

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
April 20<sup>th</sup>, 2022  
Main Terminal Conference Room at 4:00pm**

**Roll Call Attendance**

**Board Members Present:**

Brad Knott                      Chair  
Patti McAtee                  Vice Chair  
Brad Knott  
Richard Heininger  
Deanna Boese  
Jeanette Aldredge

**Board Members Absent:**

Eddie Holtz Secretary/Treasurer

**Liaisons & Consultants:**

Jeff Hutcheson  
Melissa Escritt  
Mike Massman

**Approval of prior months Minutes**

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

**Treasurer's Report:**

Executive Director Andy Biller went over the March 2022 Financial Report. CBAA is seeking approval for the checks written in March numbered #10039-10052, Automatic Withdrawal numbers #020822, 030822-033122 from the Operating account, and EFT02282 written out of the Expansion account. The total balances for the three accounts were \$38,385.03 in the Operating account, \$25,154.56 in the Expansion account, and \$2,481,368.63 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Patti McAtee and seconded by Richard Heininger. All board members approve.

**Financial Report:**

Mr. Massman was present for this board meeting. He did not have anything to report.

**Executive Director:**

MEETING AGENDA ITEMS

Terminal Building G / Water Damage: Your approval of the Paul Davis invoice in the amount of \$13,081.10 is requested. This is the first of two invoices we will be receiving from Paul Davis, and has been reviewed and approved by the Airport Authorities insurance company. This invoice is for the initial water and moisture removal process. The second invoice will be for the subsequent repairs, which have been satisfactorily completed. This second cost is still being reviewed and finalized before we will have an invoice to approve payment of. These two costs will be covered by insurance, less the deductible.

HDR Invoices: This invoice in the amount of \$18,043.31 is for planning work completed to determine the design of the Airport's equipment storage building, and some initial planning for the southwest terminal area of the airport for future hangar development.

Hangar I Lease: The hangar I ground lease is transitioning to a hangar facility lease per the terms of the initial lease entered in 2002 that provided for an optional additional 10 years. Currently we are operating under a lease extension through the end of April to allow additional time to complete the hangar lease.

Minimum Standards for Commercial Aeronautic Services: The Board's Communications Working Group has met and reviewed the final public input of the minimum standards. A copy of the final draft has been added to the Board's packet

to review, and if possible, approve for use going forward. This will be an important document going forward to assure that the commercial aeronautical services at the Council Bluffs airport meet the needs of its varied user types.

## MEETING OPEN DISCUSSION

IDOT 2022-2023 Grant Cycle: Applications for fiscal year 2022 IDOT aviation grants are due the end of May. A discussion of possible uses of grant funds to apply for will be conducted during the April meeting. A couple of suggested uses include applying for funds to assist with the removal of the aging underground aviation fuel storage tanks, and painting a portion of the exterior of hangar A.

T Hangar Lease Agreement Review Update: During previous Board meetings we have discussed the need to review, and as needed update the T hangar lease agreements. A few of the topics we would like to discuss include possible "grace periods" to provide for current and prospective tenants to purchase or replace aircraft and continue to rent a hangar without an aircraft. A discussion of requiring tenants to maintain their aircraft in an airworthy condition, and be actively registered will also be conducted.

## OTHER BUSINESS:

Board Member Retirement / Appointment: We would like to welcome Rich Heininger to the Board after being nominated by the Mayor and appointed by the City Council. We would also like to thank Barry Cleaveland for his service to the Airport Authority prior to his recent retirement from the Board.

Annual Iowa Public Airports Association Update: This week the IPAA held its annual business meeting and conference. The last meeting was held in 2019 prior to the pandemic. It was well attended, and as usual offered some good presentations and meeting topics. It was also an excellent opportunity for the Council Bluffs Airport Authority to conduct some valuable meetings with the FAA, IDOT, consultants, and other airport and FBO managers to discuss current priorities for our airport. The IPAA was able to report to the membership that its efforts to advocate for the state's Airport's and FBO's by working with the Legislature and Governor to increase airport funding and waive sales taxes on aircraft maintenance and parts services was succeeding.

Future Aviation 100LL AvGas Availability Discussion: In your Board packet we have provided a recent article that quotes some key individuals on the subject of the future of 100LL avgas. For the last 20 years the industry and FAA have struggled to find a no lead fuel replacement for use in piston powered aircraft. This article strongly suggests that the EPA will mandate the final use of leaded avgas by 2030. The goal is for the industry to develop a "drop in" replacement that will meet the EPA requirements and perform well in the existing fleet.

Airside FBO, LLC: Recently the Board approved bringing Airside FBO back to the airport to assist with some current priorities. Airside FBO has provided a report that has assisted us with finalizing the FBO lease agreement, and establishing the value of the facilities we provide for FBO use. Airside has also conducted an onsite visit to the airport that involved meetings that included the FBO's management. We expect to receive a report from Airside before long reporting on the results of that airport visit and audit. The third aspect of our current use of Airside's services will include market planning and potential for the future north parcel executive aircraft hangar development area.

## **Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. The Gunfighter is back in the air and the five pilots are currently undergoing training to prepare for airshow season. The Aeronica project is still progressing as well. The flight breakfast is scheduled for August 7<sup>th</sup>, 2022. The CAF is in contact with other wings to try and attract more vintage aircraft to the airport for the breakfast. The Heart of America wing out of Kansas City will be bringing the Stearman and possibly a few other aircraft.

## **FBO:**

Melissa Escritt from the FBO was present for the Board Meeting. The flight school rental hours were up 16% in March 2022 in comparison to March 2021. There were 1,262 rental hours, 851 hours of dual instruction, and 532 ground school hours in March. Darian Matteo has accepted the position of Assistant Flight Chief for Revv. He will work alongside Jerome Howard here at CBF. Maintenance labor hours in March 2022 were up 40% from last year. Avionics has welcomed a new staff member. Lynn Bowsman is the new Avionics Administrative Assistant. She will work with the avionics team to create invoices for billing and communicate with customers. The line department techs pumped 10,032 gallons of 100LL and 12,862 gallons of Jet A. There were 17 transients that visited the front desk for services. The crew cars were used 10 times and the rental cars were rented 7 times in March 2022. Micah Fischer (MEI) has volunteered to lead the flight instructors and coordinate with CBAA on safety concerns involving flight school operations. He will be attending the meeting next month and looks forward to meeting the Board Members.

**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: Paul Davis Restoration for \$13,081.10 for Water Damage Restoration, and \$17,500 for Repair Services.**

Mr. Hartman asked for motion to approve.  
Richard Heininger moved to approve.  
Scott Hartman seconded. The motion passed by unanimous vote.

- B. Discuss/Approve: Invoice: HDR for \$18,043.31**

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

- C. Discuss/Approve: Approval of Hangar I Lease**

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

- D. Discuss/Approve: Approval of the Minimum Standards for Commercial Aeronautical Services**

Mr. Hartman asked for motion to approve.  
Scott Hartman moved to approve.  
Richard Heininger seconded. The motion passed by unanimous vote.

**Open Discussion:**


1. IDOT 2022-2023 Grant Cycle
2. Hangar 32 Lease Proposal Update
3. FBO Lease Agreement Update
4. T-Hangar Lease Agreement Review Update
5. Safety Update

**Guests**

**Adjournment:** Mr. Knott 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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Brad Knott - Chairman

