

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
September 18th, 2024
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Richard Heininger Vice Chair
Scott Hartman
Patti McAtee
Deanna Boese

Board Members Absent:

Brad Knott Chair
Eddie Holtz Secretary/Treasurer
Jarrod Konz

Liaisons & Consultants:

Melissa Escritt
Mike Massman
Jeff Jorgensen

Approval of prior months Meeting Minutes:

Motion for approval by Scott Hartman 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 #10395-10404, Automatic Withdrawal numbers #080124 - #082724 from the Operating account, and check numbers #2448 - 2450 written out of the Expansion account. The total balances for the three accounts were \$24,303.93 in the Operating account, \$52,620.26 in the Expansion account, and \$1,280,285.13 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 Patti McAtee. All board members approve.

Financial Report:

Mr. Massman was present at this board meeting. He went through the Year-End Financial Report for the Board Members.

Executive Director/Staff Report:

Andy Biller went over the staff report. The Airport Authority staff is working with our Auditor. The cost for the audit will be slightly higher this year due to our requirement to have a single purpose audit for having expended \$750,000 in Federal funding in a fiscal year. The estimated completion time is set for the end of October so that we can have our report to the city in November. We are continuing to remediate our erosion issue from earlier in the year after heavy rain fell in one of our farm fields. With the involvement of the Pott. Co. Conservation office, we installed a silt fence at the edge of the field along with hiring a drone operator to disperse a cover crop in the approximately five-acre field. We will continue to determine what the best option for the field for next season.

Commemorative Air Force:

Mr. Hutcheson was present at the meeting. The Gunfighter was back in Council Bluffs for the past few weeks but will be heading out for more events over the next few weeks. Work is progressing on the Ercoupe project as well as continued pilot training for the PT-19. Tonight, will be the last cookout of the season.

FBO:

Melissa Escritt was present at the board meeting. Flight school rental hours were up 9% in August 2024. The fall semester is in full swing at UNO. The instructors and CSR staff have been working hard to get the new students set up and settled for flight training. Avionics kept busy in August with some radio projects: they have installed an autopilot in a Cardinal, performed panel upgrades in a Cherokee 6, and traveled to Harlan to complete some inspections due on five aircraft that are based there. They consider themselves booked out for the next six months with appointments. Maintenance completed approximately 16 – 100-hour inspections and over 35 oil changes on the rental fleet. The line department pumped 15,540 gallons of 100LL, and 11,750 gallons of Jet A. Hangar tenants purchased 53% of the Jet A sales in August. The CSR desk welcomed 35 transients to CBF. The rental car was used 8 times, and the crew cars were used 10 times last month.

City of Council Bluffs:

Mr. Jura was not present for the board meeting.

County Board of Supervisors-Scott Belt/Jeff Jorgensen:

Mr. Jorgensen was present for the board meeting.

*approved
10-17-2024*

New Business:

- A. Discuss/Approve: McClure Engineering Invoice #154231 for \$4,931.25 for the Access Road Project and #154230 for \$3,666 for the Taxilane B4 Project**
- Mr. Heininger asked for a motion to approve both Invoices.
Scott Hartman moved to approve.
Deanna Boese seconded. The motion passed by unanimous vote.
- B. Discuss/Approve: Taxilane B4 Change Order Request – Additional \$20,090.10 for Increase in As-Built Quantities**
- Mr. Heininger asked for a motion to approve.
Patti McAtee moved to approve.
Deanna Boese seconded. The motion passed by unanimous vote.
- C. Discuss/Approve: JB Holland Final Pay Estimate #5 for \$88,756.06**
- Mr. Heininger asked for a motion to approve.
Scott Hartman moved to approve.
Patti McAtee seconded. The motion passed by unanimous vote.
- D. Discuss/Approve: Terracon Invoices for Taxilane B4 Project; TM53429 - \$2,129, TM53427 - \$2,423.25, and TM53428 - \$214.75**
- There was a correction to this Agenda as the Agenda listed Thiele Geotech, however, is was corrected to Terracon as the correct contractor.**
- Mr. Heininger asked for a motion to approve.
Patti McAtee moved to approve.
Deanna Boese seconded. The motion passed by unanimous vote.
- E. Discuss/Approve: Henriksen Invoice 28841 - \$9,400 for Partial Depth Patching and \$150,000 for Joint Seal Replacement Project**
- The Total Invoice amount for the Joint Seal Replacement Portion is \$149,264.**
- Mr. Heininger asked for a motion to approve.
Scott Hartman moved to approve.
Patti McAtee seconded. The motion passed by unanimous vote.
- F. Discuss/Approve: McClure Engineering Agreement for Construct Hangar Site Development**
- The Agreement has a Not to Exceed cost of \$77,049.**
- Mr. Heininger asked for a motion to approve.
Patti McAtee moved to approve.
Scott Hartman seconded. The motion passed by unanimous vote.
- G. Discuss/Approve: Approval of PCI Inc Construction Contract for Hangar Site Development Access Road Project**
- Mr. Heininger asked for a motion to approve.
Deanna Boese moved to approve.
Patti McAtee seconded. The motion passed by unanimous vote.
- H. Discuss/Approve: FortBrand – Willie 865 – Request to Lease Snow Removal Equipment**
- Mr. Heininger asked for a motion to approve.
Scott Hartman moved to approve.
Patti McAtee seconded. The motion passed by unanimous vote.

- I. **Discuss/Approve: Pavement Painting – Taxiways at IDOT Expense. Runways at Airport Expense, but not to exceed IDOT Contract Rate**

The Airport Expense is Expected to be \$43,020 with Quality Striping Inc.

Mr. Heininger asked for a motion to approve.

Scott Hartman moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

- J. **Discuss/Approve: FBO Hangar #45/#19 Lease Transfer**

Mr. Heininger asked for a motion to approve.

Scott Hartman moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

- K. **Discuss/Approve: UHC Health Insurance Renewal Proposal – UHC Level Funded Plan - \$41,354.16**

Mr. Heininger asked for a motion to approve.

Patti McAtee moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

Open Discussion:

1. **Safety Update**
2. **IDOT Sign Grant**
3. **CBA Mission/Vision/Values and Strategic Plan Review Process**

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.


Mr. Heininger – Vice Chair

