



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | February 14, 2018

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 14, 2018. Notice of Meeting was given in the *Grand Island Independent* on February 7, 2018. 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, Administrative Assistant Debra Potratz, Human Resources/Accounting Manager Annette Schimmer, Operations/Security Manager Doug Brown, Facility Manager Steve Magnuson, Maintenance Supervisor Wes Harris, Maintenance Technicians Justin Astrones, Dylan Evans, and Ryan Medlock.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Brian Degan from Olsson Associates, Brad Kissler from CMBA Architects, and Zach Thompson from Trego-Dugan Aviation of Grand Island, Inc.

The Pledge of Allegiance was said in unison.

PUBLIC COMMENT: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting on January 10, 2018.
- RESOLUTION 18-09: Claims 3293-3297.

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

2017 AIRPORT OF THE YEAR: The Central Nebraska Regional Airport was selected as the 2017 Airport of the Year by the Nebraska Department of Transportation Aeronautics Division. Executive Director Olson commented that the number of awards the airport has received over the past 12 years has been phenomenal. For the past 13 years the airport has had no discrepancies noted during the Annual Federal Aviation Administration Part 139 inspections, and has received seven Airport of the Year awards. Airport has also received awards from the Grand Island Chamber Commerce, Grand Island Economic Development, and the Hall County Board of Supervisors. Olson stated it has been a team effort and commended staff and Board for making this a great airport. Olson said it was a privilege working with such dedicated staff who take pride and ownership in their job.

DISCUSSION AND ACTION AGENDA:

FINANCIAL REPORT | January 2018 by HR/Accounting Manager Annette Schimmer.

1 st Month of	Current Amount	YTD Amount	Yearly Budget	YTD %	Remaining
2 nd Quarter: 33.33%	Jan 18	Oct 17 – Jan 18	Amount		Budget \$ Amt

Operating Income	\$126,883.41	\$378,009.98	\$1,449,894.00	26.07%	\$1,071,884.02
Operating Expenses	\$176,867.71	\$571,553.28	\$1,993,590.00	28.67%	\$1,422,036.72
Total Operating Income/(Loss)	(\$49,984.30)	(\$193,543.30)	(\$543,696.00)	35.60%	(\$350,252.70)
Tax Levy Bond	\$130,428.33	\$243,555.91	\$1,078,431.00	22.58%	\$834,875.09
Tax Levy General	\$27,265.85	\$71,110.84	\$267,322.00	26.60%	\$196,211.16
Tax Levy General Fund Designated for Air Service Development	\$33,925.36	\$33,925.36	\$250,000.00	13.57%	\$216,074.64
Net Income/(Loss)	\$79,553.00	(\$947,099.89)	(\$3,616,034.00)	26.19%	(\$2,568,934.11)
Past Dues as of Today: \$14,287.94.					

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A report on paid parking will be included in the monthly financial report.

ACTIVITY REPORTS | January 2018

GRI Air Traffic Operations Report was presented by Executive Director Olson.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Jan 2018	55	229	421	90	795	268	74	342	1,137
Jan 2017	44	218	365	126	753	168	152	320	1,073
% Change	25%	5%	15%	-29%	6%	60%	-51%	7%	6%

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Zach Thompson, Vice President/Director of Maintenance of Trego Dugan Aviation Inc., reported Grand Island and North Platte are the only Phillips 66 Aviation dealers in Nebraska. In March 2018 Silver Hawk Aviation in Lincoln airport is going to World Fuel.

Enplanement Report was presented by Executive Director Mike Olson.

Load Factor	Allegiant		American		Charters	Mo. Emp	Yr to Date
	83%	86%					
Jan 2018	2,540	2,498	243		5,281	5,281	
Jan 2017	2,704	2,040	119		4,863	4,863	
+/- %	-6%	22%	104%		9%	9%	

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Operations Report by Operations/Security Manager Doug Brown.

- Provided Security and Aircraft Rescue and Fire Fighting (ARFF) support for Allegiant flights, daily American Airline flights and Charters.
- Continued ARFF/Security and Safety Training.
- Provided snow and ice removal on runway daily.
- Provided snow removal for the Army National Guard.
- Staffed parking lot exits for arrival/departure of all commercial flights.
- Repaired plow on AIR 10 (Snow Plow/Dump Truck Intl 1982).
- Repaired hydraulics on AIR 65 (Snow Plow/Dump Truck Intl 2008).
- Replaced hydraulic hoses and repaired blade on AIR 4 (Snow Plow/Dump Truck Oshkosh 1998).
- Replaced broom wafers and casters on AIR 9 (Boom Truck Kodiak 1999)
- Repaired basket on AIR 32 (Loader John Deer 2016).
- Replaced switch for runway lights and tower.
- Repaired Hangar K overhead door and both overhead doors on Bldg 129 (Maintenance).
- Ongoing equipment maintenance.
- Conduct weekly, monthly and quarterly checks on emergency equipment.
- Numerous other daily tasks completed.

Facility Report by Facility Manager Steve Magnuson.

- 85 • Jet bridge was returned to service on January 13th. Power loss recurred again the following
- 86 week but was resolved after discovering two loose wires in control console.
- 87 • Installation of heater in cab of jet bridge will be completed this morning.
- 88 • Installation of parking lot security cameras will be completed later today.
- 89 • Provided snow removal and stall cleanup daily.
- 90 • Paid parking has been active since January 16th. Staff has been available to help on every flight
- 91 with two staffing the Allegiant flights.
- 92 • Staff provides security at exit door for every commercial flight.
- 93 • Conduct twice weekly parking lot license plate surveys.

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95 Construction & Planning Report:

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97 CMBA Architects: Brad Kissler presented a PowerPoint on the new Administration Building illustrating the
98 interior/exterior design and site layout. The Bid docs will tentatively be published on March 5th with an April
99 3rd due date and placed on the April 11th Agenda for Board approval. Construction should take 12-14
100 months to complete. Executive Director Olson stated it has been a pleasure working with Mr. Kissler and
101 staff on this project.

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103 Olsson Associates: Brian Degan presented an overview of the parking lot improvements north of Bldg 100
104 (Passenger Terminal). This project will be bid in conjunction with the Administration Building project. Board
105 discussed phasing options and potential usage of area. The car rentals will retain their number of parking
106 stalls and the other areas could be used for employee parking, covered parking, or additional paid parking.

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108 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-10: CONSULTANT AGREEMENT WITH**
109 **ALFRED BENESCH & COMPANY FOR SNOW REMOVAL EQUIPMENT (SRE) ACQUISITION AIP NO.**
110 **3-31-0034-040.**

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112 *Motion by Setlik seconded by Quandt authorizing the Executive Director to execute Consultant Agreement*
113 *with Alfred Benesch & Company for Snow Removal Equipment (SRE) Acquisition AIP No. 3-31-0034-040*
114 *for a total of \$39,540.00. Services include \$18,666.00 for Design Phase, \$7,888.00 for Bidding Phase, and*
115 *\$12,986.00 for Equipment Delivery/Inspection Phase. Upon roll call, motion was approved with 5 Yes and*
116 *0 No votes.*

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118 Executive Director noted the acquisition of Snow Removal Equipment (Combination Runway Snow
119 Blower/Snow Broom) comes from the Airport Capital Improvement Plan. Benesch will design specs and
120 submit to Federal Aviation Administration for approval, develop bid document, analyze bids, review contract
121 documents, and conduct final inspection and equipment acceptance. This project will take about 12-months
122 to complete.

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124 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-11: REIMBURSEMENT RESOLUTION**
125 **FOR EXPENDITURES RELATED TO: PROJECT 1 – CRACK SEALING & JOINT REPLACEMENT (RWY**
126 **17/35, RWY 13/31, TWYS), PROJECT 2 – DEMOLISH EXISTING TERMINAL & SOUTH RAMP FBO**
127 **TERMINAL BUILDINGS, PROJECT 3 – PARKING ACCESS REVENUE CONTROL SYSTEM (PARCS),**
128 **PROJECT 4 – AIRPORT PROJECT LAYOUT PLAN (SOUTH RAMP AREA), PROJECT 5 –**
129 **CONSTRUCT AIRPORT ADMINISTRATION BUILDING, PROJECT 6 – PEDESTRIAN CROSSWALK**
130 **IMPROVEMENTS, PROJECT 7 – PAVEMENT IMPROVEMENTS – PHASE III, AND OTHER**
131 **APPURTENANT CAPITAL IMPROVEMENTS IN AND FOR THE AUTHORITY (COLLECTIVELY, THE**
132 **“PROJECT”).**

133
134 Executive Director Olson and HR/Accounting Manager Schimmer met with Airport Bond Counsel and
135 reviewed projects. Final figures on some projects are known where others are just estimates. Once bids
136 are received on a few projects we will have a better idea of what amount to BAN/Bond.

137
138 *Motion by Quandt, second by Caldwell approves Authority to reimburse itself for the Project from the*
139 *proceeds of a tax-exempt bond issue. BE IT RESOLVED by the Chairperson and Board of Directors (the*

140 “Board”) of the Hall County Airport Authority, Nebraska (the “Authority”), as follows: Section 1. The Board
141 hereby finds and determines that it is necessary and appropriate to declare an official intent to issue tax-
142 exempt bond anticipation notes or bonds by the Authority and, in addition, the Authority's reasonable
143 expectations to reimburse certain expenditures related to the Project with the proceeds of such bond
144 anticipation notes or bonds as proposed to be issued by the Authority in connection with the Project.
145 Section 2. This resolution shall stand as a statement of the official intent of the Authority under Regulation
146 Section 1.150-2 and for such purpose the following information is hereby given: (a) A general functional
147 description of the project or projects for which expenditures may be made and reimbursement from bond
148 anticipation notes or bond proceeds provided is construction of the Crack Sealing & Joint Replacement
149 (Rwy 17/35, Rwy 13/31, Twys), Demolish Existing Terminal & South Ramp FBO Terminal Buildings,
150 Parking Access Revenue Control System (PARCS), Airport Project Layout Plan (South Ramp Area),
151 Construct Airport Administration Building, Pedestrian Crosswalk Improvements, Pavement Improvements
152 – Phase III and other related appurtenant capital improvements in and for the Authority (collectively, the
153 “Project”); (b) The maximum principal amount of notes or bonds expected to be issued by the Authority for
154 the Project is estimated to be \$4,500,000.00. PASSED AND APPROVED this 14th day of February 2018.
155 Upon roll call, motion was approved with a 5 Yes to 0 No votes.

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157 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-12: REQUEST FROM FEDERAL**
158 **EXPRESS CORPORATION TO RENOVATE THE FEDEX SHIP CENTER IN BUILDING 710 LOCATED**
159 **AT 3900 SKY PARK ROAD, GRAND ISLAND, NE.**

160
161 *Motion by Setlik, second by Cook authorizing the Executive Director to execute the request from Federal*
162 *Express Corporation (Lease No. 85-2850) to renovate the FedEx Ship Center in Building 710 located at*
163 *3900 Sky Park Road, Grand Island, NE. FedEx will apply for and obtain any required permits, and will*
164 *complete and pay all costs associated with the renovation. All work will be non-structural in nature. The*
165 *renovation will replace all interior finishes and furnishings, exterior monument, building signage, as well as*
166 *adjustments and additions to the telecommunications equipment and cabling. The completion date is*
167 *scheduled for May 15, 2019. Upon roll call, motion was approved with a 5 Yes to 0 No votes.*

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169 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-13: LICENSE AGREEMENT WITH THE**
170 **CITY OF GRAND ISLAND TO ALLOW THE HALL COUNTY AIRPORT AUTHORITY TO INSTALL**
171 **DIRECTIONAL SIGNS UPON THE PUBLIC RIGHT-OF-WAY.**

172
173 *Motion by Cook, second by Caldwell authorizing the Executive Director to execute the License Agreement*
174 *with the City of Grand Island to allow the Hall County Airport Authority to construct, maintain, repair, and*
175 *install directional signs upon the public right-of-way, with placement and type approved by the City of Grand*
176 *Island Public Works Director. Directional signs will be placed in the public right-of-way on the east and west*
177 *side of Sky Park Road, both north and south of Baron Lane. Upon roll call, motion was approved with a 5*
178 *Yes to 0 No votes.*

179
180 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-14: OTHER TRANSACTION AGREEMENT**
181 **WITH THE UNITED STATES OF AMERICA, TRANSPORTATION SECURITY ADMINISTRATION, AND**
182 **HALL COUNTY AIRPORT AUTHORITY, FOR USE OF SPACE AND COST REIMBURSEMENT FOR**
183 **TSA SECURITY CHECKPOINT AND BAGGAGE SCREENING AREAS AT THE CENTRAL NEBRASKA**
184 **REGIONAL AIRPORT.**

185
186 *Motion by Setlik, second by Quandt authorizing the Executive Director to execute the Other Transaction*
187 *Agreement (OTA) (No. 70T01018T9NCKP018) with the United States of America, Transportation Security*
188 *Administration (TSA), and Hall County Airport Authority, for Use of Space and Cost Reimbursement for*
189 *TSA Security Checkpoint and Baggage Screening Areas at the Central Nebraska Regional Airport (GRI).*
190 *The purpose of this OTA is to establish the terms and conditions for the use of space and obligate funding*
191 *for the reimbursement of fixed electrical and janitorial costs at the TSA security checkpoint and baggage*
192 *screening areas. The Agreement is for a five (5) year OTA Period of Performance from March 1, 2018 to*
193 *February 28, 2023, for an estimated total value of \$52,106.28. The current Period of Performance is from*
194 *March 1, 2018 to February 28, 2019 for an obligated amount of \$10,022.76. For the duration of the*

195 agreement the electrical costs are at a fixed cost whereas the janitorial costs increase three-percent (3%)
196 every year. Upon roll call, motion was approved with a 5 Yes to 0 No votes.
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198 EXECUTIVE DIRECTOR'S REPORT:

199 a) Federal Legislative update:
200 Pilot Shortage: The Senate version of the FAA reauthorization bill includes a provision that could
201 allow airlines to provide training courses to help first officers meet the 1,500-hour flight time
202 requirement.

203
204 Passenger Facility Charge: The White House is calling for extending the PFC streamlining program
205 from non-hub to small hub airports.
206

207 Essential Air Service: The Budget proposes to reform the Essential Air Service (EAS) by eliminating
208 discretionary funding and focusing on the remote airports that are most in need of subsidized
209 commercial air service. The proposal will include a mix of reforms, including limits on per-passenger
210 subsidies and higher average daily enplanements.
211

212 Law Enforcement Officer Reimbursement Program: The Budget proposes to eliminate funding to
213 partially reimburse State and local law enforcement entities to provide law enforcement at airports.
214 State and local jurisdictions have had 16 years to adjust and reprioritize resources after the
215 September 11, 2001 attacks.
216

217 Contract Tower: The cost share from the Cost Benefit Analysis will be revealed the end of March
218 2018.
219

220 b) State Legislative Update: LB674 State intent to appropriate funds to the Division of Aeronautics for
221 the Civil Air Patrol. Airport Attorney Depue has dealt with this issue many times over the past 20
222 years and responded that the funds cannot be use for this purpose.
223

224 c) Presented at the State of the City Address on February 5th. A news reporter from KGFW from
225 Kearney, NE reported on the pilot shortage Executive Director Olson discussed during his address.
226 The report was somewhat accurate, but had his last name misspelled and was riddled with
227 misquotes.
228

229 ANNOUNCEMENTS:

230 a) Next Board meeting is March 14, 2018.
231

232 EXECUTIVE SESSION:

233 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*
234 *negotiations. Upon roll call, motion was approved with a 5 Yes to 0 No votes, and Board went into Executive*
235 *Session at 9:59 a.m.*
236

237 *Motion by Caldwell second by Cook to come out of Executive Session with no decisions being made and*
238 *reconvene to Regular Session. Upon roll call, motion was approved with a 5 Yes to 0 No votes, and Board*
239 *came out of Executive Session and into Regular Session 10:30 a.m.*
240

241 ADJOURNMENT:

242 *Motion by Quandt, second by Setlik to adjourn the meeting. Upon roll call, motion was approved with a 5*
243 *Yes to 0 No votes, and meeting was adjourned at 10:30 a.m.*
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245 HALL COUNTY AIRPORT AUTHORITY
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249 _____
250 Debra Potratz | Administrative Assistant

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Lynne Werner | Board Chair

Ken Caldwell | Board Secretary/Treasurer

(SIGNATURES ON FILE)