

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
August 17<sup>th</sup>, 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 Heininger  
Jeanette Aldredge

**Board Members Absent:**

Deanna Boese  
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 Rich Heininger. The prior months minutes were approved.

**Treasurer's Report:**

Secretary/Treasurer Holtz went over the July 2022 Financial Report. CBAA is seeking approval for the checks written in July numbered #10093-10101, Automatic Withdrawal numbers #070122-072922 from the Operating account, and no checks written out of the Expansion account. The total balances for the three accounts were \$58,315.07 in the Operating account, \$20,154.41 in the Expansion account, and \$2,412,083.47 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Jeanette Aldredge and seconded by Patti McAtee. All board members approve.

**Financial Report:**

Mr. Massman was present for this board meeting. He went through the FY21 report ending June 30, 2022 that was recently completed.

**Executive Director:**

Mr. Biller went over his Executive Directors report. The airport recently completed a drawdown with the FAA of \$103,000 for multiple McClure invoices, as well as for the IFE. We are beginning to proceed further with our design project for the Airport Storage Building. We recently began this work with a firm out of Omaha called AO. The Fire Marshal will be at the airport tomorrow conducting a yearly inspection. His list of requests includes being able to access certain facilities at the airport including the terminal, FBO MX, various larger hangars, and a handle of randomly selected t-hangars around the field. The annual audit is currently being conducted. It is a continuing process and there is no real update at this time. Mr. Biller will be leaving for the annual Four States Conference next week.

**Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. The Gunfighter is gone again for more airshows. They expect the aircraft to be gone the majority of the time from now until Thanksgiving. The fly-in breakfast was about ten days ago. There were 317 people that ate breakfast from the pancake man and the hot dog vendor served approximately 50 people. The Air Force brought their recruitment trailer and the helicopter pilot gave 13 total rides with up to 3 pax per ride. The CAF will be getting two new furnaces and A/C units this week.

**FBO:**

Melissa Escritt from the FBO was present for the Board Meeting. The rental planes ended July 2022 with 1,531.8 hours, an increase of 15% compared to July of 2021. Instruction, including ground was up 26% in July as well. UNO is estimating

that there could be upwards of 75 new students to start in the UNO program. The MX shop and Avionics have maintained a similar labor workload compared to a year ago. The line department pumped 13,365 gallons of 100LL and 15,252 gallons of Jet A in July. There were approximately 30 transient visitors last month with a total of 10 rental cars used and the crew car utilized 8 times.

**City of Council Bluffs:**

Mr. Jura was not present.

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

Mr. Belt was present for the board meeting.

**New Business:**

**A. Discuss/Approve: McClure Engineering Invoice #140860 for \$27,760 & #140856 for \$8,598.50**

Mr. Knott asked for motion to approve.

Rich Heinginger moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

**B. Discuss/Approve: Terminal Elevator Project Guidance**

The Board discussed the current details of the elevator project. No Action was taken at this time, but the board has unanimously agreed to move forward with the project as planned.

**Open Discussion:**

1. Safety Update – Fueling Procedures
2. North Executive Campus Business Development
3. Hangar Lease Discussion

**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