

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
January 19th, 2021
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

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

Board Members Absent:

Eddie Holtz

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Mike Massman

Approval of prior months Minutes

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

Treasurer's Report:

Board Chair Hartman went over the December 2021 Financial Report. CBAA is seeking approval for the checks written in November numbered #9990-9999, Automatic Withdrawal numbers #120121-122921 from the Operating account, check number #2384 and AW 12172 written out of the Expansion account. The total balances for the three accounts were \$44,171.94 in the Operating account, \$23,928.34 in the Expansion account, and \$2,448,544.04 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Deanna Boese and seconded by Patti McAtee. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting. Mr. Massman started by going over his report for the first six months of the year. He stated that the Airport Authority has remained in-line with the projected revenues and expenses, not including any discrepancies from the hangar fire.

Executive Director:

FINANCIAL

Annual Budget: In your Board packet is a draft budget for fiscal year 2023. Included with this draft budget is the FY22 budget we are operating under currently, and budget projections for both 5 and 10 years out. Also, an estimate of future development capital improvement fund levels has been provided. The Board's Budget Committee has met and reviewed this information. The committee is recommending that next year's budget include revenue estimates that are based on the full fair market value of those airport facilities whose leases are due to be renewed.

First Half Financial Report: The Airport Authorities first 6 months of FY22 financial statement is included in your Board packet.

Financial Advisor Engagement Agreement: A copy of the engagement agreement for the next 3 years with Massman, Nelson, Reinig PC has been included in your Board packet. One request we are making going forward will be for the firm to include detailed billed hours and rates as part of each invoice for the payment of services.

Hangar D Restoration: Anderson Construction has provided the Airport Authority with its final pay request for the reconstruction of hangar D. It includes some items as part of a change order that will be the Airport's expense as opposed to the insurance company for work we requested. We are also still working with ICAP to finalize the insurance claim.

OPERATIONS

Board Officer Elections: A copy of the Airport Authority By-laws has been included in your Board packet. There is a section on the election of officers which occurs every two years and last occurred in January 2020.

Farm Ground Operator Lease: The current farm ground lease will expire at the end of February. We have been discussing the lease with our operator, and a copy of the next year's draft lease is included in your Board packet. We would expect the Board's Feb. meeting agenda will include an item to approve the lease.

Iowa Public Airports Association: A copy of the current legislative priorities for the IPAA is included in your Board packet. An effort is being made to arrange a meeting with Senator Dan Dawson to be held at the Council Bluffs Airport in February to discuss the IPAA priorities. Drew Kamp, Chamber of Commerce President is leading this effort.

Safety Update: This week an aircraft safety meeting was held with our local pilot advisors. A general safety discussion took place, with a special emphasis on improving pilot situational awareness on and in the vicinity of the airport to help reduce the risk of inflight collisions.

Airport Fuel Deliveries for 2021: In your Board packet is a summary of aviation fuel deliveries that AvFuel made in 2021 that the Airport Authorities fuel flowage fee income was based on. On a year over year basis the fuel deliveries were up 63,266 gallons for 28%.

AIRPORT DEVELOPMENT

North Parcel Hangar / Terminal Development: We continue to work with McClure Engineering and the FAA to draft an engineering agreement for the design of the first phase of the north parcel. We are needing to have a professional utility locate done for some on airport utilities to aid in the layout of the design. We are making the arrangements and expect the cost to be less than \$1000. We are also starting a process with the FAA to arrange for the possible relocation of an FAA communications cable that is part of the Instrument landing system and runs through the north parcel.

Southwest Parcel Planning: We are seeing some interest in hangar development that would occur before the north parcel is ready for development. We have space on the southwest parcel south of the Iowa Western Community College facility. We have spoken with HDR about the possibility of having them prepare some conceptual plans and cost estimates to facilitate this development. You have an item on your meeting agenda to discuss this possibility.

Airport Equipment Storage Building: As part of the SW Parcel Planning interest, we are considering having HDR assist the Airport Authority with the site and building design for the construction of the equipment storage facility, possibly as part of any near-term southwest parcel hangar development.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The P-51 is still undergoing maintenance. There was an inspector at the hangars recently giving them more tasks for the aircraft. The museum has also been seeing more visitors recently which is always great!

FBO:

Aaron Hanks from the FBO was present for the Board Meeting. He did not have the full report but was able to provide that the flight school was up 28% for flight hours compared to January of last year.

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. Consent Agenda Discuss/Approve:**
1. **Anderson Pay Application \$50,700.66**
2. **Massman, Nelson, Reinig PC Engagement**

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

- B. Discuss/Approve: FY 2021 Annual Budget**

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

- C. Discuss/Approve: Annual FBO Financial Review/Committee Selection
Board Members Knott, Holtz, and Hartman were selected for the review committee.**

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

- D. Discuss/Approve: SW Terminal Area Planning & Equipment Storage Building Engineering/HDR
Engineering Support**

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

- E. Discuss/Approve: Election of Board Officers – Chair, Vice Chair, and Treasurer
Chair – Brad Knott
Vice Chair – Patti McAtee
Treasurer – Eddie Holtz**

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

Open Discussion:

1. **Safety Update**
2. **Airport Valuation Methodology/Hangars and FBO Services**

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.

Approved by Resolution 2/16/2022
Brad Knott - Chairman

