

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
January 18th, 2023
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Patti McAtee Vice Chair
Eddie Holtz Secretary/Treasurer
Jeanette Aldredge
Richard Heininger
Deanna Boese
Scott Hartman

Board Members Absent:

Brad Knott Chair

Liaisons & Consultants:

Mike Massman
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:

Mr. Holtz went over the December 2022 Financial Report. CBAA is seeking approval for the checks written in November numbered #10151 - 10161, Automatic Withdrawal numbers #120122 - 1222822 from the Operating account, and checks numbered #2396 written out of the Expansion account. The total balances for the three accounts were \$44,498.84 in the Operating account, \$3,219.55 in the Expansion account, and \$2,751,619.34 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Jeanne Aldredge and seconded by Deana Boese. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting. Mr. Massman went over the end of the year financial statement. He and Mr. Biller went on to discuss the budget planning for the next fiscal year.

Executive Director:

Mr. Biller went over his Executive Directors report. The North Executive Campus is progressing in its design phase for taxiway B4. The Airport Authority is currently working with the city of Council Bluffs to **hopefully utilize the borrow dirt from the site. It's currently looking like it will be around March when the grading will go to bid. The paving portion of the project will go to bid in February in order to have enough time to file the grant request with the FAA before their April 1 deadline. The relocation of the nav-aid cable is most likely going to be completed in the spring after the ground fully thaws. The equipment storage building is currently in its final design, with hopes to go to bid on that project as soon as February. The UST removal will be taking place at any point within the next few weeks. The Airport Authority continues to review its interest rates for the various accounts.**

Commemorative Air Force:

Mr. Hutcheson was not present at the meeting.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. The month of December was quite cold with a high temperature of 56 degrees and the lowest was -14. This led to a decrease in rental hours of 23% from December 2022 compared to 2021. Avionics has recently finished a couple Cessna 172 panels and they are currently working on a Baron that is getting a new panel and autopilot. The maintenance shop is currently looking to fill a mechanic position. The line department has been upgraded with a brand-new tug. In December 2022 they pumped 7,273 gallons of 100LL and 4,816 of Jet A. Seven transients visited CBF last month. Another upgrade to the FBO is a new crew van for transient use. This is a welcomed upgrade to the courtesy car fleet.

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 #143474 for \$24,870.50 & 143473 for \$4,095.50

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

B. Discuss/Approve: FY 2024 Budget

Mr. McAtee asked for motion to approve.
Eddie Holtz moved to approve.
Jeannie Aldredge seconded. The motion passed by unanimous vote.

C. Discuss/Approve: Stuart Tinley Invoice #1973 for \$3,875

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

D. Discuss/Approve: 2023 Farm Lease Renewal

Ms. McAtee asked for motion to approve.
Rich Heininger moved to approve.
Jeannie Aldredge seconded. The motion passed by unanimous vote.


Open Discussion:

1. **Safety Update**
2. **FAA Supplemental Discretionary Notice of Funding Opportunity for Airport Climate Challenge**

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