

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
September 15th, 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

Board Members Absent:

Eddie Holtz
Jeanette Aldredge Secretary/Treasurer
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:

Board member Aldredge went over the August 2021 Financial Report. CBAA is seeking approval for the checks written in August 2021 numbered #9929-9942, Automatic Withdrawal numbers #080121-083021 from the Operating account, and no checks were written out of the Expansion account. The total balances for the three accounts were \$70,933.44 in the Operating account, \$302,835.71 in the Expansion account, and \$2,053,408.59 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Barry Cleaveland and seconded by Deanna Boese. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting. Mr. Massman went over his financial report with the board.

Executive Director:

FBO Lease / Minimum Standards for Commercial Services:

We continue to focus on this high priority task. Scott Hartman has sat in on multiple meetings with Carver Aero, which we appreciate. We are still working through the topic of cost for the space the FBO utilizes in their business. Considering that we expect this next FBO lease to be in effect for over 30 years, we feel it is important to better match description of the spaces leased with those actually used, and have them reflect fair market value as much as possible. Considering the public funds and facilities that we are responsible for; it is worth taking the time necessary to try and get it right. For that reason, Carver Aero has requested that we ask the Board for approval to extend the current lease for another 30 days, through the end of October.

Iowa West Foundation Predesign Study Grant Application:

We were running up against the deadline to submit an application for a predesign study for the CAF and had not received all of the information needed, so it was decided to defer this until later. There are multiple times throughout the year that we are allowed to submit an application, and we still have some procedural topics that we need to better address with the Iowa West Foundation before we move forward.

North Parcel Planning: HDR continues to work hard on this planning project. Our latest focus has been working with the FAA to get their input and approval on the revisions to our airport layout plan. One outcome that has resulted from our work is a better feel for the schedule and steps we would like to take going forward. A key one would be to apply for a "Design Grant" with the FAA to begin designing the improvements. On one hand this may result in a brief delay in the start of some construction, although only that which would include funding from the FAA. In reality, we think the schedule

will be roughly the same, and allow us time to gather more input on the project, arrange for airport funding responsibilities, and line up private capital investment.

Hangar D Reconstruction Process:

The roof is nearly replaced. This is the most weather sensitive portion of the project. The electrical and HVAC are in process, and the new hangar doors should be installed by month end. Our goal was to have the hangars able to be heated before winter, and the contractor continues to assure me that we are on pace for this.

Airport T Hangar Lease Review:

As we prepare for the process of reviewing all of our T hangar leases, it is becoming apparent that a possible good starting point would be the 8 T hangars consisting of building D. As we get closer to putting this full building back into service, there are some changes that we should consider making that are specific to its situation.

Iowa DOT Aviation NavAid Grant:

In the past the Airport Authority received a navaid grant from the Iowa DOT for the replacement of a runway end identifier strobe light system. The grant was for 70%, up to \$10,000 toward the cost. We are having operational issues with another of these systems. Our plan had been to use parts from the previous system we replaced to extend the life of this other system, but those parts were lost in the hangar fire. With the Board's approval, we would like to apply for this grant again and replace the current system that this malfunctioning with a new LED system like the old one. The out-of-pocket cost to the Airport Authority is estimated to be between \$4000 and \$5000.

Annual Financial Audit:

The last two weeks have been very active for the audit. We think we are nearing the end. Mike Massman and the team at his firm have been assisting with the process.

Annual Employee Health Insurance Renewal: The Airport Authorities health insurance broker has provided us with their proposal for the insurance renewal. The proposed options have been included in the Board packet. We just received these today and have not reviewed them yet. On your agenda is an item to get some direction from the Board on how we should proceed.

Airport Strategic Planning Update:

The current plan was approved in Feb 2019 and intended to function as a 3-year plan. Since that time, we have two new Board members and Carver Aero as our FBO. We are also considering a terminal / hangar area expansion plan that will require a significant investment. We would like to determine if the Board feels that updating the plan before we proceed would be of interest. A copy of the current strategic plan has been enclosed in your Board packet

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. Gunfighter is back for the time being, but will be headed down to Texas for more airshows soon. They gave over 20 rides during the Gunfighters trip to Colorado a few weeks ago. The CAF has decided that Sunday, August 7th will be the date for the 2022 annual flight breakfast. The second to last cookout will be at 5:30pm after the board meeting!

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. Last month, the charter department reported six charters totaling 10.6 hours, plus 14 trips for 51.1 hours flying a seasonal reoccurring trip. Two of our A&P Mechanics went to King Air training for a few weeks in Moline, IL to learn about the maintenance on those aircraft. Students and renters flew approximately 1,250 hours in the rental a/c last month. The instructors are busy preparing for the fall semester and looking forward to the new incoming and returning students. Everyone seems to be enjoying the "new" Seminole that joined the fleet. There were 27 tests proctored for the month of August. The line crew pumped 12,098 gallons of 100LL as well as 18,266 gallons of Jet A. There were over 40 transient aircraft to visit CBF last month. They used the crew cars about 35 times and used 10 rental cars.

	<u>2019</u>	<u>YTD</u>	<u>2020</u>	<u>YTD</u>	<u>2021</u>	<u>YTD</u>
<u>100LL</u>	11,704	69,217	12,392	72,344	12,098	84,665
<u>Jet A</u>	12,635	76,144	3,218	47,274	15,296	75,726

<u>CAA</u>	n/a	n/a	4,624	16,634	2,970	24,834
<u>Jet A Total</u>	12,420	88,565	7,842	71,750	18,266	100,560

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 Request:
Anderson Construction - \$185,305.59**

Mr. Hartman asked for motion to approve.

Patti McAtee moved to approve.

Barry Cleaveland seconded. The motion passed by unanimous vote.

**B. Discuss/Approve: Application for Iowa DOT Immediate Service Enhancement Grant for R.E.I.L.
Replacement on Runway 36**

Mr. Hartman asked for motion to approve.

Deanna Boese moved to approve.

Barry Cleaveland seconded. The motion passed by unanimous vote.

C. Discuss/Approve: FBO Lease Extension

Mr. Hartman asked for motion to approve.

Barry Cleaveland moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

D. Discuss/Approve: Health Insurance Renewal

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 Execute Grant Agreements with Iowa DOT for FY2022

Mr. Hartman asked for motion to approve.

Barry Cleaveland moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

Open Discussion/Guests:

1. T-Hangar Lease Review Update/Hangar "D"
2. Airport Financial Audit Update
3. Hangar "D" Construction Update
4. Airport Development Planning Update
5. Strategic Planning Update Discussion.

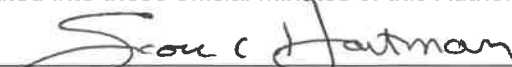
Ryan Hansen - HDR

Jay Pudenz – McClure

Sandra Barrett – Carver Aero

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

