



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | November 16, 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 November 16, 2016. Notice of Meeting was given in the *Grand Island Independent* on November 9, 2016. Board Chair Werner called the meeting to order at 8:01 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, and Joe Cook.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Michelle Setlik.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, HR/Accounting Manager Annette Schimmer, Administrative Assistant Debra Potratz, Operations Manager Doug Brown, and Facility Manager Steve Magnuson.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Zach Thompson from Trego/Dugan Aviation of Grand Island.

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 October 12, 2016
- Resolution 16-64: Claims 3194-3200

Motion by Caldwell second by Quandt to approve the Consent Agenda. Upon roll call, motion was approved with a 4 Yes to 0 No vote.

FINANCIAL REPORTS | OCTOBER 2016

Report presented by HR/Accounting Manager Annette Schimmer.

- Operating Income and Operating Expenses.
 - Operating Income is at 6.59% | \$87,442.79 | YTD \$87,442.79
 - Operating Expenses is at 5.42% | \$101,828.88 | YTD \$101,828.88
 - Total Operating Income/Loss is at 2.60% | (\$14,386.09) | YTD (\$14,386.09)
 - Total Net Income/Loss is at 2.06% | (\$65,128.44) | YTD (\$65,128.44)
- Past Dues Report: (Aging over 30 days) \$4,009.59 as of today.

Accounting Manager Schimmer stated auditors were on-site November 3rd & 4th performing audits on Federal, Single, and PFC (Passenger Facility Charge) financials.

ACTIVITY REPORTS | OCTOBER 2016

GRI Air Traffic Operations Report by Executive Director Mike Olson.

Central Nebraska Regional Airport

Itinerant Operations	Oct 2015	Oct 2016	% Change
Air Carrier	33	37	12
Air Taxi	282	273	-3

Civil Aviation	800	629	-21
Military	75	83	11
Total OPS	1,190	1,022	-14
Local Operations			
Civil	284	250	-12
Military	50	46	-8
Total LCL	334	296	11
TOTAL TRF	1,524	1,318	-14

52
53 Enplanement Report by Executive Director Mike Olson.

	2016	2016	2015	54
	Oct	Load Factor %	Oct	+/- %
Allegiant	2,558	88%	2,541	1
American	2,229	76%	2,444	-9
Charters	0		0	0
Mo. Emp	4,787		4,985	-4
Yr to Date	57,379		51,395	12

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56 Operations Report by Operations Manager Doug Brown.

- 57 • Provided Security and Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant flights, and provided ARFF for American Airline daily flights and one charter.
- 58 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and Transportation Security Administration procedures.
- 59 • Installed new overhead door and window in Bldg 802 (Schroeder Fur).
- 60 • Dirt work was conducted on west side of Bldg 710 (FedEx).
- 61 • Installed customer parking signs for Bldg 710 (FedEx).
- 62 • Painted parking stripes in west parking lot and in Airport employee and car rental areas.
- 63 • Performed maintenance and general repairs to ARFF equipment.
- 64 • Installed LED lighting on all snow equipment.
- 65 • Changed out gear box on front of AIR 9 (1999 Kodiak Broom Truck).
- 66 • Held annual Snow Committee meeting October 18th.
- 67 • Held annual General Aviation snow meeting October 25th.
- 68 • Cleaned pit area in both lift stations.
- 69 • Installed new ramp light on north ramp and upgrading all ramp lights with new fixtures.
- 70 • Hired two new Maintenance Technicians Brandon Stahl and Ryan Medlock. Both are attending ARFF training in Salt Lake City, UT this week.
- 71 • Numerous other daily projects completed.

72
73 Building Report by Assistant Operations Manager Steve Magnuson:

- 74 • Last panel was poured in parking lot and lot will be stripped and opened by next week.
- 75 • Installing pedestrian walkway finding signs in parking lot.
- 76 • The City of Grand Island will install three street lights along Sky Park Road turning lane into Passenger Terminal.
- 77 • Music is now playing throughout the Passenger Terminal and the message repeater announces TSA requirements and no parking in the pickup/drop off area.
- 78 • Winterized all the water sprinkler systems.
- 79 • Hired two new part-time Facility Workers Jack Gosda and Tom Rehder.

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81 Construction & Planning Report by Executive Director Mike Olson:

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- The City of Grand Island Utilities hired Diamond Engineering to install a new water main to the old passenger terminal and they have been unsuccessful in obtaining a passing water sample. System will be closed up for the winter and issue will be addresses next spring.
 - A final walk through of Parking lot project was conducted last Wednesday and things are good to go. Final seeding will be completed next spring at Passenger Terminal and along the General Aviation driveway.

94 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 16-65: HANGAR LEASE AGREEMENT**

95 **WITH TY BENTON FOR BUILDING 86, T-HANGAR E.**

96

97 *Motion by Cook, seconded by Quandt to authorize the Executive Director to execute Hangar Lease*

98 *Agreement with Ty Benton for Building 86, T-Hangar G located at 2105 Mirage Street, Grand Island. Lease*

99 *term commenced October 1, 2016 and is on a month-to-month basis. Rent is \$106.00/month, plus*

100 *\$10.00/month for utilities. Upon roll call, motion was approved with a 4 Yes and 0 No vote.*

101

102 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 16-66: CONSULTANT AGREEMENT WITH**

103 **ALFRED BENESCH & COMPANY FOR JOINT RESEALING & PANEL REPLACEMENTS ON CONCRETE**

104 **SURFACES (TAXIWAYS/RUNWAYS/RAMPS) FOR AIP PROJECT NO. 3-31-0034-39 AT THE CENTRAL**

105 **NEBRASKA REGIONAL AIRPORT.**

106

107 Executive Director Olson stated the Panel Replacement for the Ramps was taken out of the project and that

108 an independent cost analysis was conducted on the Scope and Fee. The Authority received verbal approval

109 from the Federal Aviation Administration for this project.

110

111 *Motion by Quandt, second by Cook to authorize the Executive Director to execute Consultant Agreement*

112 *with Alfred Benesch & Company for Joint Resealing & Panel Replacements on Concrete Surfaces*

113 *(Taxiways/Runways) for AIP Project No. 3-31-0034-39 at the Central Nebraska Regional Airport (GRI), Grand*

114 *Island, Nebraska. Alfred Benesch & Company will provide Design, Bidding, and Special (Geotechnical*

115 *Investigation) phase services for Joint & Panel Replacements on Concrete Surfaces for Runway 17/35,*

116 *Runway 13/31, Parallel Taxiway A, Taxiways B, C, D, E and H. Fees are \$88,508 for Design Phase, \$9,667*

117 *for Bidding Phase, and \$16,521 for estimated cost of Pavement Repairs and Geotechnical Investigation, for*

118 *a total of \$114,696. Upon roll call, motion was approved with a 4 Yes to 0 No vote.*

119

120 **EXECUTIVE DIRECTOR'S REPORT:**

- 121 a) Legislative Update. With the new administration, we are not sure how changes will affect us. There
- 122 is an Aviation Bill through the end of the calendar year and an Allocation Bill through December 9,
- 123 2016. Executive Director Olson will reach out to newly elected Nebraska Senators.
- 124
- 125 b) Executive Director Olson and Board discussed the Airport Capital Improvement Plan (ACIP) for
- 126 Federal and Other projects. The Federal Projects consisted of: 2017 Crack Sealing & Joint
- 127 Replacement; 2018 Runway Snow Blower/Boom Combo; 2019 Wildlife Assessment; 2020
- 128 Passenger Terminal Expansion – Jet Bridge; and 2021 Wildlife Security Fencing (Design, Bid and
- 129 Construction Administration). The Other Projects consisted of: 2017 Construct Airport
- 130 Administration/Security Control Building; 2017 Parking Access Revenue Control System (PARCS);
- 131 2017 Demolish Old Passenger Terminal and General Aviation Terminal; 2017 Terminal Parking
- 132 Lot/Covered Parking/Metro Road Rehabilitation; and 2018 Construct Consolidated Car Rental
- 133 Service Facility.
- 134 The ACIP will be approved at the January 2017 meeting and once submitted the plan must be
- 135 adhered to.
- 136
- 137 c) The Board reviewed and approved the 2017 Board Meeting Schedule.
- 138

139 Executive Director gave a tour to Senator Deb Fischer on October 28th. Senator Fischer was very

140 impressed with the new passenger terminal.

141

142 **ANNOUNCEMENTS:**

- 143 a) Next Board meeting will be held December 14, 2016. The Authority will host a Board appreciation
- 144 breakfast for members prior to meeting.

145
146 EXECUTIVE SESSION:
147 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*
148 *negotiations. Upon roll call, motion was approved with a 4 Yes to 0 No vote, and Board went into Executive*
149 *Session at 9:09 a.m.*
150
151 *Motion by Quandt second by Cook to come out of Executive Session with no decisions being made and*
152 *reconvene to Regular Session. Upon roll call, motion was approved with a 4 Yes to 0 No vote, and Board*
153 *came out of Executive Session and into Regular Session 9:55 a.m.*
154
155 ADJOURNMENT:
156 *Motion by Caldwell, second by Cook to adjourn the meeting. Upon roll call, motion was approved with a 4*
157 *Yes to 0 No vote, and meeting was adjourned at 9:56 a.m.*
158
159 HALL COUNTY AIRPORT AUTHORITY
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162 _____
163 Debra Potratz | Administrative Assistant
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166 _____
167 Lynne Werner | Board Chair
168
169 (SIGNATURES ON FILE) _____
Ken Caldwell | Board Secretary/Treasurer