

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
September 17th, 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
Deanna Boese
Scott Hartman

Board Members Absent:

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Mike Massman

Approval of prior months Minutes

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

Treasurer's Report:

Secretary/Treasurer Holtz went over the August 2022 Financial Report. CBAA is seeking approval for the checks written in August numbered #10102-10118, Automatic Withdrawal numbers #080122-082922 from the Operating account, and no checks written out of the Expansion account. The total balances for the three accounts were \$52,340.34 in the Operating account, \$13,218.41 in the Expansion account, and \$2,461,941.65 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 Deanna Boese. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting. He briefly discussed the meeting that took place with the auditors. There were no issues to report and that the audit will continue

Executive Director:

Mr. Biller went over his Executive Directors report. He reported to the Board about the recent workers comp. claim for one of our employees. He is back at work and doing well. The painting of the maintenance building (building A) has been underway. It looks to be wrapping up and the Airport Authority appreciates the assistance from the FBO in moving vehicles from the parking area that the painters are using. Mr. Biller mentioned to the Board that there are a few hangar tenants that have become past due on their rent.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The new furnace and AC systems that were reported to the board at the August meeting have been installed. The Gunfighter is back for a short time. It will have some maintenance done and give a couple rides over the weekend before heading out again to perform at airshows. It likely won't be back until November. There are lots of changes happening at the Museum portion of the hangar.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. UNO is back in session. Revv Aviation welcomed 15 new instructors to the team. This brings our total number of instructors to 45. The rental a/c ended the month of August with 1,595 flight hours and 1,189 dual and ground hours. This is up 24% over August 2021. Labor hours YTD 2022 are up 55% over YTD 2021. MX has hired a new A&P from the IWCC program. Line department pumped 13,914 gallons of 100LL and 7,827 gallons of Jet A. Jet A fuel sales are down. AvFuel reported lower sales YTD across all FBO's our size

that they partner with. There were 16 transients They rented the rental car seven times and borrowed the crew car six times. This is a decrease in transient traffic over August 2021.

City of Council Bluffs:

Mr. Jura was not present for the board meeting.

County Board of Supervisors-Scott Belt:

Mr. Belt was not present for the board meeting.

New Business:

A. Discuss/Approve: McClure Engineering Invoice #141430 for \$13,420 & #141431 for \$24,068.50

Mr. Knott asked for motion to approve.

Rich Heininger moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Health Insurance Renewal Proposal

The Board discussed the health insurance proposals and decided that they would proceed with the current insurance plan.

Mr. Knott asked for motion to approve.

Eddie Holtz moved to approve.

Scott Hartman seconded. The motion passes by unanimous vote.

C. Discuss/Approve: Architectural Offices Proposal for Professional Services for the Equipment Storage Building and Terminal Elevator

Mr. Knott asked for motion to approve.

Rich Heininger moved to approve.

Scott Hartman seconded. The motion passes by unanimous vote.

Open Discussion:

1. Safety Update – Fueling Procedures
2. Based Aircraft, North Executive Campus, Southwest Parcel and Hangar 35 Development
3. Hangar Lease Discussion

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
Brad Knott - Chairman

Patti J. McAtee, Vice Chair