Council Bluffs Airport Authority
Board of Directors Meeting Minutes
October 15th, 2025
Main Terminal Conference Room at 4:00pm

Roll Call Attendance

Board Members Present:
Richard Heininger Vice Chair
Patti McAtee
Deanna Boese
Scott Hartman

Board Members Absent:
Brad Knott Chair
Eddie Holtz Secretary/Treasurer
Jarrod 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 Scott Hartman. The prior month's minutes were approved.

Treasurer's Report:

Garrick Sharp went over the September 2025 Financial Report. CBAA is seeking approval for the checks written in September numbered #10520 - 10532, Automatic Withdrawal numbers #090125 - 093025 from the Operating account and checks #2464 - 2466 written out of the Expansion account. The total balances for the three accounts were $43,488.22 in the Operating account, $6,111.99 in the Expansion account, and $1,547,760.91 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 Patti McAtee. All board members approve.

New Business:

A. Discuss/Approve: Project Aero, Non-Aeronautical Development on North Executive Campus

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

B. Discuss/Approve: Apex Aero Center Letter of Intent – FBO Services / Master Development Agreement

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

C. Discuss/Approve: Roofing Proposal for Gutter Repair and Insulation Removal

The Board unanimously approved the project at a cost of $7,800 or below.

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

D. Discuss/Approve: FY 2027 5-Year Capital Improvement Plan

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

E. **Discuss/Approve: MidStates Bank Line of Credit**

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

Executive Director/Staff Report:

All items of the report were discussed in New Business.

Commemorative Air Force:
Jeff Hutcheson was present at the meeting. The PT-19 had a few maintenance issues that have been resolved. The CAF will be doing discounted rides the next two Saturdays, with lunch served from 11am-1pm on those days.

FBO:
Aaron Diedrichs was present at the board meeting. There were 45 transients in September, and 5 rental cars uses. In total, 16,812 gallons of Jet A and 17,584 100LL were pumped in September.

County Board of Supervisors-Jeff Jorgensen:
Mr. Jorgensen was not present for the board meeting.

Open Discussion:

1. **Revv Aviation Standard Operating Procedures**
2. **T-Hangar Waitlist Policy**
3. **Staffing Update**

Guests:
Kyle Eiserer – Apex Aero Center

Adjournment: Rich Heininger 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.

Bill Knott

Mr. Knott - Chair