

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
November 20<sup>th</sup>, 2024  
Main Terminal Conference Room at 4:00pm**

**Roll Call Attendance**

**Board Members Present:**

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

**Board Members Absent:**

Scott Hartman  
Jarrod Konz

**Liaisons & Consultants:**

**Approval of prior months Meeting Minutes:**

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

**Treasurer's Report:**

Eddie Holtz went over the October 2024 Financial Report. CBAA is seeking approval for the checks written in October numbered #10414 - 10424, Automatic Withdrawal numbers #100124 - 102524 from the Operating account, and check numbers #2454 - 2455 written out of the Expansion account. The total balances for the three accounts were \$47,660.99 in the Operating account, \$7,012.22 in the Expansion account, and \$1,421,092.94 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 Patti McAtee. All board members approve.

**Executive Director/Staff Report:**

Andy and Garrick went over the staff report. We have hired a new part-time employee, named Derek Hix, to the Airport Authority who will replace Cort, as he has moved on to a mechanic's position with a regional airline. He works part-time with the FBO as well and is going through school at UNO to become a professional pilot. Brad, Rich, Garrick and Andy had the chance to visit with Mayor Walsh recently to give an update on the general status of the airport's construction, development, financials and an outlook of projects to come at the airport.

**Commemorative Air Force:**

Jerry Maysent was present at the meeting. Jerry is in attendance to discuss any questions regarding agenda item "G". He did not have anything to report for the CAF.

**FBO:**

Lisa LaMantia was present at the board meeting. The new General Manager overseeing line staff and CSR's will start on December 16<sup>th</sup>. 100LL sales were up 3,300 gallons and Jet A was around 9,700 gallons in November 2024 compared to the previous year. Rental hours were up 375 hours, and YTD they are up 67 hours compared to 2023. Weather is always a determining factor for flight training hours, especially in the winter months.

**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. He discussed that the County will be starting their budget process in January. They are working with developers that are interested in bringing more residential property to the area. Growth is on the horizon for Pottawattamie County. He also stated that Mt. Crescent is looking for partners to help grow the ski area and attract more visitors.

**New Business:**

**A. Discuss/Approve: McClure Engineering Invoice #154922 for \$4,728.72 and #155680 for \$26,573.37 for the Access Road Project**

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

**B. Discuss/Approve: PCI Construction Invoice \$477,380.03 for Access Road Project**

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

**C. Discuss/Approve: Hamilton and Associates, P.C. Invoice #35690 for \$12,500**

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

**D. Discuss/Approve: In-Law Fencing Estimate - \$25,982.72**

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

**E. Discuss/Approve: Approval to Proceed with Rates and Charges Analysis for T-Hangar Rent Increase on July 1<sup>st</sup>, 2025**

Mr. Knott asked for a motion to proceed with the T-Hangar Rate increase as presented based off the Consumer Price Index (CPI) since the last hangar rent increase in 2018. Category A, B, and C hangars will increase 8% per year for three years starting on July 1<sup>st</sup>, 2025. The Airport Authority will come back to the Board in December with a plan for implementation and finalizing the rates.

Brad Knott moved to approve.  
Patti McAtee seconded. The motion passed by unanimous vote.

**F. Discuss/Approve: FY 2026 Capital Improvement Plan**

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

**G. Discuss/Approve: Approval to Dispose of Abandoned Aircraft from Hangar #47**

The Airport Authorities attorney Rob Livingston was in attendance to walk the Board members through the process of getting to this point, and what the final steps will be for removing the aircraft. Andy Biller walked the Board through the options for parties interested in removing the aircraft from the Airport. Per the recommendation from the Airport Authority, the Board selected Courtesy Aircraft as the party that will be responsible for removing the aircraft in a timely manner. With the proceeds, the Airport will recover its costs from lost hangar revenue since the eviction, and the remaining funds will be distributed back to the previous aircraft owner.

Mr. Knott asked for a motion to approve.  
Rich Heininger "moved to approve that we accept the bid from Courtesy Aircraft Sales of \$15,205 for the sale of the T-28 Aircraft subject to no appeal being filed tomorrow, November 21<sup>st</sup>, 2024. With the funds to be placed in the escrow account at the Stuart Tinley office for distribution per the court order, and subject to removal by the first of December, unless agreed to another date by the Executive Director".  
Brad Knott seconded. The motion passed by unanimous vote.

**Open Discussion:**

- 1. Safety Update
- 2. New Part Time Staff Discussion
- 3. Airport Strategic Plan Update / Discuss Supplemental Aviation Support Organization Lease Structure

**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.



Mr. Knott – Chair