

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
July 19th, 2023
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Patti McAtee Vice Chair
Eddie Holtz Secretary/Treasurer
Richard Heiningger
Scott Hartman
Deanna Boese

Board Members Absent:

Brad Knott Chair
Jeanette Aldredge

Liaisons & Consultants:

Jim Freiburg
Melissa Escritt
Jeff Jorgensen

Approval of prior months Minutes and Special Board Meeting Minutes:

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

Treasurer's Report:

Treasurer Holtz went over the June 2023 Financial Report. CBAA is seeking approval for the checks written in June numbered #10221 - 10228, Automatic Withdrawal numbers #060123 - 062823 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 Heiningger and seconded by Scott Hartman. All board members approve.

Financial Report:

Mr. Massman was present at 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. Jim Freiburg from the CAF was present in Jeff's place. Jim reminded everyone that the annual CAF Open House and pancake breakfast would be coming up on August 5th. The Gunfighter is out doing airshows throughout the rest of the summer and fall. The CAF is continuing their efforts to restore the other two aircraft they have brought in.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. Flight school rental activity had a 26% increase in June of 2023 vs. June 2022. A batch of new instructors will be starting the first part of August and the current new student estimate for the fall semester is around 70 students. Maintenance and Avionics had an increase in labor hours in June of 2023 compared to June of 2022. Avionics worked on putting autopilot in a Piper, a Garmin 430 in a C172, and continued with the new panel in the Cardinal. The line department sold 15,002 gallons of 100LL and 13,664 gallons of Jet A. Hangar tenant customers purchased approximately 50% of the Jet A sales in June. CWS brought some transient traffic to CBF. 28 transients rented 7 rental cars and used the crew car 6 times in the month of June. This was a busier CWS than in the past few years.

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 #146545 for \$1,671.30 and #146544 for \$5,250.19.**

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

- B. Discuss/Approve: Architectural Offices Invoice for \$24,966.11 2023-083 for \$1,122.45**

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

C. Discuss/Approve: Andersen Construction Invoice for \$24,966.11 – Equipment Storage Building Project

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

D. Discuss/Approve: Stuart Tinley Invoice for \$4,125.

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

E. Discuss/Approve: Taxilane B4 Contract Agreement with JB Holland Construction, Inc.

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

F. Discuss/Approve: Black Hills Energy Line Extension to Equipment Storage Building for \$4,791.00.

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

G. Discuss/Approve: Approval to Proceed with Airport Entrance Sign at \$25,000 or less, including \$10,000 IDOT Grant

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

H. Discuss/Approve: Annual Auditor Selection

The Board decided to table this item until the August Board of Directors Meeting for further information.
Scott Hartman moved to approve tabling the agenda item.
Rich Heininger seconded. The motion passed by unanimous vote.

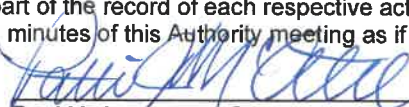
Open Discussion:

1. Lease Termination Process Update
2. Safety Update
3. Terminal Elevator Project
4. NEC Access Road Project and Iowa DOT State Aviation Grant Update

Guests:

Adjournment: Patti McAtee 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.


Patti McAtee – Vice Chair