Council Bluffs Airport Authority
Board of Directors Meeting Minutes
September 17th, 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	

Board Members Absent:
Jarrod Konz
Scott Hartman

Liaisons & Consultants:

Jeff Hutcheson
Aaron Diedrichs
Jeff Jorgensen
Mike Massman

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Eddie Holtz went over the August 2025 Financial Report. CBAA is seeking approval for the checks written in August numbered #10512 - 10519, Automatic Withdrawal numbers #080125 - 082725 from the Operating account and no checks written out of the Expansion account. The total balances for the three accounts were $465,139.79 in the Operating account, $6,111.99 in the Expansion account, and $1,105,146.02 in the Reserve account. There is a balance of $0 owed on the line of credit. Motion for approval by Patti McAtee and seconded by Deanna Boese. All board members approve.

New Business:

A. Discuss/Approve: McClure Engineering Invoice #162668 for $2,384.05 – NEC Access Road

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

B. Discuss/Approve: PCI Construction Pay Estimate #3 for $20,847.48 – NEC Access Road

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

C. Discuss/Approve: Mid States Bank Line of Credit

This Agenda Item was tabled until the October 2025 Board Meeting.

D. Discuss/Approve: Year End Financial Report and Approval of Massman Invoice #49596 for $8,890.00

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

E. Discuss/Approve: Airport Staffing Review – Committee Recommendation

Garrick Sharp's title has been changed to Assistant Airport Manager along with a $4.81 per hour pay increase to reflect the increased responsibility moving forward.

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

F. **Discuss/Approve: Health Insurance Renewal Proposal**

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: McClure Engineering Agreement for Design/Bid Services – Construct Taxiway Bravo - $99,930.00**

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

Executive Director/Staff Report:

Andy discussed the recent OSHA Complaint filed to the Airport. The report referenced three items. The first being a urinal needing replaced in the old terminal building. At the time of the report, the urinal had been ordered by Revv Aviation and is waiting for it to be delivered and installed. The second report was due to a leaking roof in the "prop shop". At the time of the report, there had been three commercial roofing companies that have come and inspected the roof. The third company, Armour Roofing, went on the roof to do their inspection and found that an antenna was lodged in the gutter, right at the downspout, which we believe was backing up the gutter and allowing water to get into the building during rain events. After removing the obstruction a month or two ago, there has not been any water that has come into the building. The third and final complaint was that there was mold growing in the building. The Airport Authority had a professional mold inspection company out to test the area. There were no visible signs of mold, and we are waiting for the results of the air samples to come back.

Commemorative Air Force:
Jeff Hutcheson was present at the meeting. The PT-19 is down for maintenance but should be operational by the end of the week. The Gunfighter is down in Topeka currently, and will be out West for the rest of the year.

FBO:
Aaron Diedrichs was present at the board meeting. There were 35 transients and six rental cars in the month of August. There was just over 12,500 gallons of Jet A and 16,262 gallons of 100LL pumped last month.

County Board of Supervisors-Jeff Jorgensen:
Mr. Jorgensen was present for the board meeting. Nothing to report.

Open Discussion:

1. **IDOT Hangar Grant Project Update/Previously Approved HDR NEC Facilities Concept Design Task Order #1**
2. **FBO/SASO Lease Letter of Intent Process**
3. **Airport Safety and Efficiency Action Plan**

Guests:

Aaron Mingle – Revv Aviation
Kyle Eiserer – Apex Aero Center
Desiree Wineland – UNO
Jay Pudenz – McClure Engineering

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.

Richard A. Heininger
~~Mr. Knott - Chair~~
Vice Chair