

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
October 19th, 2022
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Patti McAtee Vice Chair
Richard Heininger
Jeanette Aldredge
Deanna Boese
Scott Hartman

Board Members Absent:

Eddie Holtz Secretary/Treasurer
Brad Knott Chair

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt

Approval of prior months Minutes

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

Treasurer's Report:

Ms. McAtee went over the September 2022 Financial Report. CBAA is seeking approval for the checks written in September numbered #10119-10130, Automatic Withdrawal numbers #090122 - 092822 from the Operating account, and check numbered #2392 written out of the Expansion account. The total balances for the three accounts were \$74,479.12 in the Operating account, \$75,617.91 in the Expansion account, and \$2,412,930.63 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Rich Heininger and seconded by Deanna Boese. All board members approve.

Financial Report:

Mr. Massman was not present for this board meeting. Mr. Biller briefed the Board about the status of the Audit. The process has been prolonged due to the new Gas B 87 requirements, but will hopefully be coming to an end in the near term.

Executive Director:

Mr. Biller went over his Executive Directors report. The Iowa DOT is preparing to release their once a decade economic report for all airports in Iowa. It is supposed to be released at some point this month. The previous report was from 2009. The Council Bluffs Airport is interested in creating a market forecast report. With the addition of a UNO intern for the semester, we have decided that he may be able to provide help with this task. Using data from the past economic study, as well as the new one, we hope that this will create valuable information.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The Cookouts are over for the year. They are working on a date for next years flight breakfast. The Gunfighter was out in the East, but has made its way down to Texas for several weeks. It should be back right before Thanksgiving. The Champ L3 project is moving forward with a handful of the surfaces covered in fabric.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. The students fall semester is well under way. We have welcomed around 50 new students. The rental aircraft reached 1,750 hours, dual and ground instruction added up to 1,527 hours for the month of September. This is a 15% increase for 2022 over 2021. Maintenance completed 12 100-hour inspections and 21 oil changes on the rental fleet. N2335E, a Cessna 172 is finished after a 3 month project of an engine overhaul, new windshield, cables, prop work and other miscellaneous items. It is ready to provide more hours of training

with students. The line department pumped 15,478 gallons of 100LL and 8,893 gallons of Jet A for the month of September. Thirteen transients came to CBF. They used the rental cars five times and the crew car 3 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 #141954 for \$49,062 & #141951 for \$6,847.50

Ms. McAtee asked for motion to approve.

Scott Hartman moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

B. Discuss/Approve: McClure Engineering Agreement – Pave, Mark and Light Approval Process

Ms. McAtee asked for motion to approve.

Deanna Boese moved to approve.

Rich Heining seconded. The motion passes by unanimous vote.

C. Discuss/Approve: Architectural Offices Invoice #2022-124 for \$14,325.36

Ms. McAtee asked for motion to approve.

Rich Heining moved to approve.

Deanna Boese seconded. The motion passes by unanimous vote.

D. Discuss/Approve: Midstate's Bank Line of Credit Approval/MMF and CD Rates

Ms. McAtee asked for motion to approve.

Scott Hartman moved to approve.

Jeannette Aldredge seconded. The motion passes by unanimous vote.

E. Discuss/Approve: AAA Paint Doctor Invoice for \$4,294.11

Ms. McAtee asked for motion to approve.

Rich Heining moved to approve.

Deanna Boese seconded. The motion passes by unanimous vote.

F. Discuss/Approve: IDOT Grant – UST Removal – Auth. for E.D. to Execute the Agreement

Ms. McAtee asked for motion to approve.

Deanna Boese moved to approve.

Scott Hartman seconded. The motion passes by unanimous vote.

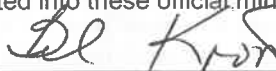
Open Discussion:

1. Safety Update – ICAP Safety Grant Request Options
2. Grant Funded Projects Status Update
3. Winter Operations Preparation Update
4. Hangar Lease Working Group Report

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