

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
May 17th, 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
Scott Hartman
Deanna Boese

Board Members Absent:

Jeanette Aldredge

Liaisons & Consultants:

Jeff Hutcheson
Graham Jura
Melissa Escritt
Jeff Jorgensen

Approval of prior months Minutes and Special Board Meeting Minutes:

Motion for approval by Deanna Boese and was seconded by Scott Hartman. The prior month's minutes and special board meeting minutes were approved.

Treasurer's Report:

Treasurer Holtz went over the April 2023 Financial Report. CBA is seeking approval for the checks written in April numbered #10201-10210, Automatic Withdrawal numbers #040123 - 043023 from the Operating account, and checks numbered #2405-2406 written out of the Expansion account. The total balances for the three accounts were \$290,652.83 in the Operating account, \$88,818.34 in the Expansion account, and \$2,649,613.18 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 Deanna Boese. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting. He discussed the third quarter financial report with the board.

Executive Director:

Andy Biller and Garrick Sharp went over the reporting.

Commemorative Air Force:

Mr. Hutcheson was not present at the meeting. Andy did report that the monthly CAF cookouts begin today directly after the board meeting.

FBO:

Bryan Cunningham from the FBO was present for the Board Meeting. Rental hours were up approximately 44% year-over-year. The FBO expects that this trend will most likely continue into the Fall with a significant increase in enrollment at UNO. Due to the increase in volume, the maintenance shop has also had a very busy year with aircraft additions and general maintenance. In April there was 13,500 gallons of 100LL pumped and 10,430 gallons of Jet A, which was approximately a 4,000 gallon increase over April 2022. There were 11 transients that visited the airport and three that used the rental cars.

City of Council Bluffs:

Mr. Jura was present for the board meeting. He did not have anything to report but offered his assistance with anything he can help with.

County Board of Supervisors-Scott Belt/Jeff Jorgensen:

Mr. Jorgensen was present for the board meeting. He discussed various different projects and ideas that are happening around Pottawattamie County.

New Business:

- A. Discuss/Approve: McClure Engineering Invoice #145210 for \$4,931.00 and #145208 for \$14,185.00.**

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

- B. Discuss/Approve: AO Invoice 2023-065 for \$10,134.08 for the Equipment Storage Building**

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

C. Discuss/Approve: RSM FY22 Audit Invoice for \$20,475.00.

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

D. Discuss/Approve: McClure Engineering Agreement for the Construction Management, Administration, and Observation Services for the Grading and Drainage Project for \$78,430.

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

E. Discuss/Approve: Approval of Grading Contract for Lee Construction Inc. and Change Order in the Amount of \$797,500.20

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

F. Discuss/Approve: Approval of Anderson Construction Contract in the Amount of \$964,849.00 for the Equipment Storage Building

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

G. Discuss/Approve: Approval to Apply for the Iowa DOT Aviation Bureau Grant for NEW Access Road and Improvements

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

H. Discuss/Approve: Hangars #33-35 Preliminary Approval of Lease Agreement

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

Open Discussion:


1. Safety Update
2. UTV Purchase
3. Insurance Renewal Update
4. Watermain Extensions

Guests:

Jay Pudenz

Adjournment: Patti McAtee asked if there were any other questions, being none, she 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 - Chair