



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | October 12, 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 October 12, 2017. Notice of Meeting was given in the *Grand Island Independent* on October 4, 2017. Board Chair Werner called the meeting to order at 8:07 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 Manager Annette Schimmer, Operations/Security Manager Doug Brown and Facility Manager Steve Magnuson.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Brian Degan from Olsson Associates, Zach Thompson, Tyler Acton, and Heather Rutkowski from Trego Dugan Aviation, and Zach Butz from Shannon, Wolf, McDermott & Depue.

The Pledge of Allegiance was said in unison.

PUBLIC COMMENT: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Budget Public Hearing and Regular Meeting on September 13, 2017.
- Resolution 17-67: Claims 3262-3270, 3272.

Motion by Quandt, 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 | September 2017

HR/Accounting Manager Annette Schimmer presented the September financial report and stated the 2016-17 fiscal year end expenses will be closed once a final invoice for a project is received. Executive Director Olson stated when planning for the 2016-17 budget there were a lot of unknowns with the Passenger Terminal and stated the calculations were proven to be very accurate.

FINANCIAL STATUS REPORT

3 rd Month of 4 th Quarter: 100.00%	Current Amount Sep 17	YTD Amount Oct 16 – Sep 17	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$102,051.12	\$1,362,151.08	\$1,326,913.00	102.66%	(\$35,238.08)
Operating Expenses	\$299,605.27	\$1,870,379.40	\$1,879,720.00	99.50%	\$9,340.60
Total Operating Income/ Loss	(\$197,554.15)	(\$508,228.32)	(\$552,807.00)	91.94%	(\$44,578.68)
Tax Levy Bond	\$352,549.39	\$1,324,508.85	\$1,335,059.00	99.21%	\$10,550.15
Tax Levy General	\$70,553.23	\$253,035.12	\$267,322.00	94.66%	\$14,286.88

Tax Levy General Fund Designated for Air Service Development	\$66,057.52	\$260,534.65	\$250,000.00	104.21%	(\$10,534.65)
Net Income/(Loss)	\$226,050.07	\$477,524.77	(\$3,160,068.00)	-15.11%	(\$3,537,592.77)
Past Dues Balance as of Today: \$12,720.43.					

47
48
49
50

ACTIVITY REPORTS | SEPTEMBER 2017

GRI Air Traffic Operations Report was presented by Tower Manager Dave Hansen.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Sept 2017	83	217	701	131	1,132	214	26	240	1,372
Sept 2016	37	296	593	74	1,000	128	28	156	1,156
% Change	124%	-27%	18%	77%	13%	67%	-7%	54%	19%

51
52
53

Enplanement Report was presented by Executive Director Mike Olson. Executive Director Olson is working with American regarding utilizing the CRJ7 65-Seat aircraft.

Enplanements	Allegiant	American	Charters	Mo. Emp	Yr to Date
Load Factor	88%	72%			
Sep 2017	2,391	2,805	149	5,345	49,687
Sep 2016	2,605	2,149	140	4,894	52,592
+/- %	-8%	31%	6%	9%	-6%

54
55

Operations Report by Operations Manager Doug Brown.

- Provided Security and Aircraft Rescue and Fire Fighting (ARFF) support for Allegiant flights, daily American Airline flights and Charters.
- On-going ARFF/Security and Safety Training.
- Rebuilt pump and made general repairs to AIR 21 (Fire Truck Rescue 1 E-One | 2005), changed out flex hose on AIR 74 (Fire Truck Rescue 2 Oshkosh T-6 | 1982), changed out hose on AIR 73 (Spreader IH Fire Boss 4x4 | 1970), and installed an air dryer system for ARFF trucks.
- Annual maintenance on snow equipment. Changed out wafers on AIR 9 (Broom Truck Kodiak | 1999).
- Painting taxiway A, H and C.
- Mowing, fence repairs, repairs to mid-field wind cone, and maintenance to T-Hangar E overhead door.
- Provided construction escorts daily.
- Roof repairs were made to Bldg 847 (Gro-Rite) and Bldg 2B (GI Clean Community Systems).
- Provide weekly, monthly and quarterly inspections on emergency equipment.
- Passengers are enjoying the sports channel in Bldg 100 (Passenger Terminal).
- Numerous other daily projects completed.

70
71

Facility Report: Facility Manager Steve Magnuson

- Completed drainage project on Bldg 846 (Bel-wood).
- Corrected drainage on both ends of Bldg 853 (Gro-Rite).
- Obtaining bids to replace exterior sheet metal on Bldg 853 (Gro-Rite)
- Replacing light fixtures in Bldg 720 (Hulchers).
- Investigating roof leaks in Bldg 100 (Passenger Terminal) Rm 116 (TSA Security Checkpoint).
- Roof repairs made and carpet cleaned in Bldg A (TSA).
- Replaced ceiling tiles and cleaned carpets in Bldg 113A (Lifeteam).
- Pulled meters and drained sprinklers systems on campus.
- Performed daily jet bridge inspections and provide on-going training for Trego Dugan Aviation employees.
- Performing twice weekly parking lot surveys.
- Ordered additional signage for parking lot and passenger terminal drop off/pick up zone.
- Purchased replacement snow plow blades for AIR 46 (Chevy Silverado 2010).

72
73
74
75
76
77
78
79
80
81
82
83
84

- Facility Worker staff provide security for exit lane in secure area for every outbound flight.

Construction & Planning Report: Executive Director Olson reported Benesch is on Phase 6 of the AIP 3-31-0034-039 Joint Resealing & Panel Replacement on Concrete Surfaces Project. Phase 5 consists of Runway 17-35 closure in May of 2018.

Olsson Associates: Brian Degan reviewed Change Orders and stated they have three layouts of the South Ramp Layout Plan. The Authority Administration building will be incorporated following design finalization by CMBA Architects.

CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-68: CHANGE ORDER NO. 01 FOR THE AIP 3-31-0034-039 JOINT RESEALING & PANEL REPLACEMENT ON CONCRETE SURFACES PROJECT FROM ALFRED BENESCH & CO. FOR TCW CONSTRUCTION, INC.

Executive Director Olson reported the Federal Aviation Administration has approved this Change Order.

Motion by Caldwell, seconded by Cook authorizing Executive Director to execute Change Order No. 01 for the AIP 3-31-0034-039 Joint Resealing & Panel Replacement on Concrete Surfaces Project from Alfred Benesch & Co. for TCW Construction, Inc., in the amount of \$5,185.00 (\$3,355.00 to remove cure in Phase 1 in 2017 and \$1,830.00 to remove cure in Phase 5, 5A & 5B in 2018). The Original Contract Amount was \$1,606,725.13, with Change Order No. 01 the Revised Contract Sum is \$1,611,910.13. Upon roll call, motion was approved with a 4 Yes and 0 No votes.

CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-69: HANGAR LEASE AGREEMENT WITH FLYING WRENCHES LLC FOR BUILDING 86, T-HANGAR E.

Motion by Quandt, second by Caldwell authorizing the Executive Director to execute Hangar Lease Agreement with Flying Wrenches LLC., for Building 86, T-Hangar E located at 2105 Mirage Street at the Central Nebraska Regional Airport. Lease term commenced October 1, 2017 and is on a Month-to-Month basis. Rent is \$106.00/month, plus \$10.00/month for utilities. Upon roll call, motion was approved with a 4 Yes to 0 No votes.

CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-70: CHANGE ORDER NO. 02 FOR THE PARKING LOT IMPROVEMENT PROJECT FROM OLSSON ASSOCIATES FOR RAMOS CONSTRUCTION, INC.

Motion by Cook, second by Quandt authorizing Executive Director to execute Change Order No. 02 for the Parking Lot Improvement Project (No. 017-108701) from Olsson Associates for Ramos Construction, Inc. in the amount of -(\$1,454.00) for Electrical changes to delete mini power zone at W. Gate entrance, reroute circuits, install conduit, and change mini-power on S. gate from 7.5 KVA to 5 KVA. The Original Contract Amount was \$189,386.00, with Change Order No. 02 the Revised Contract Amount is \$194,132.00. Upon roll call, motion was approved with a 4 Yes to 0 No votes.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 17-71: CHANGE ORDER NO. 03 FOR THE PARKING LOT IMPROVEMENT PROJECT FROM OLSSON ASSOCIATES FOR RAMOS CONSTRUCTION, INC.

Motion by Quandt, second by Cook authorizing Executive Director to execute Change Order No. 03 for the Parking Lot Improvement Project (No. 017-108701) from Olsson Associates for Ramos Construction, Inc. in the amount of \$11,675.00 for additional costs to provide the appropriate infrastructure for future cashier booths. The Original Contract Amount was \$189,386.00, with Change Order No. 03, the Revised Contract Amount is \$205,807.00. Upon roll call, motion was approved with a 4 Yes to 0 No votes.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 17-72: CHANGE ORDER NO. 04 FOR THE PARKING LOT IMPROVEMENT PROJECT FROM OLSSON ASSOCIATES FOR RAMOS CONSTRUCTION, INC.

141 *Motion by Cook, second by Caldwell authorizing Executive Director to execute Change Order No. 04 for the*
142 *Parking Lot Improvement Project (No. 017-108701) from Olsson Associates for Ramos Construction, Inc., in*
143 *the amount of \$3,355.00 for signage for parking lots. The Original Contract Amount was \$189,386.00, with*
144 *Change Order No. 04, the Revised Contract Amount is \$209,162.00. Upon roll call, motion was approved*
145 *with a 4 Yes to 0 No votes.*

146
147 EXECUTIVE DIRECTOR'S REPORT:

- 148 a) Legislative Update. Congress passed a six-month extension bill funding the FAA through the end of
149 March 2018. The Law Enforcement Officer program will continue and funds have been added to this
150 program. The Passenger Facility Charge increase and privatization of Air Traffic Control are at a
151 standstill. U.S. Department of Transportation Secretary Elaine Chao has developed a plan to
152 streamline government processes.
- 153 b) Update from National Airports Conference in Las Vegas, NV October 1-3, 2017. The pilot shortage
154 issue was discussed. Senator Thune from South Dakota is putting together an alternative pathway to
155 reach the 1,500-hour rule. There was no justification on why FAA increased flight time hours from 250
156 to 1,500 in order for pilots to receive their Airline Transport Pilot (ATP) Certification. This is an
157 emotional issue as the family members of those lost in the 2009 Colgan Flight 3407 crash were
158 instrumental in getting Congress to issue this mandate and demand the law remain intact, even though
159 NTSB determined crash was not caused by pilot error.
- 160 c) Board Member Joe Cook was onboard the Vietnam Veteran Hero Flight on October 11th and thanked
161 the staff for the tremendous job they did to welcome the veterans home as it was nothing but tears
162 and accolades during the ceremony. Plans are underway for another Hero Flight in May and October
163 of 2018.
- 164 d) The Board reviewed the tentative 2018 Board meeting schedule. Board can report any conflicts to
165 Administrative Assistant Debra Potratz and Executive Director Olson will look at possible alternative
166 dates.

167
168 ANNOUNCEMENTS:

- 169 a) Next Board meeting is November 15, 2017 at 8:00 a.m.
170 b) Cornerstone Ceremony for the Passenger Terminal is November 15, 2017 at 2:00 p.m.

171
172 EXECUTIVE SESSION:

173 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*
174 *negotiations. Upon roll call, motion was approved with a 4 Yes to 0 No votes, and Board went into Executive*
175 *Session at 8:55 a.m.*

176
177 *Motion by Cook second by Quandt to come out of Executive Session with no decisions being made and*
178 *reconvene to Regular Session. Upon roll call, motion was approved with a 4 Yes to 0 No votes, and Board*
179 *came out of Executive Session and into Regular Session 9:28 a.m.*

180
181 ADJOURNMENT:

182 *Motion by Caldwell, second by Quandt to adjourn the meeting. Upon roll call, motion was approved with a 4*
183 *Yes to 0 No votes, and meeting was adjourned at 9:30 a.m.*

184
185 HALL COUNTY AIRPORT AUTHORITY

186
187
188
189 _____
190 Debra Potratz | Administrative Assistant

191
192
193 _____
194 Lynne Werner | Board Chair

191
192
193 _____
194 Ken Caldwell | Board Secretary/Treasurer

195 (SIGNATURES ON FILE)