

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
March 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  
Deanna Boese  
Barry Cleaveland  
Brad Knott  
Edwin Holtz

**Board Members Absent:**

Jeanette Aldredge      Secretary/Treasurer

**Liaisons & Consultants:**

Jeff Hutcheson  
Scott Belt  
Mike Massman  
Melissa Escritt  
Lisa LaMantia

**Approval of prior months Minutes**

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

**Treasurer's Report:**

Mr. Hartman went over the February 2021 Financial Report. CBAA is seeking approval for the checks written in February 2021 numbered #9838-9852, Automatic Withdrawal numbers #020121-022821 from the Operating account and checks #2359-2362 written out of the Expansion account. The total balances for the three accounts were \$27,644.90 in the Operating account, \$17,570.17 in the Expansion account, and \$1,864,777.24 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Brad Knott and seconded by Barry Cleaveland. All board members approve.

**Financial Report:**

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

**Executive Director:**

Airport / Airport Layout Plan (ALP) Process:

As we work through our future building projects, we are becoming aware of the need to review and update some of the Airport Authorities planning documents. In the near term we are needing to make decisions regarding near term building needs and locations. In the long term we are needing to plan for future development.

Our FAA Planner, Jeff Deitering has recommended that we begin to think about a Master Plan narrative update along with a needed airport layout plan (ALP) update. This process will be a significant investment, and require the selection and hiring of a consultant with airport planning experience. This type of project would be eligible for use of the airport's annual FAA grant dollars that will fund 90% of a project.

As we consider both of these near and long term needs, we are considering involving a couple of consultants in the process. Both HDR and McClure Engineering are familiar with the Council Bluffs Airport and are qualified to assist. At the Ankeny, Iowa airport, both HDR and McClure have been assisting the Ankeny Airport Authority in a collaborative manner with their planning needs. I recently consulted with the Board's Business Planning Working Group regarding the idea of holding a few planning sessions to include Board members, Carver Aero to represent their development plans, as well as McClure and HDR. The working group members were supportive of the idea and resulting investment. The two consultants have both also shown interest.

On your March Board meeting agenda we have put an item to discuss this further and if agreed approve going forward with the idea.

**Capital Asset Item Disposal:**

We are to the point in the hangar fire response process that we will be disposing of some items that were destroyed in the fire and are accounted for on our capital asset list used for depreciation purposes. One of our annual auditor's tasks is to confirm that we have approval when we dispose of this type of airport property. An item has been placed on your meeting agenda to approve the disposal of the dump truck, tool cat and three snow blowers lost in the fire.

**Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. The CAF recently had a group of 40 kids from the Fremont, NE Civil Air Patrol Unit come out to learn about WWII aircraft and history. Airshow season is approaching quickly and the Gunfighters schedule continues to fill up and the yearly recurrent training for all four pilots is coming soon. Flight breakfast is planned for August 7<sup>th</sup>, 2021.

**FBO:**

Lisa LaMantia introduced to the Board Mike Manning; the CFO of Carver Aero, and Sandra Barrett; who will oversee all the FBO locations and the previous Davenport FBO Manager. She then introduced Melissa Escritt, former Office Manager of Advanced Air and the new General Manager of the Council Bluffs Carver Aero FBO location, who will be giving the FBO update to the board today. The Avionics shop has just completed an \$80,000 job in a Beechcraft Duchess and is completing another job in a Bonanza. Maintenance continues to stay busy and is booked out until April. They are working on a 3 week project to restore a Conquest II that was damaged. Jet A was down 1,773 gallons and AvGas 100LL was up 136 gallons over this month last year. Due to some of the poor weather in February these low fuel numbers could have been expected. There were 11 total transient jet customers last month. The flight school aircraft rental was down 359 hours compared to last year, this was also in part due to poor weather in February. UNO flight training continues with Covid safety precautions. Computer testing continued its trend like last year with 30 tests last month. Now that Carver Aero is the FBO, Charter services will continue to expand at the Council Bluffs Airport. They have based a King Air 200 on the field.

**City of Council Bluffs:**

Mr. Jura was not present.

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

Scott Belt was present. There was nothing to report.

**New Business:**

**A. Discuss/Approve: Capital Asset Disposal Approval including: MK Martin/Snowblast/sb200 snowblowers, 2003 International, 2018 Bobcat Toolcat.**

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

**B. Discuss/Approve: Airport/ALP Planning Process**

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

**Open Discussion/Guests:**

**Mike Manning  
Sandra Barrett  
Mike Beard  
Ryan Hansen**

A. Mr. Manning gave the first update to the Board since the acquisition of Advanced Air by Carver Aero. He went on to discuss many different subjects such as staffing, planning, growth, and technology upgrades to the airport and their operations.

**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

