

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
June 18th, 2025
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	
Scott Hartman	

Board Members Absent:

Jarrold Konz

Liaisons & Consultants:

Jeff Hutcheson
Aaron Diedrichs
Lisa LaMantia

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Eddie Holtz went over the May 2025 Financial Report. CBAA is seeking approval for the checks written in May numbered #10482 - 10494, Automatic Withdrawal numbers #050125 - 053025 from the Operating account and check #2463 written out of the Expansion account. The total balances for the three accounts were \$105,955.28 in the Operating account, \$7,012.22 in the Expansion account, and \$1,471,964.61 in the Reserve account. There is a balance of \$0 owed on the line of credit. There was a correction for the Treasurers Report on the Agenda. The Operating Account stated checks written were 01482 – 10494. This item should have been 10482 – 10494. Motion for approval by Brad Knott and seconded by Scott Hartman. All board members approve.

New Business:

A. Discuss/Approve:

1) Approval to Proceed with Lease Negotiation Process with RFP Respondent Apex Aero Center for FBO Services and Development

Mr. Knott asked for a motion to approve.

Rich Heininger moved to approve.

Scott Hartman seconded. The motion passed by unanimous vote.

2) Approval to Proceed with a Supplemental Aviation Support Organization (SASO) Lease Negotiation with Revv Aviation for Flight Training, Maintenance and Avionics Services

Mr. Knott asked for a motion to approve.

Rich Heininger moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Approval to Proceed with New T-Hangar Lease Effective July 1st, 2025

Mr. Knott asked for a motion to approve.

Patti McAtee moved to approve.

Scott Hartman seconded. The motion passed by unanimous vote.

C. Discuss/Approve: 2025-2026 HUB International Annual Insurance Renewal - \$91,545

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: Staff Compensation: Annual Cost of Living Adjustment Wage Increase of 2.5%

Mr. Knott asked for a motion to approve.

Scott Hartman moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

E. Discuss/Approve: Executive Director Employment Agreement

Mr. Knott asked for a motion to approve.

Brad Knott moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

F. Discuss/Approve: Approval to Proceed with Hamilton and Associates for FY2025 Financial Audit

This New Business item has been tabled. Motion made by Scott Hartman and seconded by Eddie Holtz.

Executive Director/Staff Report:

Andy Biller reported about a repair bill that we will be incurring on our Case IH Tractor. There is a toggle switch which controls one of the ways of going forward and backwards has become inoperable. You can still operate the tractor safely with another control function, but for use in the wintertime, we need to have it fixed. Alongside that, we are going to have a deeper inspection on the tractor and fluid change. The total cost will be approximately \$4,000. We are continuing to go down the path of advertising the operations position to find a replacement for Keith once he leaves in August. The city HR Director has previously offered to assist us with a LinkedIn advertisement.

Commemorative Air Force:

Jeff Hutcheson was present at the meeting. The PT-19 is back up and flying. They are currently waiting on FAA approval for the CAF to begin using the plane for their ride program. There is a special guest at the CAF this evening, a TBM Avenger flew in on its way to Michigan from the Rocky Mountain Wing. The flight breakfast is scheduled for August 2nd.

FBO:

Aaron Diedrichs was present at the board meeting. May was a great month for the FBO. They line staff pumped just under 16,000 gallons of Jet A and 100LL each. This is a nearly 50% increase in fuel sales. There were 40 transients, and 26 rental vehicles used. The Berkshire Hathaway shareholder meeting brought a lot of increased traffic, we expect June will bring a similar amount of traffic and Oshkosh in July. The FBO recently replaced their old green minivan with a newer Dodge Journey for our customers.

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.

Open Discussion:

1. Risk Management – Process and Procedure

Guests:

Aaron Mingle – Revv Aviation

Shay Brokeman – Revv Aviation

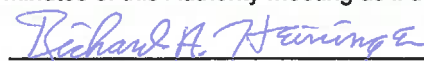
Kyle Eiserer – Apex Aero Center

Desiree Wineland – Senior Advisor for Strategic Initiatives - University of Nebraska, Omaha.

Jay Pudenz - McClure

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. Heininger – Vice Chair