



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | January 11, 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 January 11, 2017. Notice of Meeting was given in the *Grand Island Independent* on January 4, 2017. Board Chair Werner called the meeting to order at 8:00 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: Bob Beran from Dana F. Cole & Company, Jim LaRocco from Integrity Parking Systems, Brad Kissler from Cannon Moss Brygger Architects, Harold Reutter from the Grand Island Independent and Zach Thompson, Vince Dugan, Traci Dugan, Matthew Dugan, and Gary Trego from Trego/Dugan Aviation.

The Pledge of Allegiance was said in unison.

PUBLIC REQUEST TO SPEAK ON AGENDA: Vince Dugan, President of Trego/Dugan Aviation of Grand Island, 3021 W Leota St, North Platte, NE 69101, would like to give a brief company address.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting on December 14, 2016
- Resolution 17-01: Claims 3208-3213

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.

DISCUSSION AND ACTION AGENDA:

REQUEST TO SPEAK ON AGENDA: Vince Dugan introduced Trego/Dugan Aviation's Board of Directors and gave an update on the company. The Board came today to look at the facilities and visit with the employees. Mr. Dugan stated their airline ground handling refurbishing business will have an economic impact on Grand Island. Trego/Dugan has contracts for 25 ground handling stations across the United States and is able to supply areas with their own ground handling equipment. Trego/Dugan is also looking into selling their refurbished equipment to other airlines. Trego/Dugan continues to install the Automatic Dependent Surveillance – Broadcast (ADS-B) systems in accordance with the Federal Aviation Administration mandate set for year 2020. Trego/Dugan has 600 employees with 52 employed here in Grand Island.

ELECTION OF OFFICERS: *Motion by Quandt, second by Setlik to keep the slate of officers as follows:*

54 Chair – Lynne Werner, Vice-Chair – Brian Quandt and Secretary/Treasurer – Ken Caldwell. Upon roll call,
55 motion was approved with a 5 Yes to 0 No vote.

56
57 FINANCIAL REPORTS | DECEMBER 2016

58 Report by HR/Accounting Manager Annette Schimmer.

3 rd Month of 1 st Quarter: 25.00%	Current Amount Dec 16	YTD Amount Oct 16 – Dec 16	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$89,973.19	\$279,243.54	\$1,326,913.00	21.04%	\$1,047,669.46
Operating Expenses	\$113,697.92	\$383,814.84	\$1,879,720.00	20.42%	\$1,495,905.16
Total Operating Income/(Loss)	(\$23,724.73)	(\$104,571.30)	(\$552,807.00)	18.92%	(\$448,235.70)
Tax Levy Bond	\$7,576.76	\$100,424.49	\$1,335,059.00	7.52%	\$1,234,634.51
Tax Levy General	\$2,955.04	\$28,629.98	\$267,322.00	10.71%	\$238,692.02
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)	(\$567,439.50)	(\$668,469.88)	(\$3,160,068.00)	21.15%	(\$2,391,598.12)
Past Dues Report	\$463.00 remains outstanding as of today.				

59
60 ACTIVITY REPORTS | DECEMBER 2016

61 GRI Air Traffic Operations Report by Executive Director Mike Olson. Dave Hansen could not attend due
62 to they are short on controllers and will be able to attend meetings once replacement is onboard. Hansen
63 did provide traffic comparisons from airports in the region that provide contract tower service.

64 Central Nebraska Regional Airport

Itinerant Operations	Dec 2015	Dec 2016	% Change
Air Carrier	69	65	-6
Air Taxi	263	294	12
Civil Aviation	479	479	-
Military	63	115	83
Total OPS	874	953	9
Local Operations			
Civil	170	178	5
Military	24	130	442
Total LCL	194	308	59
TOTAL TRF	1068	1261	18

65
66 Enplanement Report by Executive Director Mike Olson. 2016 was another recording breaking year for
67 enplanements. American Airlines will incorporate the 76-seat CRJ-900 regional jet in mid-February.

	2016 Dec	2016 Load Factor %	2015 Dec	69 +/- %
Allegiant	4,216	86	5,013	-16
American	2,049	70	2,302	-11
Charters	136		0	100
Mo. Emp	6,401		7,315	-12
Yr to Date	69,009		64,643	7

70

71 Operations Report by Operations Manager Doug Brown.

- 72 • Provided Security and Aircraft Rescue and Fire Fighting (ARFF) for Allegiant flights, and provided
- 73 ARFF for American Airline daily flights and one charter in December.
- 74 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and
- 75 Transportation Security Administration procedures.
- 76 • Provided snow and ice removal on runways and ramps for commercial flights.
- 77 • Changed out broom wafers on AIR 9 (1999 Kodiak Broom Truck).
- 78 • Upgrading all ramp lights with new fixtures.
- 79 • Provided general maintenance on snow equipment.
- 80 • Completed work on runway X's for upcoming crack sealing project with Benesch.
- 81 • Repairs made on belt loaders for Trego/Dugan Aviation of Grand Island.
- 82 • Numerous other daily projects completed.

83
84 Building Report by Facility Manager Steve Magnuson:

- 85 • Sustained damage to Bldg 100 (Passenger Terminal) canopy. A truck pulled in and clipped the
- 86 end of one beam. Staff will be able to repair damage. Signage will be ordered to keep trucks in
- 87 left lane away from terminal.
- 88 • Addressed issues with the precondition unit and power converter in the jet bridge. Installed a
- 89 ramp light on the jet bridge to light up aircraft baggage operation area.
- 90 • Received new terminal entrance sign for Sky Park Road to replace one that blew away.
- 91 • Part-time Facility Worker Jack Gosda resigned and Jenny Kohtz was hired on as our new part-
- 92 time janitor.

93
94 Construction & Planning Report by Executive Director Mike Olson: Olson and Operations Manager Doug
95 Brown met with Benesch to review plans for the Crack Sealing & Joint Replacement Project.
96 HR/Accounting Manager Schimmer is working on the final close out documents for the Passenger Terminal
97 project.

98
99 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-02: AUDIT ENDING SEPTEMBER 30,**
100 **2016 AND 2015.**

101
102 Bob Beran from Dana F. Cole LLP & Company gave a brief overview of the audit. Auditors issued an
103 unmodified opinion for the audit, and financial statements prepared present fairly the financial position of
104 the operations of the Airport Authority. The assets have increased about \$2 million and liabilities have
105 decreased about \$1.1 million showing a \$3.2 million net gain in net assets. Operation income is up
106 \$102,000 and real estate tax is up \$110,000 and Passenger Facility Charges increased \$40,000 for the
107 year. Total operations have increased \$136,000 and with the expansion, this is not out of align. Interest
108 costs have gone up \$27,000. Depreciation with adding the terminal is \$87,000. Beran continues to
109 recommend expanding revenue sources to help the financial future of the Airport Authority. An audit was
110 conducted on tagged asset items and was found to be in order. Staff was well prepared and cooperated
111 throughout the audit. There were no findings or compliance issues with the Federal or Passenger Facility
112 audit. The Federal audit will be submitted to the Federal audit clearing house following Board approval.
113 Beran did warn the Board that there is not enough administrative staff to properly segregate duties and it is
114 the Board's duty and responsibility to review records.

115
116 *Motion by Cook, seconded by Quandt authorizing the Board Chair to accept the Audit Reports Ending*
117 *September 30, 2016 and 2015 as presented by Dana F. Cole LLP & Company. Upon roll call, motion was*
118 *approved with a 5 Yes and 0 No vote.*

119
120 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-03: REVISED AIRPORT CAPITAL**
121 **IMPROVEMENT PLAN (ACIP) DATED JANUARY 11, 2017.**

122
123 Executive Director Olson stated under the Federal Projects the Terminal Expansion/Jet Bridge was
124 changed to \$2 million, and under Local Projects a Pedestrian HAWK crosswalk system for \$75,000 added.

125
126 Brad Kissler from Cannon Moss Brygger Architects has the bid specs prepared for demolition of the old
127 passenger and general aviation terminals pending Board direction.
128

129 *Motion by Quandt, second by Caldwell to approve the Revised Airport Capital Improvement Plan (ACIP)*
130 *2017-2031 dated January 11, 2017. The ACIP will be sent to the Nebraska Department of Aeronautics*
131 *(NDA) and the Federal Aviation Administration (FAA) for approval. Upon roll call, motion was approved*
132 *with a 5 Yes to 0 No vote.*
133

134 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-04: PROPOSAL AND AGREEMENT**
135 **FOR AIR SERVICE CONSULTING SERVICES WITH MEAD & HUNT.**
136

137 Executive Director Olson and Ron McNeill will meet with American Airlines February 1, 2017 to discuss
138 Essential Air Service as bids will go out mid-January.
139

140 *Motion by Quandt, second by Caldwell authorizing the Executive Director to execute Proposal and*
141 *Agreement for Air Service Consulting Services with Mead & Hunt Incorporated. Scope of Services: Mead*
142 *& Hunt will provide the analysis, preparation, presentation and consulting services associated with an*
143 *informal meeting with American Airlines. Mead & Hunt will be compensated a lump sum of \$4,600 (\$3,700*
144 *for airline presentation preparation/meeting, and \$900 for estimated expenses). Mead & Hunt will invoice*
145 *for related expenses (e.g. air transportation, lodging, meals, printing, misc.) at cost. Upon roll call, motion*
146 *was approved with a 5 Yes to 0 No vote.*
147

148 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-05: STORAGE LEASE AGREEMENT**
149 **WITH WILLIAM B. STAHL FOR PORTION OF BUILDING 92.**
150

151 *Motion by Cook, second by Caldwell to authorize the Executive Director to execute Storage Lease*
152 *Agreement with William B. Stahl for portion of Building 92 located at the Central Nebraska Regional Airport.*
153 *Purpose is for storage of watercraft and trailer. Lease term commenced December 1, 2016 and is on a*
154 *Month-to-Month basis. Rent is \$50/month with \$10/month for utilities. Upon roll call, motion was approved*
155 *with a 5 Yes to 0 No vote.*
156

157 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-06: STORAGE LEASE AGREEMENT**
158 **WITH JUSTIN R. ASTRONES AND DANIEL R. ASTRONES FOR PORTION OF BUILDING 92.**
159

160 *Motion by Setlik, second by Cook to authorize the Executive Director to execute Storage Lease Agreement*
161 *with Justin R. Astrones and Daniel R. Astrones for portion of Building 92 located at the Central Nebraska*
162 *Regional Airport. Purpose is for storage of watercraft and trailer. Lease term commenced January 1, 2017*
163 *and is on a Month-to-Month basis. Rent is \$50/month with \$10/month for utilities. Upon roll call, motion*
164 *was approved with a 5 Yes to 0 No vote.*
165

166 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-07: RESCIND RESOLUTION 16-69**
167 **DONATION OF TRAIN CHRISTMAS DECORATION TO DOWNTOWN RAILSIDE IN GRAND ISLAND,**
168 **NE.**
169

170 *Motion by Setlik, second by Quandt to rescind Resolution 16-69 (dated December 14, 2016) to donate the*
171 *Train Christmas decoration acquired from Roger Luebbe, to Downtown Railside located at 224 West 3rd*
172 *Street in Grand Island, NE. Display will be donated in "as is" condition effective December 1, 2016. Upon*
173 *roll call, motion was approved with a 5 Yes to 0 No vote.*
174

175 **INTEGRITY PARKING SYSTEMS LLC.** Jim LaRocco from Integrity Parking Systems gave a PowerPoint
176 presentation on the Paid Parking Feasibility Analysis for the Central Nebraska Regional Airport. The
177 analysis included like airports, their method of operation, enplanement history, parking revenue and
178 revenue per enplaned passenger. The proposal for the Central Nebraska Regional Airport outlined
179 entrance/exit equipment, revenues for self and private parking operations, and a 10-year projection of

180 revenues and expenses. The proposed paid parking fees were \$5.00 per day for short term parking and
181 \$3.00 per day for long term parking.

182
183 EXECUTIVE DIRECTOR'S REPORT:
184 a) Legislative Update. Executive Director Olson stated Nebraska Senator Deb Fischer remains on the
185 Aviation Subcommittee. The Federal Aviation Administration has issued a temporary authorization
186 bill, but no appropriations bill past the end of April. Olson plans to meet with congressional
187 delegates in March and June. Olson and Airport Attorney Depue continually monitor the Nebraska
188 legislation for any potential airport issues.

189
190 ANNOUNCEMENTS:
191 a) Governor Pete Ricketts will give his fly around state address January 12th at 3:45 p.m. in the
192 Passenger Terminal.
193 b) Next Board meeting will be held February 15, 2017.
194 c) Soup Supper will be held Tuesday, January 24, 2017 from 5-7 p.m. at the Passenger Terminal.
195 d) Board Chair Lynne Werner was named the 2016 Grand Island Independent Woman of the Year.

196
197 EXECUTIVE SESSION:
198 *Motion by Quandt, second by Setlik to go into Executive Session to discuss airline, lease, and personnel*
199 *negotiations. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board went into Executive*
200 *Session at 10:03 a.m.*

201
202 *Motion by Setlik second by Quandt to come out of Executive Session with no decisions being made and*
203 *reconvene to Regular Session. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board*
204 *came out of Executive Session and into Regular Session 10:45 a.m.*

205
206 ADJOURNMENT:
207 *Motion by Cook, second by Caldwell to adjourn the meeting. Upon roll call, motion was approved with a 5*
208 *Yes to 0 No vote, and meeting was adjourned at 10:46 a.m.*

209
210 HALL COUNTY AIRPORT AUTHORITY

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212
213
214 _____
215 Debra Potratz | Administrative Assistant

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217
218 _____
219 Lynne Werner | Board Chair

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217
218 _____
219 Ken Caldwell | Board Secretary/Treasurer

220 (SIGNATURES ON FILE)