

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

**Roll Call Attendance**

**Board Members Present:**

Brad Knott                      Chair  
Patti McAtee                 Vice Chair  
Eddie Holtz     Secretary/Treasurer  
Jeanette Aldredge  
Deanna Boese

**Board Members Absent:**

Scott Hartman  
Barry Cleaveland

**Liaisons & Consultants:**

Jeff Hutcheson  
Melissa Escritt

**Approval of prior months Minutes**

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

**Treasurer's Report:**

Board Treasurer Aldredge went over the January 2022 Financial Report. CBAA is seeking approval for the checks written in November numbered #10001-10019, Automatic Withdrawal numbers #010322-012822 from the Operating account, check number #2385-2386 written out of the Expansion account. The total balances for the three accounts were \$39,038.15 in the Operating account, \$21,828.34 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 Jeanette Aldredge. All board members approve.

**Financial Report:**

Mr. Massman was not present for this board meeting.

**Executive Director:**

**Farm Ground Operator Lease:** We have met with our farm operator and discussed the lease for the 2022 growing season. We have agreed to remove 24 acres of row crop ground that includes the area planned for the North Parcel Development between the runways. We may decide to allow the farmer to plant an oat crop in that area depending on our plans to begin to excavate dirt. We have put an item on the Board's February agenda to renew the farm ground lease with last year's tenant.

**Hangar I Lease Agreement:** On your agenda is an item to approve an interim agreement for Hangar I. A copy of the draft agreement is in your Board packet.

**AIRPORT DEVELOPMENT**

**North Parcel Hangar / Terminal Development:** Last week the FAA Engineer for the Airport approved the engineering workscope provided by McClure Engineering. We are now completing the IFE, or independent fee estimate phase of the process. We have selected DGR Engineering to provide an independent fee estimate at a cost of \$4000. This fee should be eligible to be included with our FAA grant application for the engineering design only grant. During a conference call with the FAA last week we learned that the ILS Nav cable that runs underground near the planned excavation area has been determined to be a "low risk" for the FAA. We think it will still need to be relocated eventually, but this determination will provide some flexibility we will benefit from.

**Southwest Parcel Planning:** Last week we entered an agreement with HDR that includes some planning for the southwest portion of the west terminal area.

**Airport Equipment Storage Building:** The agreement with HDR includes having them assist the Airport Authority with the design and construction of the airport equipment storage building. We plan to have our first design meeting with HDR this week.

**City Building Department:** The new City Building Official is Jim Sherman. On Friday I met with Jim and provided him with an overview of Airport development plans. We also discussed the equipment storage building project and the possibility of a hangar being constructed in that general area. We have asked for Mr. Sherman's assistance in creating a plan to facilitate development while minimizing the need by the Airport Authority to extend much infrastructure in that area in possible, in view of the considerable infrastructure development planned for the North Parcel.

## OPERATIONS

**Terminal Building G:** On the night of February 5<sup>th</sup> a water pipe leak developed associated with an ice maker. It flowed undetected for @ 8 hours and resulted in water damage throughout the building. We retained the services of Paul Davis Restoration to dry and repair the damage. An insurance claim has been filed. We hope to return the building to more normal activity early this week, and then fully repair the damage when possible.

### **Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. The P-51 is still undergoing maintenance. The Champ that they are building is continuing to make progress. The aircraft could potentially be airworthy by the end of July.

### **FBO:**

Melissa Escritt was present from the FBO. Rental hours were up 47% in January 2022 compared to 2021. The lack of bad weather and precipitation has kept pilots in the air. The flight school has added a few more Cessna 172's to their rental list. Maintenance has been working hard to meet the needs of the customers and the additions to the rental fleet. Avionics has also been working on rental aircraft. They recently took the panel out of N5336R and are installing it into one of the newly painted aircraft with the new Revv logo and colors. The FBO proctored three non-FAA tests and ten FAA test in January. The line department pumped 8,418 gallons of 100LL and 14,075 gallons of Jet-A last month. Transient traffic rented a total of four rental cars and used the crew car five times in January. The King Air 200 had a total of 3.3 hours out of CBF last month. One of the FBO's flight instructors has taken the lead on developing safety procedures with the flight school and transient traffic. We want to create an "inclusive" safety culture at KCBF with our students and instructors.

### **City of Council Bluffs:**

Mr. Jura was not present for the board meeting.

### **County Board of Supervisors-Scott Belt:**

Mr. Belt was not present for the board meeting.

### **New Business:**

#### **1. Discuss/Approve: Agricultural Lease Renewal for 2022**

Ms. McAtee asked for motion to approve.

Eddie Holtz moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

#### **2. Discuss/Approve: Vvoortech Hangar Lease**

Ms. McAtee asked for motion to approve.

Deanna Boese moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

**Open Discussion:**

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

**Guests**

Richard Heininger

**Adjournment:** Ms. McAtee asked if there were any other questions, being none, she 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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Brad Knott - Chairman

