

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
April 19th, 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
Jeanette Aldredge
Deanna Boese

Board Members Absent:

Eddie Holtz Secretary/Treasurer

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Jeff Jorgensen

Approval of prior months Minutes and Special Board Meeting Minutes

Motion for approval by Patti McAtee and was seconded by Deanna Boese. The prior month's minutes were approved.

Motion for approval by Deanna Boese and was seconded by Rich Heininger. The April 3rd, 2023, special board meeting minutes were approved.

Treasurer's Report:

Garrick Sharp went over the March 2023 Financial Report. CBAA is seeking approval for the checks written in March numbered #10185-10200, Automatic Withdrawal numbers #030123 - 033023 from the Operating account, and checks numbered #2402-2404 written out of the Expansion account. The total balances for the three accounts were \$25,305.41 in the Operating account, \$3,219.55 in the Expansion account, and \$2,716,587.58 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Scott Hartman and seconded by Jeannie Aldredge. All board members approve.

Financial Report:

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

Public Hearing's

Review Plans, Specifications, and Estimated Cost's Associated with the Following Projects:

- A. The Grading and Drainage Project
- B. Construction of Taxilane B4
- C. The Equipment Storage Building

Executive Director:

Andy Biller and Garrick Sharp went over the reporting. Andy discussed the remaining pieces to our Underground Fuel Storage tank removal project to include the permanent closure of multiple monitoring wells related to the tanks. The FAA ILS Cable Relocation project has been completed and put into service by our FAA representatives from Eppley. The project came in under what the cost estimates originally stated. 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 has completed its annual and is back on the road. We expect it to be back in Council Bluffs for a few weeks in May. The aircraft has a very aggressive airshow schedule this year which will mean it won't be back home often. The cookouts will begin next month in May on the third Wednesday of the month after the Airport Authorities Board Meeting. Pancake Breakfast is scheduled for Saturday August 5th. The first stage of the museum renovation is nearly completed and the members will begin moving displays back in place very soon.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. Flight training rental hours were up 5% in March 23' over March of 22'. The projected number of new students this fall is 80; last fall was 67. UNO has announced that they are offering In-state tuition to eleven surrounding states next fall. Maintenance and Avionics saw similar job hours in March of 2023 when compared to March of 2022. Maintenance has completed a couple engine overhauls on top of the regular flight school fleet. Avionics is working on projects for a Navion, Cessna 210, and a Cessna 180. The line department pumped 10,374 gallons of 100LL and 4,331 gallons of Jet A in March. Ten transients came to CBF in March and used the rental cars three times.

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 #144712 for \$6,440, #144714 for \$7,518, and #144713 for \$8,971.**
- Mr. Knott asked for motion to approve.
Scott Hartman moved to approve.
Rich Heininger seconded. The motion passed by unanimous vote.
- B. Discuss/Approve: Bid Proposal's for Grading and Drainage Project to Determine the Lowest Responsive Bidder.**
- Mr. Knott asked for motion to table this agenda item.
Deanna Boese moved to table.
Patti McAtee seconded. The motion passed by unanimous vote.
- C. Discuss/Approve: Consider Motion to Award Project to JB Holland Construction Inc. (Lowest responsive bidder and recommended by McClure), for the Construct Taxilane B4 Project, Contingent upon FAA Approval of Funding.**
- Mr. Knott asked for motion to approve.
Scott Hartman moved to approve.
Deanna Boese seconded. The motion passed by unanimous vote.
- D. Discuss/Approve: Consider Motion to Approve Construction Admin Services Agreement with McClure for the Construct Taxilane B4 Project**
- Mr. Knott asked for motion to approve.
Rich Heininger moved to approve.
Patti McAtee seconded. The motion passed by unanimous vote.
- E. Discuss/Approve: Consider Motion to Approve QA Testing Services Agreement with Terracon for the Construct Taxilane B4 Project.**
- Mr. Knott asked for motion to approve.
Deanna Boese moved to approve.
Scott Hartman seconded. The motion passed by unanimous vote.
- F. Discuss/Approve: Consider Motion to Submit AIP Grant App. FAA AIP 3-19-0022-027 (AIP-2023) and BIL-AIP Grant App. FAA 3-19-0022-028 (BIL-2023) for the Construct Taxilane B4 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: Award Contract to Anderson Construction for the Equipment Storage Building, Funded In part with Iowa DOT Grant Funds.**
- Mr. Knott asked for motion to approve.
Scott Hartman moved to approve.
Patti McAtee seconded. The motion passed by unanimous vote.

Open Discussion:

1. Safety Update
2. Iowa DOT FY-24 Grant Cycle
3. RSM Audit Fees and Services

Guests:

Dan Pruett
Jay Pudenz

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