

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
December 14<sup>th</sup>, 2022  
Main Terminal Conference Room at 4:00pm**

**Roll Call Attendance**

**Board Members Present:**

Brad Knott                      Chair  
Eddie Holtz                     Secretary/Treasurer  
Richard Heininger  
Deanna Boese  
Scott Hartman

**Board Members Absent:**

Patti McAtee                  Vice Chair  
Jeanette Aldredge

**Liaisons & Consultants:**

Mike Massman  
Melissa Escritt

**Approval of prior months Minutes**

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

**Treasurer's Report:**

Mr. Holtz went over the November 2022 Financial Report. CBAA is seeking approval for the checks written in November numbered #10144-10150, Automatic Withdrawal numbers #110122-112822 from the Operating account, and checks numbered #2394 & #2395 written out of the Expansion account. The total balances for the three accounts were \$24,503.14 in the Operating account, \$19,833.05 in the Expansion account, and \$2,747,704.80 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 Deana Boese. All board members approve.

**Financial Report:**

Mr. Massman was present for this board meeting. He discussed that the final audit report had been released. There were no significant findings, and the report was overall very positive.

**Executive Director:**

Mr. Biller went over his Executive Directors report. He began his report by discussing the airports desire to have some sort of public press release for the 2022 Iowa DOT Airport Economic Study. There have been a few other airports around the state that have already had press releases related to the study. The Equipment storage building is in the final stages of the design process. Keith, with the help of Cort, have been able to relocate approximately 260 feet of wildlife fence that encompassed the area where the building will go. With the fence removed, we will be able to have the area graded in preparation for the building. Some of the graded dirt is planning to be used to fill the hole where the underground storage tanks are currently when they are removed. The retaining wall fence has been installed. There will be a few landscaping projects related to the fence that will take place when the weather gets nicer. The technology upgrades have been progressing. The airport authority recently purchased two new Dell computers to start the office upgrade process.

**Commemorative Air Force:**

Mr. Hutcheson was not present at the meeting.

**FBO:**

Bryan Cunningham from the FBO was present for the Board Meeting. Rental hours were up 11% in the month of November 2022 compared the year prior. Instruction hours were also up 3%. Five flight instructors have recently moved on, four went to SkyWest and one to JetLinx. Maintenance and Avionics had an increase of 11% in labor for November 2022 compared to 2021. Avionics just finished two C172 Garmin upgrades to glass cockpits. The line department pumped 12,823 gallons of 100LL and 7,965 gallons of Jet A. There were twelve transients that used the rental cars five times and the crew cars four.

**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 #143006 for \$16,613.50**

Mr. Knott asked for motion to approve.  
Scott Hartman moved to approve.  
Eddie Holtz seconded. The motion passed by unanimous vote.

**B. Discuss/Approve: McClure Engineering Agreement for Pave, Mark and Light.**

Mr. Knott asked for motion to approve.  
Scott Hartman moved to approve.  
Rich Heininger seconded. The motion passed by unanimous vote.

**C. Discuss/Approve: Terminal Elevator Installation – Airport Terminal Program Grant Decision**

Mr. Knott asked for motion to approve.  
Rich Heininger moved to approve.  
Eddie Holtz seconded. The motion passed by unanimous vote.

**D. Discuss/Approve: Accept Contractor Proposal for UST Removal – Morris Excavating**

Mr. Knott asked for motion to approve.  
Scott Hartman moved to approve.  
Deanna Boese seconded. The motion passed by unanimous vote.

**E. Discuss/Approve: In-Law Fencing Invoice \$6,895.68**

Mr. Knott asked for motion to approve.  
Rich Heininger moved to approve.  
Eddie Holtz seconded. The motion passed by unanimous vote.

**F. Discuss/Approve: NEC Grading Project – City of CB Material Borrow Site Option/Guidance/Navaid Cable Order Approval**

Mr. Knott asked for motion to approve.  
Deanna Boese moved to approve.  
Rich Heininger seconded. The motion passed by unanimous vote.

**G. Discuss/Approve: Accept FY22 RSM Financial Audit**

Mr. Knott asked for motion to approve.  
Scott Hartman moved to approve.  
Eddie Holtz seconded. The motion passed by unanimous vote.

**Open Discussion:**

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

**Guests**

Cort Gensler  
Dave Zimmerman

**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