

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
June 16<sup>th</sup>, 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

**Board Members Absent:**

Deanna Boese  
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 Barry Cleaveland. The prior months minutes were approved.

**Treasurer's Report:**

Mr. Hartman went over the May 2021 Financial Report. CBAA is seeking approval for the checks written in May 2021 numbered #9889-9901, Automatic Withdrawal numbers #050121-052821, from the Operating account and checks #2372 written out of the Expansion account. The total balances for the three accounts were \$26,847.12 in the Operating account, \$807,140.75 in the Expansion account, and \$1,917,952.39 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. There was nothing to report.

**Executive Director:**

Mr. Biller started his report with a discussion about his previous ideas of performing a financial review of a higher level. He and Board Member Holtz have had one meeting to date and invites other members with any interest in the topic. He went on to discuss Grant Assurance 24, which has to do with fee and rental structure, as well as Iowa Code 330A and our 40-year term for receiving property taxes.

The Council Bluffs Airport Authority has entered an agreement with HDR Engineering for preliminary studies and plans for the "North Parcel". The airport decided to use The University of Iowa State Archeological Office for the parcels archeological review. It was completed successfully. At this time, we are working to schedule a small planning group meeting over this topic for next week.

Repair work on the "D" Building is progressing as planned. Anderson has taken down three of the eight hangar bays that are to be replaced over the next few months. They are working on removing the interior walls in the other five hangars of the building for cleaning, painting, and insulation work. All of the replacement steel is on site and are just waiting on the city permit to begin reconstruction of the building. We continue to work with the tenant for Hangar 47 and work has been progressing to clean out their personal items so that the construction crew can begin work.

We have received the purchase agreement from the County for their purchase of the 14 acres from the airport. We are close to finalizing this deal.

### **Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. The Gunfighter is out on the East Coast for Airshows with a busy summer travel schedule. The P-51 will only be back to CBF for Oil changes and Maintenance. The flight breakfast is scheduled for August 7<sup>th</sup>. The Heart of America Wing is planning to bring three aircraft up from Kansas City. The helicopter from previous events will not be in attendance for this year's breakfast. There are a few food truck vendors scheduled to show up after the pancake man as well. Cookout tonight after the board meeting every month now thru October. There have been approximately 10-12 new members to the CAF over the past month which is great!

### **FBO:**

Melissa Escritt from the FBO was present for the Board Meeting. Last month there were two trips in the King Air for a total of 6.8 hours. It spent most of its time doing trips out of Davenport due to maintenance. Although, this month has already surpassed those numbers. Maintenance continues to work on aircraft from the hangar fire. They are also working on a Conquest from Norfolk, and as always, the flight school aircraft keep them busy. Avionics is finishing up the work on a full panel job for a Bonanza as well as getting their first experience working on a Trinidad. Computer testing in May brought in 28 test candidates. 24 of those tests were FAA related. Flight training students flew a total of 1,131 hours in rental aircraft. Nine of our instructors now have class dates for the airlines between now and August. There are six instructors in line for an open position and an additional five people are finishing up their CFI Training. Last month the line department pumped 9,262 gallons of 100LL and 8,310 gallons of Jet A; 1,600 gallons of Jet A were to CAA Customers. YTD 100LL sales came in at 44,430 gallons and Jet A sales are 45,048; CAA makes up 12,878 gallons of that total. Last month we fulfilled 10 rental car requests through Avis and Enterprise. There were about 21 transient planes that spent more time than just a quick turn on our ramp.

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

Mr. Jura was not present.

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

Mr. Belt was present. He discussed that there will eventually be some sort of Broadband expansion in the county but did not have many details yet. They are closing down all of the Test-Iowa locations due to the low number of Covid cases.

### **New Business:**

#### **A. Discuss/Approve: Silverstone Annual Insurance Renewal: Property Liability Coverage**

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

#### **B. Discuss/Approve: Andersen Construction Agreement/Payment Approval \$78,919**

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

#### **C. Discuss/Approve: McClure Engineering payment request for \$3,640**

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

#### **D. Discuss/Approve: FY2021 COLA Rate of 2.5%/hourly Employee Compensation Adjustments**

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

| First   | Last   | Type       | 2021 Rate | Employee Type |
|---------|--------|------------|-----------|---------------|
| Keith   | Wirtz  | Reg        | \$32.45   | Full Time     |
| Garrick | Sharp  | Reg        | \$21.39   | Full Time     |
| Andy    | Biller | Pay Period | 4,055.52  | Full Time     |

**E. Discuss/Approve: Executive Director Annual Performance Appraisal Update/FY2021 Employment Agreement Approval**

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

**F. Discuss/Approve: Carver Aero FBO Lease Modification to Temporary Month-to-Month Term**

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

**Open Discussion/Guests:**

Ryan Hansen - HDR  
Sandra Barrett – Carver Aero  
Rich Heining

**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

