



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | May 23, 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 May 23, 2017. Notice of Meeting was given in the *Grand Island Independent* on May 16, 2017. 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, 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/Security Manager Doug Brown and Facility Manager Steve Magnuson.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Zach Thompson from Trego Dugan Aviation and Elizabeth Rembert 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 April 13, 2017.
- Minutes from the Special Meeting on May 3, 2017.
- Resolution 17-24: Claims 3232-3236.

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 | APRIL 2017

HR/Accounting Manager Annette Schimmer will be scheduling meetings with the Board committees to review budget. The Authority budget presentation to the Hall County Board of Supervisors is July 19th at 1:35 p.m. and Board members are encouraged to attend.

American Airlines revenues are short because they automatically pay but have not included the scheduled rent increase. Steps are being taken to contact the proper accounting personal to correct payment amount.

1st Month of	Current Amount	YTD Amount	Yearly Budget		Remaining
3rd Quarter: 58.33%	Apr 17	Oct 16 – Apr 17	Amount	YTD %	Budget \$ Amt
Operating Income	\$79,402.59	\$826,214.27	\$1,326,913.00	62.27%	\$500,698.73
Operating Expenses	\$120,619.58	\$1,010,692.03	\$1,879,720.00	53.77%	\$869,027.97
Total Operating Income/(Loss)	(\$41,216.99)	(\$184,477.76)	(\$552,807.00)	33.37%	(\$368,329.24)

Tax Levy Bond	\$79,549.23	\$405,447.73	\$1,335,059.00	30.37%	\$929,611.27
Tax Levy General	\$21,663.71	\$96,378.42	\$267,322.00	36.05%	\$170,943.58
Tax Levy General Fund Designated for Air Service Development	\$9,186.75	\$61,064.35	\$250,000.00	24.43%	\$188,935.65
Net Income/(Loss)	\$55,796.23	\$297,420.11	(\$3,160,068.00)	(9.41%)	(\$3,357,488.11)
Past Dues Report as of Today: \$509.27 remains outstanding.					

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ACTIVITY REPORTS | APRIL 2017

GRI Air Traffic Operations Report by Executive Director Mike Olson. Tower Manager Dave Hansen is unable to attend meetings due to staffing issues.

Central Nebraska Regional Airport

Itinerant Operations	Apr 2016	Apr 2017	% Change
Air Carrier	48	88	83
Air Taxi	254	183	(28)
Civil Aviation	640	495	(23)
Military	84	73	(13)
Total OPS	1026	839	(18)

Local Operations

Civil	210	206	(2)
Military	88	56	(36)
Total LCL	298	262	(12)
TOTAL TRF	1,324	1,101	(17)

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Enplanement Report by Executive Director Mike Olson.

	2017 Apr	2016 Load Factor %	2016 Apr	54 +/- %
Allegiant	2,640	79%	3,064	-14%
American	2,531	60%	1,978	28%
Charters	312		121	158%
Mo. Emp	5,483		5,163	6%
Yr to Date	21,733		23,885	-9%

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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 one Charter flight.
- 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 second week of June to discuss findings.
- The Airport Certification Manual has been submitted to Federal Aviation Administration for review and approval.
- Cut trees out of fence line and replaced another mile of old fence.
- Performed annual burn of bushes and trees.
- Maintenance Technician Dylan Evans attended (ARFF) training in Salt Lake City, UT on April 23-28, 2017, and is qualified to operate on runways and taxiways.
- Car show will be May 24th from 5-8 p.m. on the south ramp.

- 70 • Conducted Annual Airport Emergency Plan table top at the Nebraska Law Enforcement Training
- 71 Center on May 2nd, and one on May 9th for Trego Dugan Aviation employees since none attended
- 72 the first meeting.
- 73 • On May 2nd, Vietnam Veterans were given a heroes' welcome home by hundreds of well-wishers.
- 74 • On May 16th, the Airport hosted Airport Rescue & Fire Fighting (ARFF) training with 40 in
- 75 attendance. The University of Missouri provided the mobile aircraft unit for the training.
- 76 • Filled in ruts and low areas on runways and taxiways.
- 77 • Cleaned out Bldg 133 (Airport Storage) and Bldg 125 (USAF Hangar 5).
- 78 • Maintenance and repair to runway closure X's.
- 79 • Grinded paint off Hold Short decals on taxiways.
- 80 • Numerous other daily projects completed.

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82 Building Report by Facility Manager Steve Magnuson:

- 83 • The four new security cameras have been installed on the east side of Bldg 100 (Passenger
- 84 Terminal) to monitor the entire airline security box area.
- 85 • New seeded areas are sprouting and have been sprayed for weeds.
- 86 • Drainage culvert on west side of car wash driveway was uncovered and drainage regained after
- 87 the culvert was inadvertently covered over following construction.
- 88 • Both monument signs have been cleaned up.
- 89 • Rathman and Manning is working on replacing the roof on Bldg 855 (GroRite) and should be
- 90 complete by end of May.
- 91 • Roof leak repairs are underway after sustained rain last week on five rental properties including
- 92 Bldg 850 (CMG Enterprise), Bldg 2B (GI Clean Community System), Bldg 112 (Trego Dugan
- 93 Aviation), Bldg 700A (Lamar), and Bldg 113A (Lifeteam).
- 94 • After complaints regarding the Public-Address system in Bldg 124 (Passenger Hold Room), two
- 95 new speakers have been installed. Gate agents have also been instructed to slow down their
- 96 speech when making announcements.
- 97 • A flooded limit switch resulted in erratic behavior of the jet bridge last week. The switch has been
- 98 replaced.
- 99 • A recurrent training program for Trego Dugan Aviation personnel jet bridge operation has
- 100 commenced.

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102 Construction & Planning Report. Executive Director Olson gave an update on the AIP 39 Joint Resealing
103 & Panel Replacements on Concrete Surfaces (Taxiways/Runways/Ramps). The FAA Central Region office
104 has approved plans submitted by Benesch. A bid notice was published May 13th & 16th and a pre-bid
105 meeting was held May 18th. Bids are due June 7th at 2:00 p.m. and bid will be awarded at the June 14th
106 Board meeting. Once bid is awarded the Authority will be able to submit the Grant Application to FAA to
107 request federal funds to cover 95% of the project.

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109 CMBA Architects is working on design for the Administration building. Integrity Parking is working on bid
110 specs for the Parking Access and Revenue Control Systems (PARCS) as well as bid specs to reconstruct
111 parking lot to accommodate paid parking. Both bids will be out first part of June with award at August Board
112 meeting. Airport staff is working on bringing fiber cable out to this area.

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114 Executive Director Olson stated a planning session will be scheduled for non-federally funded projects.

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116 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-25: AWARD BUILDING DEMOLITION**
117 **PROJECT TO DOBESH LAND LEVELING, LLC.**

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119 *Motion by Quandt, seconded by Caldwell authorizing the Executive Director to accept Building Demolition*
120 *Project Bid from Dobesh Land Leveling LLC from Grand Island, NE in the amount of \$47,966. The Bid*
121 *Legal Publication was published in the Grand Island Independent April 4 & 11, 2017. The following bids*
122 *were received before the deadline on May 4, 2017: The Diamond Engineering Company \$109,900; Dobesh*
123 *Land Leveling, LLC \$47,966; Myers Construction Incorporated \$187,940; O'Neill Transportation &*

124 *Equipment, LLC \$74,000. CMBA Architects have reviewed bids and all were found to be responsive and*
125 *responsible, and recommends awarding the bid to Dobesh Land Leveling, LLC. Contractor agrees to hold*
126 *proposal for sixty (60) days after the receipt of proposals, enter into an Agreement, and perform all work*
127 *required by the contract documents for demolition of Building 101 (Old Passenger Terminal Building), Hold*
128 *Room Concrete Slab, Building 95 (Old General Aviation Terminal) and Building 94 (Gazebo). Upon roll call,*
129 *motion was approved with a 4 Yes and 0 No vote.*

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131 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-26: AMENDMENT TO HANGAR LEASE**
132 **AGREEMENT WITH RODGER SCHMIT FOR USAF HANGAR 6 EAST HALF.**

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134 *Motion by Caldwell, second by Cook authorizing the Executive Director to execute Amendment to Hangar*
135 *Lease Agreement with Rodger Schmit changing from USAF Hangar 5 East Half to USAF Hangar 6 East*
136 *Half effective May 1, 2017. Upon roll call, motion was approved with a 4 Yes to 0 No vote.*

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138 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-27: COMPLETE SPORTS**
139 **COVERAGE CONTRACT WITH GRAND ISLAND FAMILY RADIO FOR 2017-2018.**

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141 *Motion by Cook, second by Caldwell authorizing the Executive Director to accept the Complete Sports*
142 *Coverage Contract with Grand Island Family Radio for 2017-2018. Commercial time will be included on*
143 *Husker Sports Coverage – Football, Basketball, Volleyball, Baseball, and Sports Nightly; Pro Sports*
144 *Coverage – Chiefs Football and Danger Football; and Local Sports Coverage – High School Sports. The*
145 *Authority will receive an additional 200 free thirty-second commercials to be used at their discretion.*
146 *Contract term is June 2017 through May 2018. Fee is \$683.00/month for a total cost of \$8,196.00. Upon*
147 *roll call, motion was approved with a 4 Yes to 0 No vote.*

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149 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-28: MARKETING CAMPAIGN**
150 **AGREEMENT WITH NRG MEDIA, LLC.**

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152 *Motion by Quandt, second by Cook authorizing the Executive Director to accept the Marketing Campaign*
153 *Agreement with NRG Media, LLC. 107.7 The Island will play forty (40) thirty-second commercials monthly*
154 *from 6 am to 7 pm; a full-page ad placed in the 2017-18 Sports Guide; the Nebraska State Fair Daily*
155 *Updates; two (2) fifteen second commercials; and High School Sports Guide from June 2017 through May*
156 *2018. The 107.7 fee is \$416/month or \$4,992/year. Y102 Nebraska's Hot Country and Classic Rock 101.5*
157 *will play (30) thirty-second commercials from 6 am to 7 pm; Nebraska State Fair Daily Live Updates; and*
158 *Husker Harvest Day Daily Updates. Y102 will advertise months (Jun-Aug-Oct-Dec-Feb-Apr) and Rock*
159 *101.5 will advertise months (Jul-Sep-Nov-Jan-Mar-May). Y102 Nebraska's Hot Country and Classic Rock*
160 *101.5 fees are \$416/month or \$4,992/year. Total cost for all three markets is \$832/month or \$9,984.00/year.*
161 *Upon roll call, motion was approved with a 4 Yes to 0 No vote.*

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163 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-29: MEDIA PLANNING PROPOSAL**
164 **FROM STROBELINC.**

165
166 *Motion by Cook, second by Caldwell authorizing the Executive Director to accept the Media Planning*
167 *Proposal from StrobeLINC. Proposal includes: NTV & FOX Nebraska from July 2017 – June 2018 for*
168 *\$1,575/month or \$18,900/year and includes: (60) thirty-second commercials, (34) news billboards and (22)*
169 *thirty-second spots on billboards months. (Jun 26, Jul 24, Oct 30, Nov 20, Dec 18, and 2018). NBC*
170 *Nebraska from June 2017- August 2017 for \$500/month for a total of \$1,500 and includes: Sponsorship of*
171 *150 Celebration and Spot Schedule. Telemundo Nebraska from June 2017 – May 2018 for \$499/month or*
172 *\$5,988/year and includes: (66) thirty-second commercials per month. News Channel Nebraska 30, 35 &*
173 *48 from June 2017 – May 2018 for \$1,200 /month or \$14,400/year and includes: Sponsorship of top five*
174 *plays, twice per game, rotation on Norfolk and Columbus stations (60) per month, and Quarterly interviews*
175 *if desired. Upon roll call, motion was approved with a 4 Yes to 0 No vote.*

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177 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-30: MEMORANDUM AGREEMENT**
178 **WITH THE HALL COUNTY CONVENTION & VISITORS BUREAU FOR KIOSK PLACEMENT IN THE**
179 **PASSENGER TERMINAL AT THE CENTRAL NEBRASKA REGIONAL AIRPORT.**

180
181 *Motion by Quandt, second by Caldwell authorizing Executive Director to execute Memorandum Agreement*
182 *with the Hall County Convention & Visitors Bureau (HCCVB) for Kiosk Placement at the Information Desk*
183 *in Building 100 (Passenger Terminal) located at 3773 Sky Park Road at the Central Nebraska Regional*
184 *Airport as outlined in Exhibit A. HCCVB will install, produce and maintain a tourism based 27" touchscreen*
185 *desk mount Kiosk. The hardware and software will be owned and managed by the HCCVB. All content*
186 *shall be subject to Authority approval. HCCVB may provide an employee at its cost to staff the information*
187 *desk during high volume times. The effective date of this agreement is March 23, 2016. Upon roll call,*
188 *motion was approved with a 4 Yes to 0 No vote.*
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190 EXECUTIVE DIRECTOR'S REPORT:

- 191 a) The White House has proposed eliminating the Essential Air Service (EAS) budget. The EAS
192 program serves 173 airports in 46 states. Cuts are also proposed for the Law Enforcement Officer
193 (LEO) program of the Department of Homeland Security (DHS). This program reimburses the airport
194 up to \$20/hour to provide LEO service during screening operations. Executive Director Olson stated
195 if the funding gets cut then DHS needs to cut the mandate as well. Human Resource/Accounting
196 Manager Schimmer stated the airport has not received a new funding contract so the City has not
197 been reimbursed since January 1st. There is a push to eliminate the \$4.50 Passenger Facility Charge
198 (PFC) cap and let the local airports decide what the PFC amount should be and there is still debate
199 over the Contract Tower reform.
200 b) Nebraska Department of Aeronautics will become part of the Roads Department and the name for
201 the merged agency will be the Nebraska Department of Transportation. This merge will take effect
202 in July.
203 c) Cell phone companies want to put up cell towers on government right-of-ways without approval from
204 airports. The Executive Director would like to control what goes up on our land and collect revenue.
205 d) Executive Director Olson met one-on-one with the new airport manager for Allegiant during the
206 Allegiant Conference in Las Vegas, NV on April 25th-27th. They discussed Central Nebraska
207 Regional Airport's low airport cost, Las Vegas and Phoenix flights, and the possibility of reinstating
208 a seasonal Orlando flight. Olson also informed Allegiant that runway 17/35 will be closed for repairs
209 in May of 2018.
210 e) Airport's Blood Drive held on May 16th collected 28 pints.
211 f) The Passenger Terminal Cornerstone ceremony will be held following the July 12th Board meeting.
212 g) The Airport will be recognized at the Hall County Board meeting next Tuesday, May 30th at 9:00
213 a.m. for our support with the Hero flights
214 h) The Albert Einstein bench donated by Ray O'Conner will be placed in Bldg 100 (Passenger
215 Terminal) this week.
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217 ANNOUNCEMENTS:

- 218 a) Afternooners' Car Show May 24th from 5-8 p.m.
219 b) Next Board meeting is June 14, 2017.
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221 EXECUTIVE SESSION:

222 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*
223 *negotiations. Upon roll call, motion was approved with a 4 Yes to 0 No vote, and Board went into Executive*
224 *Session at 8:53 a.m.*
225

226 *Motion by Caldwell second by Cook to come out of Executive Session with no decisions being made and*
227 *reconvene to Regular Session. Upon roll call, motion was approved with a 4 Yes to 0 No vote, and Board*
228 *came out of Executive Session and into Regular Session 9:25 a.m.*
229

230 ADJOURNMENT:

231 *Motion by Cook, second by Quandt to adjourn the meeting. Upon roll call, motion was approved with a 4*
232 *Yes to 0 No vote, and meeting was adjourned at 9:30 a.m.*
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234 HALL COUNTY AIRPORT AUTHORITY
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Debra Potratz | Administrative Assistant

Lynne Werner | Board Chair

(SIGNATURES ON FILE)

Ken Caldwell | Board Secretary/Treasurer