

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
September 20th, 2023
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Eddie Holtz Secretary/Treasurer
Richard Heiningger
Scott Hartman
Deanna Boese

Board Members Absent:

Patti McAtee Vice Chair
Jeanette Aldredge

Liaisons & Consultants:

Melissa Escritt
Jeff Hutcheson

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Treasurer Holtz went over the August 2023 Financial Report. CBAA is seeking approval for the checks written in July numbered #10241 - 10253, Automatic Withdrawal numbers #080123 - 082823 from the Operating account, and check numbers #2415-2416 written out of the Expansion account. The total balances for the three accounts were \$43,714.85 in the Operating account, \$128,206.82 in the Expansion account, and \$2,435,956.42 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 Brad Knott. 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.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The Gunfighter is back currently for maintenance before it heads South for more airshows. The champ project is nearing completion. The wing was notified that the Ercoupe was selected for the 12 planes of Christmas fundraiser. This will eventually bring in money for parts and the restoration of the aircraft, which will speed up the build. They have set a new goal for the completion as September 1st, 2024, and be fully operational with a ride program sometime in early 2025.

FBO:

Melissa Escritt from the FBO was present for the Board Meeting. Flight training had very similar hours in August 2023 when compared to August 2022. Nine instructors joined the CBF team last week. This brings us to 17 new CFI's for this fall and the new 23-24 school year. Classes have started at UNO, and we have been meeting the new freshmen aviation program students as they come in for flight training. The maintenance department is looking to add staff to the team. They need mechanics in the shop to assist with flight school and customer planes. The line crew pumped 13,292 gallons of 100LL and 11,052 gallons of Jet A. The FBO welcomed 17 transients to CBF this month where the rental car was used 6 times and the crew car 3. The Revv signage installation has started on the terminal and maintenance buildings. There will be new illuminated signs and information signs with lists of services provided.

City of Council Bluffs:

Mr. Jura was not present for the board meeting.

County Board of Supervisors-Scott Belt/Jeff Jorgensen:

Mr. Jorgensen was not present for the board meeting.

New Business:

A. Discuss/Approve: Lee Construction Pay Request #1 Approval: \$419,728.51

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

- B. Discuss/Approve: Lee Construction Change order #2: Flexamat Outlet Armoring: \$7,520**
- Mr. Knott asked for motion to approve.
Deanna Boese moved to approve.
Rich Heininger seconded. The motion passed by unanimous vote.
- C. Discuss/Approve: McClure Engineering Invoice #147600 for \$19,406.92 and #147602 for \$6558.62**
- Mr. Knott asked for motion to approve.
Brad Knott moved to approve.
Scott Hartman seconded. The motion passed by unanimous vote.
- D. Discuss/Approve: Andersen Construction Invoice of \$148,477.76 for the Equipment Storage Building**
- Mr. Knott asked for motion to approve.
Eddie Holtz moved to approve.
Rich Heininger seconded. The motion passed by unanimous vote.
- E. Discuss/Approve: Driver Sewer & Water Inc. Invoice #3579-\$15,552 – Installation of Water Line to ESB**
- Mr. Knott asked for motion to approve.
Scott Hartman moved to approve.
Deanna Boese seconded. The motion passed by unanimous vote.
- F. Discuss/Approve: Thiele Geotech Inc. Invoice #80867 for \$1,700.50 for ESB Paving Testing**
- Mr. Knott asked for motion to approve.
Brad Knott moved to approve.
Eddie Holtz seconded. The motion passed by unanimous vote.
- G. Discuss/Approve: Pavement Marking Project – Quality Striping**
- Mr. Knott asked for motion to approve.
Deanna Boese moved to approve.
Brad Knott seconded. The motion passed by unanimous vote.
- H. Discuss/Approve: New Deal Deicing – Two Pallets for \$4,997.23**
- Mr. Knott asked for motion to approve.
Brad Knott moved to approve.
Eddie Holtz seconded. The motion passed by unanimous vote.
- I. Discuss/Approve: New Deal Deicing Mixing Turnkey Package for \$7,415.49**
- Mr. Knott asked for motion to approve.
Brad Knott moved to approve.
Rich Heininger seconded. The motion passed by unanimous vote.
- J. Discuss/Approve: Board Directed Process / Committee Assignments for Future Staffing Recommendations**
- **The Board appointed Patti McAtee, Eddie Holtz, and Brad Knott to lead the committee.**
- 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. Pavement Strength Testing**

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