

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
August 14th, 2024
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Eddie Holtz Secretary/Treasurer
Jarrod Konz
Deanna Boese
Richard Heininger

Board Members Absent:

Patti McAtee Vice Chair
Scott Hartman

Liaisons & Consultants:

Melissa Escritt

Public Hearing:

Board Chairman Knott opened the Public Hearing for the "Council Bluffs Municipal Airport Construct Hangar Site Development – Review Plans, Specifications, and Estimated Costs". Jay Pudenz from McClure Engineering was on the conference phone to discuss the project and answer any questions regarding the project. Mr. Biller asked publicly for any questions, comments or concerns about this project, hearing none, Mr. Knott subsequently closed the Public Hearing.

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Eddie Holtz went over the July 2024 Financial Report. CBAA is seeking approval for the checks written in June numbered #10379-10394, Automatic Withdrawal numbers #070124 - #073024 from the Operating account, and check numbers #2445 - 2447 written out of the Expansion account. The total balances for the three accounts were \$28,997.22 in the Operating account, \$257,401.11 in the Expansion account, and \$1,416,250.14 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Deanna Boese and seconded by Brad Knott. 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. The Airport Authority is beginning to take a closer look at how our airport is being utilized, particularly when it comes to hangar usage. Part of the discussion includes reaffirming that tenants are following the terms of our lease agreement, and that hangars are being correctly used. With the loss of so many hangars at Eppley, we believe that with some cooperation, we would be able to come up with a plan to accommodate more aircraft on the airfield over time. All other report items were discussed during New Business.

Commemorative Air Force:

Mr. Hutcheson was not present at the meeting.

FBO:

Melissa Escritt was present at the board meeting. Flight School rentals were up 16% in July of 2024. A new group of instructors will be starting at the beginning of the new semester. The estimate for UNO's incoming students is 120. We are looking forward to the new school year and meeting the new pilots in training. Maintenance is looking to hire an assistant to help with invoicing and billing. The shop completed 14–100-hour inspections and 30 oil changes on the rental fleet. The parts department has completed their transition to the downstairs office, this will give them more space. The line department pumped 13,703 gallons of 100LL and 20,359 gallons of Jet A in July. Hangar tenants purchased 40% of the Jet A sales. 100LL was up 24% and Jet A was up 17% over 2023. Our CAA contract will be renewed for another three years. July brought 20 transients to CBF. This included aerial surveying aircraft and ag spraying that spent multiple days operating in the area.

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 #153782 for \$11,330.05 for the Taxilane B4 Project and #153783 for \$7,990.26 for the NEC Access Road

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

B. Discuss/Approve: JB Holland Pay Estimate #4 for \$27,949 for Taxilane B4 Project

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

C. Discuss/Approve: Consider Motion to Award Hangar Site Development Project to the Lowest Responsive Bidder and Recommended by McClure.

The Council Bluffs Airport Authority, with the recommendation from McClure Engineering, asked for a motion to approve PCI Inc. as the lowest responsive bidder with a bid cost of \$333,248.25.

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

D. Discuss/Approve: In-Law Fencing Invoice #545 for \$17,659.04

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

E. Discuss/Approve: Henriksen Pay Request - \$74,851 for Joint Seal Replacement Project

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

Open Discussion:

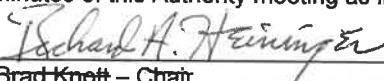
1. Safety Update – Aircraft Operations Management
2. Dedicated Airfield Lighting Frequency
3. Snow Removal Equipment Update

Guests:

Jay Pudenz – McClure Engineering
Ben Wade - PCI

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
Richard A. Heininger Vice-Chair