

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

**Roll Call Attendance**

**Board Members Present:**

Patti McAtee Vice Chair  
Eddie Holtz Secretary/Treasurer  
Brad Knott  
Richard Heininger  
Deanna Boese  
Jeanette Aldredge

**Board Members Absent:**

Brad Knott Chair

**Liaisons & Consultants:**

Jeff Hutcheson  
Melissa Escritt  
Mike Massman  
Scott Belt

**Approval of prior months Minutes**

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

**Treasurer's Report:**

Secretary/Treasurer Holtz went over the June 2022 Financial Report. CBAA is seeking approval for the checks written in March numbered #10081-10092, Automatic Withdrawal numbers #060122-046922 from the Operating account, and no checks written out of the Expansion account. The total balances for the three accounts were \$42,635.99 in the Operating account, \$20,123.12 in the Expansion account, and \$2,439,139.78 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Scott Hartman and seconded by Rich Heininger. All board members approve.

**Financial Report:**

Mr. Massman was present for this board meeting. They are beginning the process of the year end closing and have been working with the auditors to get them the documentation they need. Mr. Massman went on to discuss that we have received a letter from the IRS stating that they have reviewed the documentation we sent them and have decided to waive the fees they were issuing.

**Executive Director:**

Mr. Biller went over his Executive Directors report. The McClure Engineering agreement has recently been finalized and approved for the first phase of the North Executive Campus. The airport is exploring the idea of repainting some of our airfield markings in an effort to promote safety. Some of the areas that we are interested in are the hold short lines to all of the runways, as well as the taxiway lines to and from the runway centerline. The airport is currently being utilized by an agricultural spraying company for a few weeks. They have been good to work with and haven't had any issues with them and our current airport users. The airport has recently gone through an insurance renewal period. One of our discussion pieces has been about whether or not we would try to get cyber insurance. We are continuing to discuss this. We recently learned from the Iowa DOT that they are recommending awarding the state grant for the removal of our underground fuel storage tanks. It still has to be approved by the IDOT Board, but it is encouraging.

**Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. The Gunfighter is back for scheduled maintenance and an oil change. It has since headed back out for Oshkosh and other airshows throughout the year. The pancake breakfast is planned for August 7<sup>th</sup>. The plan is for there to be a few aircraft around including the Stearman from KC and a helicopter giving rides. Mr. Hutcheson went on to talk about the CAF's air condition unit that has recently gone out. They are planning to replace it but have a few different options to decide on. Mr. Biller stated at the end that the Airport Authority is working to assist with some advertising in the local newspaper for their annual flight breakfast.

**FBO:**

Melissa Escritt from the FBO was present for the Board Meeting. The rental planes flew 1,493 hours in June. This was a 7% increase over June of 2021. We have another round of instructors who have class dates for ATP. Avionics is working on some avionic panels for the rental aircraft. The part time intern from IWCC has become a full-time employee. Maintenance continues to keep the rental aircraft and customers serviced. The line department pumped 14,324 gallons of 100LL and 10,512 gallons of Jet A last month. There were over thirty transient customers in June. The crew cars were used ten times and the rentals were used eight. The College World Series brought baseball fans to the metro. The new practice areas have recently been approved by TRACON. There will be a new map and overlay in the lobby. This gives us twelve distinct areas instead of the previous eight.

**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: FBO Lease Agreement / Final Approval**

Mr. Knott asked for motion to approve.

Eddie Holtz moved to approve.

Scott Hartman seconded. The motion passed by unanimous vote.

**B. Discuss/Approve: McClure Engineering Invoice #140456 - \$50,405 & #140375 / \$6,936**

Mr. Knott asked for motion to approve.

Rich Heininger moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

**C. Discuss/Approve: Hangar Lease Committee Recommendations – Hangar 32 Proposal**

Mr. Knott asked for motion to approve.

Deanna Boese moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

**D. Discuss/Approve: AMCG Invoice #5420 for \$3981.70**

Mr. Knott asked for motion to approve.

Scott Hartman moved to approve

Rich Heininger seconded. The motion passed by unanimous vote.

**E. Discuss/Approve: Consultant Selection Terminal Elevator and Equipment Storage Building Design**

Mr. Knott asked for motion to approve.

Rich Heininger moved to approve

Eddie Holtz 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.

  
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Brad Knott - Chairman