

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
May 19th, 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
Eddie Holtz

Board Members Absent:

Brad Knott

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt

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 April 2021 Financial Report. CBAA is seeking approval for the checks written in April 2021 numbered #9877-9888, Automatic Withdrawal numbers #040121-043021, from the Operating account and checks #2369-2371 written out of the Expansion account. The total balances for the three accounts were \$278,669.98 in the Operating account, \$23,138.51 in the Expansion account, and \$1,917,708.07 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Deanna Boese and seconded by Eddie Holtz. All board members approve.

Financial Report:

Mr. Massman was absent for this board meeting.

Executive Director:

Airport Growth and Development

FBO Lease / Minimum Standards for Commercial Services: During the recent FBO services RFI/RFQ process we asked for public input regarding the Airport's draft minimum standards. Prior to that process the Airport Authority had Aviation Management Consulting Group review and recommend revisions to both the Airport's FBO lease and Min. Stds for Comm Svcs.. Recently we created draft documents for each that incorporated the public, and consultants input for further discussion purposes. These draft documents have been reviewed by the Board's Business Planning Working Group. A copy of each have been added to your Board packet for your review. The next step is for the Airport Authority to work with Carver Aero and shape the agreements using the input gathered during the FBO RFI/RFQ process to meet the needs of both the Airport Authority and the FBO using terms and language that is appropriate for a long term lease encompassing multiple decades. On the Boards May meeting agenda is an item to allow discussion regarding this process and determine who will be involved.

Iowa West Foundation Predesign Study Grant Application: In conjunction with the Commemorative Air Force and HDR the Airport Authority has been discussing the option of making a joint application to the IWF to study the future needs of the CAF, including long term facility requirements. An item is on your May agenda to discuss this further and determine if the Board is supportive of submitting a grant application. In your Board packet are some examples funded by the IWF and created by HDR.

HDR Engineering Agreement: We are working with HDR to begin the planning necessary to develop the north parcel between the two runways. This is in addition to the on call engineering services that we discussed at your April meeting. Last week we held a short conference call with our FAA planner and environmental officials and HDR to determine what the FAA's requirements would be for this process. We are still waiting on the engineering agreement from HDR and will add it to your Board packet once we have it.

Hangar / Ground Lease Review Process: On your meeting agenda this month is an item to discuss the possibility of forming a group, to include tenant representation, to assist the Airport Authority with reviewing and revising the Airport's hangar lease agreements. The Authority also has a tenant whose 20 year ground lease ends in January 2022, and we will need to discuss how to manage this.

Sale of Ground to Pottawattamie County: We are continuing to work with the County Roads Department on their purchase of 14 acres. The focus currently is on coordinating with the City and County regarding the parcel descriptions and accomplishing a needed survey. The Airport Authorities attorney has remained involved in the process. The tree removal activity was completed prior to the date required by the USDA.

Airport Operations

CTAF Frequency Change: The switch to 122.725 occurred on April 22nd as planned. The new frequency has been received well and so far the reports have been positive. We appreciate everyone's patience in completing this process.

Fuel Overflow Protection Requirements: In my April report I informed the Board of the forthcoming NFPA 407 fire code changes involving fuel transfer overflow protection. The industry continues to lobby the regulators to not require this of smaller airports like Council Bluffs. The current implementation date is in June. The industry group National Air Transportation Association is recommending that it's FBO members request a waiver from their local authorities to allow them to operate without this upgrade. Carver Aero has sent the Airport Authority a letter requesting this waiver, which is enclosed in your Board packet. As part of their request they have pointed out their safety record on the matter, and that they currently operate a dual over fill protection process including a truck mounted shut off system and an operator Dead man switch system. The new fire code requirement would result in a 3rd level of overfill protection, which we understand is mainly designed to protect against a negligent operator overriding the dead man switch and not staying with the vehicle while the pumps are running. We are continuing to monitor this requirement, including plans to consult with our local fire marshal for their input.

Airport Authority Website: The new website is in use at our previous address of cbaairport.com. Our plan has been to get some experience with it and likely make some revisions or upgrades using that experience. It has numerous new features compared to the previous website, including providing a way for us to post our Board meeting agendas and copies of the approved Board meeting minutes. One revision that we are working on is the home page video. The images that are currently used were created for another project and adapted to use on the website. We have a proposal from the drone photographer that produced those images, Bill White to produce some new images specifically for the new website. The proposal is for \$625 and we think will better focus on what we would like to emphasize, including the airport's close proximity to the Omaha metro area, and fit the website better for loading and performance purposes.

Hangar D Reconstruction Process: An item has been included on your meeting agenda to provide an update on this project. In your Board packet is a copy of some email discussions involving the Board's Business Planning Working Group which we consulted with on the decision of whether to rebuild the building to its original design or modify it. After weighting the options the decision was made to rebuild it to its original design. The copy of the emails in your Board packet will discuss our rationale. I have added a couple of photos to your Board packet of the demolition phase of the project to give you a view of our progress.

Interior LED Lighting Upgrades: Garrick has been leading an effort to upgrade some of the terminal fluorescent lighting to LED. He has determined that after the MidAmerican rebates, the breakeven is less than a year considering the energy savings. They are also projected to last longer and offer improved lighting. Keith continues his project to replace most of the Airport's exterior lighting with new LED fixtures.

Airport Finances

Annual Loan Payment to the City of Council Bluffs: June 1 is the due date for the next loan payment of \$257,150. There will be three more annual payments due of a similar amount after this year. In your Board packet is a copy of the loan agreement and payment schedule. The funds for this payment are currently available in the Airport Authorities Midstates Bank operating account.

Airport Authority Staff Compensation Review: In 2020 the Airport Authority purchased a market based compensation review from Silverstone utilizing our hourly employee job descriptions. I have consulted with the Board's Executive Committee on this process and shared with them the results. There is an item on your agenda this month to discuss this process and if the Board agrees appoint a Board committee to work with us on reviewing the study further and assessing the Airport Authorities compensation levels relative to the current market and our job descriptions. The plan would be to report back to the Board at your June meeting with any recommendations.

Airport Authority Budget / Financial Review: In my report last month I mentioned that I had asked our newest Board member Eddie Holtz to help us conduct a review of the Airport Authorities finances including our budgeting process, source and use of revenues, and long term financial sustainability. We have agreed to meet the afternoon of May 26th to begin this discussion. If there are other Board members that would be interested in participating in this review process we would welcome that added assistance.

Iowa DOT Grant Application Process: With the assistance of McClure Engineering the Airport Authority submitted an application to the IDOT that included three grant requests. One was for the construction of an Airport maintenance equipment storage building in the amount of \$150,000, another was for concrete approach construction related to the equipment storage building in the amount of @\$80,000 and the third was for Airport roadside entrance signage for \$10,000. In past years we have heard by around June if our requests were going to be recommended by the DOT staff to the Commission, and August if they were approved.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The Gunfighter will be gone for most of the summer for air shows. The flight breakfast is scheduled for August 7th. So far, the CAF wing from Kansas City will be here as well as the helicopter pilot to give rides. The CAF is currently working on a project aircraft as well.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. Last April the Baron flew three trips totaling 6.8 hours. This April, with two of Carver Aero's King-Air's, they flew eight trips totaling 36.4 hours. Avionics is finishing up a \$100,000 job on a Bonanza with two more Bonanza projects lined up for the end of May/beginning of June. Maintenance is busy with 100-hour inspections and oil changes for the flight school aircraft, along with other aircraft customers. Last week there was a mini-gust that caused a flight school C172 to flip over onto its top. There was no one in or around the aircraft and it had been sitting on the ramp for 45 minutes when this happened. Maintenance will be spending some time inspecting this popular rental to see what its fate will be. In April 2020 there were 21 computer tests taken, in April 2021 there were 28 tests. In April 2021 there were twelve check rides given to our flight students. Rental hours were up 54% over April 2020; students and renters flew approx. 1,300 hours in our planes. We have three CFI trainees doing an internship through the military's skill bridge program which is meant to give them civilian experience for their transition out of the military. There are also five students also working on their CFI training. As of 5/17/21 there is one CFI with a class date for the airlines with another 1-2 that will follow soon after. We are now enforcing the use of tie-downs and gust locks between every lesson and planes will need to be secured when not in use. The line department has new uniforms. They are dressed in Hi-Vis/black polos with a reflective stripe and black av-fuel hats so that transient customers will be able to spot them for ramp assistance and increase safety. There was 12,588 gallons of Jet-A and 11,382 gallons of 100LL pumped in April 2021 compared to 8,762 gallons of Jet-A and 4,381 gallons of 100LL in April last year. Transient customers in April requested a total of eight rental cars throughout the month. CAA membership fuel sales made up about 30% of the total Jet-A sales last month which was an increase of 2,565 gallons over April of 2020.

City of Council Bluffs:

Mr. Jura was not present.

County Board of Supervisors-Scott Belt:

Mr. Belt was not present.

New Business:

A. Discuss/Approve: City of Council Bluffs Loan Payment of \$257,150.00

Mr. Hartman asked for motion to approve.

Barry Cleaveland moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

B. Discuss/Approve: CBAA Staff Compensation Review Committee

There was a discussion at the Board level and it was decided that Eddie, Brad, Scott would be part of the committee to review the staff compensation.

C. Discuss/Approve: FBO Lease Agreement/Minimum Standards for Commercial Services Review Committee

It was decided at the meeting that Brad, Scott, Barry will continue as part of the business planning working group and will move forward with the review of the Minimum Standards for Commercial Services.

D. Discuss/Approve: Iowa West Foundation predesign joint grant application with Commemorative Air Force

The Board discussed the idea of a collaborative meeting with the Airport Authority, Airport Board, CAF members, and engineering consultants to prepare to submit an Iowa West Foundation preliminary application.

E. Discuss/Approve: HDR Engineering agreement – North Parcel Planning, FAA Coordination

Mr. Hartman asked for motion to approve.

Barry Cleaveland moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

Open Discussion/Guests:

Mr. Biller discussed his proposition to have an airport wide tenant review process of the hangar leases. He went on to discuss the NFPA 407. The sale of the 14 acres of Airport land to Pottawattamie County is still ongoing, but making forward progress.

Ryan Hansen - HDR

Jay Pudenz – McClure

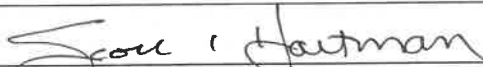
Sandra Barrett – Carver Aero

George Dewitt – CAF

Mike Swanson - CAF

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