

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
July 16th, 2025
Main Terminal Conference Room at 4:00pm**

Roll Call Attendance

Board Members Present:

Brad Knott Chair
Richard Heininger Vice Chair
Patti McAtee
Deanna Boese
Scott Hartman

Board Members Absent:

Eddie Holtz Secretary/Treasurer
Jarrod Konz

Liaisons & Consultants:

Jeff Hutcheson
Aaron Diedrichs
Lisa LaMantia

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:

Garrick Sharp went over the June 2025 Financial Report. CBAA is seeking approval for the checks written in June numbered #10495 - 10502, Automatic Withdrawal numbers #060125 - 062725 from the Operating account and no checks written out of the Expansion account. The total balances for the three accounts were \$36,160.57 in the Operating account, \$6,111.99 in the Expansion account, and \$1,587,375.56 in the Reserve account. There is a balance of \$0 owed on the line of credit. Motion for approval by Brad Knott and seconded by Scott Hartman. All board members approve.

New Business:

A. Discuss/Approve: 2025 – 2026 ICAP Annual Insurance Deductible Increase

Mr. Knott asked for a motion to approve.

Scott Hartman moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Approval to Proceed with Purchase of Willie 875 Snow Removal Equipment from FortBrand - \$440,000

Mr. Knott asked for a motion to approve.

Scott Hartman moved to approve.

Patti McAtee seconded. The motion passed by unanimous vote.

C. Discuss/Approve: Approval to Proceed with Hamilton Associates for FY 2025 Financial Audit

Mr. Knott asked for a motion to approve.

Patti McAtee moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

D. Discuss/Approve: August Board Meeting Date Change – 4 States Conference Conflict

The August Board Meeting has been changed to August 13th, 2025 at 4pm in the Airport Terminal

Mr. Knott asked for a motion to approve.

Rich Heininger moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

Executive Director/Staff Report:

Andy Biller reported on a new hire for the Airport Authority. His first day will begin on July 30th, which is approximately a week and a half before Keith's departure. Patti McAtee has been very involved in the process of finding this new hire. There were over 110 applications for the position. We are currently working to replace all of our gate and terminal access with a new Ubiquity system. We had previously switched our security cameras to Ubiquity and have had a good experience.

Commemorative Air Force:

Jeff Hutcheson was present at the meeting. PT-19 is currently grounded for a few mechanical issues. This caused them to miss a few paying events that the aircraft would have been a part of. Jim Freiberg of the CAF was recently on Bluffs Country radio 106.5 FM to bring awareness to the community of the CAF Wing and the airport. The flight breakfast is August 2nd.

FBO:

Aaron Diedrichs was present at the board meeting. June was another record month for the FBO. They had 12 rentals and 65 transients throughout the month of June. The line department pumped over 25,000 gallons of Jet A and 15,000 gallons of 100LL in June. The Corporate Aircraft Association, which partners with AOPA, has awarded two of their line employees with a scholarship that can be used towards flight training.

City of Council Bluffs:

Mr. Jura was not present for the board meeting.

County Board of Supervisors-Jeff Jorgensen:

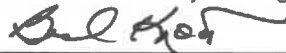
Mr. Jorgensen was not present for the board meeting.

Open Discussion:**1. Risk Management – Process and Procedure****Guests:**

Aaron Mingle – Revv Aviation
Shay Brokeman – Revv Aviation
Kyle Eiserer – Apex Aero Center

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