

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
June 21st, 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

Board Members Absent:

Jeanette Aldredge
Scott Hartman
Deanna Boese

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Jeff Jorgensen

Approval of prior months Minutes and Special Board Meeting Minutes:

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

Treasurer's Report:

Treasurer Holtz went over the May 2023 Financial Report. CBAA is seeking approval for the checks written in May numbered #10221 - 10228, Automatic Withdrawal numbers #050123 - 052823 from the Operating account, and check number #2409 written out of the Expansion account. The total balances for the three accounts were \$30,774.43 in the Operating account, \$3,269.47 in the Expansion account, and \$2,651,906.56 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 Patti McAtee. All board members approve.

Financial Report:

Mr. Massman was present for this board meeting.

Executive Director:

Andy Biller and Garrick Sharp went over the reporting which mostly contained new business items.

Commemorative Air Force:

Mr. Hutcheson was not present at the meeting.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. Aircraft rental hours were up 45% in May 2023 compared to May 2022. The flight school foresees the need for 15 or more instructors by the end of the summer. The estimate for next fall is predicted to be 75-80 new private pilot students starting their training. Flight school aircraft continue to keep maintenance very busy. Huron continues to help when needed to keep up with the 100 hours on the flight school planes. Avionics worked on a full panel upgrade for the Cardinal, navigation upgrades went into a Cessna and in a Bonanza. The line staff pumped 15,749 gallons of 100LL and 10,140 gallons of Jet A in May. There were 12 transient guests that used the rental cars four times and the crew car three.

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. Jeff gave an update on items taking place around the county to include potential changes to the wind and solar ordinances in the county.

New Business:

- A. Discuss/Approve: McClure Engineering Invoice #146034 for \$4,666.70 and #146035 for \$1,346.27.**

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

- B. Discuss/Approve: Approval of HUB Insurance Renewal 23-24 renewal for \$71,761.00**

Mr. Knott asked for motion to approve.
Brad Knott moved to approve.

Rich Heininger seconded. The motion passed by unanimous vote.

C. Discuss/Approve: Staff Compensation: Annual COLA Wage Increase of 2.75%

First	Last	Type	2022 Rate	Increase	Change	2023 Rate	Employee Type
Keith	Wirtz	Reg	\$34.17	2.75%	\$0.94	\$35.11	Full Time
Garrick	Sharp	Reg	\$22.52	2.75%	\$0.62	\$23.14	Full Time
Andy	Billar	Pay Period	\$4,271.21	2.75%	\$117.46	\$4,388.67	Full Time
Cort	Gensler	Reg	\$15.41	2.75%	\$0.42	\$15.83	Temporary Part Time

Mr. Knott asked for motion to approve.

Rich Heininger moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

D. Discuss/Approve: Executive Director Employment Agreement

Mr. Knott asked for motion to approve.

Brad Knott moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

E. Discuss/Approve: Approval to Sign FAA Grant Agreements 3-19-0022-027-2023 & 3-19-0022-28-2023 for the Taxiway B4 Project

Mr. Knott asked for motion to approve.

Patti McAtee moved to approve.

Rich Heininger seconded. The motion passed by unanimous vote.

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

Mr. Knott asked for motion to approve.

Rich Heininger moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

Open Discussion:

1. Safety Update
2. General Updates: Construction, Infrastructure, Elevator, Entrance Sign, Unworthy Aircraft Review.

Guests:

Adjournment: Brad 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 – Chair
Patti McAtee, Vice Chair