

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
August 16th, 2023
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Patti McAtee Vice Chair
Eddie Holtz Secretary/Treasurer
Richard Heininger
Scott Hartman

Board Members Absent:

Brad Knott Chair
Jeanette Aldredge
Deanna Boese

Liaisons & Consultants:

Jim Freiburg
Melissa Escritt
Jeff Jorgensen

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Treasurer Holtz went over the July 2023 Financial Report. CBAA is seeking approval for the checks written in July numbered #10229 - 10240, Automatic Withdrawal numbers #070123 - 072823 from the Operating account, and check numbers #2410-2411 written out of the Expansion account. The total balances for the three accounts were \$64,612.42 in the Operating account, \$3,269.47 in the Expansion account, and \$2,584,383.95 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 Eddie Holtz. All board members approve.

Financial Report:

Mr. Massman was present at this board meeting. Mike walked the Board through our year end financial report for FY 23.

Executive Director:

Andy Biller and Garrick Sharp went over the reporting which mostly contained new business items. Andy did, however, report to the board a presentation that gave an overview of the airport's financial situation regarding the foreseeable capital expenditures that are expected in the coming years. The Airport Authority is also exploring the idea of buying or building a de-icing mixer to further enhance our ability to recover from a winter weather event. One of the products the airport currently uses is called New Deal, it is a granular dry chemical that is safe for aviation use. Recently we have had a lot of interest in attempting to dissolve the dry chemical into a liquid and have heard lots of success stories from other airports. The discussion concluded with a vision for what types of future equipment the airport could acquire to better handle the clearing of snow from the pavement.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The turnout from the pancake breakfast at the beginning of August was approximately 500 people, with around 300 that ate. The weather that morning might have been a factor for the low number of fly-in customers due to the early morning fog that didn't dissipate until later in the morning. The Gunfighter is out doing airshows for the foreseeable future, and we may see it back at CBF for maintenance at some point. One half of the CAF museum project is nearing completion, and the Champ project is currently waiting for the FAA inspection on its wings. The monthly cookouts will continue in September.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. Flight school rental hours were down 4.6% in July 2023 when compared to July 2022. There are eight new CFI's that have officially started at CBF in time for the estimated 95 new UNO students. The shops remain busy as always with the rental fleet. Avionics finished up the Cardinal project. The line department pumped 11,084 gallons of 100LL and 17,374 gallons of Jet A in July. Fifteen transients came to CBF last month and used the rental car reservations 4 times and the crew car 3 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. He discussed various things that are going on in Pottawattamie County.

New Business:

- A. Discuss/Approve: McClure Engineering Invoice #147008 for \$6,045.80 and #147085 for \$1,791.55**

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

- B. Discuss/Approve: Andersen Construction Invoice of \$124,937.35 for the Equipment Storage Building.**

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

- C. Discuss/Approve: Approval to Proceed with Water Line Extension to the Equipment Storage Building for \$15,502.**

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

- D. Discuss/Approve: Annual Auditor Selection – Hamilton and Associates - \$11,000**

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

- E. Discuss/Approve: Approval to Reapply for the FAA Airport Terminal Program for the Elevator Project**

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

- F. Discuss/Approve: Approval to Terminate Hangar #47 Lease**

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


Open Discussion:

1. Safety Update
2. 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