

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
March 16<sup>th</sup>, 2021  
Main Terminal Conference Room at 4:00pm**

**Roll Call Attendance**

**Board Members Present:**

Brad Knott                      Chair  
Patti McAtee                  Vice Chair  
Jeanette Aldredge  
Deanna Boese  
Barry Cleaveland

**Board Members Absent:**

Eddie Holtz      Secretary/Treasurer  
Scott Hartman

**Liaisons & Consultants:**

Jeff Hutcheson  
Melissa Escritt  
Mike Massman

**Approval of prior months Minutes**

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

**Treasurer's Report:**

Board Member McAtee went over the February 2022 Financial Report. CBAA is seeking approval for the checks written in February numbered #10020-10038, Automatic Withdrawal numbers #020422-022822 from the Operating account, and Automatic Withdrawal #AW02242 out of the Expansion account. The total balances for the three accounts were \$26,523.34 in the Operating account, \$25,175.26 in the Expansion account, and \$2,448,855.98 in the Reserve account. There is a balance of \$0 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. He did not have anything to report at this time.

**Executive Director:**

Feb 5<sup>th</sup> Water Damage Update: On your meeting agenda are two items related to the water damage incurred on Feb. 5<sup>th</sup>. They include the invoice from the restoration company for the clean-up. This will be covered by insurance, other than the Airports \$5000 deductible. The second invoice is for the replacement of the water heater and repair of the pressure reducing valve where the water enters the building. We should begin with the repair of the wall damage soon, which will also be covered by insurance. Since the loss occurred, we have been working with the plumbing company to try and determine why the building has been registering higher water pressures than would be considered normal. We are finding that during the night when the building is unoccupied the static pressure rises beyond 140 PSI. We believe this may have led to multiple water leak issues we have experienced.

B.I.L. Terminal Grant Opportunity: The FAA has recently informed us of an opportunity to apply for a grant for terminal related improvement purposes. One of the potential uses is to increase the access in the terminal building for individuals with disabilities. We have inquired to see if a grant application for the installation of an elevator in the terminal would be appropriate? We understand that it would be, but there is no guarantee it would be approved, as these are competitive grants. We have consulted with a local elevator supplier to get an idea of what the cost might be. We expect that if this project were approved for a grant, the airport would have a local share cost of \$10,000 to \$15,000 possibly. There is an item on your agenda to discuss and decide if the Airport Authority should proceed with a grant application.

Airside FBO, LLC Consulting Agreement: We are recommending that the Airport Authority retain Airside FBO, LLC to assist with the review of a previous operations audit, the FBO and Minimum Standards lease, and the future development of the north parcel area.

North Parcel Engineering Agreement and FAA Grant Application: The Airport Authority has received an engineering proposal from McClure Engineering and an independent Fee Estimate from DGR Engineering. We are currently in the

negotiation phase to resolve any differences. We are also consulting with our FAA Engineer, and the Engineering Department for the City of Council Bluffs. We do need to satisfactorily conclude the negotiation process in time to submit an FAA grant application for the design services prior to April 1<sup>st</sup>. On your meeting agenda is an item to authorize the staff to enter an engineering agreement and submit a grant application to the FAA based on the results of the remaining negotiations, and after we have reported to the Board's Executive Committee for their concurrence prior to being executing any agreements.

Minimum Standards: The Board's Communications Working Group has met once, with plans to meet again and begin to finalize the draft minimum standards for commercial aeronautical services. The desire is to approve the document prior to entering the FBO lease agreement set to begin on July 1, 2022. An item has been placed on your agenda to discuss, and if able direct the working group to provide the full Board it's recommendation at the April meeting.

**MEETING OPEN DISCUSSION**

Airport Capacity Discussion: During the last Board meeting you heard from one of our airport users about traffic activity at the airport which resulted in a good discussion about how to try and manage operations safely. Since then we were contacted by UNO to participate in some of their long range planning and discuss the future capacity of the airport. As we continue to see the airport's activity and diversity of aircraft operating here grow, we welcome these discussions. One take away from the UNO discussion was the idea of including one of their faculty members that is an active flyer on our pilot advisor safety group.

Hangar 32 Lease Extension Proposal: In your Board packet is a proposal from the tenant in hangar 32 to make some tenant financed improvements along with an extension of their lease. We have put an item on your agenda to discuss this and determine how you would like the staff to proceed in responding to this proposal.

HDR Planning Update: HDR has provided us with some initial plans for both the airport's future equipment storage building, as well as an early concept for the southwest parcel. We expect HDR to be present at the Board meeting and be able to answer any questions if needed. We have met with their design team and given them direction on how to proceed at this point.

Airport Valuation Methodology and Ground Lease Economics: As we continue to see interest in private investment in the airport, we are expanding our knowledge of how best to encourage future growth while applying appropriate lease terms. If time permits during the Board meeting, we will continue our conversation on this important airport sustainability topic.

**Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. The Mustang is being put back together, and should be back on its wheels today or possibly Saturday at the latest. The Champ project is ongoing, but currently the Mustang takes preference. At the CAF meeting this Saturday they will decide if the cookouts will start in April or May. The pancake breakfast is scheduled for August 7<sup>th</sup>!

**FBO:**

Melissa Escritt was present from the FBO. Rental hours were up 41% in February 2022 compared to 2021. Our Council Bluffs instructors have been commuting to KSUX for the satellite flight school in Sioux City. They have been enjoying the new location. Maintenance continues to be busy. The shop is looking for help with inputting invoices and handling customer phone calls. Hopefully, they will find a qualified candidate soon. Avionics is glad to welcome back an employee that had been absent during his 6-month National Guard duty. The testing center proctored 23 FAA tests in the first two weeks of February. We are waiting on the paperwork for the name change to be processed by PSI, so we can continue testing under REVV Aviation. The line department pumped 9,686 gallons of 100LL and 10,020 gallons of Jet A. There were 18 transients that stopped by the front desk for services. Those transients rented 7 rentals cars and used the crew cars 5 times throughout the month. Our staff was excited to see a Gulfstream G-500 visit the airport as well in February. As part of the FBO's safety and outreach, they would like to invite any interested Board Members to a 30- minute flight lesson with one of their CFI's.

Fuel Comparative Chart								
	Feb-19	YTD-19	Feb-20	YTD-20	Feb-21	YTD-21	Feb-22	YTD-22
100LL	5,247	9,627	9,184	13,499	6,223	12,024	9,686	18,227
Jet A	5,658	12,640	8,773	21,925	6,890	13,942	10,020	24,772

**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: Invoice for A Raymond Plumbing Inc. - \$4,943.50**

Mr. Knott asked for motion to approve.

Patti McAtee moved to approve.

Barry Cleaveland seconded. The motion passed by unanimous vote.

**2. Discuss/Approve: Approval to Proceed with BIL Terminal Elevator Grant**

Mr. Knott asked for motion to approve.

Patti McAtee moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

**3. Discuss/Approve: Airside FBO Agreement, LLC Consulting Agreement**

Mr. Knott asked for motion to approve.

Barry Cleaveland moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

**4. Discuss/Approve: Airport Development Engineering and FAA Grant Application**

Mr. Knott asked for motion to approve.

Deanna Boese moved to approve.

Barry Cleaveland seconded. The motion passed by unanimous vote.

**5. Discuss/Approve: Instruct Communications Working Group to Finalize the Minimum Standards for Commercial Aeronautical Services for Approval at the April 2022 Board Meeting.**

The Board Members were all in favor of this approach. It will go on the agenda for the April 2022 Board Meeting.

**Open Discussion:**

1. UNO Discussion – Airport Capacity
2. Hangar 32 Lease Extension Proposal
3. HDR Planning Update
4. Airport Valuation Methodology / Asset Cost Basis
5. Safety Update

**Guests**

**Adjournment:** Mr. Knott asked if there were any other questions, being none, she 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.



Brad Knott - Chairman

