

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
April 18th, 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
Deanna Boese
Scott Hartman
Patti McAtee

Board Members Absent:

Jarrold Konz
Patti McAtee

Liaisons & Consultants:

Jeff Hutcheson
Melissa Escritt
Jeff Jorgensen

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Garrick Sharp went over the March 2024 Financial Report. CBAA is seeking approval for the checks written in March numbered #10338-10347, Automatic Withdrawal numbers #030124 - 032924 from the Operating account, and check numbers #2437 - 2438 written out of the Expansion account. The total balances for the three accounts were \$50,104.79 in the Operating account, \$26,109.80.14 in the Expansion account, and \$1,873,699.52 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. He did not have anything to report.

Executive Director/Staff Report:

Garrick Sharp went over the staff report. All staff reporting items will be covered in the new business section.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The pancake breakfast is scheduled for August 3rd. The PT-19, the newest addition to the Great Plains Wing should be arriving at any point. It is currently down in Texas, but the aircraft has been assigned to the wing. The aircraft will be due for an Annual in May, but after that is done the intention is to be able to sell rides. The Gunfighter has been down in Florida attending Sun n' Fun where it sold 14-15 rides during the event. The Champ, which has been a project for a few years now, made its maiden flight last week. There were zero issues reported with the first flight.

FBO:

Melissa Escritt was present at the board meeting. Flight school activity was up 13% in March 2024 vs. March 2023. Revv is excited to be working with Burke High School in Omaha, Burke has an Aviation Academy known as Jump Start with over 200 students in the Aviation Field. 100 of them are interested in becoming a pilot. As you may already know, Abraham Lincoln High School in Council Bluffs also has an Aerospace Class. They visit CBF and Revv offers discounted flights to those students. Maintenance is keeping busy with flight school planes. They are repairing a C172 wing and Citabria from bird strikes. They are booked out with appointments through May. Avionics is installing a Garmin G500TXi and autopilot in a C172. A Garmin GNC 355 is going into another C172, and a Cirrus SR22 is getting a transponder. The line service technicians pumped 10,663 gallons of 100LL and 9,485 gallons of Jet A. The hangar customers purchased 56% of the Jet A sold in March. The desk staff welcomed 22 transients to Council Bluffs. The rental car was used 4 times and the crew car used 6 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 the County is wrapping up their budgeting process. He went on to discuss the shortage of certain jobs in the county, 911 operators being most highly desired.

New Business:

- A. Discuss/Approve: McClure Engineering Invoices #151431 for \$4,814.58, #151430 for \$4,563.40, and #151432 for \$10,951.00**
- Mr. Knott asked for a motion to approve.
Scott Hartman moved to approve.
Brad Knott seconded. The motion passed by unanimous vote.
- B. Discuss/Approve: Hangar 47 – Approve Filing Declaratory Petition**
- Mr. Knott asked for a motion to approve.
Deanna Boese moved to approve.
Rich Heininger seconded. The motion passed by unanimous vote.
- C. Discuss/Approve: Annual Insurance Review/Board Committee Process**
Brad Knott, Deanna Boese, and Rich Heininger all volunteered to be a part of the review process.
- D. Discuss/Approve: FAA Supplemental Discretionary Grant Opportunity FY23**
- Mr. Knott asked for a motion to approve.
Deanna Boese moved to approve.
Brad Knott seconded. The motion passed by unanimous vote.
- E. Hangar 32 Request to Sublease**
- The board unanimously requested that this item be tabled for a later date.
- F. Discuss/Approve: Request for an Addendum to FBO Lease**
- The board unanimously requested that this item be tabled for a later date.

Open Discussion:

1. Safety Update – ATC RAPCON (Radar Approach Control)
2. IDOT Grant Application Process
3. Pavement Joint Seal Replacement Project
4. Taxiway B4 Construction and Taxiway Closure Update
5. IDOT Pavement Marking Assistance Update
6. Future Hangar Ground Lease Review

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.

Richard A. Heininger
~~Brad Knott – Chair~~
Richard A. Heininger Vice-Chair