



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | December 14 2016

Pursuant to due call and notice thereof, a Regular Meeting of the Hall County Airport Authority (HCAA) Board was held at the Airport Authority Administration Conference Room located at 3855 Sky Park Road, Grand Island, Nebraska 68801 on December 14, 2016. Notice of Meeting was given in the *Grand Island Independent* on December 7, 2016. Board Chair Werner called the meeting to order at 8:04 a.m., and announced location of the Nebraska Open Meeting Act for public viewing.

AIRPORT AUTHORITY BOARD MEMBER(S) PRESENT: Chair Lynne Werner, Vice-Chair Brian Quandt, Secretary/Treasurer Ken Caldwell, Joe Cook and Michelle Setlik.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: None.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, HR/Accounting Manager Annette Schimmer, Administrative Assistant Debra Potratz, Facility Manager Steve Magnuson and Maintenance Supervisor Wes Harris.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Zach Thompson from Trego/Dugan Aviation of Grand Island and Brad Kissler from Cannon Moss Brygger Architects.

The Pledge of Allegiance was said in unison.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

**REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:**

- Minutes from the Regular Meeting on November 16, 2016
- Resolution 16-67: Claims 3201-3207

*Motion by Caldwell second by Setlik to approve the Consent Agenda. Upon roll call, motion was approved with a 5 Yes to 0 No vote.*

**FINANCIAL REPORTS | November 2016**

Report presented by HR/Accounting Manager Annette Schimmer.

2 <sup>nd</sup> Month of 1 <sup>st</sup> Quarter: 16:67%	Current	Year-To-Date	Yearly Budget Amount	YTD%	Remaining Budget \$ Amount
Operating Income	\$101,827.56	\$189,270.35	\$1,326,913.00	14.26%	\$1,137,642.65
Operating Expenses	\$168,288.04	\$270,116.92	\$1,879,720.00	14.37%	\$1,609,603.08
Total Operating Income/(Loss)	(\$66,460.48)	(\$80,846.57)	(\$552,807.00)	14.62%	(\$471,960.43)
Tax Levy Bond	\$6,343.75	\$92,847.73	\$1,335,059.00	6.95%	\$1,242,211.27
Tax Levy General	\$2,474.04	\$25,674.94	\$267,322.00	9.60%	\$241,647.06
Tax Levy General Fund Designated for Air Service Development	\$0.00	\$10,534.65	\$250,000.00	4.21%	\$239,465.35
Net Income/(Loss)	(\$35,901.94)	(\$101,030.38)	(\$3,160,068.00)	3.20%	(\$2,959,037.62)
Past Dues Report: (Aging over 30 days):	\$2,468.32				

42 Schimmer stated the audits have been received and the Financial Committee will review next week. Audits  
 43 will be approved at the January meeting.

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 45 **ACTIVITY REPORTS | NOVEMBER 2016**  
 46 **GRI Air Traffic Operations Report by Executive Director Mike Olson.**

Central Nebraska Regional Airport

Itinerant Operations	Nov 2015	Nov 2016	% Change
Air Carrier	60	37	-38
Air Taxi	257	261	2
Civil Aviation	500	583	17
Military	58	105	81
<b>Total OPS</b>	<b>875</b>	<b>986</b>	<b>13</b>

Local Operations

Civil	120	236	97
Military	20	108	440
<b>Total LCL</b>	<b>140</b>	<b>344</b>	<b>146</b>
<b>TOTAL TRF</b>	<b>1,015</b>	<b>1,330</b>	<b>31</b>

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 48 **Enplanement Report by Executive Director Mike Olson.**

	2016	2016	2015	49
	Nov	Load Factor %	Nov	+/- %
Allegiant	3,089	86	3,412	-9
American	2,140	76	2,244	-5
Charters	0		0	0
Mo. Emp	5,229		5,933	-12
<b>Yr to Date</b>	<b>62,608</b>		<b>57,328</b>	<b>9</b>

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 51 **Operations Report by Maintenance Supervisor Wes Harris.**

- 52 • Provided Security and Aircraft Rescue and Fire Fighting (ARFF) for Allegiant flights, and provided  
 53 ARFF for American Airline daily flights and one charter in December.
- 54 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and  
 55 Transportation Security Administration procedures.
- 56 • Graded roads in Industrial Park area.
- 57 • Provided maintenance and repairs on AIR 21 Fire Truck (RESCUE 1) 2005 and AIR 74 (1982  
 58 Oshkosh T-6 Fire Truck).
- 59 • Upgraded lighting for north and south lift stations, and installed new sub-pump in south lift station.
- 60 • Changed out broom wafers on AIR 9 (1999 Kodiak Broom Truck).
- 61 • Working on runway X's for upcoming crack sealing project.
- 62 • Upgrading all ramp lights with new fixtures.
- 63 • Provided snow removal twice so far.
- 64 • Installed water heater in Bldg 109 (Rogue Mfg).
- 65 • Repaired belt loaders for Trego/Dugan Aviation of Grand Island.
- 66 • Numerous other daily projects completed.

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 68 **Building Report by Facility Manager Steve Magnuson:**

- 69 • The emergency generator was serviced for Bldg 100 (Passenger Terminal).
- 70 • Gutters have been ordered for northwest entrance to eliminate ice hazard on Bldg 100 #149  
 71 (Passenger Terminal Vestibule NW).

- Parking lot and ramp light controller fixed alleviating lights from coming on during the daytime.
- Blinds have been measured for west and south windows in Bldg 100 #114 (Passenger Terminal Public Waiting) and Bldg 100 #116 (Passenger Terminal TSA Security Checkpoint).
- Christmas music is playing and poinsettias have been placed throughout terminal.
- Electric and gas costs have been compiled and cost per square foot are 30-50% lower compared to the old terminal.

Construction & Planning Report by Executive Director Mike Olson: Olson met with the city to discuss alternative cross walk options. They recommended a High-intensity Activated Crosswalk, or HAWK, to make it more easier and safer for passengers to cross Sky Park Road. Olson received a draft from Integrity Parking Systems and Jim LaRocco will present analysis at the January meeting.

**CONSIDERATION AND APPROVAL OF RESOLUTION NO. 16-68: AMENDMENT TO AIRLINE OPERATING AGREEMENT AND TERMINAL LEASE WITH ALLEGIANT (ORLANDO-SANFORD, FLORIDA).**

*Motion by Cook, seconded by Caldwell to authorize the Board Chair to execute Amendment to Airline Operating Agreement and Terminal Lease with Allegiant (Orlando-Sanford, Florida), where the term of the Agreement shall expire January 1, 2017, unless extended by mutual agreement between parties. Effective November 1, 2016, and for the balance of the Lease term, Authority will provide the following incentives for each fiscal year: Authority has established a credit bank in an amount of \$2,000.00 to be expended monthly in arrears upon airline completing Eligible Air Service for the prior month which funds shall be used for payment of Landing Fees which is total monthly landed weight times Ninety Cents (\$0.90) per one thousand pounds. Upon roll call, motion was approved with a 5 Yes and 0 No vote.*

**CONSIDERATION AND APPROVAL OF RESOLUTION NO. 16-69: DONATION OF TRAIN CHRISTMAS DECORATION TO DOWNTOWN RAILSIDE IN GRAND ISLAND, NE.**

*Motion by Quandt, second by Setlik to donate the Train Christmas decoration acquired from Roger Luebbe, to Downtown Railside located at 224 West 3<sup>rd</sup> Street in Grand Island, NE. Display will be donated in "as is" condition effective December 1, 2016. Upon roll call, motion was approved with a 5 Yes to 0 No vote.*

**EXECUTIVE DIRECTOR'S REPORT:**

- Legislative Update. Executive Director Olson attended the Grand Island Chambers Legislative Kick off December 13<sup>th</sup> and met the newly elected Nebraska Senators. Olson invited senators to visit the Airport. Olson distributed information regarding the Passenger Facility Charge (PFC) from the American Association of Airport Executives (AAAE). The federal cap has not been adjusted since 2000 and AAAE will be working with the new President and Congress to remove the outdated federal restrictions on local PFCs that continue to limit necessary airport development.
- Executive Director Olson and Board reviewed the Airport Capital Improvement Plan (ACIP) for Federal and Other projects. The ACIP will be approved at the January 2017 meeting and sent to the Nebraska Department of Aeronautics (NDA). The NDA will forward plan on to the Federal Aviation Administration.

**ANNOUNCEMENTS:**

- Next Board meeting will be held January 11, 2017.
- Soup Supper will be held Tuesday, January 24, 2017 from 5-7 p.m. at the Passenger Terminal.

**EXECUTIVE SESSION:**

*Motion by Quandt, second by Setlik to go into Executive Session to discuss airline, lease, and personnel negotiations. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board went into Executive Session at 9:20 a.m.*

126 *Motion by Caldwell second by Setlik to come out of Executive Session with no decisions being made and*  
127 *reconvene to Regular Session. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board*  
128 *came out of Executive Session and into Regular Session 9:49 a.m.*

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130 ADJOURNMENT:

131 *Motion by Quandt, second by Cook to adjourn the meeting. Upon roll call, motion was approved with a 5*  
132 *Yes to 0 No vote, and meeting was adjourned at 9:50 a.m.*

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134 HALL COUNTY AIRPORT AUTHORITY

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Debra Potratz | Administrative Assistant

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142 Lynne Werner | Board Chair

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Ken Caldwell | Board Secretary/Treasurer

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144 (SIGNATURES ON FILE)