

Council Bluffs Airport Authority
Board of Directors Meeting Minutes
July 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:

Melissa Escritt
Mike Massman

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 June 2024 Financial Report. CBAA is seeking approval for the checks written in June numbered #10370-10378, Automatic Withdrawal numbers #060124 - #062724 from the Operating account, and check numbers #2443 - 2444 written out of the Expansion account. The total balances for the three accounts were \$30,658.39 in the Operating account, \$149,045.41 in the Expansion account, and \$1,418,755.28 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Brad Knott and seconded by Deanna Boese. 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. He briefed the Board over the multiple different projects that the airport is currently managing. The ESB fence work started this week by In-law Fencing. The Bravo 4 taxiway is paved, and the original taxiway B has been reopened. This week or next the seeding company New Phase will be here to get the grass seed planted in the areas disturbed by the construction. The Joint Seal Contractor was on site to finish their part of the new taxiway joint sealing. We are working with them on when they will return to continue the runway joint seal replacement project. The Airport owned AWOS System has been experiencing technical issues over the past few months. We believe this is related to multiple storms that came through that either cause power outages, or potential lightning strikes. We are well supported by the IDOT who uses a company called DBT Transportation that help us with maintenance issues. At this time we believe that the system is back-up and running well.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The Gunfighter is very busy with airshows currently. The aircraft will be at multiple airshows in the area including Clarinda, Lincoln and Offutt over the next few weeks. The Gunfighter will also be attending EAA AirVenture in Oshkosh as well. The flight breakfast is scheduled for August 3rd, 2024. All the pilots for the PT-19 ride program have completed their training through the CAF.

FBO:

Melissa Escritt was present at the board meeting. Flight school activity was down 28% in June compared to last year. Fifteen instructors will be starting by mid-August. They will be added to CBF and OMA schedules. There were 16 check rides last month. The flight school estimates a 40% increase of new incoming students this fall. Avionics is enjoying their new space in Hangar 32. They are finishing up the installation of a GPS and transponder on a Cherokee. They will be starting the installation of a full glass panel Garmin suite in an AeroStar. Maintenance continues to take care of the rental fleet. They completed 24 oil changes, 12-100-hour inspections, and 7 engine overhauls or stages of rebuilds. The line department sold 12,243 gallons of 100LL, and 9,571 gallons of Jet A. Hangar tenant customers purchased 46% of Jet A sales in June. CWS brought some transient traffic to CBF. The front desk greeted 55 transients. The rental cars were rented 18 times, and the courtesy car was used 15 times in June.

City of Council Bluffs:

Mr. Jura was not present for the board meeting.

County Board of Supervisors-Scott Belt/Jeff Jorgensen:

Mr. Jorgensen was not present for the board meeting.

New Business:

- A. Discuss/Approve: McClure Engineering Invoice #153267 for \$11,995.18 for the Taxilane B4 Project and #153296 for \$15,853.75 for the NEC Access Road**

Mr. Knott asked for a motion to approve both Invoices.
Rich Heininger moved to approve.
Scott Hartman seconded. The motion passed by unanimous vote.

- B. Discuss/Approve: JB Holland Pay Estimate #2 for \$250,388.89 for Taxilane B4 Project**

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

- C. Discuss/Approve: Stuart Tinley Invoice #3071 for \$2,306.31**

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

- D. Discuss/Approve: Approval to Proceed with Bid Process and Set Public Hearing Date for NEC Access Road Project**

Public Hearing set for August 14th, 2024 at 4pm during the next Board Meeting.

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

- E. Discuss/Approve: FY 2025 Airport Terminal Program Application for Elevator Project**

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

- F. Discuss/Action: Approval to Proceed with Hamilton and Associates for FY 2-24 Financial Audit**

Mr. Knott 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 / Traffic Management / Airfield Maintenance
2. August Board Meeting Date Change – Suggested August 14th, 2024, at 4pm.

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