



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | June 14, 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 June 14, 2017. Notice of Meeting was given in the *Grand Island Independent* on June 7, 2017. Board Chair Werner called the meeting to order at 8:02 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 Manger Annette Schimmer, and Operations/Security Manager Doug Brown.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Andy Beil from Benesch.

The Pledge of Allegiance was said in unison.

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

- Minutes from the Regular Meeting on May 23, 2017.
- Resolution 17-31: Claims 3237-3239, 3241-3243.

*Motion by Setlik, second by Caldwell 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 | MAY 2017

HR/Accounting Manager Annette Schimmer stated Board committees have met to review budget. Board Member Cook will be absent for the July 12<sup>th</sup> meeting so it is imperative remaining Board Members are in attendance to approve the budget. 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.

2nd Month of 3rd Quarter: 66.67%	Current Amount May 17	YTD Amount Oct 16 – May 17	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$122,175.40	\$948,418.94	\$1,326,913.00	71.48%	\$378,493.06
Operating Expenses	\$168,947.44	\$1,179,647.47	\$1,879,720.00	62.76%	\$700,072.53
<b>Total Operating Income/(Loss)</b>	<b>(\$46,772.04)</b>	<b>(\$231,227.53)</b>	<b>(\$552,807.00)</b>	<b>41.83%</b>	<b>(\$321,579.47)</b>
Tax Levy Bond	\$336,856.61	\$742,304.34	\$1,335,059.00	55.60%	\$592,754.66
Tax Levy General	\$50,924.22	\$147,302.64	\$267,322.00	55.10%	\$120,019.36

Tax Levy General Fund Designated for Air Service Development	\$79,605.49	\$140,669.84	\$250,000.00	56.27%	\$109,330.16
<b>Net Income/(Loss)</b>	<b>\$335,279.55</b>	<b>\$632,721.93</b>	<b>(\$3,160,068.00)</b>	<b>20.02%</b>	<b>(\$3,692,789.93)</b>
Past Dues Report as of Today: \$3,740.56 remains outstanding.					

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#### ACTIVITY REPORTS | MAY 2017

GRI Air Traffic Operations Report by Executive Director Mike Olson. Tower Manager Dave Hansen will be able to attend board meeting next month. Executive Director Olson will request a year-to-date format for reporting traffic operations.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
May 2017	103	188	518	108	<b>917</b>	140	22	<b>162</b>	<b>1,079</b>
May 2016	45	312	482	107	<b>946</b>	240	54	<b>294</b>	<b>1,240</b>
% Change	129	-40	7	1	<b>-3</b>	-42	-59	-45	<b>-13</b>

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Enplanement Report by Executive Director Mike Olson. Effective June 2<sup>nd</sup> American Airlines is utilizing a CRJ700 65 seat jet with 56 coach seats and 9 first class seats. The afternoon flight time has been moved up to a 3:00 pm arrival time and 3:55 pm departure time. The advertising with Telemundo has resulted in increased international traffic to Guatemala in Central America.

Load Factor %	Allegiant American		Charters	Monthly Enplanements	
	89%	73%		Yr to Date	
May 2017	2,567	3,259	363	6,189	27,922
May 2016	3,202	2,273	392	5,867	29,752
+/- %	-20%	43%	-7%	5%	-6%

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Facility Report by Executive Director Mike Olson: Facility Manager Steve Magnuson is with the jet bridge technician repairing the electrical motor for the south lift tube. Facility Manager was also trained on control panel calibrations. Executive Director Olson stated Steve and his crew do a fine job maintaining the terminal.

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Operations Report by Operations Manager Doug Brown.

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- Provided Security and Aircraft Rescue and Fire Fighting (ARFF) support for Allegiant flights, daily American Airline flights and Charter flights.
- On-going ARFF/Security and Safety Training.
- 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 June to discuss findings.
- The Airport Certification Manual has been submitted to Federal Aviation Administration for review and approval.
- Over 90 cars attended the Car show on May 24<sup>th</sup>.
- Moved Gate 22 and in the process of taking down fencing around T-Hangars and old general aviation terminal.
- Painting runways and taxiways.
- Cleaned up Authority storage buildings USAF Hangar 5 and Building 133A.

- 75 • Repaired beacon.
- 76 • Repairs made to mowers, maintenance vehicles, and AIR 1 SUV Chevy Equinox | 2012, AWD
- 77 (Mike).
- 78 • On June 16<sup>th</sup> Airport is participating in Central Community College's Hard Hats and Heals camp.
- 79 • Asbestos removal is almost completed as part of the demo project for the old passenger terminal
- 80 and old general aviation terminal.
- 81 • Numerous other daily projects completed.

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83 Construction & Planning Report. Executive Director Olson requested to refer Benesch's report to under  
84 Resolution 17-32.

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86 CMBA Architects. No report.

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88 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-32: AWARD BID TO TCW**  
89 **CONSTRUCTION, INC., FOR AIP PROJECT NO. 3-31-0034-039 JOINT RESEALING AND PANEL**  
90 **REPLACEMENTS ON CONCRETE SURFACES.**

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92 Andy Beil from Benesch stated they solicited bids to contractors from in and out of state that have  
93 experience in aviation construction. Five contractors requested the official bid booklet form but only two  
94 submitted a bid. The two bids received were from TCW Construction, Inc., from Lincoln, NE and Scodeller  
95 Construction, Inc., from St. Joseph, MO. The base bid is all the panel replacements and sealing on the  
96 runways and taxiways and the add alternate is for the apron. The Federal Aviation Administration grant  
97 would cover 95% of this project. Of this \$1.76 million-dollar project, the local share would be \$93,000. It  
98 appears the FAA will fund the add alternate bid. If funds are not received the FAA would require to rebid  
99 this as a new project next year which would result in additional engineering costs. Benesch has worked  
100 with TCW on approximately 20 aviation projects. Once we receive the FAA grant offer is received and  
101 executed, then a contact will be sent to TCW. Project is scheduled to start in late August. The project is  
102 split into six different phases with of the five phases to be completed this year and the sixth phase to be  
103 completed next year.

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105 *Motion by Quandt, seconded by Setlik to Award Bid to TCW Construction, Inc., from Lincoln, NE in the*  
106 *amount of \$1,606,725.13 for AIP Project No.: 3-31-0034-039 Joint Resealing And Panel Replacements On*  
107 *Concrete Surfaces. The Bid Legal Publication was published in the Grand Island Independent May 13 &*  
108 *16, 2017, and the following bids were received before the deadline on June 7, 2017: TCW Construction*  
109 *Inc., Lincoln, NE - Base Bid \$1,259,907.73, Add Alternate \$346,817.40 for a Total Bid of \$1,606,725.13.*  
110 *Scodeller Construction, Inc., St. Joseph, MO - Base Bid \$1,250,335.35, Add Alternate \$356,668.15 for a*  
111 *Total Bid of \$1,607,003.50. Benesch's opinion is that the bid received from TCW represents a fair and*  
112 *reasonable price. Benesch notes that TCW's total price is approximately 6% less than the Engineer's*  
113 *Estimate and about \$275 less than the second bidder, which indicates TCW's overall price is reasonable*  
114 *for the 'fair market value' for the project based on competitive bids. Benesch recommends that the Hall*  
115 *County Airport Authority award the Total Base Bid plus the Add Alternate 1 for \$1,606,725.13 to TCW. The*  
116 *award is contingent upon Federal Aviation Administration concurrence. Upon roll call, motion was approved*  
117 *with a 4 Yes and 0 No votes.*

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119 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-33: AMENDMENT NO. 2 TO THE**  
120 **ALFRED BENESCH & COMPANY CONSULTANT AGREEMENT FOR AIP PROJECT NO. 3-31-0034-**  
121 **039 JOINT RESEALING & PANEL REPLACEMENTS ON CONCRETE SURFACES.**

122  
123 Executive Director Olson stated Amendment No. 1 addressed the heaving concrete panels on Runway  
124 13/31 and added the additional Geotechnical Investigation & Design. Amendment No. 2 adds the costs for  
125 the Construction Observation, Closeout and Special Material Testing phase, and includes a reduction in  
126 costs for the Design and Special (Geotechnical Investigation) phase. Executive Director Olson stated this  
127 is the first project he has ever worked on that we got money back. Amendment No. 2 is phase for the work  
128 to correct issues outlined in Amendment No. 1. Mr. Beil stated all phases are not to exceed and that he  
129 runs his business very ethical. If funds are not used they are given back.

130  
131 *Motion by Quandt, second by Caldwell authorizing the Executive Director to execute Amendment No. 2 to*  
132 *the Alfred Benesch & Company Consultant Agreement, for AIP Project No. 3-31-0034-039 Joint Resealing*  
133 *and Panel Replacements on Concrete Surfaces in the amount of \$112,666.00, contingent upon Federal*  
134 *Aviation Administration concurrence. Now that the project has been bid, the Airport Authority desires to*  
135 *supplement and amend the Benesch engineering services agreement with the following phase services: 1)*  
136 *Add Construction Observation phase; 2) Add Project Closeout phase; 3) Add Special (Material Testing)*  
137 *phase; and 4) Reduce the Design & Special (Geotechnical Investigation) phase to reflect final actual*  
138 *(underrun) costs. The Original Contract Sum was \$114,696.00, Amendment No. 1 added \$19,785.00 for a*  
139 *Revised Contract Sum of \$134,481.00, and Amendment No. 2 added \$112,666.00 for a Revised Contract*  
140 *Sum of \$247,147.00. Upon roll call, motion was approved with a 4 Yes to 0 No votes.*  
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142 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-34: DISPOSAL OF BUILDING 92**  
143 **(SHED BY OLD GENERAL AVIATION TERMINAL).**  
144

145 Trego-Dugan Aviation has used the lean-to to park and plug in their fuel trucks, but no rent is received for  
146 this usage. Electrical plug-ins were installed on the ramp by the new General Aviation Terminal for this  
147 purpose.  
148

149 *Motion by Setlik, second by Caldwell authorizing the disposal of Building 92 (Shed by old General Aviation*  
150 *Terminal) to be sold and removed, or demolished. Building 92 consists of 4,200 sq. ft, wood construction*  
151 *with metal sheeting, with a combination of a concrete and dirt floor. Date of construction is unknown.*  
152 *Building has electricity but no water or sewer services. The current cost of repairs to replace overhead door*  
153 *and entry concrete is in excess of \$5,000. The building is vacant, but Authority has not received enough*  
154 *rent to maintain facility. The initial bid for disposal will be for building to be sold and removed. If no bids are*  
155 *received, informal bids will be solicited for demolition. Upon roll call, motion was approved with a 4 Yes to*  
156 *0 No votes.*  
157

158 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-35: LEASE EXTENSION AGREEMENT**  
159 **WITH J&S SALES FOR BUILDING 854.**  
160

161 *Motion by Quandt, second by Setlik authorizing the Executive Director to execute the Lease Extension*  
162 *Agreement with J&S Sales for Building 854 located at 1850 Citation Way. Lease term is extended for one*  
163 *(1) year effective July 1, 2017 and terminates June 30, 2018. Rent is \$405.18/month plus \$49.28/month for*  
164 *insurance. Upon roll call, motion was approved with a 4 Yes to 0 No votes.*  
165

166 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-36: AMENDMENT TO HANGAR LEASE**  
167 **AGREEMENT WITH ADVENTURE BOUND, LLC FOR BUILDING 87, 5-UNIT HANGAR "O".**  
168

169 *Motion by Setlik, second by Caldwell authorizing the Executive Director to execute Amendment to Hangar*  
170 *Lease Agreement with Adventure Bound, LLC changing from Building 86, T-Hangar "A" located at 2105*  
171 *Mirage Street to Building 87, 5-Unit Hangar "O" located at 2125 Mirage Street effective July 1, 2017. Rent*  
172 *will be \$216.00/month, plus \$10.00/month for utilities. Upon roll call, motion was approved with a 3 Yes*  
173 *Votes (Caldwell, Setlik and Werner), 0 No votes, and 1 Abstention Vote (Quandt).*  
174

175 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-37: EXTENSION OF LEASE**  
176 **AGREEMENT WITH CMG ENTERPRISES, LLC, FOR STORAGE BUNKERS 306 & 308.**  
177

178 *Motion by Quandt, second by Caldwell authorizing Executive Director to execute Extension of Lease*  
179 *Agreement with CMG Enterprises LLC, for Storage Bunkers 306 & 308, located at 2563 Ammunition Way,*  
180 *Grand Island, Nebraska. Lease extension is for one (1) year commencing July 1, 2017 and terminating*  
181 *June 30, 2018. Rent is \$100/month. Upon roll call, motion was approved with a 4 Yes to 0 No votes.*  
182

183 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-38: REVISED FACILITY USE**  
184 **AGREEMENT DATED JUNE 14, 2017.**  
185

186 Executive Director Olson stated the old Facility Use Agreement rented space in the old Administration  
187 Building conference room and the old Passenger Terminal Hold Room. Since these areas no longer exist,  
188 the agreement needed to be updated. Area within the new Passenger Terminal will be available to rent.  
189

190 *Motion by Caldwell, second by Quandt to approve the Revised Facility Use Agreement dated June 14,*  
191 *2017. Upon roll call, motion was approved with a 4 Yes to 0 No votes.*  
192

193 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-39: A BILL OF SALE FOR TRANSFER**  
194 **OF PERSONAL PROPERTY FROM RODNEY RAUERT TO THE HALL COUNTY AIRPORT**  
195 **AUTHORITY.**  
196

197 *Motion by Quandt, second by Setlik authorizing the Executive Director to accept Bill of Sale Transfer of*  
198 *John Deere Forks for a Skid Loader valued at \$800.00 from Rodney Rauert to the Hall County Airport*  
199 *Authority without payment. Goods were delivered April 1, 2017. Upon roll call, motion was approved with*  
200 *a 4 Yes to 0 No votes.*  
201

202 DISCUSSION OF THE AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP): Board reviewed the updated  
203 ACIP.  
204

205 Under Other Projects the new Administration Building, Parking Access Revenue Control System (PARCS)  
206 and demolition of the old passenger terminal and old general aviation terminal are in process.  
207

208 For the remaining Other Projects, the Board took a survey to rank the priority of the non-federal projects.  
209 The projects were ranked in the following order: 1st) New Pedestrian Crosswalk Improvements, 2nd) Phase  
210 III Terminal Parking Lot, tie for 3rd) Construct Consolidated Car Rental Service Facility and Move T-  
211 Hangars to the South; tie for 4th) Rehab of Metro Road by Bldg 112, and Layout Plan of South General  
212 Aviation Area, and 5th) Covered Parking. Executive Director Olson stated we could take the 4<sup>th</sup> ranked  
213 Rehab of Metro Road by Bldg 112 and 5<sup>th</sup> ranked Covered Parking off the plan at this time. The Board will  
214 need to determine what projects to move forward on for budgeting purposes, engineer selection, and  
215 timeframe on completing for BANS and bonding process.  
216

217 The current cross walk meets DOT standards, however after observing traffic, there is a need to have a  
218 high visibility crosswalk to increase pedestrian safety across Sky Park Road. The Authority has budgeted  
219 \$75,000 for a new crosswalk. Olsson Associates will present an agreement to design a new crosswalk at  
220 the July meeting.  
221

222 The parking lot around the old terminal needs to be cleaned up for the car rental and terminal employee  
223 parking. Covered parking could go here and it was also suggested to have a designated parking area for  
224 the restaurant customers. The well field was another location for terminal employee parking.  
225

226 Board would like to compare costs of constructing 10 new T-Hangars versus moving the old ones.  
227 Executive Director will provide cost for both at the July meeting.  
228

229 The current car wash facility is a metal structure and is rusted out on the inside from all the moisture over  
230 the years. A car wash facility needs to be a concrete structure. Executive Director Olson would like to build  
231 a car wash just south of the TSA office with a separate access road. This leads into the layout plan of the  
232 south general aviation area. Having a layout plan will aid in future development in that area. A consultant  
233 could be hired to provide design alternatives. Board discussed implementing a Customer Facility Charge  
234 (CFC) in the future from our car rental companies. A (CFC) is a user fee imposed on each rental car user  
235 and is collected by rental car companies.  
236

237 A planning session will be scheduled at a later date to discuss a layout plan of south general aviation area.  
238 A survey will be sent to Board members to help further define project.  
239

240 Projects to be included in BAN's for 2018 are 1) Demolition of Old Passenger & GA Terminals, 2)  
241 Construction of new Administration Building, 3) PARCS & Exit Lanes, 4) Crosswalk Improvement, 5)  
242 Terminal Parking Lot, 6) Relocate T-Hangars, and 7) Airport Project Layout Plan (S. Ramp).

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244 EXECUTIVE DIRECTOR'S REPORT:

- 245 a) Legislative Update: Discussions on Capitol Hill included: TSA/LEO reimbursement program, FAA
- 246 reauthorization, control tower privatization, and passenger facility charges (PFC's).
- 247 b) Executive Director Olson will be attending the FAA Congressional Outreach Meeting in Omaha on
- 248 June 29<sup>th</sup> and the Nebraska Department of Transportation task force in Lincoln on July 13<sup>th</sup>.
- 249 c) On July 1<sup>st</sup> the Nebraska Department of Aeronautics and the Nebraska Department of Roads will
- 250 merge to create the Nebraska Department of Transportation and will be known as the NDOT,
- 251 Division of Aeronautics. All personal, addresses, and contact information will remain the same.
- 252 d) The Albert Einstein bench donated by Ray O'Conner was placed in Bldg 100 (Passenger Terminal)
- 253 on May 23<sup>rd</sup>. A plaque is being made to commemorate bench.
- 254 e) The Airport was recognized at the Hall County Board meeting on Tuesday, May 30<sup>th</sup> and was
- 255 presented an eagle statue plaque for our support with the Hero flights.
- 256 f) An eclipse will take place August 21<sup>st</sup> and the Airport Authority staff will be meeting with the tower
- 257 and Trego Dugan Aviation to work on a contingency plan on how to handle the increased number
- 258 of attendees during event.
- 259 g) Cornerstone Ceremony for Bldg 100 (Passenger Terminal) is tentatively slated to take place
- 260 following the August 16<sup>th</sup> Board meeting.

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262 ANNOUNCEMENTS:

- 263 a) Next Board meeting is July 12, 2017.
- 264 b) The Authority budget presentation to the Hall County Board of Supervisors is July 19<sup>th</sup> at 1:35 p.m.

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266 EXECUTIVE SESSION:

267 *Motion by Quandt, second by Caldwell to go into Executive Session to discuss airline, lease, and personnel*  
268 *negotiations. Upon roll call, motion was approved with a 4 Yes to 0 No votes, and Board went into Executive*  
269 *Session at 10:08 a.m.*

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271 *Motion by Quandt second by Setlik to come out of Executive Session with no decisions being made and*  
272 *reconvene to Regular Session. Upon roll call, motion was approved with a 4 Yes to 0 No votes, and Board*  
273 *came out of Executive Session and into Regular Session 10:25 a.m.*

274  
275 ADJOURNMENT:

276 *Motion by Caldwell, second by Quandt to adjourn the meeting. Upon roll call, motion was approved with a*  
277 *4 Yes to 0 No votes, and meeting was adjourned at 10:26 a.m.*

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279 HALL COUNTY AIRPORT AUTHORITY

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Debra Potratz | Administrative Assistant

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Lynne Werner | Board Chair

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Ken Caldwell | Board Secretary/Treasurer

(SIGNATURES ON FILE)