

Council Bluffs Airport Authority
Board of Directors Meeting Minutes
June 19th, 2024
Main Terminal Conference Room at 4:00pm

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Patti McAtee Vice Chair
Eddie Holtz Secretary/Treasurer
Scott Hartman
Deanna Boese
Richard Heininger

Board Members Absent:

Jarrold Konz

Liaisons & Consultants:

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Garrick Sharp went over the May 2024 Financial Report. CBAA is seeking approval for the checks written in May numbered #10361-10369, Automatic Withdrawal numbers #050124 - #052824 from the Operating account, and check numbers #2441 - 2442 written out of the Expansion account. The total balances for the three accounts were \$381,459.53 in the Operating account, \$586,304.99 in the Expansion account, and \$1,121,750.91 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Scott Hartman and seconded by Rich Heininger. All board members approve.

Financial Report:

Mr. Massman was present at this board meeting. There was a discussion about the financial services agreement going forward through the next Fiscal Year 25. Nothing will change before then for the current agreement that will go through the end of FY24 Reporting.

Executive Director/Staff Report:

Andy Biller went over the staff report. Andy gave an update on our recent joint seal project that focused on the work in the intersection of the two runways. We recently went to bid for the rest of the project. There was a total of five bids that came back with Henriksen being the low bid, who we worked with for phase one. They were also the same contractor that was used for the joint seal work on the Taxilane B4 project. We believe that they will start the second phase of the project at some point in July. In New Business we will be hearing a presentation from James Gulson from HUB regarding our insurance renewal. We are still recovering from the extremely heavy May rainstorm. We had a PAPI light that was affected by the rainwater, but Keith was able to get the system back online. We are also dealing with water infiltration that has been getting into the FBO prop shop. We did have a farm field that had some wash out from the storm. After the fact we met with our farmers and two local representatives from the Pott. Co. Soil and Water Conservation district. The results from that meeting are that we have installed 500 feet of silt fence to mitigate any other future issues until we can come up with a more permanent solution.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. Just a reminder that the flight breakfast is scheduled for August 3rd, 2024, at 8am. They recently performed the annual on their newest addition to the fleet, the PT-19. Shortly after that was completed, they did take it on their post annual flight. They are in the process of getting the required training and sign offs from the CAF to have the aircraft be in their ride program. It looks like September will be the possible time frame for rides to begin. The Gunfighter is on the East Coast right now performing at airshows and giving rides. The monthly cookout will take place directly after the meeting.

FBO:

Melissa Escribitt was present at the board meeting. Flight school activity was down 21% in May 2024. The weather this spring and start too summer was not favorable for flight training. Revv recently hosted a flight school day camp for "young pilots" Maintenance continues to keep busy with flight school aircraft and their regular customers. Avionics just finished up three projects and have begun three new projects. They are currently booking appointments into January. The line department pumped 12,048 gallons of Jet A; this was an increase of 18% over 2023. Hangar tenants purchased 63% of the Jet A sold. There was 11,806 gallons of 100LL; this was a decrease of 25% compared to 2023. May brought 35 transients to CBF. These guests used the crew cars 10 times and the rental car 6 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 not present for the board meeting.

New Business:

A. Discuss/Approve: McClure Engineering Invoice #152590 for \$19,345.42 for the Taxilane B4 Project, #152613 for \$5,027.95 for Grade and Drain, and #152614 for \$14,534.75 for the NEC Access Road

Mr. Knott asked for a motion to approve Invoice #152590 for \$19,345.42.
Rich Heininger moved to approve.
Brad Knott seconded. The motion passed by unanimous vote.

Mr. Knott asked for a motion to approve Invoice #152613 for \$5,027.95.
Scott Hartman moved to approve.
Eddie Holtz seconded. The motion passed by unanimous vote.

Mr. Knott asked for a motion to approve Invoice #152614 for \$14,534.75.
Eddie Holtz moved to approve.
Rich Heininger seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Andersen Construction Final Pay Estimate for Equipment Storage Building - \$56,205.15

The board elected to approve the final pay estimate to Andersen construction, less \$5,000 dollars for work that still needs to be completed. \$51,205.15

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

C. Discuss/Approve: JB Holland Pay Estimate #2 for \$142,493.53 for Taxilane B4 Project

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

D. Discuss/Approve: Massman Invoice #48594 for \$3,500

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

E. Discuss/Approve: Approval to Proceed with Henriksen Construction as Lowest and Most Qualified Bidder for the Joint Seal Replacement Project.

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

F. Discuss/Approve: Staff Compensation: Annual COLA Wage Rate Increase of 2.5%

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

G. Discuss/Action: Easement Agreement with Western Iowa Networks

This agenda item has been tabled until the next meeting.

H. Discuss/Action: Presentation from James Gulson from HUB International and the Approval of HUB Insurance Renewal 2024-2025 for \$78,415

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

I. Discuss/Action: Executive Director Employment Agreement

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

Open Discussion:

1. **Safety Update – ATC RAPCON / Traffic Management / Airfield Maintenance**
2. **Consent Agenda Discussion**
3. **Capital Improvement Plan Update**
4. **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