

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
March 20th, 2024
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Brad Knott	Chair
Richard Heininger	Vice Chair
Eddie Holtz	Secretary/Treasurer
Patti McAtee	
Jarrold Konz	

Board Members Absent:

Deanna Boese
Scott Hartman

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Jeff Jorgensen

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Garrick Sharp went over the February 2024 Financial Report. CBAA is seeking approval for the checks written in February numbered #10320-10337, Automatic Withdrawal numbers #020124 - 022824 from the Operating account, and check numbers #2435 - 2436 written out of the Expansion account. The total balances for the three accounts were \$54,700.30 in the Operating account, \$14,040.14 in the Expansion account, and \$1,846,185.99 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 Brad Knott. 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:

Garrick Sharp went over the staff report.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The flight breakfast is scheduled for August 3rd, 2024. The Gunfighter won't be able to attend the breakfast due to its busy airshow season, however we do expect that it would pass through Council Bluffs for routine maintenance and oil changes. The GPW received confirmation that they will be getting the PT-19 aircraft to add to the wing. It should arrive sometime in early April. The decision to bring back the monthly cookouts has yet to be determined.

FBO:

Melissa Escritt was present at the board meeting. Flight training in February was up 6% over 2023. Eight instructors are moving on to their next step by the end of this semester. There are currently another eight people on a waiting list for CFI positions. Revv had a meeting with IWCC; they are interested in moving forward with bringing flight training back to their campus. Avionics worked on upgrades in two C172's and installed an autopilot in a Cardinal. Maintenance has welcomed a new A&P to their team. The line department sold 12,098 gallons of 100LL and 6,338 gallons of Jet A. Hangar customers purchased 51% of the Jet A sales this month. CBF greeted 25 transient aircraft. Our visitors used the rental car five times and the crew car eight times.

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. Jeff mentioned that they are currently finishing up their budget process. He briefly touched on a piece of legislation that may be putting statewide ordinances regarding wind generation. He did not provide much information but that it will be something to follow over the coming months.

New Business:

A. Discuss/Approve: McClure Engineering Invoice #150816 for \$2,740.88.

Mr. Knott asked for a motion to approve.

Jarrold Konz moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Andersen Construction Invoice - \$16,817.04 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: Schrock Innovations Invoice - \$4,145 for Security Camera System Upgrade

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

D. Discuss/Approve: Massman Nelson Reinig Invoice #48356 for \$8,035

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

E. Discuss/Approve: Appoint Committee of Board Members to Review the Expiring Financial Services Agreement

a. The Board members appointed are Scott Hartman, Eddie Holtz, and Brad Knott.

Mr. Knott asked for a motion to approve.
Patti McAtee moved to approve.
Jarrold Konz seconded. The motion passed by unanimous vote.

F. Discuss/Approve: Airport Check Signing Authority Addition – Rich Heininger

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

G. Discuss/Approve: April Board Meeting Date Change. Suggested for Thursday April 18th, 2024 at 4pm.

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

Open Discussion:

- 1. Safety Update**
- 2. Pavement Maintenance Update**
- 3. Hangar 32 Request to Sublease**

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