

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
August 18th, 2021
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Scott Hartman Chair
Patti McAtee Vice Chair
Barry Cleaveland
Deanna Boese
Jeanette Aldredge
Brad Knott

Board Members Absent:

Eddie Holtz

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Scott Belt

Approval of prior months Minutes

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

Treasurer's Report:

Board member Aldredge went over the July 2021 Financial Report. CBAA is seeking approval for the checks written in July 2021 numbered #9917-9928, Automatic Withdrawal numbers #070121-073021, from the Operating account, and checks #2375-2377 were written out of the Expansion account. The total balances for the three accounts were \$35,099.75 in the Operating account, \$280,941.11 in the Expansion account, and \$2,053,147.02 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Patti McAtee and seconded by Barry Cleaveland. All board members approve.

Financial Report:

Mr. Massman was not present for this board meeting.

Executive Director:

FBO Lease / Minimum Standards for Commercial Services: In my report last month I mentioned that as part of the FBO lease agreement construction process we were assessing the value of the facilities that the Airport Authority dedicates for FBO use in the operation of their business. This is an important step in drafting a fair market value-based lease that will establish terms for many years to come. In order to complete this process, on your meeting agenda for August is a request to revise the current lease extension agreement to the end of September.

Iowa West Foundation Predesign Study Grant Application: We are still planning to submit this grant application before the deadline in September if possible.

North Parcel Planning: At your meeting this month Ryan Hanson with HDR is planning to provide the Board with an update on the airport planning process they are conducting. On your meeting agenda are three items relating to the airport's development process and related activity requesting your approval.

Zoning Change Request for the Simpson Subdivision: While we were expecting this item to be on the City Planning Commissions agenda at their August meeting, we were informed that it has been removed for now.

Hangar D Reconstruction Process: Prior to your August meeting we will be getting an update from Anderson Construction regarding the progress and status of the hangar D project. On your agenda are two items related to this project. One is a pay request from Anderson, which has been reviewed and approved by the architect on the project Randy Meyer. The other is the addition of a small garage door installation which will be at the Airport Authorities expense, with a credit for the smaller door that was part of the original plans. This door will allow us to store supplies and small equipment in this area.

Airport T Hangar Lease Review: As we work to gather information that will help with our review of the airport's T hangar leases, we are considering starting with the D hangar. As we bring this facility back on line following the reconstruction process, it may be a good time to make any revisions to the agreement that we determine are needed.

Iowa DOT Aviation Grants: This week the IDOT Commission approved the three grants that the Airport applied for. We will begin to get organized as we work with the DOT on entering this agreements.

Annual Financial Audit: We are beginning to work with RSM, the Airport Authorities auditor and our CPA Massman, Nelson, Reinig on the audit for fiscal year 2021.

EAA Convention / Oshkosh: I attended this event again this year. It was a good opportunity to meet with some vendors and organizations that are important to the Airport. One of the organizations I met with was the National Aerial Ag Aviation Association to discuss their members needs and how our Airport could address the needs of aerial Ag operators in our area. I attended a number of forums on topics of interest to the Airport. One was regarding airport leases and the FAA grant assurances. This was particularly interesting and thought provoking. Another forum I attended was on aircraft battery maintenance, and I also met with a battery charger manufacturer. I am interested in learning how our Airport can better approach the subject of charging aircraft battery's in our hangars, and how to address this in our lease agreements.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The pancake breakfast was a success! Despite the rain, they served 349 guests for breakfast. The afternoon portion of the event was affected by the rain. The event brought many new faces to the airport. The CAF was very appreciative of the advertising presence from the Chamber as well as the Daily Non-Pareil. They will be setting next years pancake breakfast at the next CAF meeting. The Gunfighter has been in and out of maintenance, but was able to attend the recent airshow in Lincoln, NE. It gave 13 total rides at that airshow. The aircraft will be headed out west and south for more airshows throughout the season. The CAF continues to take on more members, averaging 2-3 new members per month.

FBO:

Sandra Barrett from the FBO was present for the Board Meeting.

City of Council Bluffs:

Mr. Jura was not present.

County Board of Supervisors-Scott Belt:

Mr. Belt was present for the board meeting.

New Business:

**A. Discuss/Approve: "D" Building Pay Requests:
Anderson Construction - \$243,437.77**

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

B. Discuss/Approve: Hangar "D" Garage Door Installation

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

**C. Discuss/Approve: Revise FBO lease agreement extension end date to September 30, 2021.
Discuss lease agreement next steps.**

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

D. Discuss/Approve: Approval to request proposals for professional services needed for equipment storage building construction project.

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

E. Discuss/Approve: Approval to Proceed with North Parcel Development Planning, ALP Update, and FAA AIP Grant Application

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

F. Discuss/Approve: Approval to Study Completion of Taxiway "B" Connector and Eligibility for FAA Funding

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

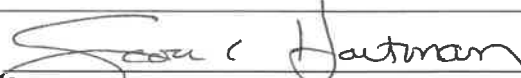
Open Discussion/Guests:

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

