

Council Bluffs Airport Authority
Board of Directors Meeting Minutes
February 15th, 2023
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
Deanna Boese
Scott Hartman

Board Members Absent:

Jeanette Aldredge

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Jeff Jorgensen

Approval of prior months Minutes

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

Treasurer's Report:

Mr. Holtz went over the January 2023 Financial Report. CBAA is seeking approval for the checks written in November numbered #10163-10175, Automatic Withdrawal numbers #010123 - 013023 from the Operating account, and checks numbered #2397 and 2398 written out of the Expansion account. The total balances for the three accounts were \$47,729.57 in the Operating account, \$3,219.55 in the Expansion account, and \$2,773,710.32 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 Scott Hartman. All board members approve.

Financial Report:

Mr. Massman was not present for this board meeting.

Executive Director:

Andy Biller and Garrick Sharp went over the reporting. The Commemorative Air Force is coming up on their lease renewal. So far, there has been one meeting with Larry Lumpkin and Jeff Hutcheson to discuss any questions, comments, or concerns with the renewal. The Underground Fuel Storage Tanks have been removed from the airport. Morris Excavating recently completed the project of removing the tanks and associated dispensing cabinets. RDG Testing was at the airport during the removal of the tanks to acquire samples of dirt around and under the tanks to test for any contamination. We have not received any results from those tests yet. Morris will soon fill in the hole where the tanks sat until we get a definitive answer from RDG. If there is any contamination, the contaminated area will need to be re-dug until they find no traces of fuel.

The Airport is attempting to better understand what steps we should be taking to preserve and protect our greatest asset which is our runways, taxiways and apron. Every few years the Iowa DOT provides us with an airport pavement study that gives us an idea of how our pavement is doing. We regularly are out on the airfield inspecting and fixing problem areas when needed. At a certain point there will need to be a significant project done to reseal our pavement joints, specifically on runway 18/36. We have been coordinating with our FAA engineers and McClure Engineering to gather information about what preventative options there are in the meantime before going forward with a larger project. Part of these conversations have also included runway strength and lifespan. The FAA has a program called Faarfield that allows us to input data about our runway, along with aircraft weights and operations, to determine what our airport infrastructure can handle in the long term. Right now we have used 60,000lb dual wheel as a rule of thumb, but as we have these discussions, we have determined that that data may not be entirely accurate and could be higher. After having interest for larger aircraft coming to the field, it is important to us that we know how to handle these requests.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The Gunfighter is down in Florida having an annual completed. The reason it is being performed down there as opposed to here is due to the busy flight schedule it has planned this year which starts within a month. Work is being done on the recently donated Ercoup. The goal is to have the aircraft join the ride program. The other aircraft project, the Champ, is ready for paint. The flight breakfast is scheduled for August 5th, and the cookouts will begin on the third Wednesday of May.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. Flight training was down 18% in January 2023 compared to January 2022 due to cold temperatures, snow and ice. We did however have a few more students start their training with the new semester. There are currently eight flight instructors waiting to become a CFI here at Revv. Avionics has welcomed a new apprentice from IWCC's program. They are keeping busy with a Baron that is getting a new panel and auto pilot. There is also a Cardinal getting a new auto pilot and transponder. Maintenance has also welcomed a new A&P from the U.S. Air Force. The line department sold 6,191 gallons of

100LL and 5,596 gallons of Jet A in January. This is a 48% drop compared to January 2022. There were only three transients that used the rental cars twice.

City of Council Bluffs:

Mr. Jura was not present for the board meeting.

County Board of Supervisors-Scott Belt/Jeff Jorgensen:

Mr. Jorgensen was present for the board meeting. He introduced himself to the Board.

New Business:

A. Discuss/Approve: McClure Engineering Invoice #143866 for \$2,835 & #143868 for \$41,797.50

Mr. Knott asked for motion to approve.

Eddie Holtz moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Architectural Offices Invoice #2023-009 for \$1,698.38 and #2023-000 for \$44,625.34

Mr. Knott asked for motion to approve.

Scott Hartman moved to approve.

Rich Heininger seconded. The motion passed by unanimous vote.

C. Discuss/Approve: Massman Nelson Reinig PC Invoice #47335 for \$5005.00

Mr. Knott asked for motion to approve.

Deanna Boese moved to approve.

Eddie Holtz. The motion passed by unanimous vote.

D. Discuss/Approve: Morris Excavating Invoice \$19,229.00

Mr. Knott asked for motion to approve.

Scott Hartman moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

E. Discuss/Approve: Disadvantaged Business Enterprise Document

Mr. Knott asked for motion to approve.

Deanna Boese moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

F. Discuss/Approve: Set Date of Public Hearing & Letting for NEC Paving Project

The Board was asked to set the April Board Meeting as the date of the public hearing for the NEC Paving Project.

Mr. Knott asked for motion to approve.

Rich Heininger moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

G. Discuss/Approve: Equipment Storage Building Bid Process

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
2. North Executive Campus Planning. Next phase of construction and services including fuel.

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