we will monitor the situation and strive for 100% compliance.

**FBO Fuel Truck Wheel Chocking:** After discussing with the FBO the benefits of blocking the wheels on the fuel trucks anytime they are stationary they have adopted this policy. It is a common safety practice at many airports and should help avoid a truck rolling inadvertently.

**Aviation Fuel Tank / Truck Automatic Over Flow Protection:** There is a new fire code requirement expected to be implemented this summer requiring that aviation fuel storage tanks and trucks be modified to incorporate a new overflow safety shut off system. The estimated cost is @\$5000 / tank and \$1000 / truck. The airport currently operates with 2 tanks and 4 trucks. We are in discussion with the FBO regarding how this affects the Council Bluffs Airport and what our plan for compliance if necessary should be.

### Other Business

**Insurance Loss Detail:** In your Board packet this month is a spreadsheet we are using to track our losses due to the recent hangar fire, and status of our insurance reimbursements. This list is updated as new information becomes available.

**Executive Director Annual Performance Appraisal Process:** It is time for the annual Executive Director review. Similar to prior years we will plan to email the form to all of the Board members with a date that we would ask for it back. A member of the Board will be asked to compile the input and then I will meet with a committee to of Board members to review the results.

**Airport Financial / Funding Review:** I have asked Board Member Eddie Holtz if he would be available to work with the Airport Authorities staff to review the Airport Authority budget, source of funds, and long term finance needs, outside of the normal annual budgeting process. His experience managing the finances of a public entity and fresh view of the Airport will be helpful in our effort to manage and plan the Airports finances efficiently and appropriately. This will provide an added level of oversight beyond the ongoing accounting of Massman, Nelson, Reinig, the Airport Authorities CPA, and the public audit we have conducted annually.

### **Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. Gunfighter is back together and getting ready for a very busy flying season. One of the CAF's new members is volunteering to do an extensive redo of the museum portion of the hangar. The monthly cookouts begin next month on May 19<sup>th</sup> right after the board meeting. One of the members has recently acquired

an Aeronica Champ that will going through a "ground-up" restoration. They're anticipating a year-year and a half to fully restore that aircraft.

**FBO:**

Melissa Escritt from the FBO was present for the Board Meeting. Regular Covid-19 temperature checks and wellness questionnaires continue for all students. Those who are receiving the vaccine have been following the 48 hour no fly rule issued by the FAA. Charter hours were up 14 hours this March compared to last year. Since the only charter a/c was the Baron, trips were limited to 2-3 passengers and typically stayed in the Kansas City/Des Moines region. Now with the King Air and Citation Ultra there are opportunities for more passengers on longer trips. Avionics remained very busy through the month of March and looks to continue into April. Maintenance kept busy with not only flight school aircraft, but also a few aerial survey aircraft. Testing was down slightly in March compared to last March due to students trying to finish up their semester early due to the onset of Covid. Rental was up about 400 hours compared to this time last year. Students are finding it hard to book examinations with DPE's with exam dates extending out into June. Jet-A sales were up 200 gallons and 100LL was up 5,320 gallons compared to last March. There were 16 transient Jet-A customers and 25 100LL customers. CBF became a popular stop for aerial surveyors due to the fact that they could get fuel, maintenance, oil and rental cars all at one place.

**City of Council Bluffs:**

Mr. Jura was not present.

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

Scott Belt was present. They are still running the Covid clinics, but this could change with the decline in vaccinations. They're anticipating another Government grant, but haven't been given clarity on exactly how it can be used.

**New Business:**

**A. Discuss/Approve: FAA Grant Acceptance Authorization for Covid Response Relief Supplemental Appropriations Act \$23,000.**

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

**B. Discuss/Approve: IA DOT AIP/GAVI Grants Authorization to Apply**

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

**C. Discuss/Approve: Planning/Engineering Agreement Authorization, HDR/McClure**

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

**D. Discuss/Approve: Airport Internet Improvements**

There was a discussion about the Airports Internet Improvements. No Action was taken.

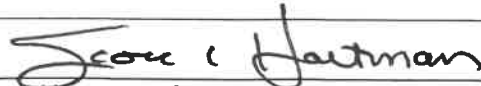
**Open Discussion/Guests:**

Ryan Hansen - HDR  
Jay Pudenz - McClure

**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.

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Scott Hartman - Chairman

