

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
October 17<sup>th</sup>, 2024  
Main Terminal Conference Room at 4:00pm**

**Roll Call Attendance**

**Board Members Present:**

Richard Heiningger Vice Chair  
Scott Hartman  
Patti McAtee  
Deanna Boese

**Board Members Absent:**

Brad Knott Chair  
Eddie Holtz Secretary/Treasurer  
Jarrod Konz

**Liaisons & Consultants:**

**Approval of prior months Meeting Minutes:**

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

**Treasurer's Report:**

Garrick Sharp went over the September 2024 Financial Report. CBAA is seeking approval for the checks written in September numbered #10405-10413, Automatic Withdrawal numbers #090124 - #092624 from the Operating account, and check numbers #2451 - 2453 written out of the Expansion account. The total balances for the three accounts were \$98,347.97 in the Operating account, \$95,768.28 in the Expansion account, and \$947,611.60 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 not present at the board meeting.

**Executive Director/Staff Report:**

Andy Biller went over the staff report. Mr. Biller went over the two scenarios we have been looking at for the Access Road project fueling apron items listed under new business. The Audit is beginning to wind down and we expect there to be a draft copy in the upcoming weeks. The Airport did proceed with the lease of the Wille 865 snow removal equipment for the 2024-2025 season. We needed a few extra weeks to finalize the agreement with FortBrand. We should have a decision made at the court level regarding the Hangar 47 lease termination.

**Commemorative Air Force:**

Mr. Hutcheson was present at the meeting. The Gunfighter is currently in Dallas for a coming up airshow. A few of the CAF members have been assisting with the P-51 engine replacement from the damaged aircraft that was grounded in Clarinda, IA. The Christmas Potluck this year will be scheduled for December 14<sup>th</sup>, 2024, at noon.

**FBO:**

Dave Zimmerman was present at the board meeting. September 2024 flight training hours were up 21.5% when compared to September 2023. So far this year the flight school has flown over 13,000 hours which is down 5.8% from last year at this time. Maintenance and Avionics remain busy, with the Avionics shop booked out through January 2025. The line department pumped 16,938 gallons of 100LL fuel, and 12,208 gallons of Jet A. There was a total of 30 transient aircraft that flew through CBF last month. The rental car was used four times and the crew car just twice.

**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 #154231 for \$4,931.25 for the Access Road Project and #154920 for \$4,888 for the Taxilane B4 Project (Final Invoice)**

Mr. Heiningger asked for a motion to approve both Invoices.

Patti McAtee moved to approve.

Scott Hartman seconded. The motion passed by unanimous vote.

**B. Discuss/Approve: Andersen Construction Final Payment for Equipment Storage Building - \$5,000**

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: Stuart Tinley Invoice - \$2,333.16**

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: Approval to Proceed with Bid Process and Set Public Hearing Date for Fueling Apron Associated with the NEC Access Road Project**

**This item was dismissed at the meeting.**

**E. Discuss/Approve: PCI Construction Change Order for NEC Access Road Project - \$193,297.80**

Mr. Heininger asked for a motion to approve.

Patti McAtee moved to approve.

Scott Hartman seconded. The motion passed by unanimous vote.

**F. Discuss/Approve: Midstates Bank Line of Credit Renewal**

Mr. Heininger asked for a motion to approve.

Scott Hartman moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

**Open Discussion:**

1. Safety Update
2. Capital Improvement Plan
3. CBF Hangar Rent Analysis
4. CBAA 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