

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
November 17<sup>th</sup>, 2021  
Main Terminal Conference Room at 1:00pm**

**Roll Call Attendance**

**Board Members Present:**

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

**Board Members Absent:**

Jeanette Aldredge      Secretary/Treasurer

**Liaisons & Consultants:**

Jeff Hutcheson  
Melissa Escritt

**1pm**

**Open Discussion**

Strategic Plan Review and Workshop

**4pm**

**Approval of prior months Minutes**

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

**Treasurer's Report:**

Board Chair Hartman went over the October 2021 Financial Report. CBAA is seeking approval for the checks written in October 2021 numbered #9958-9974, Automatic Withdrawal numbers #100121-102921 from the Operating account, and no checks were written out of the Expansion account. The total balances for the three accounts were \$83,195.81 in the Operating account, \$109,395.35 in the Expansion account, and \$2,395,625.61 in the Reserve account. There is nothing owed on the line of credit. Motion for approval by Patti McAtee and seconded by Eddie Holtz. All board members approve.

**Financial Report:**

Mr. Massman was present for this board meeting. He briefly went over the recent report from the audit. There were no known deficiencies reported on the report.

**Executive Director:**

FBO Lease Agreement: The Airport Authority has received a lease terms proposal from Carver Aero. The Board's Business Planning Working Group has reviewed, met and discussed it. The next step is for the Airport Authority to respond based on our review.

Annual Financial Audit: In your Board packet this month is a copy of the draft annual financial audit conducted by RSM. This draft has been shared with the Board's Executive Committee and reviewed and approved by our CPA Massman, Nelson and Rienig. The auditors findings section of the report states that no discrepancies were identified. The Airport Authorities acceptance of the audit has been placed on your meeting consent agenda.

Airport Strategic Planning Update: The main focus of the Board's November meeting will be a discussion of the current three-year strategic plan and our progress in executing it. Please note that the meeting starting time will be 1 pm and may last up to 4 hours. While all topics are able to be discussed, one of particular importance will be the Airport's plans for developing the north parcel site to make it ready for private sector development and the required public investment needed. This discussion will aid us in the path and pace of our next steps regarding this development. Beth Morrissette

with Parley Consulting firm will be present for this review. Beth facilitated the current plan in 2018 and we expect will assist the Airport Authority with creating a future plan after the first of the year.

Consultant Selection Process: As of this reports writing, the consultant selection committee has met and reviewed the proposals we received for our FAA grant funded projects going forward. A copy of the reports that we received and were qualified for consideration have been included in your Board packet. Additional assessment of the candidates is being conducted. The expectation is that the committee will have a final recommendation for full Board approval at your November meeting.

Annual Budget Process / Capital Improvement Plan: During December and January the Airport Authority will be working on our annual budget for fiscal year 2023 and our FAA required capital improvement plan. If any Board members have a particular interest in being involved in this process, please let us know.

Board of Directors Officer Nominations: January is the time of year that the Airport Authorities bylaws state that Board Officers will be elected based on terms ending. The current Officers were appointed in 2020 and so this January, 2022 the appointment process is up again. Board Chair Scott Hartman has served as Chair for two terms, so he will not be eligible to be reappointed until after someone else has served as Chair. The bylaws allow for later appointments to be made "when convenient" if circumstances require. Please be giving some thought to whether you as a Board member would either like to serve as an Officer or are willing to be placed on the ballot if nominated. If you have any questions about serving as an Officer, please feel free to contact other Board members who have served or myself.

Airport Safety Update: In an effort to continue to focus on the role of safety as part of our airport mission / vision and values, a group of experienced pilots with firsthand experience at the Council Bluffs Airport have been asked to assist in a review and discussion of aircraft safety on and in the vicinity of the airport. The pilots that have agreed to participate are Jerome Howard, Carver Aero Chief Flight Instructor; Larry Lumpkin, CAF Gunfighter Lead Pilot; and Tim Saddler, FAA Designated Examiner for pilot checkrides. This group represents significant aviation experience including both Part 135 air charter and 91 Business Jet crew member, United Airlines Captain, FAA Flight Standards former employee, aircraft owners, etc. We are pleased and appreciate these individuals helping get this effort started. Garrick (who recently became a certified pilot) and myself will be involved. Our hope is that this group will assist in reviewing flight activity going forward and advise the Airport Authority as necessary. If any members of the Board would ever like to participate in a meeting of this group just let us know. If you are interested, included in your Board packet this month are some audio and video recordings of recent aircraft activity that this group is reviewing for future recommendations.

First Quarter FY2022 Airport Financials: Mike Massman has provided copies of the Airport Authorities July/August/Sept financial statement. A copy is included in your Board packet.

#### **Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. The gunfighter is back from Texas after a very busy fall schedule. This was a record year for rides with a few left before it goes under maintenance for its annual. The T6 should be starting its annual shortly as well. The CAF is also working towards putting their project plane together as well. Membership is still continuing to grow as well.

#### **FBO:**

Melissa Escritt from the FBO was present for the Board Meeting. Last month, the flight school hours were up 10% over 2020. The UNO flight team placed second overall at the regional competition in Mankato, MN which qualifies them to proceed to the national competition in May of 2022. Maintenance and Avionics remains busy with a 20% increase in labor over the same time last year. The testing center proctored 38 FAA related tests last month and 40 non-FAA tests. The line department pumped 11,106 of 100LL, and 15,789 of Jet A in October. There were approximated 30 transients last month with the crew car being used 15 times and a total of 4 rental cars used.

	<u>2019</u>	<u>YTD</u>	<u>2020</u>	<u>YTD</u>	<u>2021</u>	<u>YTD</u>
<u>100LL</u>	9,406	89,130	13,297	95,723	11,106	109,246
<u>Jet A</u>	16,151	120,625	14,205	96,546	15,789	129,245

**City of Council Bluffs:**  
Mr. Jura was not present.

**County Board of Supervisors-Scott Belt:**  
Mr. Belt was not present for the board meeting.

**New Business:**

- A. Discuss/Approve: Consent Agenda**
1. **Audit Bill - \$4,485**
  2. **Andersen Pay Application - \$171,809.21**
  3. **Anderson Door Service - \$3,856**
  4. **Annual Audit Report**

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

- B. Discuss/Approve: RFQ Selection Board Recommendation/Approval**

Mr. Hartman asked for motion to approve the selection of McClure Engineering.  
Brad Knott moved to approve.  
Deanna Boese seconded. The motion passed by unanimous vote.

**Open Discussion:**

Jeff Hutcheson brought up his concern over access to leased hangars. No action was taken at this time, but his comments will be considered for future discussions.

**Guests**

**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

