

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
June 15th, 2022
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Patti McAtee Vice Chair
Eddie Holtz Secretary/Treasurer
Richard Heiningger
Deanna Boese

Board Members Absent:

Jeanette Aldredge
Scott Hartman

Liaisons & Consultants:

Melissa Escritt
Mike Massman

Approval of prior months Minutes

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

Treasurer's Report:

Secretary/Treasurer Holtz went over the May 2022 Financial Report. CBAA is seeking approval for the checks written in May numbered #10066-10080, Automatic Withdrawal numbers #050122-053122 from the Operating account, and #2388 written out of the Expansion account. The total balances for the three accounts were \$78,608.26 in the Operating account, \$20,133.65 in the Expansion account, and \$2,438,672.09 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Richard Heiningger and seconded by Patti McAtee. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting.

Executive Director:

Mr. Biller went over his Executive Directors report. Many of the report items will be discussed in the New Business as well as the Open Discussion. He mentioned separately that Kyle Eiserer with Airside FBO has issued his final report to the airport for the North Parcel development in regards to some of the business planning.

Commemorative Air Force:

Mr. Hutcheson was not present at the meeting.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. The flight school had an increase of 33% on rental hours in May of 2022 vs May of last year. May 2022 closed the month with 1,511 total hours. Dual instruction and ground hours this month came in at 1,459, which is a 5% increase of May 2021. Maintenance hours were up this year compared to last year. An increase in flight school hours means more oil changes and 100hr's to keep the planes flying. Avionics is working on a couple of avionics upgrades in the recently purchased 172's. They will be installing a new Garmin panel in a Bonanza with two more panel jobs coming in the next month. The line department pumped 11,673 gallons of 100LL and 5,938 gallons of Jet A. In May there were a total of 14 transients which used the rental cars 7 times and the crew car twice.

City of Council Bluffs:

Mr. Jura was not present.

County Board of Supervisors-Scott Belt:

Mr. Belt was not present for the board meeting.

Public Hearing:

Carver Aero FBO Lease Agreement

- No public comments were received.

New Business:

A. Discuss/Approve: Silverstone Insurance Renewal - \$62,369

Mr. Knott asked for motion to approve.

Eddie Holtz moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

B. Discuss/Approve: McClure Engineering Invoice #139963 for \$27,674.83

Mr. Knott asked for motion to approve.

Eddie Holtz moved to approve.

Richard Heininger seconded. The motion passed by unanimous vote.

C. Discuss/Approve: McClure Engineering Agreement

No action was taken at this time.

D. Discuss/Approve: Executive Director Employment Agreement

Mr. Knott asked for motion to approve.

Richard Heininger moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

E. Discuss/Approve: FBO Lease Agreement Approval

Mr. Knott asked for motion to approve.

Motion was made authorizing the Executive Director to conclude negotiations and enter the FBO agreement with approval of the Business Planning Working Group. Final Board Approval to be considered at the July meeting

Richard Heininger moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

F. Discuss/Approve: Hangar Lease Committee Report/Action

Mr. Knott asked for motion to approve the Committees Recommendations.

Richard Heininger moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

Open Discussion:

1. PMMIC Underground Storage Tank Insurance Renewal
2. Safety Update – Airport Safety Group Meeting
3. City/County Airport Hazard Zone Ordinance

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

Patti J. McAtee, Vice Chair