

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
December 15<sup>th</sup>, 2021  
Main Terminal Conference Room at 4:00pm**

**Roll Call Attendance**

**Board Members Present:**

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

**Board Members Absent:**

Jeanette Aldredge      Secretary/Treasurer  
Eddie Holtz

**Liaisons & Consultants:**

Jeff Hutcheson  
Melissa Escritt

**Approval of prior months Minutes**

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

**Treasurer's Report:**

Board Chair Hartman went over the November 2021 Financial Report. CBAA is seeking approval for the checks written in November numbered #9975-9989, Automatic Withdrawal numbers #110121-113021 from the Operating account, and check number #2383 written out of the Expansion account. The total balances for the three accounts were \$39,088.39 in the Operating account, \$4,267.57 in the Expansion account, and \$2,424,237.66 in the Reserve account. There is a balance of \$100,000 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. There was nothing to report.

**Executive Director:**

**FBO Lease Agreement Extension:** The current FBO lease extension will expire on Dec. 31, 2021. It will be necessary for the Airport Authority to offer the FBO the option to extend the lease further. An item has been added to the Board meeting agenda to discuss this topic and approve a further extension. At the Board's December 2020 meeting, one year ago the Board gave approval for the staff and Board members overseeing the FBO lease process to initiate negotiations with the most qualified FBO to match up the future lease terms with the expectations provided in the request for qualifications document. The RFQ included the following on page 4, Anticipated Rents and Fees, "The CBAA expects to evaluate the future leased premises utilized by the FBO and implement fair market rent of the leased premises during the FBO lease agreement negotiation process". Considering the Airport Authorities preference to enter an FBO lease agreement that will be the longest in it's history, likely lasting up to 30 years, extra effort is needed to complete this process with sustainable terms.

**Hangar "1" Ground Lease End of Term:** The Airport Authorities 20-year hangar ground lease with Vvoortech, Inc. will expire at the end of December, 2021. The ground lease agreement states, "Prior to the end of the term, the Authority shall establish a fair market value of the rental of this facility and Lessee is hereby granted a right of first refusal for an additional ten (10) year term". In your Board packet are copies of the correspondence with the lessee on this subject including the determination of fair market value. We are recommending a rent amount of \$3000 / month be offered to Vvoortech, Inc. to continue using the hangar.

**Aviation Fuel Flowage Fee Adjustment:** As previously discussed, it is the recommendation of the staff that the airport's aviation fuel flowage fee be increased from \$.10 to \$.15. If approved, this increase would take effect no later than March

1, 2022. In your Board packet are items related to the fuel flowage fee adjustment, including confirmation of a comparable metro area airport's fee, and two proposals from FBO's that discuss an increase in the fuel flowage fee.

Office Technology Review: An item has been included on the meeting agenda to discuss, and if appropriate approve of plans to hire the Airport Authorities IT consultant to review various aspects of our office technology, including computers, telephones, security cameras and software and make any recommendations for changes needed.

**Engineering Consultant Independent Fee Estimate Need:** As part of our planned FAA grant application for the engineering design for the north parcel by McClure, we are required to have an independent fee estimate of the engineering fees. One option is to hire an independent consultant to provide this estimate. Currently we are considering our options for how best to comply with this requirement, including interviewing possible consultants. In the interest of time, if possible, the staff requests we be given approval to make this selection prior to the next Board meeting and consult with the Board's Executive Committee before contracting with a consultant for the IFE.

**Annual Budget Process / Capital Improvement Plan:** In your Board packet are copies of the current capital improvement plan that needs to be provided to the FAA and Iowa DOT. We are asking for your approval of this plan. Also included in your Board packet is a copy of the current Airport Authority fiscal year 2022 approved budget that runs through June 2022. During your January Board meeting we will have a budget proposal for fiscal year 2023.

Storm Water Drainage Improvements: The Airport Authority has known of a few storm water drainage ditches in our farm ground that are in need of some maintenance. The main one drains onto a neighbor's property to the south and over flows into their fields. We have met with the neighbor to discuss the issue and their request that we correct the situation. In view of the unseasonal weather we are having, we have been in contact with a contractor to arrange for making these repairs if possible. The cost will vary and be incurred on an hourly basis, but the current estimate for the main area of concern is \$4500. We would estimate that if we were able to repair at least two of our problem areas the cost would range from \$4000 to \$6000. An item has been put on your agenda to discuss this subject, and a diagram has been included in your Board packet that shows you the areas we would like to repair.

**Safety Moment:** Going forward, as part of the Board meeting agendas we plan to include an item to discuss airport safety related matters.

**Airport Lease Value Determination Discussion:** As part of your meeting agenda, we have included an item to begin a discussion about how best to determine the value of the Council Bluffs Airport when structuring leases. We would expect this would become a regular agenda item considering the planned future development at Council Bluffs. A copy of an Airport Cooperative Resource Project guide, that we refer to regularly, on estimating rents a small airport has been added to your Board packet. It was written with the assistance of Aviation Management Consulting Group, who we have used.

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

Mr. Hutcheson was present at the meeting. The Mustang is undergoing maintenance. Part of the engine is off to California to repair some issues. The annual on the T6 is done and it is back to airworthy status. Their small aircraft build is continuing.

#### **FBO:**

Melissa Escritt from the FBO was present for the Board Meeting. Last month, the flight school hours were up 5% over December 2020. The flight school is in need of CFII instructors. Carver has started to offer an incentive to our current CFI instructors to help reward them for their hard work after becoming a CFII. The maintenance shop was also up 5% in billed labor hours. The daily needs of the flight school and their regular customers keep them busy. One of our avionics technicians/interns went to an Aircraft Electronics Association conference in Lee's Summit, MO. At the conference our employee gained information about transponder and altimeter testing and certifying. The line department pumped 10,916 gallons of 100LL and 11,909 gallons of Jet A. Transient traffic borrowed the crew cars 14 times and rented 8 rental cars last month through our front desk. CAA members bought 2,382 gallons of Jet A.

	<u>2019</u>	<u>YTD</u>	<u>2020</u>	<u>YTD</u>	<u>2021</u>	<u>YTD</u>
<u>100LL</u>	8,416	97,546	8,874	104,597	10,916	120,162
<u>Jet A</u>	17,870	138,496	10,853	107,399	11,909	141,154

**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: Hangar "I" Lease Rate Approval**

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

**B. Discuss/Approve: Aviation Fuel Flowage Fee Increase to \$0.15**

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

**C. Discuss/Approve: FBO Lease Extension**

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

**D. Discuss/Approve: Capital Improvement Plan Approval**

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

**E. Discuss/Approve: Storm Water Drainage Improvements**

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

**F. Discuss/Approve: Office Technology Review**

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

**Open Discussion:**

1. **Annual Budget Process**
  - **Eddie Holtz and Scott Hartman will serve on the Budget Committee**
2. **Safety Moment**
3. **Discuss Airport Lease Valuation Methods**

**Guests**

**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.

  
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Scott Hartman - Chairman

