

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
July 21th, 2021
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Scott Hartman Chair
Patti McAtee Vice Chair
Barry Cleaveland
Eddie Holtz
Deanna Boese

Board Members Absent:

Jeanette Aldredge
Brad Knott

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
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 June 2021 Financial Report. CBAA is seeking approval for the checks written in June 2021 numbered #9902-9916, Automatic Withdrawal numbers #060121-063021, from the Operating account, and checks #2373-2374 were written out of the Expansion account. The total balances for the three accounts were \$47,163.16 in the Operating account, \$703,160.95 in the Expansion account, and \$1,913,191.80 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Barry Cleaveland and seconded by Eddie Holtz. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting. He started his report with a preliminary report for June 30th, 2021 as well as preparing for the year end audit coming in the next few weeks.

Executive Director:

FBO Lease / Minimum Standards for Commercial Services: Following last month's Board meeting and your approval of an extension of the FBO lease, we drafted an extension document. The extension is for 60 days, and any new terms negotiated will be retroactive to July 1, 2021. Our current discussion with Carver Aero is to assess the value of the Council Bluffs Airport and the facilities that the FBO would lease long term in our effort to negotiate appropriate terms going forward. A copy of the lease extension and a market value assessment spreadsheet we are utilizing is included in your Board packet.

Iowa West Foundation Predesign Study Grant Application: Members of the Board's Business Planning Working Group met with the Mayor and City Attorney to update them on current Airport Authority business activity. During this meeting we discussed the feedback we received from the IWF suggesting that any grant applications for the Airport would need to be made through the city. Based on the opinion of the City Attorney, we will be working with the IWF to update them on the fact that the Airport Authority is its own legal entity so that the Foundation can reassess our ability to apply for grants directly.

North Parcel Planning: HDR has been actively developing a plan for the North Parcel. They have met with the management of Carver Aero, as well as one of our ground lease tenants. Ryan Hanson plans to provide the Board with an update at your July meeting.

Sale of Ground to Pottawattamie County: On Friday, July 9th the Airport Authority closed on the sale of 14 acres to Pottawattamie County. The selling price was \$140,000 and the Airport Authority incurred @\$2000 in attorney fees and closing costs in conducting this transaction.

Zoning Change Request for the Simpson Subdivision: A 32-acre parcel adjacent to the Council Bluffs Airport at the corner of Eastern Hills Drive and McPherson Ave. was recently purchased by a local developer. They have requested the city rezone the area to allow for the construction of 9 or more acreage lots for home building. In your Board packet is a copy of the staff report from the City's Community Development Office for the Planning Commission. The Airport Authority has commented on this request and informed the Planning Commission of our plans for the North Parcel. We will continue to follow this process and advocate for the needs of the Airport Authority. We are considering placing some form of "future development" signage near the intersection of Eastern Hills Drive and McPherson Ave. to inform the public of our development plans in that area of the Airport.

Fuel Overflow Protection Requirements: We continue to monitor this recent change in the national fire code. We have determined that it does apply to our airport and we are not exempt as a result of being grandfathered. We have heard that the larger, commercial airports in Iowa have received an extension until Dec. 22, 2022 to comply. We will work with our local authorities to determine if they will issue a waiver for the Council Bluffs Airport.

Hangar D Reconstruction Process: On July 9th the City issued the permit for the reconstruction of our T hangar building. The contractor's contract allows them 100 days, subject to weather delays to be substantially complete. We have been informed that they will begin the reconstruction on Monday, July 19. The focus so far has been on the demolition and removal of structure in preparation for reconstruction.

As of this week all of the tenant's contents in Hangar D have been removed or made mobile to facilitate the reconstruction process. We have a couple of tenant storage trailers that need to be removed, which we expect to happen this weekend. We have been successful in being able to continue to hangar all of our tenant's aircraft overnight, with some being removed from the hangars during the day to protect them.

On your agenda are multiple pay requests related to the reconstruction project. They have all been reviewed and determined to be correct.

Ag Aviation Activity: We have entered the season where the Council Bluffs Airport plays a role in the greater agricultural economy in Pottawattamie County. This is an important function to our area farmers, while also creating some unique aircraft challenges for some of our year-round users of the Airport. One development this season that differs from the past is the request by a new operator to transport their own jet fuel supply from off the airport for use in their aircraft. While this is a protected right and activity by the FAA as a part of the "Right to Self Service", FAA regulation 5190, the Airport Authority does have an obligation to assure the activity is conducted in a safe manner and consistent with the requirements we have in place for others who provide fueling services on the airport, including our contracted FBO. On your meeting agenda this month is an item asking for approval of some additional language to our Minimum Standards for Aerial Ag Operations. We believe these changes for the most part mirror existing State and local regulations governing the transport of fuel, and are consistent with the other airports that our aerial ag operators frequent or are based at. The item that restricts "hot fueling" which is the practice of fueling an aircraft while the engine is running has been in place at Council Bluffs for the last few years and needs to be part of the minimum standards.

FAA Grant Application: The Airport Authority has received an invitation from the FAA to apply for and accept a grant in the amount of \$59,000 as part of their larger American Rescue Plan. One of the eligible uses for these funds is to go towards debt payments, which is how we have used the previous two FAA grants of the same type. An item has been placed on your meeting agenda to address this opportunity.

Tenant Newsletter: In your Board packet is a copy of the newsletter we included with the quarterly billing statements for our hangar tenants.

Underground Storage Tank Removal Process: With the completion and use of the Airport Authorities new aviation fuel storage facility, we are ready to begin the process of removing our three 12,000-gallon underground fuel tanks. They were installed in 1982 and cost the Airport Authority @\$9000 each year not including any ongoing maintenance. The Board has previously approved allowing the staff to conduct a tank removal contractor request for proposal process, but we thought it would be good to revisit this before we continue.

Airport High Speed Internet: The Airport Authority continues to support the efforts to bring higher speed internet service to the area. Currently our only wired service has been CenturyLink DSL. We have had good success with Western Iowa Wireless, and they have been able to meet the new requirements of Carver Aero. We have been asked to provide a letter of support for a grant application process for Western Iowa Networks in their effort to bring broadband fiber to the area. Our efforts to support these companies will include continuing to work with Western Iowa Wireless by providing them with an on airport location for their relay devices, and the letter of support for Western Iowa Networks.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The Gunfighter is out in Dubuque for a formation clinic and then will head to Oshkosh for ten days. It will then come back to CBF for a few days before it heads out for more shows. So far this year there has been approximately 60-70 rides in the P-51. The flight breakfast is scheduled for August 7th at 8am. Advertising for the event is on many aviation sites as social media.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. The maintenance shop remains busy with 100-hours and oil changes. There were 26 oils changes for the flight school and they flew over 1,380 hours last month. Avionics is busy finishing up a few larger projects that were previously reported. Both MX and Avionics have had had employees visiting other Carver Aero locations to understand how those locations operate. There have been a few instructors that have left for the airlines already and six more with class dates scheduled soon. Jerome, the Chief Flight Instructor, has been conducting interviews for new CFIs to fill in the gap. There were 10 FAA tests and 7 non-FAA tests last month. The CWS brought more traffic than usual to the airport. The line department pumped 14,632 gallons of 100LL and 13,027 gallons of Jet-A last month. There were 30 rental car requests filled in the month of June, 15 courtesy car requests, and approximately 40 transient planes spent more time than just a quick turn on the ramp.

City of Council Bluffs:

Mr. Jura was not present.

County Board of Supervisors-Scott Belt:

Mr. Belt was present for the board meeting. The bid has gone out for the grading of the ground recently sold to the county from the airport. Mr. Belt speculated that work could begin this fall.

New Business:

- A. Discuss/Approve: "D" Building Pay Requests:**
Anderson Construction - \$420,289.69
Engineering Technologies Inc. - \$19,350.00
Meyer & Associates, Architects. - \$8,400.00

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

- B. Discuss/Approve: HDR Pay Request for Professional Services: \$336.90 and \$5,109.69**

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

- C. Discuss/Approve: Authorization to Proceed with American Rescue Plan FAA Grant, \$59,000**

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

- D. Discuss/Approve: Approval to Purchase HitchDoc Snowblower Model HDS8210 for \$17,610, or Comparable Model and Price**

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

- E. Discuss/Approve: Approval to Proceed with Underground Storage Tank RFP for Removal**

Mr. Hartman asked for motion to approve.
Eddie Holtz moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

F. Discuss/Approve: PMMIC Insurance Premium, \$7,624.00

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

G. Discuss/Approve: Approval to Proceed with Minimum Standards Update for Aerial Applicators Self-Fueling Requirements

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

Open Discussion/Guests:

Ryan Hansen - HDR
Jay Pudenz – McClure

Signage – Board Member Cleaveland brought up to the Board that there are some deficiencies when it comes to wayfinding and signage along roadways leading to and from the airport. The Airport Authority has taken it upon themselves to look into this issue and will contact the appropriate parties for fixes.

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