



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | October 12, 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 October 12, 2016. Notice of Meeting was given in the *Grand Island Independent* on October 5, 2016. Board Chair Werner called the meeting to order at 8:07 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: Brad Kissler from Cannon Moss Brygger Architects, Zach Thompson from Trego/Dugan Aviation of Grand Island, and John Dibbern from KRGI Radio.

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 Budget Hearing Meeting on September 14, 2016.
- Minutes from the Regular Meeting on September 14, 2016
- Resolution 16-59: Claims 3185-3193.

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

FINANCIAL REPORTS | SEPTEMBER 2016

Report presented by HR/Accounting Manager Annette Schimmer. Final year-end figures will be emailed out once fiscal year is closed out.

- Operating Income and Operating Expenses.
 - Operating Income is at 101.60% | \$85,977.75 | YTD \$1,277,705.39
 - Operating Expenses is at 99.74% | \$304,797.52 | YTD \$1,628,183.85
 - Total Operating Income/Loss is at 93.53% | (\$218,819.77) | YTD (\$350,478.46)
 - Total Net Income/Loss is at 57.15% | \$184,185.13 | YTD (\$3,370,288.92)
- Past Dues Report: (Aging over 30 days) \$948.95 as of today.

ACTIVITY REPORTS | SEPTEMBER 2016

GRI Air Traffic Operations Report by Executive Director Mike Olson.

Central Nebraska Regional Airport

Itinerant Operations	Sept 2015	Sept 2016	% Change
Air Carrier	33	37	12
Air Taxi	307	296	-4

Civil Aviation	875	593	-32
Military	82	74	-10
Total OPS	1297	1000	-23
Local Operations			
Civil	308	128	-58
Military	22	28	27
Total LCL	330	156	-53
TOTAL TRF	1627	1156	-29

52
53 Enplanement Report by Executive Director Mike Olson. Olson stated September marks the 11th consecutive
54 month for positive growth.

	2016	2016	2015	55
	Sept	Load Factor %	Sept	+/- %
Allegiant	2,605	90%	2,341	11%
American	2,149	77%	2,404	-11%
Charters	140		122	15%
Mo. Emp	4,894		4,867	1%
Yr to Date	52,592		46,410	13%

56
57 Operations Report by Maintenance Supervisor Wes Harris.

- 58 • Provided Security and Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for
- 59 Allegiant flights, and provided ARFF for American Airline daily flights and one charter.
- 60 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and
- 61 Transportation Security Administration procedures.
- 62 • Repaired hangar doors to Building 87 Hangar M (A. Zwink) and Building 112 (Trego/Dugan
- 63 Aviation of Grand Island) and general maintenance to all other hangar doors.
- 64 • Completed painting and repair work to Building 112 (Trego/Dugan Aviation of Grand Island).
- 65 • ARFF Maintenance and general repairs on AIR 21 2005 Fire Truck (RESCUE 1).
- 66 • Hired two new Maintenance Technicians Ryan Medlock and Brandon Stahl.
- 67 • Serviced all snow equipment.
- 68 • Changed out brake cylinders on AIR 9 (1999 Kodiak Broom Truck)
- 69 • Sixty Grand Island Senior High ROTC cadets will be here on October 20th for a tour and all-day
- 70 training.
- 71 • Repaired broom on AIR 48 (Bobcat S570 SSL).
- 72 • Conducted general HVAC maintenance on Authority owned buildings.
- 73 • Conducted maintenance on electronic gates.
- 74 • Annual Snow Committee Meeting is scheduled on October 18th.
- 75 • Annual Snow meeting for General Aviation pilots and tenants is scheduled on October 25th.
- 76 • Plans are underway to re-paint lines in west parking lot.
- 77 • On-going repairs are being made to North Lift Station.
- 78 • Numerous other daily projects completed.

79
80 Building Report by Assistant Operations Manager Steve Magnuson:

- 81 • Installed three new wayfinding signs in the hold room in Building 100 (Passenger Terminal).
- 82 • Grass has been seeded around the Arrasmith Park area and geothermal field area.
- 83 • Purchased a voice message repeater to record pre-scripted TSA messages, parking regulations, etc.
- 84 Recordings will play every 10 minutes during flight times.

85
86 Construction & Planning Report by Executive Director Mike Olson: The City of Grand Island installed a new
87 8" water main to the Passenger Terminal. Terminal parking lot project will resume following water main
88 completion and lot is scheduled to be open by the end of October. Due to the delay of the Passenger
89 Terminal water main project, the General Aviation Terminal entrance road will not be seeded until spring of
90 2017. The inbound/outbound baggage system loops are operational. Olson has been tracking utility costs

91 per square foot at the new terminal and reported a small decline in costs compared to the old passenger
92 terminal. Olson stated everything is done at the Passenger Terminal.
93

94 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 16-60: HANGAR LEASE AGREEMENT**
95 **WITH WAYNE STOLTENBERG FOR BUILDING 86, T-HANGAR G.**
96

97 *Motion by Setlik, seconded by Caldwell to authorize the Executive Director to execute Hangar Lease*
98 *Agreement with Wayne Stoltenberg for Building 86, T-Hangar G located at 2105 Sky Park Road, Grand*
99 *Island. Lease term commenced September 21, 2016 and is on a month-to-month basis. Rent is*
100 *\$106.00/month, plus \$10.00/month for utilities. Upon roll call, motion was approved with a 5 Yes and 0 No*
101 *vote.*
102

103 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 16-61: EXTENSION OF LEASE**
104 **AGREEMENT WITH AGRELIANT GENETICS LLC DBA PRODUCERS HYBRIDS FOR BUILDING 852.**
105

106 *Motion by Setlik, second by Caldwell to authorize the Executive Director to execute Extension of Lease*
107 *Agreement with AgReliant Genetics, LLC DBA Producers Hybrids for Building 852 located at 1920 Citation*
108 *Way, Grand Island, NE. Term is extended for three years commencing January 1, 2017 and terminating*
109 *December 31, 2019. Rent is \$909.00/month for lease year commencing January 1, 2017 and shall increase*
110 *one percent (1%) for each lease year thereafter. Insurance is \$111.08/month. Upon roll call, motion was*
111 *approved with a 5 Yes to 0 No vote.*
112

113 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 16-62: AGREEMENT WITH CANNON MOSS**
114 **BRYGGER ARCHITECTS TO PROVIDE BASIC ARCHITECTURAL SERVICES FOR DEMOLITION OF**
115 **BUILDINGS LOCATED AT THE CENTRAL NEBRASKA REGIONAL AIRPORT.**
116

117 The cost of this service is included in this year's budget and would come out of reserves.
118

119 *Motion by Cook, second by Caldwell to authorize the Executive Director to execute Agreement with Cannon*
120 *Moss Brygger Architects to Provide Basic Architectural Services for Demolition of Buildings located at the*
121 *Central Nebraska Regional Airport for Options A, B, and C. The Professional Fees (in an hourly, not to*
122 *exceed format) are as follows: OPTION A: Demolition of Building 101 (Old Passenger Terminal Building)*
123 *and Connecting Corridor to Building 101F (Old Passenger Terminal Hold Room). Total Fees: \$13,375*
124 *(Cannon Moss Brygger Architects \$8,560 and O'Neill Wood Resources \$4,815). OPTION B: Demolition of*
125 *Building 101F (Old Passenger Terminal Hold Room). Total Fees: \$1,650 (Cannon Moss Brygger Architects*
126 *\$1,040 and O'Neill Wood Resources \$610). OPTION C: Demolition of Building 94 (Old General Aviation*
127 *Terminal Building) and Gazebo. Total Fees: \$4,375 (Cannon Moss Brygger Architects \$2,800 and O'Neill*
128 *Wood Resources \$1,575). Total fees for Options A, B and C are \$19,400 (Cannon Moss Brygger Architects*
129 *\$12,400 and O'Neill Wood Resources \$7,000). OPTIONS A, B and C all include site work consisting of*
130 *disconnecting the sanitary sewer and water services to the building; removing a portion of the parking lot and*
131 *sidewalk as needed for building demolition and backfill and grading of the site. Reimbursable expenses shall*
132 *include printing and distribution of construction documents for bidding and shall not exceed \$600. Upon roll*
133 *call, motion was approved with a 5 Yes to 0 No vote.*
134

135 Board Member Quandt requested Option A bid specs include costs to install a perimeter security fence in
136 place of old passenger terminal building following demolition. Mr. Kissler stated the estimated costs of
137 demolition are \$107,000 for old passenger terminal and connecting corridor, \$13,000 for hold room, and
138 \$35,000 for old general aviation terminal. Board Member Setlik asked where the funds for demolition were
139 coming from.
140

141 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 16-63: ADDENDUM TO EMPLOYMENT**
142 **AGREEMENT BETWEEN THE HALL COUNTY AIRPORT AUTHORITY AND MICHAEL J. OLSON.**
143

144 *Motion by Setlik, second by Cook authorizing the Board Chair to approve the Addendum to Employment*
145 *Agreement between the Hall County Airport Authority and Michael J. Olson.*
146

147 *Salary at annualized rate of One-Hundred Fourteen Thousand, One-Hundred Eighty-Nine Dollars and 97/100*
148 *(\$114,189.97) payable bi-weekly rate of Four-Thousand Three-Hundred Ninety-One Dollars and 92/100*
149 *(\$4,391.92) effective October 1, 2016, through September 30, 2017. Thereafter, Director's annual salary and*

150 *benefits shall be reviewed effective October 1st of each year commencing October 1, 2017. Upon roll call,*
151 *motion was approved with a 5 Yes to 0 No vote.*

- 152
153 EXECUTIVE DIRECTOR'S REPORT:
- 154 a) Legislative Update. Congress approved a short appropriations bill through December 9th and they
 - 155 likely will pass another short term bill from December to March to allow new administration and
 - 156 congressional delegates to settle in.
 - 157 b) Executive Director attended the AAAE 2016 F. Russell Hoyt National Airport Conference in Orlando,
 - 158 FL on October 2-4, 2016. Olson serves on the AAAE Board of Directors. Some topics of discussion
 - 159 were the pilot shortage and Transportation Security Administration wait times.
 - 160 c) Overview of Airport Capital Improvement Plan (ACIP). A draft plan was distributed to Board
 - 161 members to review prior to the November meeting. The revised plan will be approved at the January
 - 162 2017 meeting.
 - 163 d) The Board will review the 2017 Tentative Board Meeting Schedule and report back next month with
 - 164 any conflicting dates.

165
166 ANNOUNCEMENTS:
167 a) Next Board meeting will be held November 16, 2016.

168
169 EXECUTIVE SESSION:
170 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*
171 *negotiations. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board went into Executive*
172 *Session at 9:04 a.m.*

173
174 *Motion by Cook second by Caldwell to come out of Executive Session with no decisions being made and*
175 *reconvene to Regular Session. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board*
176 *came out of Executive Session and into Regular Session 9:46 a.m.*

177
178 ADJOURNMENT:
179 *Motion by Setlik, second by Quandt to adjourn the meeting. Upon roll call, motion was approved with a 5 Yes*
180 *to 0 No vote, and meeting was adjourned at 9:47 a.m.*

181
182 HALL COUNTY AIRPORT AUTHORITY

183
184
185
186 _____
187 Debra Potratz | Administrative Assistant

188
189
190 _____
191 Lynne Werner | Board Chair

190 _____
191 Ken Caldwell | Board Secretary/Treasurer

192 (SIGNATURES ON FILE)