



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | December 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 December 13, 2017. Notice of Meeting was given in the *Grand Island Independent* on December 6, 2017. Board Chair Werner called the meeting to order at 8:15 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, and Human Resources/Accounting Manager Annette Schimmer.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Andy Beil from Benesch, Brian Degan and Matt Rief from Olsson Associates, Brad Kissler from CMBA Architects, Dave Hansen Air Traffic Control Manager, and Zach Thompson from Trego Dugan Aviation.

The Pledge of Allegiance was said in unison.

PUBLIC COMMENT: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting on October 12, 2017.
- Resolution 17-82: Claims 3279-3284.

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

DISCUSSION AND ACTION AGENDA:

FINANCIAL REPORT | November 2017

2 nd Month of 1 st Quarter: 16.67%	Current Amount Nov 17	YTD Amount Oct 17 – Nov 17	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$87,193.91	\$182,261.10	\$1,449,894.00	12.57%	\$1,267,632.90
Operating Expenses	\$184,207.07	\$267,222.02	\$1,993,590.00	13.40%	\$1,726,367.98
Total Operating Income/(Loss)	(\$97,013.16)	(\$84,960.92)	(\$543,696.00)	15.63%	(\$458,735.08)
Tax Levy Bond	\$9,400.64	\$105,056.51	\$1,078,431.00	9.74%	\$973,374.49
Tax Levy General	\$3,643.18	\$40,716.99	\$267,322.00	15.23%	\$226,605.01
Tax Levy General Fund Designated for Air Service Development	\$0.00	\$0.00	\$250,000.00	0.00%	\$250,000.00
Net Income/(Loss)	(\$704,614.97)	(\$727,891.13)	(\$3,616,034.00)	20.13%	(\$2,788,142.87)
Past Dues Balance as of Today: \$1,787.13.					

Audit report will be approved at the January 10, 2018 meeting.

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ACTIVITY REPORTS | November 2017

GRI Air Traffic Operations Report was presented by Tower Manager Dave Hansen. During December there have been numerous diversions to other airports due to high winds.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Nov 2017	37	283	534	136	990	284	66	350	1,340
Nov 2016	37	261	583	105	986	236	108	344	1,330
% Change	0%	8%	-8%	30%	0%	20%	-39%	2%	1%

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Enplanement Report was presented by Executive Director Mike Olson. December 15th through January 8th American will be utilizing a CRJ9-76 seat jet with dual class. April 3, 2018 American is scheduled to go back to the CRJ7-65 seat jets. Twice this month American has sent a ERJ140-44 seat jet which did not accommodate the ERJ145-50 seat booking.

Load Factor	Allegiant	American	Charters	Mo. Emp	Yr to Date
	85%	90%			
Nov 2017	2,445	2,464	257	5,716	60,569
Nov 2016	3,089	2,140	0	5,229	62,608
+/- %	-21%	15%	270%	9%	-3%

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Operations Report by Executive Director.

- 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.
- Remodeling shower unit in Bldg 129 (Maintenance) for snow emergencies and overnight stays.
- Repacked pump on South Lift Station.
- Replaced pump on 5000-gallon deicer storage tank.
- Working on TSA, Escort, SIDA training and test.
- Removed old wiring in Bldg 804 (BKEP) Warehouse.
- Fix outside lights on Bldg 129 (Maintenance).
- Adjusted Ramp Lights above the Boarding Bridge.
- Adjusted Ramp Lights at Bldg 114 (General Aviation Terminal).
- Fix outside lights on Bldg 112 (Trego-Dugan Aviation Hangar) and Bldg 106 (Fire Station).
- Ongoing general maintenance on equipment.
- Provide weekly, monthly and quarterly checks on emergency equipment.
- Numerous other daily tasks completed.
- Passengers are loving the sports channel in the terminal. This really helps with the delayed flights.

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Facility Report by Executive Director:

- Custodial staff are doing an excellent job maintaining campus.
- Working with PARCS vendors in preparation of paid parking.

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Construction & Planning Report:

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Olsson Associates: Brian Degan reported Ramos Construction is experiencing a delay with the signage company. Integrity Parking Systems conducted system testing earlier this week. Olsson Associates performed a punch list on project and noted a couple of items to resolve. The Board reviewed options of the South Ramp Layout area plans.

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CMBA Architects: Last week CMBA Architects and staff met to refine the floor plan on the Administration Building. Due to the local occupancy code, the large conference room is required to have a second exit door. CMBA Architects had a mechanical engineer present and reviewed the various HVAC systems

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87 available. CMBA Architects is working to imitate the exterior materials on Bldg 100 (Passenger Terminal)
88 while keeping within the budget. A meeting is set next week to review interior finishes. Bids for this project
89 are tentatively scheduled to go out mid-February or March.
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91 Benesch: Andy Beil reported five of the six phases have been completed on the AIP 3-31-0034-039 Joint
92 Resealing & Panel Replacement on Concrete Surfaces Project. Phase 5 consists of replacement of 40-45
93 panels on Runway 17-35 which will require the runway to be closed May 1-18, 2018.
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95 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-83: MEMORANDUM OF**
96 **UNDERSTANDING BETWEEN GRAND ISLAND FIRE DEPARTMENT AND THE HALL COUNTY**
97 **AIRPORT AUTHORITY FOR TRAINING AND OPERATIONAL RESPONSE TO AIRCRAFT RESCUE**
98 **AND FIRE FIGHTING INCIDENTS.**
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100 *Motion by Quandt, seconded by Caldwell authorizing the Executive Director to formalize the manner in*
101 *which the Grand Island Fire Department and Hall County Airport Authority will cooperate and coordinate*
102 *with respect to certain emergency events occurring at Authority's facilities located within the municipal*
103 *boundaries of the City of Grand Island. Upon roll call, motion was approved with 5 Yes and 0 No votes.*
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105 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-84: LEASE AGREEMENT WITH**
106 **TREGO-DUGAN AVIATION OF GRAND ISLAND, INC. FOR BUILDING 109.**
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108 *Motion by Caldwell, second by Quandt authorizing the Executive Director to execute Lease Agreement with*
109 *Trego-Dugan Aviation of Grand Island, Inc. for Building 109 located at 3821 Sky Park Road, Grand Island,*
110 *NE. Lease term shall be for three (3) years commencing January 1, 2018 and terminating December 31,*
111 *2020. Rent is \$1,100/month, plus \$102.42/month for extended coverage insurance. Upon roll call, motion*
112 *was approved with a 5 Yes to 0 No votes.*
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114 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 17-85: LETTER OF AGREEMENT FOR**
115 **PROFESSIONAL SERVICES WITH OLSSON ASSOCIATES, INC., FOR ENGINEERING SERVICES**
116 **FOR THE PEDESTRIAN CROSSWALK IMPROVEMENTS.**
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118 Executive Director stated in the improvement plan, the cross-walk light will only flash when activated by
119 pedestrians.
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121 *Motion by Setlik, second by Caldwell authorizing the Executive Director to execute the Letter Agreement*
122 *for Professional Services with Olsson Associates, Inc., for Engineering Services for the Pedestrian*
123 *Crosswalk Improvements. Olsson Associates will modify the existing pedestrian crossing and design a*
124 *flashing warning speed system 750 ft. north and south of Baron Lane within Sky Park Road. Compensation*
125 *for Engineering services will not exceed \$15,374.43. Upon roll call, motion was approved with a 5 Yes to 0*
126 *No votes.*
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128 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 17-86: ENGAGEMENT LETTER BETWEEN**
129 **THE HALL COUNTY AIRPORT AUTHORITY AND DANA F. COLE & COMPANY, LLP TO ADD A**
130 **SINGLE AUDIT FOR FY 2016-17.**
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132 *Motion by Cook, second by Setlik authorizing the Board Chair to execute the Engagement Letter between*
133 *the Hall County Airport Authority and Dana F. Cole & Company, LLP to add a Single Audit for Fiscal Year*
134 *2016-2017 at a fee of \$3,935. Resolution 17-45 (dated July 12, 2017) approved the Financial and PFC*
135 *Audit. At that time a Single Audit was not required. Upon roll call, motion was approved with a 5 Yes to 0*
136 *No votes.*
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138 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 17-87: HANGAR LEASE AGREEMENT WITH**
139 **TOBY EASTIN FOR T-HANGAR C.**
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141 *Motion by Caldwell, second by Cook authorizing Executive Director to execute Hangar Lease Agreement*
142 *with Toby Eastin for T-Hangar C located at 2105 Mirage Street, Grand Island, Nebraska. Lease term will*

143 commence December 22, 2017 and shall be on a month-to-month basis. Rent is \$106/month plus
144 \$10/month for utilities. Upon roll call, motion was approved with a 5 Yes to 0 No votes.
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146 EXECUTIVE DIRECTOR'S REPORT:

- 147 a) Legislative update:
- 148 a. The U.S. House of Representatives Tax Bill would curtail tax-exempt financing and
149 eliminate all tax-exempt private activity bonds beginning in 2018. This would severely
150 restrict the ability to refinance all outstanding tax-exempt debt by eliminating advance
151 refunding bonds. The House Tax Bill applies to all tax-exempt debt issued after 2017, and
152 would impact refinancing or remarketing of existing tax-exempt debt as well as financing
153 for new projects. The Senate Tax Bill retains the ability to issue tax-exempt private activity
154 bonds but eliminates the ability to issue tax-exempt advance refunding bonds after 2017.
155 Executive Director Olson, and David Haring, Executive Director from the Lincoln Airport
156 Authority, will be heading to Washington, DC on December 15th to visit with our
157 congressional delegates.
 - 158 b. There is still discussion of getting rid of the \$46 million Law Enforcement Officer
159 reimbursement program.
 - 160 c. The Passenger Facility Charge increase to \$8.50 is gaining momentum. The airlines often
161 make the erroneous claim that PFC's are taxes. PFC's are not imposed, collected or spent
162 by the federal Government, nor deposited into the U.S. Treasury. PFC's are not taxes,
163 they are user fees.
 - 164 d. The Essential Air Service program was fully funded.
 - 165 e. The Department of Transportation has possession of the final reports of the Contract Tower
166 Benefit Cost Analysis. While in Washington, DC, Executive Director Olson will inquire
167 about the cost breakdown.
- 168 b) The Airport is applying for the 2017 Airport of the Year Award.
- 169 c) Executive Director Olson shared that airport tenant Rodney Rauert passed away in November.
- 170

171 ANNOUNCEMENTS:

- 172 a) Next Board meeting is January 10, 2018.
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174 EXECUTIVE SESSION:

175 *Motion by Quandt, second by Setlik to go into Executive Session to discuss airline, lease, and personnel*
176 *negotiations. Upon roll call, motion was approved with a 5 Yes to 0 No votes, and Board went into Executive*
177 *Session at 9:11 a.m.*
178

179 *Motion by Cook second by Setlik to come out of Executive Session with no decisions being made and*
180 *reconvene to Regular Session. Upon roll call, motion was approved with a 5 Yes to 0 No votes, and Board*
181 *came out of Executive Session and into Regular Session 9:42 a.m.*
182

183 ADJOURNMENT:

184 *Motion by Caldwell, second by Quandt to adjourn the meeting. Upon roll call, motion was approved with a*
185 *5 Yes to 0 No votes, and meeting was adjourned at 9:43 a.m.*
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187 HALL COUNTY AIRPORT AUTHORITY
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190 _____
191 Debra Potratz | Administrative Assistant
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195 Lynne Werner | Board Chair

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195 Ken Caldwell | Board Secretary/Treasurer

196 (SIGNATURES ON FILE)
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