



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | April 13, 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 April 13, 2017. Notice of Meeting was given in the *Grand Island Independent* on April 7, 2017. 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, Secretary/Treasurer Ken Caldwell, and Joe Cook.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Michelle Setlik.

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

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Andrew Beil from Benesch, Brad Kissler from CMBA Architects, Zach Butz from Shamburg, Wolf, McDermott & Depue, and Robert Pore from the Grand Island Independent.

The Pledge of Allegiance was said in unison.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting on March 15, 2017.
- Resolution 17-19: Claims 3226-3231.

Motion by Caldwell, second by Cook to approve the Consent Agenda. Upon roll call, motion was approved with a 4 Yes to 0 No vote.

DISCUSSION AND ACTION AGENDA:

FINANCIAL REPORTS | MARCH 2017

Report by HR/Accounting Manager Annette Schimmer.

3rd Month of 2nd Quarter: 50.00%	Current Amount Mar 17	YTD Amount Oct 16 – Mar 17	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$264,544.08	\$746,811.68	\$1,326,913.00	56.28%	\$580,101.32
Operating Expenses	\$122,522.93	\$890,072.45	\$1,879,720.00	47.35%	\$989,647.55
Total Operating Income/(Loss)	\$142,021.15	(\$143,260.77)	(\$552,807.00)	25.92%	(\$409,546.23)
Tax Levy Bond	\$19,044.66	\$325,898.50	\$1,335,059.00	24.41%	\$1,009,160.50
Tax Levy General	\$3,478.99	\$74,714.71	\$267,322.00	27.95%	\$192,607.29
Tax Levy General Fund Designated for Air Service Development	\$3,904.23	\$51,877.60	\$250,000.00	20.75%	\$198,122.40
Net Income/(Loss)	\$718,658.46	\$241,623.88	(\$3,160,068.00)	-7.65%	(\$3,301,691.88)

Past Dues Report as of Today: \$378.65 remains outstanding.

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ACTIVITY REPORTS | MARCH 2017
GRI Air Traffic Operations Report by Executive Director Mike Olson.
Central Nebraska Regional Airport

Itinerant Operations	Mar 2016	Mar 2017	% Change
Air Carrier	52	95	83
Air Taxi	226	208	-8
Civil Aviation	545	521	-4
Military	58	99	71
Total OPS	881	923	5

Local Operations

Civil	170	208	22
Military	56	76	23
Total LCL	226	284	26
TOTAL TRF	1107	1207	9

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Enplanement Report by Executive Director Mike Olson. Olson stated enplanements are down due to the loss of the Allegiant Orlando flight plus there were 10 less flights in March 2017 compared to March 2016. Enplanements will continue to trend downwards for the next several months. On June 2nd, American Airlines will be utilizing the 65-seat aircraft and the afternoon departure time will move up to 3:50 p.m.

	2017 Mar	2016 Load Factor %	2016 Mar	49 +/- %
Allegiant	3399	91%	4797	-29
American	2825	64%	2282	24
Charters	0		147	-100
Mo. Emp	6224		7226	-14
Yr to Date	16250		18722	-13

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Operations Report by Operations Manager Doug Brown.

- Provided Security and Aircraft Rescue and Fire Fighting (ARFF) support for Allegiant flights and daily American Airline flights.
- On-going ARFF/Security and Safety Training.
- Sprayed weeds and started mowing.
- Operations Secretary Carole Harmon has been working on rewriting the Airport Security Program. Document needs to be submitted to Federal Aviation Administration and approved by the end of this month.
- The Airport Certification Manual has been submitted to Federal Aviation Administration for review and approval.
- Repaired east front door on Bldg 129 (Maintenance).
- Cleaned-up roof debris from storm damage to Bldg 855 (GroRite).
- Conducted preventative maintenance on summer mowing equipment and storing winter equipment.
- Revamped deicer rig to accommodate weed spraying.
- Annual Fire Extinguisher Training will be held April 26th for Trego/Dugan Aviation and Airport staff.
- Calibrated Runway 35 PAPI Precision Approach Path Indicators (PAPI).
- Performed a fuel truck and operation inspection on Trego/Dugan Aviation.
- Cut trees out of fence line and replaced one mile of old fence.
- Performed annual burn of bushes and trees.

- 71 • New Maintenance Technician Dylan Evans will attend ARFF Training in Salt Lake City, UT April
72 23-28, 2017.
- 73 • Operations Manager Doug Brown will attend the 51st Annual International Aviation Snow
74 Symposium in Buffalo, NY April 22-26, 2017.
- 75 • Annual Airport Emergency Plan tabletop briefing for all outside agencies will be held May 2nd from
76 9-11 a.m. at the Nebraska Law Enforcement Training Center.
- 77 • Afternooners Car show will be May 24th from 5-8 p.m.
- 78 • Bldg 101F (Terminal Addition) has been moved out and a security fence has been installed.
- 79 • Gave numerous tours.
- 80 • Numerous other daily projects completed.

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82 Building Report by Facility Manager Steve Magnuson:

- 83 • Wiring has been installed to mount four additional security cameras on east side of terminal to
84 view ramp activity.
- 85 • Repairs were made to south overhead door to Bldg 100 #111 (Passenger Terminal Outbound
86 Baggage).
- 87 • The Advanced Imaging Technology (AIT) full body scanner has been installed and went into
88 service April 12th. The system produces images of the body in order to detect potential threats
89 concealed underneath passengers' clothing. AIT screening is optional for all passengers and
90 those who do not wish to utilize this screening technology will receive alternative screening,
91 including a physical pat-down.
- 92 • Tilly's has started seeding areas around entry and exit lanes near Bldg 100 (Passenger Terminal)
93 and along driveway to Bldg 114 (General Aviation Terminal).
- 94 • Lawn sprinkler systems are operational with minor repairs needed.
- 95 • Clean up is scheduled around west parking lot fence and CNRA Monument sign.
- 96 • Weekly parking lot surveys are forwarded to Executive Director.
- 97 • Canopy beam has been repaired.
- 98 • Wind storm on March 23rd blew off a 60' portion of Bldg 855 (GroRite). The damaged area has
99 been covered with tarps and battens. Bids are being solicited for roof repair and/or replacement.
- 100 • Floor tiles in restrooms in Bldg 100 (Passenger Terminal) have been re-grouted due to poor
101 installation. This work is covered under warranty.
- 102 • Concrete repairs to retaining wall on loading dock, replaced driveway, and part of warehouse
103 floor have been completed for Bldgs 851 & 855 (GroRite).

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105 Construction & Planning Report by Executive Director Mike Olson: A pre-bid meeting for the Demolition
106 Project will be held April 18th with bids due May 4th. Recommendation will be presented at the May meeting.

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108 Andrew W. Beil, PE, Vice President, Senior Project Manager from Benesch stated his expertise is in
109 Aviation Design and Construction and he manages all the aviation projects for Benesch. Mr. Beil gave an
110 update on the AIP 39 Joint Resealing & Panel Replacements on Concrete Surfaces
111 (Taxiways/Runways/Ramps) project through the Federal Aviation Administration (FAA).

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113 The FAA Central Region office is currently reviewing draft plans submitted by Benesch. Benesch will modify
114 project plans according to comments received back from the FAA and will advertise for bids in May. Once
115 bids are received and approved, the Authority will be able to submit the Grant Application to FAA to request
116 federal funds which will cover 95% of the project. Once the grant offer has been received Benesch will
117 proceed with contracts with the successful bidder.

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119 The geotechnical investigation on Runway 13/31 found there is no aggregate base or proper drainage
120 underneath runway which is causing the frost heave of the concrete panels. Plans are to replace six
121 concrete panels across the runway directly under numbers 13, put a new aggregate base under the
122 concrete, and place subdrains and edge drains to prevent future heaving.

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124 Executive Director Olson and Mr. Beil have had discussions with the FAA regarding the future of Runway
125 13/31 and how to secure the additional funding needed to potentially reconstruct the entire runway. Once
126 AIP 39 is completed, Runway 13/31 will still be usable, but the runway category may need to be changed
127 to accommodate a lesser landing weight which will restrict the size of aircraft able to land. Restricting
128 aircraft size on Runway 13/31 will have an effect when Runway 17/35 is closed for concrete panel
129 replacement as well.

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131 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-20: HANGAR LEASE AGREEMENT**
132 **WITH AIR AMERICA LLC FOR T-HANGAR C.**
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134 *Motion by Quandt, seconded by Cook authorizing the Executive Director to execute Hangar Lease*
135 *Agreement with Air America LLC, for Building 86, T-Hangar C located at 2105 Sky Park Road, Grand Island,*
136 *Nebraska. Lease term commenced April 1, 2017 and is on a Month-to-Month basis. Rent is \$106.00/month,*
137 *plus \$10.00/month for utilities. Upon roll call, motion was approved with a 4 Yes and 0 No vote.*
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139 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-21: PROPOSAL FROM CMBA**
140 **ARCHITECTS FOR ARCHITECTURAL SERVICES FOR PLANNING AND DESIGN OF THE HALL**
141 **COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING.**
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143 Brad Kissler from CMBA Architects stated this would start the process of developing a new Administration
144 Building. The process would define the size, layout, and interior/exterior designs.
145

146 *Motion by Cook, second by Caldwell authorizing the Executive Director to execute proposal dated April 3,*
147 *2017, from CMBA Architects for Architectural Services for Planning and Design of the Hall County Airport*
148 *Authority Administration Building. The scope of service includes Schematic Design with Hourly fees not to*
149 *exceed \$29,900. The Schematic Design fee would be credited back upon entering into a contract for basic*
150 *Architectural services. Separate fees would be negotiated for Design Development, Construction*
151 *Documents, Bidding, and Construction Administration. Upon roll call, motion was approved with a 4 Yes*
152 *to 0 No vote.*
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154 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-22: AGREEMENT WITH CMBA**
155 **ARCHITECTS TO PROVIDE BASIC ARCHITECTURAL AND PARKING CONSULTANT SERVICES**
156 **FOR PHASES 2, 3 & 4 OF THE PARKING ACCESS REVENUE CONTROL SYSTEMS FOR CENTRAL**
157 **NEBRASKA REGIONAL AIRPORT.**
158

159 Mr. Kissler stated CMBA Architects will serve as the consultant for this Integrity Parking and Olsson
160 Associate project. Phases 2, 3 & 4 are needed in order to implement the PARCS.
161

162 *Motion by Quandt, second by Cook authorizing Executive Director to execute Agreement dated April 4,*
163 *2017, with CMBA Architects to Provide Basic Architectural and Parking Consultant Services for Phases 2,*
164 *3, and 4 of the Parking Access Revenue Control Systems (PARCS) Project for the Central Nebraska*
165 *Regional Airport for a fee of \$85,820. Integrity Parking Systems shall provide services for Phase 2 for*
166 *\$29,440; Phase 3 for \$25,760; and Phase 4 for \$9,200. Integrity Parking Systems fees include travel*
167 *related expenses and are not to exceed \$64,440. Olsson Associates shall provide civil engineering services*
168 *for the Civil Site/Electrical Design Phase and Construction Phase Services for a fixed fee of \$17,000.*
169 *Reimbursable expenses are included. CMBA Architect shall provide basic Architectural and Parking*
170 *Consultant Service for a fee of \$4,420. Upon roll call, motion was approved with a 4 Yes to 0 No vote.*
171

172 **EXECUTIVE DIRECTOR'S REPORT:**

173 a) Attended the Washington Legislative Conference in Washington, DC March 21st & 22nd and met with
174 Senator Fischer and Congressman Adrian Smith. Discussions included the Essential Air Service
175 (EAS) Program. President Trump has proposed eliminating the EAS program budget. The EAS
176 program serves 173 airports in 46 states. Executive Director Olson stated the program will probably
177 be safe, but there may be further scrutiny of the program. Some airports are being subsidized with
178 incredible rates. The Central Nebraska Regional Airport has been a model airport with the success
179 of the program as enplanements have increased and our subsidy has gone down. CNRA has the

- 180 second to the lowest subsidy in the country. Executive Director Olson's goal is to get off of the EAS
181 program.
- 182 b) Passenger Facility Charge (PFC) cap is \$4.50 and the airport receives a check from the airline for
183 \$4.39. There is a push to eliminate the cap and let the local airports decide what the PFC amount
184 should be. The \$4.50 PFC cap was initiated in 2001-02 and it was worth \$4.50. Due to inflation,
185 that amount today is worth \$2.50.
- 186 c) President Trump has proposed a cut in the Law Enforcement Officer (LEO) program of the
187 Department of Homeland Security (DHS). This program reimburses the airport up to \$20 hour to
188 provide LEO service during screening operations. Executive Director Olson stated if the funding
189 gets cut then DHS needs to cut the mandate as well. Human Resource/Accounting Manager
190 Schimmer stated the airport does not have a renewed funding contract so all funding has been
191 frozen and no reimbursement has been made to the city since January 1st.
- 192 d) On March 28th, Executive Director Olson went before the Grand Island City Council for approval of
193 our EAS recommendation for American Airline service to Dallas/Fort Worth Texas (DFW) for the
194 next two years and it was approved. Executive Director Olson presented to the Hall County Board
195 of Supervisors on April 4th.

196
197 ANNOUNCEMENTS:

- 198 a) Hero Flight for Vietnam Veterans departs April 30th at 7:00 AM and returns May 2nd at 5:30 PM to
199 a welcome home celebration.
- 200 b) Blood Drive May 16th from 8am-2pm at the Passenger Terminal.
- 201 c) The May 17th Board meeting may need to be rescheduled. Board will be polled for an alternate
202 date.
- 203 d) Afternooners' Car Show May 24th from 5-8 p.m.

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205 EXECUTIVE SESSION:

206 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*
207 *negotiations. Upon roll call, motion was approved with a 4 Yes to 0 No vote, and Board went into Executive*
208 *Session at 9:11 a.m.*

209
210 *Motion by Caldwell second by Quandt to come out of Executive Session with no decisions being made and*
211 *reconvene to Regular Session. Upon roll call, motion was approved with a 4 Yes to 0 No vote, and Board*
212 *came out of Executive Session and into Regular Session 9:49 a.m.*

213
214 ADJOURNMENT:

215 *Motion by Caldwell, second by Quandt to adjourn the meeting. Upon roll call, motion was approved with a*
216 *4 Yes to 0 No vote, and meeting was adjourned at 9:50 a.m.*

217
218 HALL COUNTY AIRPORT AUTHORITY

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222 _____
223 Debra Potratz | Administrative Assistant

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227 Lynne Werner | Board Chair

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227 Ken Caldwell | Board Secretary/Treasurer

228 (SIGNATURES ON FILE)