

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
October 20th, 2021
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Scott Hartman Chair
Jeanette Aldredge Secretary/Treasurer
Eddie Holtz
Brad Knott
Barry Cleaveland
Deanna Boese

Board Members Absent:

Patti McAtee Vice Chair

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Scott Belt

Approval of prior months Minutes

Motion for approval by Barry Cleaveland and was seconded by Eddie Holtz. The prior months minutes were approved.

Treasurer's Report:

Board member Aldredge went over the September 2021 Financial Report. CBAA is seeking approval for the checks written in September 2021 numbered #9943-9957, Automatic Withdrawal numbers #090121-092921 from the Operating account, and no checks were written out of the Expansion account. The total balances for the three accounts were \$109,979.65 in the Operating account, \$44,882.94 in the Expansion account, and \$2,053,661.75 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Brad Knott and seconded by Barry Cleaveland. All board members approve.

Financial Report:

Mr. Massman was absent for this board meeting.

Executive Director:

FBO Lease Agreement: Discussions with Carver Aero are ongoing. In consideration of our plans to enter a long-term lease, we are prioritizing our need to properly draft the lease agreement to accurately reflect the facilities leased and the cost of the space based on accurate comparables and fair market value. The next step will likely be to meet with Carver's leadership and discuss their business potential operating on the Council Bluffs Airport.

Minimum Standards for Commercial Services: We have a draft minimum standards for commercial services that we created last year in preparation for the FBO services RFI and RFQ. This draft is the result of input from the Airport Authorities consultant Aviation Management Consulting Group, and we have received public input both locally and during the FBO RFQ process. It was also reviewed by the Board's Communications Working Group. The objective now is to make any additional revisions if needed, verify it is ready for approval, and have it in force as we enter a new FBO lease agreement.

Fuel Flowage Fee: It has been over 15 years since the Airport Authority has reviewed or changed it's fuel flowage fee. The current rate is \$.10 / gallon. We have put an agenda item in the open discussion section of the meeting to begin a review of the fee and have a discussion of what the fee should be going forward. In your Board packet is an excerpt from an FAA resource that discusses the purpose of the airport fuel flowage fee.

Hangar D Reconstruction Process: This week we met with Anderson Construction and discussed the progress and estimated completion of this hangar. The new doors have been installed and the heaters should be operational soon. Anderson is estimating that they should be completed by the third week of November. On your meeting agenda this month is a pay request from Anderson which has been approved by the architect.

Annual Financial Audit: We have been provided an initial report on the audit. Based on that we are pleased with the results. Once we have a draft report, we will make it available for the Board of Directors to review. On your meeting agenda is the invoice for the audit fee.

Airport Strategic Planning Update: We have spoken with Beth Morrissette who facilitated the Airport's last strategic planning process. We are planning to have her assist us with a review of our current plan during the Board's November meeting, and she will provide us with a proposal for assistance with a new strategic plan after the first of the year. An item has been put on your meeting agenda in the open discussion section to discuss the current three-year plan and the areas we would like to focus on in more detail during your next meeting in November. A copy of the current plan has been added to your Board packet. As we continue to pursue the north parcel development concept, this review process will be a good opportunity to make sure we are continuing to follow our approved plan.

Consultant Selection Process: On October 1st we sent out the RFQ to a group of 19 airport consultants and posted it on the Airport Authorities website. We have been contacted by seven consultants at this point saying that they received it and have been providing them with any additional information needed. On your meeting agenda this month is an item to appoint a group to review the responses we receive and assist in the selection process.

Midstates Bank Line of Credit: On your agenda this month is an item to renew the Airport Authorities line of credit with our bank. We are lowering the amount to \$400,000 from \$500,000 and retaining the option to borrow an additional \$600,000 with short notice if needed. A copy of the loan agreement is in your Board packet.

ICAP Safety Grant: Each year the Airport Authorities property insurance provider ICAP offers a \$1000 safety grant. In the past we have used it towards the cost of installing security cameras, exterior lighting and safety consultant fees. We will need to apply for the grant before the end of the year, and are looking for approval to select a use for the grant and submit an application for 2021.

HDR Invoice: In your Board packet is a copy of an invoice from HDR for their north parcel planning effort. It has been reviewed and we are requesting approval to pay it.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. Last month, the charter department reported eighteen charters totaling 88.4 hours. Two of those trips originated and returned to Council Bluffs, while the other sixteen were a routine pick up and drop-off at the passenger's destination. The MX Department hired two more mechanics to add to the team. The shop performed fifteen 100-hour inspections and 30 oil changes on the rental planes. They also worked on a few Conquest aircraft as well last month. Avionics just finished a Garmin panel installation on a Cessna 182. They have remained very busy. Aircraft renters and students flew a total 1,521 hours in the rental planes. Dual instruction was given for 1,073 hours and ground instruction was given for 333 hours. The flight school is currently borrowing two Cessna 172 planes from other Carver locations to help provide aircraft availability to more incoming students. The flight school is looking to add more planes. Computer testing proctored 20 FAA tests and 6 non-FAA tests in September. There were approximately 45 transient customers that rented 18 rental cars and used the crew car 15 times.

	<u>2019</u>	<u>YTD</u>	<u>2020</u>	<u>YTD</u>	<u>2021</u>	<u>YTD</u>
<u>100LL</u>	10,506	79,724	10,080	82,425	13,460	98,125
<u>Jet A</u>	14,448	103,013	8,752	59,244	7,889	83,929
<u>CAA</u>	1,461	1,461	1,839	23,097	5,006	29,526
<u>Jet A Total</u>	15,909	104,474	10,591	82,341	12,895	113,455

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: Consent Agenda**
- 1. Audit Bill - \$7,875**
 - 2. Andersen Pay Application - \$202,977.78**
 - 3. HDR Invoice - \$23,532.39**
 - 4. Line of Credit Renewal**

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

- B. Discuss/Approve: RFQ Selection Board**
Deanna Boese, Barry Cleaveland, Brad Knott

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

- C. Discuss/Approve: ICAP Safety Grant**

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

- D. Discuss/Approve: FBO 60 Day Lease Extension**

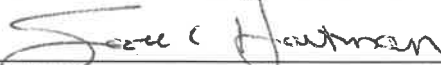
Mr. Hartman asked for motion to approve.
Brad Knott moved to approve.
Barry Cleaveland seconded. The motion passed by unanimous vote.

Open Discussion/Guests:

- 1. Strategic Planning**
- 2. Fuel Flowage Fee**
- 3. Minimum Standards for Commercial Service**

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

