

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
February 21st, 2024
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Richard Heininger Vice Chair
Patti McAtee
Scott Hartman
Jarrod Konz

Board Members Absent:

Eddie Holtz Secretary/Treasurer
Deanna Boese

Liaisons & Consultants:

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Garrick Sharp went over the January 2024 Financial Report. CBAA is seeking approval for the checks written in January numbered #10302-10319, Automatic Withdrawal numbers #010124 - 012924 from the Operating account, and check numbers #2433 - 2434 written out of the Expansion account. The total balances for the three accounts were \$21,347.75 in the Operating account, \$110,649.26 in the Expansion account, and \$1,644,193.99 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 Patti McAtee. All board members approve.

Financial Report:

Mr. Massman was present at this board meeting. He did not have anything to report.

Executive Director/Staff Report:

Andy Biller went over the staff report. The Airports new equipment storage building is up and running. There are a few minor items from the punch list that will need to be taken care of over the coming months such as final grading and seeding around the building, but otherwise it is functional, and we have begun to move equipment into it. All other information was discussed under new business.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The flight breakfast for the CAF is scheduled for August 3rd. The Gunfighter is going to be traveling to Sun n' Fun for the first time in 25 years. The wing has put their name out there for the opportunity at acquiring a PT-19 that is airworthy and could be an aircraft that could give rides out of the wing. They are very optimistic about this opportunity.

FBO:

Melissa Escribitt was present at the board meeting. Flight school had a cold and snowy January. Rental hours were down 35% in January 2024 when compared to January 2023. The renters and students are making good use of the "new to the fleet aircraft" this month. Avionics kept busy with installing glass panels with color displays in a Twin Commanche, C172 and a C210. Maintenance continues to look for A&Ps for the shop. There will be a new hire starting next week, after a year-long search. Flight school planes keep them busy with oil changes, 100-hour inspections and routine maintenance. The line department pumped 3,889 gallons of 100LL, and 7,262 gallons of Jet A. Hangar tenants purchased 75% of the Jet A in January. Council Bluffs had 10 transients visit in January. The lobby has new furniture for our guests. There will also be new aviation style chairs coming soon. Part 141 certifications for KOMA and KSUX have officially been approved. This will provide more opportunities at those locations for flight training.

Jayson Scott Wilson, President of Revv Aviation paid a visit to Council Bluffs for the first time since beginning his new position. He introduced himself to the Board and discussed his vision for the company as well as a vision for the Council Bluffs Airport.

City of Council Bluffs:

Mr. Jura was not present for the board meeting.

County Board of Supervisors - Jeff Jorgensen:

Mr. Jorgensen was present for the board meeting. The county is currently working through their budget process. He went on to discuss the numerous projects that are going on or coming to the county and adding to the growth of the area.

New Business:

- A. **Discuss/Approve: McClure Engineering Invoice #150314 for \$2,558.88.**

Mr. Heininger asked for a motion to approve.
Jarrod Konz moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Architectural Offices Invoice #2024-005 for \$4,929.38

Mr. Heininger asked for a motion to approve.

Scott Hartman moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

C. Discuss/Approve: Morris Excavating Invoice #16246 for \$6,900

Mr. Heininger asked for a motion to approve.

Patti McAtee moved to approve.

Jarrold Konz seconded. The motion passed by unanimous vote.

D. Discuss/Approve: In-Law Fencing Estimate to reinstall fence around the Equipment Storage Building - \$13,563.12

Mr. Heininger asked for a motion to approve.

Patti McAtee moved to approve.

Scott Hartman seconded. The motion passed by unanimous vote.

E. Discuss/Approve: Phone System Upgrade - VOIP

There was no action at this time.

F. Discuss/Approve: McClure Engineering Access Road Project Engineering Agreement

Mr. Heininger asked for a motion to approve.

Patti McAtee moved to approve.

Scott Hartman seconded. The motion passed by unanimous vote.

Open Discussion:

1. Safety Update
2. North Executive Campus Development
3. Hangar D Building Lease Update
4. April Board Meeting Date Change

Guests:

Adjournment: Rich Heininger 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.

Approved by Unanimous Vote
Rich Heininger, Vice Chair