

**Council Bluffs Airport Authority  
Board of Directors Meeting Minutes  
December 18<sup>th</sup>, 2024  
Main Terminal Conference Room at 4:00pm**

**Roll Call Attendance**

**Board Members Present:**

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

**Board Members Absent:**

**Liaisons & Consultants:**

Aaron Diedrichs  
Lisa LaMantia  
Jeff Hutcheson  
Mike Massman

**Approval of prior months Meeting Minutes:**

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

**Treasurer's Report:**

Eddie Holtz went over the November 2024 Financial Report. CBAA is seeking approval for the checks written in November numbered #10426 - 10435, Automatic Withdrawal numbers #110124 - 112524 from the Operating account, and check numbers #2456 - 2458 written out of the Expansion account. The total balances for the three accounts were \$44,344.81 in the Operating account, \$484,392.25 in the Expansion account, and \$963,393.76 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 Brad Knott. All board members approve.

**Executive Director/Staff Report:**

Andy went over the staff report. Most of the report related to items in the new business section. He went on to discuss and show renderings of the Airport's 10-year vision of where we could be in the future. The project awarded to Courtesy Aircraft at the last board meeting to remove the T-28 from the airport was completed over the last few weeks. They were able to complete the job in less than three days. The large T-hangar has already been rented to a new tenant. There were a few maintenance issues that happened in the past two weeks as well. One being a large metal shaft in the FBO maintenance hangar, and one involving a metal pipe associated with the 100LL Avgas tank. Keith was able to take both parts to a local welding shop for repair. Had it not been for his expertise, it could have been days or weeks before either issue could have been resolved, which would have had a serious impact to business at the Airport. The previous ice storm gave us an opportunity to make and apply the new de-icing chemical we invested in last year. We did not have any traffic scheduled for the day after the ice, however we applied a 35ft strip down the centerline the day prior. There was clearly a positive effect on the pavement where the freezing rain was not able to bond to the pavement like it did on the un-treated areas. We will continue to use the product throughout the season to increase our service level, re-open the airport sooner, and be able to serve our based customers at a higher level.

**Commemorative Air Force:**

Jeff Hutcheson was present at the meeting. PT-19 will begin going through its Annual in January so that by springtime they can hopefully be ready to sell rides. Their potluck last Saturday was a success! The Ercoupe has become a priority again, and the guys were able to get the vintage jeep running again. Jeff reported that their CAF Wing membership has grown over the months as well.

**FBO:**

Lisa LaMantia was present at the board meeting. She introduced Revv Aviation's new FBO Manager for Council Bluffs, Aaron Diedrich. The flight school was up 33 hours this November compared to November 2023. This location only needs to fly 173 more hours throughout the rest of the year to break the all-time highest number of flight hours in a given year for Council Bluffs. There were 146,331 gallons of 100LL pumped in 2023 and 145,332 gallons in 2024. Jet A sales in 2023 was 107,839 gallons and 133,000 gallons in 2024. There were 20 transients in the month of November, with the rental car being used six times.

**City of Council Bluffs:**

Mr. Jura was not present for the board meeting.

**County Board of Supervisors-Jeff Jorgensen:**

Mr. Jorgensen was not present for the board meeting.

**New Business:**

- A. Discuss/Approve: McClure Engineering Invoice #156332 for \$13,248.58 for the Access Road Project**  
Mr. Knott asked for a motion to approve both Invoices.  
Eddie Holtz moved to approve.  
Rich Heining seconded. The motion passed by unanimous vote.
- B. Discuss/Approve: PCI Construction Pay Estimate #2 for \$23,149.040 for Access Road Project**  
Mr. Knott asked for a motion to approve.  
Scott Hartman moved to approve.  
Jarrold Konz seconded. The motion passed by unanimous vote.
- C. Discuss/Approve: T-Hangar Rate Increase Effective July 1<sup>st</sup>, 2025**  
Mr. Knott asked for a motion to approve.  
Rich Heining moved to approve.  
Eddie Holtz seconded. The motion passed by unanimous vote.
- D. Discuss/Approve: Review / Accept FY24 Hamilton and Associates Financial Audit**  
Mr. Knott asked for a motion to approve.  
Brad Knott moved to approve.  
Eddie Holtz seconded. The motion passed by unanimous vote.
- E. Discuss/Approve: Airport Easement Requests – Fiber Internet Connection**  
Mr. Knott asked for a motion to approve.  
Scott Hartman moved to approve.  
Deanna Boese seconded. The motion passed by unanimous vote.
- F. Discuss/Approve: Business Planning Working Group: Recommendation for Future Planning**  
"The Business Planning Working Group met on December 10th to discuss future planning options for the airport. There are two areas of planning the group felt should be addressed over the next several months. The Revv Aviation FBO lease and the development of the North Executive Campus (NEC). The current Revv FBO lease runs through June 2026. In order to give adequate time to consider all aspects of the FBO lease, it is recommended that the discussion regarding future lease terms begin with the start of 2025. Various options have been discussed regarding the commercial lease structures that are available to fit the needs of the airport going forward. Input from Revv Aviation on its future plans including any investment in development should be obtained by April 1st. With this input, the Board can begin finalizing decisions on the structure of the lease going forward with Revv Aviation. A target date of July 1, 2025, for starting the drafting of the future lease, which would commence July 1, 2026, with finalization by October 2025 would be ideal. The NEC infrastructure is to the point that it is ready for hangar development. The marketing of the NEC can now begin in order to take advantage of the current market for aircraft hangar space. The Board needs to know by April 1st if Revv Aviation is interested in and capable of participating in the development of the NEC. Inquiries should also begin to be made identifying any other entities who may be interested in investing in NEC development. In the future, it may be beneficial to transition Revv Aviation's aircraft services other than fuel sales to a Supplemental Aviation Support Organization (SASO) commercial lease structure to better meet the long-term needs of those services."  
Mr. Knott asked for a motion to approve.  
Rich Heining moved to approve.  
Scott Hartman seconded. The motion passed by unanimous vote.

**Open Discussion:**

1. Safety Update – Aircraft Operations
2. Community Solar Development
3. HDR – NEC Hangar Development

**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