

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
January 17th, 2024
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Patti McAtee Vice Chair
Scott Hartman
Deanna Boese
Richard Heininger

Board Members Absent:

Eddie Holtz Secretary/Treasurer
Jarrod Konz

Liaisons & Consultants:

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Garrick Sharp went over the December 2023 Financial Report. CBAA is seeking approval for the checks written in December numbered #10289-10301, Automatic Withdrawal numbers #120123 - 122923 from the Operating account, and check numbers #2428 - 2432 written out of the Expansion account. The total balances for the three accounts were \$25,823.33 in the Operating account, \$149,277.48 in the Expansion account, and \$1,703,549.51 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Rich Heininger and seconded by Scott Hartman. All board members approve.

Financial Report:

Mr. Massman was present at this board meeting.

Executive Director/Staff Report:

Andy Biller went over the staff report. This month's report was abbreviated due to the recent winter weather. Andy reported to the board that we did need to briefly close the airport during the storm. The high winds and low visibility were both factors that led to this decision. Once the weather allowed for us to effectively start clearing the airport we had the main runway and associated taxiways open within a matter of hours. We had previously reached out to our corporate tenants regarding their schedules during the week and we did not have any tenants that were affected due to the storm. To our surprise, there were a total of eight unscheduled jet operations to and from the airport the following Monday and our efforts to keep the airport open and operational were successful. Many other general aviation airports across the Omaha metro and all throughout Iowa were still closed at that time. Our efforts to pretreat the runway with liquid and dry deicing chemicals proved to be highly effective when it came to removing the snow.

Commemorative Air Force:

Mr. Hutcheson was not present at the meeting.

FBO:

Melissa Escritt was present at the board meeting. The flight school ended December 2023 with a 28% increase in rental hours when compared to December 2022. The year of 2023 ended with a 10% increase in rental hours over 2022. Revv has recently purchased eight aircraft that will be spread across all locations. Two instructors have recently left at the end of December for Skywest Airlines. Avionics worked on a GPS/ADSB in a flight school aircraft upgrade last month. They continue to work on projects for a Twin Comanche, Cessna 210, and an Air Tractor. Maintenance has been busy looking over the new flight school aircraft that were purchased, as well as current aircraft in the fleet that are needing their regular maintenance. The line department sold 9,771 gallons of 100LL and 4,165 gallons of Jet A. Hangar customers purchased 40% of the Jet A sales in December. Overall, Jet A sales were 1% less in 2023 vs. 2022 and 100LL had a 9% increase. Twelve transients visited CBF last month. They used the rental vehicle twice and the crew cars three times.

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 #149792 for \$1,425.76 and #149793 for \$1,013.48**

Mr. Knott asked for a motion to approve.
Deanna Boese moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Andersen Construction Invoice of \$101,658.14 for the Equipment Storage Building

Mr. Knott asked for a motion to approve.

Scott Hartman moved to approve.

Rich Heininger seconded. The motion passed by unanimous vote.

C. Discuss/Approve: Approve FY25 Budget

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: Accept FY23 Hamilton and Associates Financial Audit

Mr. Knott asked for a motion to approve.

Patti McAtee moved to approve.

Scott Hartman seconded. The motion passed by unanimous vote.

E. Discuss/Approve: Election of Board Officers / Chair, Vice Chair, and Treasurer

Patti McAtee recommended Rich Heininger to take the position of Vice Chair. Brad Knott was reelected as Chair and Eddie Holtz as Secretary/Treasurer.

Mr. Knott asked for a motion to approve.

Deanna Boese moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

F. Discuss/Approve: 2024 Farm Lease Renewal

Mr. Knott asked for a motion to approve.

Rich Heininger moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

G. Discuss/Action: Based Aircraft FAA Registration Status / Airworthiness

No action was taken at this time.

Open Discussion:

1. Safety Update – Snow Removal Operations and Treatment / Future Equipment Needs.
2. North Executive Campus Development
3. Insurance Renewal Outlook

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.

Approved By Unanimous Vote
Brad Knott – Chair