

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
November 15th, 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
Scott Hartman
Richard Heiningger
Jarrod Konz

Board Members Absent:

Deanna Boese

Liaisons & Consultants:

Melissa Escritt
Jeff Jorgensen

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Garrick Sharp went over the October 2023 Financial Report. CBAA is seeking approval for the checks written in September numbered #10268-10279, Automatic Withdrawal numbers #100123 - 102723 from the Operating account, and check numbers #2423 - 2424 written out of the Expansion account. The total balances for the three accounts were \$26,662.76 in the Operating account, \$320,949.00 in the Expansion account, and \$1,937,931.26 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 Patti McAtee. All board members approve.

Financial Report:

Mr. Massman was present at this board meeting. There was nothing new to report.

Executive Director/Staff Report:

Andy Biller and Garrick Sharp went over the staff report.

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 ended October 2023 with similar numbers to that in October 2022. So far this fall there has been good weather to keep the instructors and students busy with their training. Maintenance continues to keep up with the flight schools' needs in the shop. Avionics recently finished an auto pilot system for a twin Comanche and a lance. The next project they are looking forward to is a full GPS with flight display installation in an air tractor 802. The line department pumped 14,346 gallons of 100LL and 7,207 gallons of Jet A in October. 58% of Jet A was from hangar tenants. October brought 17 transients to CBF. The crew car was used 5 times and the rental car was used 4.

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 counties involvement with the recent topic of wind farms being developed in Pottawattamie County. The county board of commissioners is interested in the concern over safety with the busy air traffic primarily to and from the Council Bluffs Airport.

New Business:

A. Discuss/Approve: McClure Engineering Invoice #148887 for \$6,101.29 and #148888 for \$2,397.52

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

B. Discuss/Approve: Andersen Construction Invoice of \$93,995.71 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: Hamilton Associates Invoice #34622 for \$4,175

Mr. Knott asked for a motion to approve.

Eddie Holtz moved to approve.

Scott Hartman seconded. The motion passed by unanimous vote.

D. Discuss/Approve: Capital Improvement Plan for FAA / Iowa DOT Aviation Bureau

Mr. Knott asked for a motion to approve.

Scott Hartman moved to approve.

Brad Knott seconded. The motion passed by unanimous vote.

E. Discuss/Approve: Airport Administrative Staff Job Description Revision / Compensation Discussion

No action was taken at this time.

F. Discuss/Approve: Massman Nelson Reinig Invoice #48056 for \$4,465.00

Mr. Knott asked for a motion to approve.

Rich Heininger moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

Open Discussion:

1. Safety Update – ICAP Safety Grant Request – Airfield Motorola Handheld Radios and ICOM Aircraft Radio
2. North Executive Campus RFP for Development / Services Discussion
3. Airport Insurance Proposal Discussion

Guests:

Nate Dunning
Tony Dunning

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