

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
March 15th, 2023
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Patti McAtee Vice Chair
Richard Heininger
Scott Hartman

Board Members Absent:

Eddie Holtz Secretary/Treasurer
Jeanette Aldredge
Deanna Boese

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Jeff Jorgensen

Approval of prior months Minutes

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

Treasurer's Report:

Garrick Sharp went over the February 2023 Financial Report. CBAA is seeking approval for the checks written in February numbered #10176-10184, Automatic Withdrawal numbers #020123 - 022823 from the Operating account, and checks numbered #2399 - 2401 written out of the Expansion account. The total balances for the three accounts were \$38,236.92 in the Operating account, \$3,219.55 in the Expansion account, and \$2,686,969.81 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Patti McAtee and seconded by Scott Hartman. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting. He did not have anything to report at this time.

Executive Director:

Andy Biller and Garrick Sharp went over the reporting. Andy discussed his recent trip to the IPAA Board Meeting and Legislative Reception in Des Moines this week. Everything else in the report will be discussed during the new business and open discussion.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The Gunfighter is back in the air after having some maintenance done down in Florida. There are many rides scheduled in the aircraft in the upcoming days. It will be back in Council Bluffs for a few days in April for rides, and then go back out for a summer of airshows. The monthly CAF cookouts will begin on May 17th and continue through at least September. The flight breakfast is scheduled for August 5th. The Ercoup project is continuing, although there have been some issues found in the wings. The project on the museum is still a work in progress with hopes that the first half will be completed in the next few weeks. Work continues on the Champ project, the goal is to have this aircraft back in the air by the end of the summer.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. Flight training rental hours were up 20% and instruction hours were up 33% in February 2023 from February 2022. There are three instructors waiting to start in the next few weeks, nine are on an un-official waiting list to start, and eight are moving on to the airlines in June. Avionics has finished up work on a Cardinal, currently working on a VSI for a Baron, and work is planned for a C210. They have recently quoted eight customers for bids and three projects lined up. MX had a successful job shadow from a local high school student. After the shadow experience, they are ready to enroll in A&P school in the future. The shop has received some help from Davenport and Huron to need the needs of the flight school aircraft. The line department sold 10,696 gallons of 100LL and 7,854 gallons of Jet A. Seven transients came to CBF and used the rental car 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.

New Business:

- A. **Discuss/Approve: McClure Engineering Invoice #144018 for \$7,493.00**

Mr. Knott asked for motion to approve.

Patti McAtee moved to approve.
Rich Heininger seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Architectural Offices Invoice #2023-034 for \$3,311.85

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

C. Discuss/Approve: Set Date of Public Hearing for the Equipment Storage Building and 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 and the Equipment Storage Building.

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

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

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


Open Discussion:

1. Safety Update – Taxiway Foxtrot Activity
2. Office Technology Update
3. Iowa DOT FY-24 Grant Cycle
4. Project Status Updates: ILS Cable, Site Verification Closeout, NEC Grade and Drain, NEC Paving Project, Equipment Storage Building, Airport Signage, UST Removal.

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