

**Council Bluffs Airport Authority
Board of Directors Meeting Minutes
December 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
Jarrold Konz	
Patti McAtee	
Scott Hartman	
Deanna Boese	

Board Members Absent:

Liaisons & Consultants:

Jeff Hutcheson

Approval of prior months Meeting Minutes:

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

Treasurer's Report:

Eddie Holtz went over the November 2025 Financial Report. CBAA is seeking approval for the checks written in November numbered #10545 - 10550, Automatic Withdrawal numbers #110125 - 122525 from the Operating account and check #2467 written out of the Expansion account. The total balances for the three accounts were \$50,918.69 in the Operating account, \$5,103.11 in the Expansion account, and \$1,521,035.12 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 Rich Heininger. All board members approve.

New Business:

A. Discuss/Approve: McClure Engineering Invoices #164494 for \$29,502.10 for Taxiway Bravo Project.

Jay Pudenz from McClure Engineering phoned in for the meeting. He discussed the 90% design submittal for the project and what the next steps are for FAA submittal/bid process going forward. Construction for the project is expected in Fall 2026 or Spring 2027.

Mr. Knott asked for a motion to approve.

Jarrold Konz moved to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

B. Discuss/Approve: Review/Accept FY25 Audit

Mr. Knott made a motion to approve.

Eddie Holtz seconded. The motion passed by unanimous vote.

C. Discuss/Approve: Hamilton & Associates Audit Invoice - \$10,875.00

Mr. Knott asked for a motion to approve.

Scott Hartman moved to approve.

Deanna Boese seconded. The motion passed by unanimous vote.

D. Discuss/Approve: Apex Aero Center

A. Draft Fixed Base Operator Lease

B. North Executive Campus Master Hangar Development Agreement

Andy Biller led the discussion for item D regarding the future of Apex Aero Center CBF. Both items were tabled and will be brought back to the Board.

Executive Director/Staff Report:

Garrick brought to the Board that we will have Board elections for Chair, Vice Chair and Treasurer at the January Board Meeting. The Airport Authority staff are also preparing a draft FY 2027 budget for the board to review.

Commemorative Air Force:

Jeff Hutcheson was present at the meeting. The CAF is actively working on the ErCoupe at this time. They recently had a going away party for a member that was part of the RAF. He had been actively working with the CAF on the PT-19 project for over two years. Approximately 35 people attended the Christmas potluck.

FBO:

Aaron Diedrichs was not present at the board meeting.

County Board of Supervisors-Jeff Jorgensen:

Mr. Jorgensen was not present for the board meeting.

Open Discussion:

Guests:

Jay Pudenz – McClure Engineering

Mike Massman – Massman-Nelson-Reinig CPA

Austin Hanke – Hayes and Associates

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