



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | January 10, 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 January 10, 2018. Notice of Meeting was given in the *Grand Island Independent* on January 3, 2018. 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, Joe Cook, and Michelle Setlik.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Secretary/Treasurer Ken Caldwell.

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: Brian Degan from Olsson Associates, and Brad Kissler from CMBA Architects.

The Pledge of Allegiance was said in unison.

PUBLIC COMMENT: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting and Planning Meeting on December 13, 2017.
- RESOLUTION 18-01: Claims 3285-3292.

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:

ELECTION OF OFFICERS: *Motion by Quandt, second by Setlik, to keep the current officers: Chair – Lynne Werner, Vice-Chair – Brian Quandt, and Secretary/Treasurer – Ken Caldwell. Upon roll call, motion was approved with a 4 Yes to 0 No votes.*

FINANCIAL REPORT | December 2017

3 rd Month of 1 st Quarter: 25.00%	Current Amount Dec 17	YTD Amount Oct 17 – Dec 17	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$68,975.47	\$251,236.57	\$1,449,894.00	17.33%	\$1,198,657.43
Operating Expenses	\$127,463.55	\$394,685.57	\$1,993,590.00	19.80%	\$1,598,904.43
Total Operating Income/(Loss)	(\$58,488.08)	(\$143,449.00)	(\$543,696.00)	26.38%	(\$400,247.00)
Tax Levy Bond	\$8,071.07	\$113,127.58	\$1,078,431.00	10.49%	\$965,303.42
Tax Levy General	\$3,128.00	\$43,844.99	\$267,322.00	16.40%	\$223,477.01

Tax Levy General Fund Designated for Air Service Development	\$0.00	\$0.00	\$250,000.00	0.00%	\$250,000.00
Net Income/(Loss)	(\$298,651.76)	(\$1,026,542.89)	(\$3,616,034.00)	28.39%	(\$2,489,491.11)
Past Dues as of Today: \$7,931.24					

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ACTIVITY REPORTS | December 2017
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	
Dec 2017	86	223	417	83	809	200	40	240	1,049
Dec 2016	65	294	479	115	953	178	130	308	1,261
% Change	32%	-24%	-13%	-28%	-15%	12%	-69%	-22%	-17%

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Enplanement Report was presented by Executive Director Mike Olson.

Load Factor	Allegiant	American	Charters	Mo. Emp	Yr to Date
	85%	78%			
Dec 2017	3,297	3,014	0	6,311	66,880
Dec 2016	4,216	2,049	136	6,401	69,009
+/- %	-22%	47%	270%	-1%	-3%

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Operations Report by Operations/Security 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 Charters.
- Continued ARFF/Security and Safety Training.
- Provided snow and ice removal as needed.
- Remodeling shower unit in Bldg 129 (Maintenance) for snow emergencies and overnight stays.
- Repaired three ramp lights.
- Replaced two caster wheels on AIR 9 (Broom Truck Kodiak | 1999).
- Fixed Wausau blade on AIR 4 (Plow/Dump Truck | Oshkosh 1998 12 yd/20 ft Wausau Plow).
- Fixed snow basket on AIR 24 (Loader John Deer Front-End | 2008 Model 544 18 ft Plow).
- Changed out air compressor on AIR 20 (Snow Blower Oshkosh | 1987, Model 92).
- Fixed lights on outside of Bldg 112 (Trego-Dugan Aviation of Grand Island, Inc.) and Bldg 106 (Fire Station).
- Fixed Gate 22 operator.
- Ongoing Wildlife Hazard Management on airfield.
- Ongoing equipment maintenance.
- Conduct weekly, monthly and quarterly checks on emergency equipment.
- Numerous other daily tasks completed.
- Passengers are enjoying the sports channel in the terminal.

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Facility Report by Executive Director Olson:

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- Working with PARCS contractors in preparation of paid parking.
- Provided snow removal and ice management as needed.
- Staying on top of terminal maintenance, HVAC, security doors, plumbing, electrical, and janitorial.
- Installed a two-sided cypher lock on jet bridge cab as requested by the Transportation Security Administration.
- Jet bridge has been inoperable since December 23, 2017. A Technician from Ameribrige has been onsite for over a week troubleshooting. It appears there are numerous issues within the electronic control panel. The jet bridge has been here for over two years and this is the first major issue. The frigid temperatures may have played a part so the Authority plans on installing an extra heater.

- Conducting twice-weekly parking lot surveys.
- Staff provides security at exit door for every commercial flight.

Construction & Planning Report:

CMBA Architects: Brad Kissler stated the floor plan for the Administration Building is close to being finalized and will need a final decision on the exterior design/materials and mechanical systems in order to move forward. A meeting is scheduled next week to review interior finishes. The Bid is tentatively scheduled to go out in March or April.

Olsson Associates: Brian Degan provided an overview of the final South Ramp Layout map. Signage for the PARCS has been installed with seeding to take place in the spring. Executive Director Olson stated the Authority still has additional signage to install. The payout machines have an intercom button should customers need assistance and when pressed, call is routed through the Authority calling tree.

CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-02: APPROVAL OF AUDIT ENDING SEPTEMBER 30, 2017 AND 2016 AS PRESENTED BY DANA F. COLE LLP & COMPANY.

Bob Beran from Dana F. Cole LLP & Company gave a brief overview of the audit. Auditors issued an unmodified opinion for the audit and financial statements prepared present fairly the financial position of the operations of the Airport Authority. The Passenger Facility Audit contains no compliance issues and the Federal audit will be submitted to the Federal Audit Clearing House following Board approval.

Beran reported there was one finding on the segregation of administrative duties. The corrective action plan will state it is not feasible to hire that many staff to get away from the segregation of duties that is prescribed. Beran recommended keeping our reserves intact and expanding revenue sources. He noted staff was well prepared and cooperated throughout the audit.

Motion by Setlik seconded by Cook authorizing the Board Chair to accept the Audit Reports Ending September 30, 2017, and 2016 as presented by Dana F. Cole LLP & Company. Upon roll call, motion was approved with 4 Yes and 0 No votes.

CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-03: REVISED AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP) DATED JANUARY 10, 2018.

Discussion took place that Local Share of Federal Projects and Other Projects would be funded with future Bond Anticipation Notes/Bonds issued this spring 2018.

Motion by Setlik, second by Quandt to amend the Revised Airport Capital Improvement Plan (ACIP) 2017-2031 dated January 10, 2018 to include a Car Wash/Service Facility under Other Projects for year 2020. The ACIP will be sent to the Nebraska Department of Transportation, Aeronautics Division and the Federal Aviation Administration for review. Upon roll call, motion was approved with a 4 Yes to 0 No votes.

CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-04: PAID PARKING POLICY AT THE CENTRAL NEBRASKA REGIONAL AIRPORT.

The Board concurred that the Airport Authority had the discretion to validate parking tickets for attendees during special events.

Motion by Cook, second by Quandt approving the assessment of parking fees at the Central Nebraska Regional Airport effective January 11, 2018 as follows: 1) The first 90 minutes of parking are free in all parking lots; 2) \$3.00 per day per vehicle in west lot (west of Sky Park Road); 3) \$5.00 per day per vehicle in east lot (east of Sky Park Road); 4) Every 7th day of parking is free; 5) A "day" is defined as a continuous 24-hour period; 6) Violation of the Paid Parking Policy is a Class III Misdemeanor pursuant to Section 3-613(5) Nebraska Revised Statutes. Upon roll call, motion was approved with a 4 Yes to 0 No votes.

139 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-05: LETTER OF AGREEMENT WITH**
140 **OLSSON ASSOCIATES FOR SITE IMPROVEMENTS FOR HALL COUNTY AIRPORT AUTHORITY**
141 **ADMINISTRATION BUILDING.**

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143 Executive Director Olson reported the north parking lot improvements will be included as an add alternate
144 on the Administration building bid. This will allow one contractor to oversee both projects. If bids don't come
145 back favorable the north parking lot project can be re-bid separately.

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147 *Motion by Setlik, second by Cook authorizing the Executive Director to execute the Letter Agreement for*
148 *Professional Services with Olsson Associates, Inc., for Civil Engineering Services for Site Improvements*
149 *for the Hall County Airport Authority Administration Building for a fee of \$33,600.00 (Survey Services*
150 *\$1,700.00, Civil Design Services \$19,900.00; and Construction Phase Services \$12,000.00). Anticipated*
151 *completion date is April 1, 2018. Upon roll call, motion was approved with a 4 Yes to 0 No votes.*

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153 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-06: LETTER OF AGREEMENT WITH**
154 **OLSSON ASSOCIATES FOR SITE IMPROVEMENTS FOR THE PARKING AREA NORTH OF THE**
155 **PASSENGER TERMINAL.**

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157 *Motion by Quandt, second by Cook authorizing the Executive Director to execute the Letter Agreement for*
158 *Professional Services with Olsson Associates, Inc., for Civil Engineering Services for Site Improvements*
159 *for the Parking Area North of the Passenger Terminal for a fee of \$36,400.00 (Survey Services \$2,000.00;*
160 *Civil Design Services \$16,900.00; Bid Phase Services \$ 3,500.00; and Construction Phase Services*
161 *\$14,000.00). Anticipated completion date is April 1, 2018. Upon roll call, motion was approved with a 4 Yes*
162 *to 0 No votes.*

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164 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-07: STORAGE LEASE AGREEMENT WITH**
165 **WILLIAM STAHL FOR BUILDING 92.**

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167 *Motion by Setlik, second by Cook authorizing the Executive Director to execute Storage Lease Agreement*
168 *with William B. Stahl for portion of Building 92 located at the Central Nebraska Regional Airport. Purpose*
169 *is for storage of watercraft and trailer. Lease term commenced December 15, 2017 and is on a Month-to-*
170 *Month basis. Rent is \$50 per month. Upon roll call, motion was approved with a 4 Yes to 0 No votes.*

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172 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-08: STORAGE LEASE AGREEMENT WITH**
173 **DANIEL R. ASTRONES AND JUSTIN R. ASTRONES FOR BUILDING 92.**

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175 *Motion by Cook, second by Quandt authorizing the Executive Director to execute Storage Lease Agreement*
176 *with Daniel R. Astrones and Justin R. Astrones for portion of Building 92 located at the Central Nebraska*
177 *Regional Airport. Purpose is for storage of watercraft and trailer. Lease term commenced January 1, 2018*
178 *and is on a Month-to-Month basis. Rent is \$50 per month. Upon roll call, motion was approved with a 4 Yes*
179 *to 0 No votes.*

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181 **EXECUTIVE DIRECTOR'S REPORT:**

- 182 a) Legislative update: Executive Director Olson stated he receives regular legislative updates from
183 State Aviation Association Lobbyist Mueller Robak, LLC.
184 b) Lincoln Airport Manager Dave Harting and Executive Director Olson flew to Washington, DC on
185 December 14th and met with Senate and Congressional staffers.
186 c) The Control Tower benefit cost analysis will be released January 30th.
187 d) Executive Director Olson presented a 2017 year-end report.

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189 **ANNOUNCEMENTS:**

- 190 a) Airport Authority Press Conference today at 12:30 p.m. at Passenger Terminal.
191 b) Governor Fly-in State of the State address today at 1 p.m. at Passenger Terminal.
192 c) Soup Supper is January 23, 2018 5-7 pm at Passenger Terminal.
193 d) Afternooner's Fish fry will be held Saturday, February 10 & 24, 2018 from 4-7 p.m.
194 e) Next Board meeting is February 14, 2018.

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196 EXECUTIVE SESSION:
197 *Motion by Setlik, second by Quandt to go into Executive Session to discuss airline, lease, and personnel*
198 *negotiations. Upon roll call, motion was approved with a 4 Yes to 0 No votes, and Board went into Executive*
199 *Session at 9:26 a.m.*
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201 *Motion by Cook second by Quandt to come out of Executive Session with no decisions being made and*
202 *reconvene to Regular Session. Upon roll call, motion was approved with a 4 Yes to 0 No votes, and Board*
203 *came out of Executive Session and into Regular Session 9:55 a.m.*
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205 ADJOURNMENT:
206 *Motion by Quandt, second by Setlik to adjourn the meeting. Upon roll call, motion was approved with a 4*
207 *Yes to 0 No votes, and meeting was adjourned at 9:55 a.m.*
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209 HALL COUNTY AIRPORT AUTHORITY
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213 _____
214 Debra Potratz | Administrative Assistant
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218 Lynne Werner | Board Chair
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Ken Caldwell | Board Secretary/Treasurer
(SIGNATURES ON FILE)