

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

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Eddie Holtz Secretary/Treasurer
Deanna Boese
Richard Heiningger
Jarrod Konz

Board Members Absent:

Patti McAtee Vice Chair
Scott Hartman

Liaisons & Consultants:

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Eddie Holtz went over the November 2023 Financial Report. CBAA is seeking approval for the checks written in November numbered #10280-10288, Automatic Withdrawal numbers #110123 - 113023 from the Operating account, and check numbers #2425 - 2427 written out of the Expansion account. The total balances for the three accounts were \$58,451.05 in the Operating account, \$97,265.18 in the Expansion account, and \$1,831,458.47 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 Rich Heiningger. All board members approve.

Financial Report:

Mr. Massman was present at this board meeting. Mike discussed a few aspects of our audit that was preliminarily completed. He went on to state that there have been no deficiencies in internal control or any findings of concern.

Executive Director/Staff Report:

Andy Biller went over the staff report.

Commemorative Air Force:

Mr. Hutcheson was not present at the meeting.

FBO:

Brian Cunningham from the FBO was present for the Board Meeting. Fuel sales in the month of November were up slightly with 100LL +10% and Jet A up around 2% over November 2022. Flight training hours were up significantly over November 2022 with an increase of approximately +20%. The growth of the UNO Aviation Institute has had a positive impact on the growth of the flight training operations at Council Bluffs.

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 #149381 for \$4,118.42 and #149382 for \$1,603.23

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

B. Discuss/Approve: Andersen Construction Invoice of \$36,787.21 for the Equipment Storage Building

Mr. Knott asked for a motion to approve.
Deanna Boese moved to approve.
Jarrod Konz seconded. The motion passed by unanimous vote.

C. Discuss/Approve: Lee Construction Inc. Pay Request 2. For \$103,499.15

Mr. Knott asked for a motion to approve.

Brad Knott moved to approve.
Eddie Holtz seconded. The motion passed by unanimous vote.

D. Discuss/Approve: Andersen Door Service Inc. Invoice #16826 for \$30,423.40

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

E. Discuss/Approve: Accept FY23 Hamilton and Associates Financial Audit

No action was taken at this time. This agenda item has been tabled by a unanimous decision until next month's board meeting due to not being completely finalized in time for this month's meeting.

F. Discuss/Approve: Hamilton Associates Invoice #34769 for \$6,000.00

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

G. Discuss/Action: Airport Storm Drainage Improvements - \$8,800

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

H. Discuss/Action: Airport Administrative Staff Job Description Revision/Compensation

The Board was asked to approve the new job description for Administrative Manager, as well as an increase in compensation from \$22.52 per hour to \$27.52.

Mr. Knott asked for a motion to approve.
Brad Knott moved to approve.
Rich Heining seconded. The motion passed by unanimous vote.

Open Discussion:

1. **Safety Update – Hangar door safety during operation and repairs**
2. **North Executive Campus – Discuss Airport Mission/Vision/Values as guidelines, best ways to facilitate private investment.**

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