

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
October 18th, 2023
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Patti McAtee Vice Chair
Richard Heininger
Deanna Boese

Board Members Absent:

Eddie Holtz Secretary/Treasurer
Scott Hartman

Liaisons & Consultants:

Melissa Escritt
Jeff Jorgensen

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Garrick Sharp went over the September 2023 Financial Report. CBAA is seeking approval for the checks written in September numbered #10254-10267, Automatic Withdrawal numbers #090123 - 082723 from the Operating account, and check numbers #2417-2422 written out of the Expansion account. The total balances for the three accounts were \$83,101.00 in the Operating account, \$598,743.78 in the Expansion account, and \$1,915,011.71 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Brad Knott and seconded by Patti McAtee. All board members approve.

Financial Report:

Mr. Massman was present at this board meeting. Mike walked the Board through the first quarter financials for FY24. Massman recommended to the Board that moving forward there should be consideration to having these quarterly reports approved at the meetings.

Executive Director/Staff Report:

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. The flight school had similar rental hour activity in September 2023 when compared to September 2022. Starting this fall, Revv will be offering a 10% incentive, up to \$1000 for \$10,000, for money deposited in students accounts. Maintenance continues to look for help in the shop. Avionics has been working on a Commanche with Garmin touchscreen displays, two Bonanza's and a Seminole with a Garmin GTX 345. The line department sold 5,153 gallons of 100LL and 9,873 gallons of Jet A. Hangar tenants purchased 57% of the Jet A sales. There were 18 transients at CBF in the month of September. The crew car was used five times, and the rental car was used seven. Revv has recently announced a new President, Jayson Wilson.

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 discussed the groundbreaking for the new mental health facility being constructed. He mentioned that they are beginning to discuss their upcoming budget process.

New Business:

- A. Discuss/Approve: McClure Engineering Invoice #148197 for \$20,511.51 and #148198 for \$2,380.52**

Mr. Knott asked for a motion to approve.

Brad Knott moved to approve.

Rich Heininger seconded. The motion passed by unanimous vote.

- B. Discuss/Approve: Andersen Construction Invoice of \$317,224.53 for the Equipment Storage Building**

Mr. Knott asked for a motion to approve.

Patti McAtee moved to approve.

Rich Heininger seconded. The motion passed by unanimous vote.

C. Discuss/Approve: Health Insurance Renewal Proposal - UHC Level Funded Plan

Mr. Knott asked for a motion to approve.

Brad Knott moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

D. Discuss/Approve: Mid States Bank Line of Credit Approval

Mr. Knott asked for a motion to approve.

Patti McAtee moved to approve.

Rich Heininger seconded. The motion passed by unanimous vote.

E. Discuss/Approve: NEC Access Road Design Phase Process / Spending Authority - \$10,000

Mr. Knott asked for a motion to approve.

Rich Heininger moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

Open Discussion:

1. **Safety Update**

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