



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | February 15, 2017

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 February 15, 2017. Notice of Meeting was given in the *Grand Island Independent* on February 8, 2017. 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, 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, 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, Austin Koeller from the Grand Island Independent, and Brad Kissler from CMBA.

The Pledge of Allegiance was said in unison.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting on January 11, 2017.
- Resolution 17-08: Claims 3214-3218.

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

DISCUSSION AND ACTION AGENDA:

FINANCIAL REPORTS | JANUARY 2017

Report by HR/Accounting Manager Annette Schimmer. Executive Director Olson stated that due to the ice events this year the Authority has exceeded its budget for deicing chemicals for the runway.

1 st Month of 2 nd Quarter: 33.33%	Current Amount Jan 17	YTD Amount Oct 16 – Jan 17	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$99,109.86	\$378,353.40	\$1,326,913.00	28.51%	\$948,559.60
Operating Expenses	\$222,380.89	\$606,195.73	\$1,879,720.00	32.25%	\$1,273,524.27
Total Operating Income/(Loss)	(\$123,271.03)	(\$227,842.33)	(\$552,807.00)	41.22%	(\$324,964.67)
Tax Levy Bond	\$129,687.65	\$230,112.14	\$1,335,059.00	17.24%	\$1,104,946.86
Tax Levy General	\$22,220.42	\$50,850.40	\$267,322.00	19.02%	\$216,471.60
Tax Levy General Fund Designated for Air Service Development	\$28,062.40	\$38,597.05	\$250,000.00	15.44%	\$211,402.95
Net Income/(Loss)	\$51,413.21	(\$617,056.67)	(\$3,160,068.00)	19.53%	(\$2,443,011.33)
Past Dues Report as of Today	\$1,575.97				

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ACTIVITY REPORTS | JANUARY 2017
GRI Air Traffic Operations Report by Executive Director Mike Olson.
Central Nebraska Regional Airport

Itinerant Operations	Jan 2016	Jan 2017	% Change
Air Carrier	48	44	-8
Air Taxi	234	218	-7
Civil Aviation	390	365	-6
Military	57	126	121
Total OPS	730	753	3
Local Operations			
Civil	176	168	-5
Military	48	152	217
Total LCL	224	320	43
TOTAL TRF	954	1073	12

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Enplanement Report by Executive Director Mike Olson. In mid-February, American Airlines will incorporate the 76-seat CRJ-900 regional jet, and Allegiant has scheduled additional flights to Phoenix-Mesa, AZ starting mid-February through end of April.

	2017	2016	2016	49
	Jan	Load Factor %	Jan	+/- %
Allegiant	2,704	82%	3,198	-15
American	2,040	74%	2,201	-7
Charters	119		266	-55
Mo. Emp	4,863		5,665	-14
Yr to Date	4,863		5,665	-14

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Operations Report by Operations Manager Doug Brown.

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- Provided Security and Aircraft Rescue and Fire Fighting (ARFF) for Allegiant flights, American Airline daily flights and one charter. With American incorporating the 76 seat CRJ-900 76 jet, the security requirements have changed and Airport staff will need to provide the same security as they do for Allegiant flights.
- Due to the American Airline security requirements, the Airport Security Plan will need to be rewritten.
- Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and Transportation Security Administration procedures.
- Cleaning and organizing shop.
- Repairs made to north and south lift stations.
- Repairs on sky light made on Bldg 804 (BKEP).
- Graded roads in industrial park.
- Provided snow and ice removal on runways, taxiways and ramp.
- Completed work on runway X's for upcoming crack sealing project with Benesch.
- Dylan Evans has been hired as a Maintenance Technician.
- Numerous other daily projects completed.

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Building Report by Facility Manager Steve Magnuson:

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- Brenda Anderson was hired on as a part-time Facility Worker. The facilities department is now fully staffed with two part-time facility workers and three part-time janitorial staff.
- Repairs were made to the Jet bridge ascending unit detectors to assure alignment of pillars.

- 73 • Looking into mounting additional security cameras on east side of terminal to observe ramp
74 activity.
- 75 • Conducted a 11 month walk through for warranty items with Hausmann Construction for Bldg 100
76 (Passenger Terminal).
- 77 • Planning repairs to canopy beam. Ordered signage for canopy clearance and for trucks to stay in
78 left lane away from terminal.
- 79 • Swept parking lots.

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81 Construction & Planning Report by Executive Director Mike Olson: Olson and Operations Manager Doug
82 Brown met with Benesch to go over the 60% design review plans for the Crack Sealing & Joint Replacement
83 Project. This spring Diamond Engineering will seed grass along the General Aviation Terminal driveway.
84 HR/Accounting Manager Schimmer is working on the final close out documents for the Passenger Terminal
85 project.

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87 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-09: AGREEMENT WITH MIDWEST**
88 **TRAFFIC CONTROL (ATC) SERVICE INC., TO PROVIDE AIR TRAFFIC CONTROL SERVICES AT**
89 **THE CENTRAL NEBRASKA REGIONAL AIRPORT (GRI) FROM OCTOBER 1, 2016 THROUGH**
90 **SEPTEMBER 30, 2017.**

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92 *Motion by Quandt, seconded by Caldwell to authorize the Executive Director to execute Agreement with*
93 *Midwest Air Traffic Control (ATC) Service, Inc., to provide air traffic control services at the Central Nebraska*
94 *Regional Airport (GRI) from October 1, 2016 through September 30, 2017. Federal Aviation Administration*
95 *Contract (No. DTFAWA-15-C-00019) monthly price is \$32,645.00. The Central Nebraska Regional Airport's*
96 *portion of the cost-sharing agreement is based upon the most recent Benefit Cost information of .80, making*
97 *airport's obligation 20% which is \$6,529.00/month. Upon roll call, motion was approved with a 5 Yes and*
98 *0 No vote.*

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100 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-10: AIR RESCUE FIRE FIGHTING**
101 **(ARFF) TRAINING AGREEMENT WITH SALT LAKE CITY CORPORATION.**

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103 *Motion by Setlik, second by Cook authorizing the Executive Director to execute the Air Rescue Fire Fighting*
104 *(ARFF) Training Agreement with Salt Lake City Corporation. Salt Lake City Corporation will provide the*
105 *Authority a written proposal outlining costs, types of training, lodging, and specific details of each individual*
106 *training. The Authority will provide the Salt Lake City Corporation training consent and release agreement*
107 *forms for each trainee prior to the training. Upon roll call, motion was approved with a 5 Yes to 0 No vote.*

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109 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-11: BILL OF SALE OF PERSONAL**
110 **PROPERTY (CHRISTMAS DISPLAYS) TO JOHN SEIM.**

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112 *Motion by Quandt, second by Setlik authorizing the Executive Director to Execute Bill of Sale of Personal*
113 *Property (Christmas Displays donated from Roger Luebbe to the Airport, and Airport Authority purchased*
114 *Displays) to John Seim from Chapman, NE. The Property is Transferred in "AS IS" condition for*
115 *consideration of receipt of \$1.00 (One-Dollar and No/100). Upon roll call, motion was approved with a 5*
116 *Yes to 0 No vote.*

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118 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-12: EXTENSION OF LEASE**
119 **AGREEMENT WITH NOVA TECH, INC., FOR BUILDING 803 LOCATED AT 1971 CITATION WAY.**

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121 *Motion by Cook, second by Quandt authorizing Executive Director to execute Extension of Lease*
122 *Agreement with Nova Tech, Inc., for Building 803 located at 1971 Citation Way, Grand Island, Nebraska.*
123 *Lease term is extended for two years effective July 1, 2017 and terminating June 30, 2019. For lease year*
124 *commencing July 1, 2017, rent will be \$334.98/month, and for lease year commencing July 1, 2018, rent*
125 *will increase to \$345.03/month (plus applicable monthly insurance reimbursements). Upon roll call, motion*
126 *was approved with a 5 Yes to 0 No vote.*

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128 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-13: REQUEST FROM**
129 **AFTERNOONERS TO HOST 2017 CAR SHOWS.**

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131 *Motion by Setlik, second by Quandt authorizing Executive Director to approve request from Afternooners*
132 *to host 2017 Car Shows on Wednesday May 24th and Wednesday August 23rd from 5-8 p.m. Authority will*
133 *pay for three (3) newspaper advertisements per show to run on Sunday, Tuesday, and Wednesday, and*
134 *purchase Dash Plaques for participants. For each show Afternooners will provide five (5) gift certificates to*
135 *be awarded for Best Paint, Engine, Show, Interior, and Bike. During car show Afternooners will offer a*
136 *Chicken Fried Steak dinner special. Upon roll call, motion was approved with a 5 Yes to 0 No vote.*
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138 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-14: CONTRACT WITH TOM WIECK**
139 **REALTY & AUCTION FOR PUBLIC AUCTION OF AIRPORT SURPLUS ITEMS.**

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141 Board Member Setlik asked if there was anything with historical value on the listing. Executive Director
142 Olson stated there is one item the All-American City sign. Executive Director Olson will contact the Hall
143 County Historical Society to see if they would like to have this sign. Should the Historical Society want it,
144 it will be taken off the auction listing.
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146 *Motion by Quandt, second by Cook authorizing the Executive Director to sign a contract with Tom Wieck*
147 *Realty & Auction from Grand Island, NE, to auction off Airport surplus items as outlined in Exhibit A. Auction*
148 *will start at 11:00 a.m. on Saturday, March 11, 2017. This will be Public Auction with Online Pre-Bidding.*
149 *Commission will be 15% for items \$4,999 and Under, and 10% for items \$5,000 and Over. Services and*
150 *Advertising expenses will be paid out of the proceeds of the sale. Upon roll call, motion was approved with*
151 *a 5 Yes to 0 No vote.*
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153 **DISCUSSION OF PAID PARKING SYSTEMS:** Executive Director Olson distributed a report from Jim
154 LaRocca with Integrity Systems outlining a phase approach of what we have and the changes needed to
155 implement paid parking. The costs, scope and fees will be presented at the March meeting. As the airport
156 continues to grow, paid parking is needed as a revenue source to help offset facility expenses and additional
157 personnel needed to maintain the campus.
158

159 Board Member Setlik stated the fees presented in the proposal presented last month were not excessive
160 and felt they were very reasonable. By shifting some of the burden from the Hall County tax payers to our
161 users, she hopes it will be easier to understand and accept.
162

163 Board Chair Werner stated there is a misconception that we can add the parking fee on an airplane ticket
164 and that cannot be done. She also stated we are not going to charge people for short term occurrences
165 like dropping off family and coming in to see them off, or going to the restaurant, or car shows. The Authority
166 will offer two hours for the public to come out and enjoy the airport and will be fair about those things.
167

168 This project will be funded through bonding and once we start the project we have 18 months for issuing
169 BANS and then bonds. There was discussion of rolling the construction of a new administration building,
170 the demolition of the former passenger and former general aviation terminals, and our portion of the crack
171 seal project into this bond.
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173 **EXECUTIVE DIRECTOR'S REPORT:**

- 174 a) Legislative Update. Executive Director Olson distributed a LB 339 fact sheet on the merge of the
175 Department of Aeronautics into the Department of Roads and forming a Department of
176 Transportation. This transition is slated for July 1, 2017.
177 b) Essential Air Service bids from airlines are due March 1st. Executive Director Olson will go before
178 the City Council on March 28th to request bid approval.
179 c) Scheduled to attend the Washington Legislative Conference in Washington, DC March 21st & 22nd
180 and has appointments with Senator Fischer, Senator Sasse, and Congressman Adrian Smith.
181

182 **ANNOUNCEMENTS:**

- 183 a) Next Board meeting will be held March 15, 2017.

184 b) Cornerstone ceremony for Building 100 (Passenger Terminal) will be held 11:00 a.m. on Saturday,
185 April 29, 2017.
186

187 EXECUTIVE SESSION:

188 *Motion by Caldwell, second by Setlik to go into Executive Session to discuss airline, lease, and personnel*
189 *negotiations. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board went into Executive*
190 *Session at 9:02 a.m.*

191
192 *Motion by Caldwell second by Setlik to come out of Executive Session with no decisions being made and*
193 *reconvene to Regular Session. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board*
194 *came out of Executive Session and into Regular Session 9:40 a.m.*

195
196 ADJOURNMENT:

197 *Motion by Quandt, second by Cook to adjourn the meeting. Upon roll call, motion was approved with a 5*
198 *Yes to 0 No vote, and meeting was adjourned at 9:41 a.m.*

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200 HALL COUNTY AIRPORT AUTHORITY
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205 Debra Potratz | Administrative Assistant
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209 Lynne Werner | Board Chair

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209 Ken Caldwell | Board Secretary/Treasurer

210 (SIGNATURES ON FILE)