



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | July 12, 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 July 12, 2017. Notice of Meeting was given in the *Grand Island Independent* on July 5, 2017. 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, and Michelle Setlik.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Joe Cook.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Administrative Assistant Debra Potratz, Human Resources/Accounting Manager Annette Schimmer, and Operations/Security Manager Doug Brown.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Matt Rief from Olsson Associates, Sheryl Strobel from StrobeLINC, Bob Beran from Dana F. Cole & Company, and Elizabeth Rembert from the Grand Island Independent.

The Pledge of Allegiance was said in unison.

**REVIEW OF AGENDA.** Executive Director Olson made the request to pull Item Number 15, Resolution 17-48 from Agenda.

**PUBLIC COMMENT:** None.

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

- Minutes from the Regular Meeting on June 14, 2017.
- Resolution 17-40: Claims 3240, 3244-3249.

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

**DISCUSSION AND ACTION AGENDA:**

**FINANCIAL REPORTS | JUNE 2017**

HR/Accounting Manager Annette Schimmer thanked the committees for attending the budget meetings. The Authority budget presentation to the Hall County Board of Supervisors is July 19<sup>th</sup> at 1:35 p.m. and Board members are encouraged to attend. HR/Accounting Manager was commended for all her work preparing the budget.

**FINANCIAL STATUS REPORT**

3 <sup>rd</sup> Month of 3 <sup>rd</sup> Quarter: 75.00%	Current Amount Jun 17	YTD Amount Oct 16 – Jun 17	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$96,220.71	\$1,044,640.65	\$1,326,913.00	78.73%	\$282,272.35

<b>Operating Expenses</b>	\$182,719.72	\$1,362,367.19	\$1,879,720.00	72.48%	\$517,352.81
<b>Total Operating Income/(Loss)</b>	<b>(\$86,499.01)</b>	<b>(\$317,726.54)</b>	<b>(\$552,807.00)</b>	<b>57.48%</b>	<b>(\$235,080.46)</b>
<b>Tax Levy Bond</b>	\$197,689.11	\$939,993.45	\$1,335,059.00	70.41%	\$395,065.55
<b>Tax Levy General</b>	\$29,579.47	\$176,882.11	\$267,322.00	66.17%	\$90,439.89
<b>Tax Levy General Fund Designated for Air Service Development</b>	\$47,022.45	\$187,692.29	\$250,000.00	75.08%	\$62,307.71
<b>Net Income/(Loss)</b>	<b>(\$312,504.17)</b>	<b>\$320,217.76</b>	<b>(\$3,160,068.00)</b>	<b>-10.13%</b>	<b>(\$3,380,285.76)</b>
Past Dues Remaining Balance as of Today: \$48,562.33.					

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51 **ACTIVITY REPORTS | JUNE 2017**  
52 GRI Air Traffic Operations Report. Tower Manager Dave Hansen reported the tower is fully staffed and  
53 reviewed the new year-to-date format for reporting traffic operations.  
54

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
June 2017	85	188	611	110	<b>994</b>	322	39	<b>361</b>	<b>1,355</b>
June 2016	52	312	676	129	<b>1,169</b>	278	50	<b>328</b>	<b>1,497</b>
+/- % Change	63%	-40%	-10%	-15%	-15%	16%	-22%	10%	-9%

55  
56 **Enplanement Report.** Executive Director Mike Olson reported this time last year Allegiant had twice weekly  
57 flights to Orlando and we should start seeing gains in August. Advertising with Telemundo has resulted in  
58 increased international traffic to Central America.  
59

<b>Enplanements</b>	Allegiant	American	Charters	Monthly Enplanements	Year to Date Enplanements
Load Factor %	82%	78%			
June 2017	2,657	2,853	126	<b>5,636</b>	<b>33,558</b>
June 2016	4,187	2,107	0	<b>6,294</b>	<b>36,046</b>
+/- % Change	-37%	35%	126%	-10%	-7%

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61 **Operations Report by Operations Manager Doug Brown.**  
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63 

- Provided Security and Aircraft Rescue and Fire Fighting (ARFF) support for Allegiant flights, daily American Airline flights and Charter flight.
- On-going ARFF/Security and Safety Training.
- Trimmed and sprayed trees in north park. Spraying weeds and mowing.
- The Airport Security Program has been submitted to the Transportation Security Administration and awaiting approval. TSA is scheduled to come out the end of August to discuss findings.
- Moved Gate 22 and removed all fencing around T-Hangers and old general aviation terminal.
- Electrician removed the 10 old electric meters on T-Hangers and replaced with a single new meter.
- Painting runways/taxiways and ramp markings.
- Painted parking lot stripes and safety lines.
- Graded and graveled the industrial roads.
- Installed two farm gates for farm tenant by Quandt road.
- Annual insurance audit is scheduled for August 1<sup>st</sup> & 2<sup>nd</sup>.

  
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- 75 • Annual Federal Aviation Administration Part 139 inspection is scheduled for August 16<sup>th</sup> & 17<sup>th</sup>.
- 76 • Annual Transportation Security Administration inspection will take place the end of August.
- 77 • The beacon tower is slated for painting.
- 78 • Numerous other daily projects completed.

79  
80 Facility Report: Operations Manager Doug Brown stated Facility Manager Steve Magnuson is installing  
81 number signs on the parking lot light poles for passenger wayfinding and to assist law enforcement to locate  
82 vehicles. Facility Manager worked with Ameribridge to repair the electrical motor on the south lift tube and  
83 trained maintenance staff on how to operate and repair lift. Facility staff were commended on the great job  
84 maintaining the terminal and grounds.

85  
86 Construction & Planning Report: Executive Director Olson reported the Demolition Building Project has  
87 been completed on the old passenger and general aviation terminals and gazebo. A change order will be  
88 presented next month for additional asbestos removal in the passenger terminal, additional concrete  
89 removal around the general aviation terminal Phillips 66 sign, and additional concrete excavation and fill  
90 dirt for unearthed tunnel under the passenger terminal.

91  
92 No bids were received for the purchase and removal of Building 92. Demolition of building will be put on  
93 hold until a solution to house FBO fuel trucks is determined.

94  
95 Benesch: Has been working with the Airport Authority and the Federal Aviation Administration on the AIP  
96 3-31-0034-039 Joint Resealing & Panel Replacement on Concrete Surfaces Grant. A pre-construction  
97 meeting will be held July 27<sup>th</sup> and project will begin in early August.

98  
99 CMBA Architects: Executive Director Olson stated staff met with Brad Kissler to go over schematic design  
100 for new Administration building.

101  
102 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-41: APPROVE BUDGET FOR FISCAL**  
103 **YEAR 2017/2018.**

104  
105 *Motion by Caldwell, seconded by Setlik to approve the budget for fiscal year 2017-2018, subject to formal*  
106 *adoption of the 2017-2018 budget in accordance with state auditor requirements. Upon roll call, motion was*  
107 *approved with a 4 Yes and 0 No votes.*

108  
109 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-42: PRELIMINARY LEVY**  
110 **ALLOCATION FROM HALL COUNTY BOARD OF SUPERVISORS.**

111  
112 *Motion by Quandt, second by Caldwell WHEREAS, Nebraska Statute 77-3443 (3) requires all political*  
113 *subdivisions subject to county levy authority to submit a preliminary request for levy allocation to the county*  
114 *board; and WHEREAS, the Hall County Board is the levy authority for the Hall County Airport Authority*  
115 *(Board). NOW, THEREFORE BE IT RESOLVED that the following is said Board's tax request for budget*  
116 *year 2017-2018: General Fund – Operations \$277,668 and General Fund Designated for Air Service*  
117 *Development \$250,000 for a total of \$527,668. BE IT FURTHER RESOLVED that said Board has Bonds*  
118 *for \$13,205,000 dollars and is not included in the above tax request as allowed by law. Upon roll call, motion*  
119 *was approved with a 4 Yes to 0 No votes.*

120  
121 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-43: INCREASE IN RESTRICTED**  
122 **FUNDS BY 1% FOR FISCAL YEAR 2017-2018.**

123  
124 Bob Beran stated this allows the Airport to continue to grow and raise enough revenues to operate.

125  
126 *Motion by Setlik, second by Quandt approving a 1% increase in Restricted Funds for Fiscal Year 2017-*  
127 *2018 in accordance with the State Allowable Increase in Base Limitation (Statute 13-519). Action requires*  
128 *75 percent majority approval of board. Upon roll call, motion was approved with a 4 Yes to 0 No votes.*  
129

130 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-44: ENGAGEMENT LETTER**  
131 **BETWEEN THE HALL COUNTY AIRPORT AUTHORITY AND DANA F. COLE & COMPANY, LLP FOR**  
132 **THE FISCAL YEAR 2017-18 BUDGET MEETINGS AND BUDGET DOCUMENTS.**

133  
134 *Motion by Setlik, second by Caldwell authorizing the Board Chair to execute the Engagement Letter*  
135 *between the Hall County Airport Authority and Dana F. Cole & Company, LLP for the Fiscal Year 2017-18*  
136 *Budget Meetings and Budget Documents. Charges to the Airport Authority will be based on the work as*  
137 *required at regular standard rates plus any other direct expenses, but will not exceed \$1,135.00. Upon roll*  
138 *call, motion was approved with a 4 Yes to 0 No votes.*

139  
140 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-45: ENGAGEMENT LETTER**  
141 **BETWEEN THE HALL COUNTY AIRPORT AUTHORITY AND DANA F. COLE & COMPANY, LLP FOR**  
142 **THE FISCAL YEAR 2016-2017 AUDIT.**

143  
144 Bob Beran stated the Office of Management and Budget (OMB) raised the threshold for a single audit for  
145 entities that receive federal award money from \$500,000 per fiscal year to \$750,000. Beran stated it will  
146 be close on whether or not we will need to conduct a single audit.

147  
148 *Motion by Quandt, second by Setlik authorizing the Board Chair to execute the Engagement Letter between*  
149 *the Hall County Airport Authority and Dana F. Cole & Company, LLP for the Fiscal Year 2016-2017 Audit.*  
150 *Charges for Audits are \$10,420 for the Financial Audit, and \$1,860 for the Passenger Facility Charge (PFC)*  
151 *Audit. There is no need for a Single Audit at this date. Upon roll call, motion was approved with a 4 Yes*  
152 *to 0 No votes.*

153  
154 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-46: FEDERAL AVIATION**  
155 **ADMINISTRATION GRANT AGREEMENT FOR AIP 3-31-0034-039-2017 CONSISTING OF THE**  
156 **FOLLOWING: REHABILITATE RUNWAY 17/35 (JOINT SEALING AND CONCRETE PANEL**  
157 **REPLACEMENT [7,000 FEET X 150 FEET]); REHABILITATE RUNWAY 13/31 (JOINT SEALING AND**  
158 **CONCRETE PANEL REPLACEMENT [6,608 FEET X 100 FEET]); REHABILITATE TAXIWAYS A, B, C,**  
159 **D, E AND H (JOINT SEALING AND CONCRETE PANEL REPLACEMENT [16,350 FEET X 50 FEET]).**

160  
161 Executive Director Olson stated Benesch is the engineer for this project and they did a great job  
162 coordinating with us and the FAA in compiling the grant documents and looks forward to working with them.  
163 The airlines have been contacted about the runway closures and have agreed to provide uninterrupted  
164 service during construction project.

165  
166 *Motion by Quandt, second by Setlik authorizing the Board Chair to execute the Federal Aviation*  
167 *Administration Grant Agreement AIP 3-31-0034-039-2017 consisting of the following: Rehabilitate Runway*  
168 *17/35 (Joint Sealing and Concrete Panel Replacement [7,000 Feet X 150 Feet]); Rehabilitate Runway 13/31*  
169 *(Joint Sealing and Concrete Panel Replacement [6,608 Feet X 100 Feet]); Rehabilitate Taxiways A, B, C,*  
170 *D, E and H (Joint Sealing and Concrete Panel Replacement [16,350 Feet X 50 Feet]). FAA Share (95%)*  
171 *\$1,765,928.00, and the Local Share (5%) \$92,944.00 for AIP 39 Total Project \$1,858,872.00. Upon roll*  
172 *call, motion was approved with a 4 Yes to 0 No votes.*

173  
174 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-47: MARKETING AGREEMENT WITH**  
175 **SHERYL STROBEL DBA STROBELINC**

176  
177 Sheryl Strobel stated she is excited about the opportunity to market the airport.

178  
179 *Motion by Quandt, second by Setlik to authorizing the Executive Director to execute the Marketing*  
180 *Agreement with Sheryl Strobel DBA StrobeLINC to promote and market business and industry products*  
181 *and services in the Central Nebraska Regional Airport Passenger Terminal. The Authority will provide the*  
182 *platforms to display both still and digital images. StrobeLINC will receive a 15% commission rate from any*  
183 *gross sales. Term of contact is for one year commencing August 1, 2017 and terminating July 31, 2018.*  
184 *Upon roll call, motion was approved with a 4 Yes to 0 No votes.*

186 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-48: CMBA ARCHITECTS FOR**  
187 **DOBESH LAND LEVELING LLC FOR BUILDING DEMOLITION PROJECT.**  
188

189 Executive Director Olson made the request to pull Resolution 17-48 from Agenda. CMBA Architects will  
190 present a Change Order at the August meeting.  
191

192 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 17-49: LETTER AGREEMENT FOR**  
193 **PROFESSIONAL SERVICES WITH OLSSON ASSOCIATES FROM GRAND ISLAND, NE FOR SOUTH**  
194 **GENERAL AVIATION DEVELOPMENT.**  
195

196 Matt Rief stated he will be working with Diane Hofer from their Lincoln office to map out current and future  
197 building site/utility locations.  
198

199 *Motion by Caldwell, second by Quandt authorizing the Executive Director to execute the Letter Agreement*  
200 *for Professional Services with Olsson Associates from Grand Island, NE for South General Aviation*  
201 *Development. Project Description includes preparation of four (4) options for development of:*  
202 *Administration Building, Maintenance Building, Aircraft Rescue and Fire Fighting (ARFF) Building, T-*  
203 *Hangars, Relocate the T-hangar that is currently adjacent to the apron, Keep the newer T-hangar in its*  
204 *current location, select locations for additional T-hangars, Cost Feasibility of moving existing hangar or*  
205 *building new hangar, New FBO / with hangar, Car Wash Service Facility, and Corporate hangars. Scope*  
206 *of Services includes Planning Services: Kick-off meeting and site visit, Concept development and progress*  
207 *meeting, Final concept and presentation at Airport Authority meeting, Utility mapping and planning, and*  
208 *Deliverables. Olsson Associates compensation is not to exceed \$29,000 and project will be completed*  
209 *within three (3) months following the Notice to Proceed. Upon roll call, motion was approved with a 4 Yes*  
210 *to 0 No votes.*  
211

212 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 17-50: HANGAR LEASE AGREEMENT WITH**  
213 **MED-CARE INCORPORATED, FOR BUILDING 86, T-HANGAR A.**  
214

215 *Motion by Setlik, second by Caldwell authorizing the Executive Director to execute Hangar Lease*  
216 *Agreement with Med-Care, Inc., for Building 86, T-Hangar A located at 2105 Mirage Street, Grand Island,*  
217 *Nebraska at the Central Nebraska Regional Airport. Lease term commenced July 1, 2017 and is on a*  
218 *Month-to-Month basis. Rent is \$106.00/month, plus \$10.00/month for utilities. Upon roll call, motion was*  
219 *approved with a 4 Yes to 0 No votes.*  
220

221 **EXECUTIVE DIRECTOR'S REPORT:**

- 222 a) Legislative Update: On the federal level they are working on a four-year authorization bill. There  
223 is support for AIP funding. The contract tower will be funded and includes language to have a  
224 Benefit Cost Analysis (BCA) conducted every year. The BCA determines the amount we have to  
225 pay into the program. The Passenger Facility Charge (PFC) will remain at \$4.50. There is strong  
226 support for the Essential Air Service and the Law Enforcement Officer (LEO) programs.  
227 b) On July 1<sup>st</sup>, the Nebraska Department of Aeronautics and the Nebraska Department of Roads  
228 merged to create the Nebraska Department of Transportation and will be known as the NDOT,  
229 Division of Aeronautics.  
230 c) Governor Ricketts asked Executive Director Olson to serve on the Nebraska Department of  
231 Transportation Innovation task force and will be attending a meeting in Lincoln tomorrow.  
232 d) Cornerstone Ceremony for Bldg 100 (Passenger Terminal) will be announced at a later date.  
233 e) Starting today Airport Road will be closed at the intersection of 281 and Broadwell for east and  
234 west bound thru traffic. Road will be closed for 10 days and construction notices have been posted  
235 to website and Facebook.  
236

237 **ANNOUNCEMENTS:**

- 238 a) Budget Presentation to the Hall County Board of Supervisors on July 19, 2016 at 1:35 p.m.  
239 b) Next Board Meeting August 16, 2017.  
240 c) Afternoon's Car Show August 23rd from 5-8 p.m.  
241 d) October Board meeting date has been moved to Thursday, October 12, 2017.

242 EXECUTIVE SESSION:  
243 *Motion by Setlik, second by Caldwell to go into Executive Session to discuss airline, lease, and personnel*  
244 *negotiations. Upon roll call, motion was approved with a 4 Yes to 0 No votes, and Board went into Executive*  
245 *Session at 9:09 a.m.*

246  
247 *Motion by Caldwell second by Quandt to come out of Executive Session with no decisions being made and*  
248 *reconvene to Regular Session. Upon roll call, motion was approved with a 4 Yes to 0 No votes, and Board*  
249 *came out of Executive Session and into Regular Session 9:49 a.m.*

250  
251 ADJOURNMENT:  
252 *Motion by Setlik, second by Caldwell to adjourn the meeting. Upon roll call, motion was approved with a 4*  
253 *Yes to 0 No votes, and meeting was adjourned at 9:50 a.m.*

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255 HALL COUNTY AIRPORT AUTHORITY

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259 \_\_\_\_\_  
Debra Potratz | Administrative Assistant

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261  
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263 \_\_\_\_\_  
Lynne Werner | Board Chair

264 \_\_\_\_\_  
Ken Caldwell | Board Secretary/Treasurer

265 (SIGNATURES ON FILE)