

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
May 18th, 2022
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Eddie Holtz Secretary/Treasurer
Brad Knott
Richard Heininger
Deanna Boese

Board Members Absent:

Patti McAtee Vice Chair
Jeanette Aldredge

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Mike Massman
Scott Belt

Approval of prior months Minutes

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

Treasurer's Report:

Secretary/Treasurer Holtz went over the April 2022 Financial Report. CBAA is seeking approval for the checks written in March numbered #10054-10065, Automatic Withdrawal numbers #040122-042922 from the Operating account, and #2387 & 043022 written out of the Expansion account. The total balances for the three accounts were \$320,144.88 in the Operating account, \$45,234.50 in the Expansion account, and \$2,481,684.75 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Richard Heininger and seconded by Deanna Boese. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting. He went over the third quarter financials with the board and the IRS correspondence over the fees they are trying to impose.

Executive Director:

Mr. Biller went over his Executive Directors report. The first item that was discussed was the recent survey and geotechnical work completed by McClure Engineering and Terracon for our North Executive Campus. There were 42 holes drilled at an approximate depth of 25 feet. Their work went well and was completed without any issues. He reported that our insurance claim for the water damage in the terminal has been closed out, leaving building "D" as our only open claim yet to be closed out in its entirety. We are very close, but the airport is still waiting for our gross revenue lost coverage portion to be completed. Lastly, Mr. Biller went into a discussion over our airport financials as a whole, as well as an optimistic outlook on the next five years of cashflow with property tax revenue, state and federal grants, BIL Funding, and AIP entitlement funds.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The Gunfighter is currently away doing airshows and rides. It has a very busy schedule this year. It will be back and forth for oil changes and maintenance between shows throughout the rest of the summer and fall. As a reminder, the flight breakfast is August 7th this year, which is a Sunday. Their hopes are that the Kansas City Wing will be bringing a few aircraft to the breakfast, along with the helicopter operator to give rides. The CAF Champ project is continuing, with hopes of being airworthy by late summer or fall.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. The FBO has officially been rebranded as Revv Aviation. On May 1st the staff started wearing their new shirts, the new website was launched, and the staff started answering the phones with Revv Aviation. The flight school students and renters put 1,164 hours on the aircraft last month. Those numbers are down 9% from April of 2021. The UNO flight team went to nationals at Ohio State University in Columbus, OH and placed 10th overall out of 28 teams. Maintenance and Avionics labor hours were up in April 2022 compared to April last year. Avionics has been working on upgrading some of the new rental planes. MX keeps the rentals flying, and 100-hours and oil changes are keeping them busy. The line department pumped 9,510 gallons of 100LL and 6,455 gallons of Jet A. The price of Jet A has increased 51% over April of last year while 100LL is up 25%. There were 16 transients last month. Customers will now see employees wearing name tags and Revv Aviation branded shirts to identify the staff.

City of Council Bluffs:

Mr. Jura was not present.

County Board of Supervisors-Scott Belt:

Mr. Belt was present for the board meeting. The elections kicked off today for the County. He reported that work is progressing on the courthouse expansion. He reminded everyone that construction season has kicked off in the County.

New Business:

A. Discuss/Approve: FAA BIL Elevator Grant / Consultant RFQ Selection

Mr. Knott asked for motion to approve.

Eddie Holtz moved to approve.

Scott Hartman seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Equipment Storage Building Planning / IWCC MOU

Mr. Knott and the Board discussed this item, no action was taken today.

C. Discuss/Approve: Staff Compensation: Annual COLA 2.5%

| First | Last | Type | 2021 Rate | 2022 Rate | Employee Type |
|---------|--------|------------|------------|------------|---------------|
| Keith | Wirtz | Reg | \$32.45 | \$33.26 | Full Time |
| Garrick | Sharp | Reg | \$21.39 | \$21.93 | Full Time |
| Andy | Biller | Pay Period | \$4,055.52 | \$4,156.91 | Full Time |

Mr. Knott asked for motion to approve.

Deanna Boese moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

D. Discuss/Approve: McClure Invoice #139417 for \$21,351.00

Mr. Knott asked for motion to approve.

Scott Hartman moved to approve.

Richard Heininger seconded. The motion passed by unanimous vote.

E. Discuss/Approve: McClure Engineering Agreement Finalization

Mr. Biller discussed the progress of the agreement. No action was taken today.

F. Discuss/Approve: Hangar Lease Review Committee Appointments

Mr. Knott asked for committee appointments. Brad Knott, Deanna Boese, and Rich Heininger were appointed to be part of the review process.

G. Discuss/Approve: IDOT Grant Application / UST Removal

Mr. Knott asked for motion to approve.

Deanna Boese moved to approve.

Richard Heininger seconded. The motion passed by unanimous vote.

Open Discussion:

1. Hangar "A" Exterior Painting
2. Annual Insurance Proposal Review
3. Safety Update

Guests

Adjournment: Mr. Knott 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.



Brad Knott - Chairman

