

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
November 16<sup>th</sup>, 2022  
Main Terminal Conference Room at 4:00pm**

**Roll Call Attendance**

**Board Members Present:**

Brad Knott                      Chair  
Richard Heiningger  
Jeanette Aldredge  
Deanna Boese  
Scott Hartman

**Board Members Absent:**

Eddie Holtz                      Secretary/Treasurer  
Patti McAtee                      Vice Chair

**Liaisons & Consultants:**

Mike Massman  
Jeff Hutcheson  
Melissa Escritt

**Approval of prior months Minutes**

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

**Treasurer's Report:**

Mr. Knott went over the October 2022 Financial Report. CBAA is seeking approval for the checks written in October numbered #10132-10143, Automatic Withdrawal numbers #100122-102722 from the Operating account, and check numbered #2393 written out of the Expansion account. The total balances for the three accounts were \$53,395.90 in the Operating account, \$38,129.41 in the Expansion account, and \$2,395,858.62 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Rich Heiningger and seconded by Scott Hartman. All board members approve.

**Financial Report:**

Mr. Massman was present for this board meeting. He began his report by discussing the preliminary report from our audit. There were no significant findings and it was a clean report.

**Public Hearing:**

The purpose of the public hearing is to review the plans, specifications, and estimated cost for the terminal elevator project. The approved grant request to the FAA was for \$125,000 and they would pay for 90% of the project (\$112,500), and the airport would have to make up the other 10% (\$12,500). There were three bids received yesterday for this project with the lowest bidder at \$343,200, second bid was \$386,800, and the highest bid was \$424,000.

Hearing no public input, the hearing was closed.

**Executive Director:**

Mr. Biller went over his Executive Directors report. The design work for the NEC is continuing. The first part of the project which is the site verification has been coming to a close. The second phase has moved into the grading project and has been progressing as scheduled. It has been estimated that there is 132,000 CY of dirt that will need to be excavated with hopes that a large portion of this will be able to be kept on site. The Airport Authority has just received the engineering agreement for the third phase of the NEC project which is the Pave, Mark and Light. This will occur after the grading work and provide a large taxi lane for the campus. The IDOT released their Aviation Bureau Economic Impact Study Analysis that they complete approximately every ten years. It is currently available on the Aviation Bureau's website. The study found that the Council Bluffs Airport contributes 22 million dollars in economic impact to the region. Looking at the studies analysis of jobs economic impact, KCBF ranked 7<sup>th</sup> in the state of Iowa behind five of the seven commercial service airports and behind just one other general aviation airport. The geotechnical work has been completed for our equipment storage building project, the other design and planning aspects are continuing.

## **Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. The Gunfighter is in Dallas, TX right now and will head to Florida soon. The Champ project is progressing. They are currently installing the fabric on the wings and will work on the fuselage in a few weeks. There still is no set date for next years fly-in breakfast.

## **FBO:**

Melissa Escritt from the FBO was present for the Board Meeting. The rental aircraft flew 1,909 hours in October. The instructors provided dual and ground instruction for 1,585 hours. We have 4-5 instructors that are waiting for their class dates with the airlines for the next step in their training. This could create an opening for instructors around mid to late January of 2023. The shops continue to keep busy with flight school planes and regular customers. Avionics has finished up a few additions to some newly leased back planes. Aircraft renters will enjoy having a few more upgraded planes available. The line department pumped 13,439 gallons of 100LL and 13,932 gallons of Jet A. The "shared" employee concept with CBAA is working out and has benefits for all involved. The FBO assisted 12 transients with 5 rental cars and used the crew cars 4 times.

## **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 #142523 for \$23,601.50**

Mr. Knott asked for motion to approve.

Scott Hartman moved to approve.

Rich Heininger seconded. The motion passed by unanimous vote.

### **B. Discuss/Approve: Terminal elevator Installation – Approval to Complete Negotiations and Draft Agreement**

The Terminal Elevator Installation Project was tabled by Chairman Knott and seconded by Member Deanna Boese.

### **C. Discuss/Approve: Underground Storage Tank Removal Process – RFP/Estimated Cost/Schedule**

The bids for this project have not been submitted yet. No further action was taken at this time.

### **D. Discuss/Approve: Capital Improvement Plan for FAA/State of Iowa**

Mr. Knott asked for motion to approve.

Rich Heininger moved to approve.

Deanna Boese seconded. The motion passes by unanimous vote.

### **E. Discuss/Approve: Midstate's Bank CD Options/Investment Decision**

Mr. Knott asked for motion to approve.

Scott Hartman moved to approve.

Rich Heininger seconded. The motion passes by unanimous vote.

Scott Hartman and Eddie Holtz will assist the Executive Director with this process.

### **F. Discuss/Approve: Option to move the December Board Meeting from 12/21/2022 to 12/14/2022**

Mr. Knott asked for motion to approve.

Scott Hartman moved to approve.

Deanna Boese seconded. The motion passes by unanimous vote.

### **G. Discuss/Approve: Fence Modifications Estimate – In-Law Fencing**

Mr. Knott asked for motion to approve.

Deanna Boese moved to approve.

Jeannie Aldredge seconded. The motion passes by unanimous vote.

**H. Discuss/Approve: North Executive Campus Grading Project Bid Advertising**

No further action was taken at this time.

**Open Discussion:**

1. **Safety Update – ICAP Safety Grant Request – Retaining Wall Fence**

**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

