

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
May 15<sup>th</sup>, 2024  
Main Terminal Conference Room at 4:00pm**

**Roll Call Attendance**

**Board Members Present:**

Richard Heiningger Vice Chair  
Eddie Holtz Secretary/Treasurer  
Deanna Boese  
Scott Hartman  
Jarrod Konz  
Patti McAtee

**Board Members Absent:**

Brad Knott Chair

**Liaisons & Consultants:**

Melissa Escritt  
Jeff Jorgensen

**Approval of prior months Meeting Minutes and April 24<sup>th</sup> Special Board Meeting Minutes:**

Motion for approval by Scott Harman and was seconded by Rich Heiningger. The prior month's minutes were approved.

**Treasurer's Report:**

Garrick Sharp went over the April 2024 Financial Report. CBAA is seeking approval for the checks written in April numbered #10348-10360, Automatic Withdrawal numbers #032524 & 040124 - 043024 from the Operating account, and check numbers #2439 - 2440 written out of the Expansion account. The total balances for the three accounts were \$41,606.40 in the Operating account, \$209,445.40 in the Expansion account, and \$1,926,105.06 in the Reserve account. There is a balance of \$0 owed on the line of credit. \*There was a correction to the agenda for the checks written on the Expansion account. The checks read #2437-2438. The correct checks on the financial report were #2439-2440.\* Motion for approval by Patti McAtee and seconded by Jarrod Konz. All board members approve.

**Financial Report:**

Mr. Massman was present at this board meeting. He went over the 3<sup>rd</sup> Quarter Financial Report.

**Executive Director/Staff Report:**

Andy Biller went over the staff report. Rob Livingston continues to make progress on Hangar 47. The Airport Authority has made the switch over to voice over internet phones with Pierce Communications of Council Bluffs and has cancelled services with CenturyLink - Lumen as a result. This will result in a 75% decrease in phone and internet costs throughout the year. We have also made progress in switching our security system from Honeywell to Ubiquity. Approximately half of our cameras are using the new system as of today with more to be replaced in the coming months. All other staff reporting items will be covered in the new business section.

**Commemorative Air Force:**

Mr. Hutcheson was not present at the meeting. Garrick Sharp reminded the board that the CAF Fly-in Breakfast is scheduled for the morning of August 3<sup>rd</sup>, 2024. He also mentioned that they have received delivery of their newest aircraft to the wing, the PT-19. They are working on some maintenance items but expect it to give rides later this year. The CAF has begun their monthly cookouts starting at 5:30pm after the CBAA Board Meetings.

**FBO:**

Melissa Escritt was present at the board meeting. Rental hours were down 20% in April 2024. April was a windy month and that kept our student pilots on the ground more than they would have liked. There were four passed check rides last month and there are five more on the schedule. Five CFI's have class dates for going to a regional airline. There is a waiting list for CFI's; 14 candidates are on the list. Maintenance has completed 30 oil changes, 20 annuals, and 2 engine overhauls last month on flight school aircraft. They have four additional overhauls scheduled. Maintenance also worked on phase inspections on a C441; annual inspections were also conducted on a Bonanza and a light sport aircraft. Avionics is getting settled into Hangar 32 for their growing projects. Last month they worked on an ADS-B installation on a helicopter, a new flight deck including an auto pilot on a C172, and a radio and transponder was installed into an "antique" C120. Avionics reported that they have been seeing more customer business outside of their usual area of service. They have appointments booked out through the next 6 months. The line service technicians sold 11,222 gallons of 100LL and 9,646 gallons of Jet A in April. Hangar tenants purchased 77% of Jet A. April traffic brought 30 transient aircraft to CBF. The rental car was used 5 times, and the crew car was used 8 times. Revv did have on C172 that was damaged by the tornado that touched down at OMA. It was stored in the section of hangars that was destroyed by the storm.

**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. He briefed the Board that the County is still in clean up mode following the tornadoes that went through Pottawattamie County in late April. The Governor recently enacted a presidential disaster proclamation which has opened funding to help with the cleanup. Wind and Solar generation in Pottawattamie County continues to be an issue for the Board of Supervisors.

**New Business:**

- A. Discuss/Approve: McClure Engineering Invoices #152016 for \$21,948.28 for Taxilane B4 Project, #152015 for \$1,312.06 for Grade and Drain, and #152170 for \$15,559.25 for NEC Access Road.**

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

- B. Discuss/Approve: JB Holland Pay Estimate #1 - \$540,933.52**

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: Approval to Apply for Iowa DOT Aviation Bureau Grant for Airfield Signage Upgrades**

Mr. Heininger asked for a motion to approve.  
Scott Hartman moved to approve.  
Jarrold Konz seconded. The motion passed by unanimous vote.

- D. Discuss/Approve: Approval to Proceed with Joint Seal Replacement / Maintenance Project for \$65,000 by Henriksen Contracting. Runway Intersection and Specific Taxiways.**  
- Approximately 30,000 LF

Mr. Heininger asked for a motion to approve.  
Scott Hartman moved to approve.  
Patti McAtee seconded. The motion passed by unanimous vote.

- E. Discuss/Approve: Approval to Request Bids for Runway 18/36 & 14/32 Joint Seal Replacement Maintenance.**  
- Approximately 73,000 LF

Mr. Heininger asked for a motion to approve.  
Scott Hartman moved to approve.  
Deanna Boese seconded. The motion passed by unanimous vote.

**Open Discussion:**

1. Safety Update – ATC RAPCON (Radar Approach Control) / Airfield Maintenance
2. Insurance Renewal Update
3. Airport Authorities Final Loan Payment

**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  
Brad Knott – Chair