



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | March 14, 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 March 14, 2018. Notice of Meeting was given in the *Grand Island Independent* on March 7, 2018. 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, and Michelle Setlik.

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

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, Brad Kissler from CMBA Architects, Zach Thompson from Trego-Dugan Aviation of Grand Island, Inc., and Paul Grieger from DA Davidson & Company.

The Pledge of Allegiance was said in unison.

PUBLIC COMMENT: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting on February 14, 2018.
- RESOLUTION 18-15: Claims 3298-3303.

Motion by, Quandt second Setlik to approve the Consent Agenda. Upon roll call, motion was approved with a 3 Yes to 0 No votes.

DISCUSSION AND ACTION AGENDA:

The Review of Board Committees was tabled until the April meeting.

FINANCIAL REPORT | February 2018 by HR/Accounting Manager Annette Schimmer.

2 nd Month of 2 nd Quarter: 41.67%	Current Amount Feb 18	YTD Amount Oct 17 – Feb 18	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$149,269.19	\$527,279.17	\$1,449,894.00	36.37%	\$922,614.83
Operating Expenses	\$188,572.87	\$760,126.15	\$1,993,590.00	38.13%	\$1,233,463.85
Total Operating Income/(Loss)	(\$39,303.68)	(\$232,846.98)	(\$543,696.00)	42.83%	(\$310,849.02)
Tax Levy Bond	\$75,539.08	\$319,094.99	\$1,078,431.00	29.59%	\$759,336.01
Tax Levy General	\$23,111.81	\$94,222.65	\$267,322.00	35.25%	\$173,099.35

Tax Levy General Fund Designated for Air Service Development	\$12,517.67	\$46,443.03	\$250,000.00	18.58%	\$203,556.97
Net Income/(Loss)	\$52,931.58	(\$894,168.31)	(\$3,616,034.00)	24.73%	(\$2,621,865.69)
Outstanding Past Dues as of Today: \$2,210.45					

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ACTIVITY REPORTS | February 2018
GRI Air Traffic Operations Report 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	
Feb 2018	32	254	392	103	781	104	50	154	935
Feb 2017	59	224	511	76	870	380	50	430	1,300
% Change	-46%	13%	-23%	36%	-10%	-73%	0%	-64%	-28%

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Enplanement Report was presented by Executive Director Mike Olson. February numbers are down due to American utilizing 44-50 seat jets (compared to 76-seat jets last year), and Allegiant not offering additional flights to Phoenix (compared to two additional flights last year). Olson reported the Charter activity is very strong as increased numbers are reported in that area. Olson expects enplanements numbers to be significantly less in March and April due to Allegiant not adding any additional flights, and American using the 44-50 seat jets.

Load Factor	Allegiant	American	Charters	Mo. Emp	Yr to Date
	91%	89%			
Feb 2018	2,357	2,267	123	4,747	10,028
Feb 2017	2,675	2,363	125	5,163	10,026
+/- %	-12%	-4%	-2%	-8%	0%

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Operations Report by Operations/Security Manager Doug Brown.

- 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.
- Provided snow removal for the Army National Guard.
- Manned parking lot exits for arrival/departure of all commercial flights.
- Repaired coolant leak on AIR 9 (Boom Truck Kodiak 1999).
- Replaced air-to-ground radio in AIR 7 (Ford Pickup F150 1999).
- Replace tire on AIR 68 (Boom Lift JLG 601S 2002).
- Repaired hangar door on Bldg 112 (Trego-Dugan Aviation).
- Repaired outside light and replaced bulbs on Bldg 853 (Gro-Rite).
- Removed sign frame from southeast corner of Sky Park and Mirage Street.
- Operations staff completed all of the annual Part 139 training requirements. This consists of about 30 PowerPoint training programs with up to 200 slides each.
- Provided general maintenance on equipment.
- Conduct weekly, monthly and quarterly checks on emergency and ARFF equipment.
- Numerous other daily tasks completed.

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Facility Report by Facility Manager Steve Magnuson.

- Jet bridge cab heater has been installed.
- Parking lot security cameras have been installed and contractor is fine tuning the 180° views.
- Replaced communications hand hole enclosure that was damaged during snow removal operations.
- Auto leveler actuator on jet bridge failed February 26th and was replaced on February 28th.

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- 82 • Replaced heater in Building 112 (Trego-Dugan Aviation).
- 83 • Trained three Trego Dugan employees on jet bridge operations.
- 84 • Replaced filters on terminal ventilation system.
- 85 • Mounted credit card instruction place cards on parking lot exit machines.
- 86 • Swept driveways and parking lots.
- 87 • Patrolling grounds and picking up trash outside terminal, driveways, and parking lots.
- 88 • New parking lot signage being installed by the City of Grand Island crew today.
- 89 • Facility Worker staff provide security at exit door during commercial flight departures.
- 90 • Conduct parking lot license plate surveys twice weekly.
- 91 • Facility Worker staff assist customers at exit machines on every flight.
- 92 • Plans are underway to add five more handicap vanned stalls to the west parking lot to meet ADA
- 93 requirements.

94 Construction & Planning Report:

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 96 CMBA Architects: Brad Kissler reported the invitation for bids for the new Administration Building has been
 97 published. A non-mandatory pre-bid meeting will be held at 2:00 p.m. on March 22nd and bids are due
 98 10:00 a.m. April 3rd. The bid award recommendation will be placed on the April 11th agenda.

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 100 Olsson Associates: Brian Degan presented an overview of the bid and alternate bid options for the north
 101 parking lot improvement project. Mr. Degan stated it would be more cost effective to include the footings
 102 for the covered parking as part of this project, as the cost would be double to install them later. Board
 103 discussed phasing options and potential usage of area. The car rentals will retain their number of parking
 104 stalls and the other areas could be used for employee parking, covered parking, or additional paid parking.
 105 There was discussion on how to manage flow and access into this area and whether area needed to be
 106 gated to deter parking violators. There are 833 total parking stalls (306 East Lot and 527 West Lot). From
 107 December 2017 to December 2018 the average use was 330. The highest count was in March of 2017
 108 with 489, and lowest count was in November of 2017 with 218. Since the implementation of paid parking in
 109 January 2018, the average is 305 or 37% use of the parking spaces.

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 111 Executive Director inquired about the status of the Pedestrian Crosswalk Improvements. The Letter
 112 Agreement for Professional Services with Olsson Associates was approved at the December 13, 2017
 113 Board meeting with an anticipated completion date of May 30, 2018. Mr. Degan had nothing to report but
 114 will respond back to Executive Director Olson later today.

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 116 DA Davidson & Company: Paul Grieger presented a timeline and financing plans for future Bonds/BANs.
 117 Once bids are received for the new Administration Building and the North Parking Lot improvements in
 118 April, they will then draft proceedings, circulate public offering statement (POS), submit rating request to
 119 Moody's, finalize POS, receive rating, market BANs and/or Bonds, finalize the purchase agreements and
 120 close by June 1st.

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 122 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-16: ASSIGNMENT AND ASSUMPTION**
 123 **OF AGRICULTURAL LEASE AGREEMENT OF RODNEY R. RAUERT ESTATE TO JASON RAUERT.**

124
 125 *Motion by Setlik seconded by Quandt authorizing the Executive Director to execute Assignment and*
 126 *Assumption of Agricultural Lease Agreement of Rodney R. Rauert Estate to Jason Rauert. Catheryn*
 127 *Rauert, Personal Presentative of the Rodney R. Rauert Estate desires to assign its right, title, and interest*
 128 *in and all of its duties and obligations of the Lease for land referred to as Tract D consisting of 257 acres ±,*
 129 *to Jason Rauert. Jason Rauert will fulfill the remaining term of the five-year lease through February 28,*
 130 *2020 with annual rent payment of \$50,210.00 due March 1st. Upon roll call, motion was approved with 3*
 131 *Yes and 0 No votes.*

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 133 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-17: LEASE AGREEMENT WITH**
 134 **GENERAL SERVICES ADMINISTRATION / TRANSPORTATION SECURITY ADMINISTRATION (NO.**

135 **GS-06P-LNE00119) FOR BUILDING 113A LOCATED AT 3851 SKY PARK ROAD, GRAND ISLAND,**
136 **NE.**

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138 Executive Director Olson stated there are two parts for TSA moving into this building. Part one is the lease
139 agreement, and the second part is the reimbursable agreement. TSA is wanting to make improvements to
140 the building, have the Hall County Airport Authority pay for the remodel, and then reimburse the Airport
141 Authority. Olson made it clear that an improvement plan and reimbursable agreement will be needed before
142 any remodeling is done.

143
144 *Motion by Quandt, second by Setlik authorizing the Executive Director to execute Lease Agreement with*
145 *General Services Administration / Transportation Security Administration (No. GS-06P-LNE00119) for*
146 *Building 113A located at 3851 Sky Park Road, Grand Island, NE. Lease Term is for Ten (10) Years, Five*
147 *(5) Years Firm. The commencement date is June 8, 2018. Annual rent for June 8, 2018 – June 7, 2023 will*
148 *be \$35,622.36. Annual rent for June 8, 2023-June 7, 2028 will increase to \$37,714.44. This Lease may be*
149 *renewed twice for a term five (5) years. For years 11-15 Annual rent will be \$40,223.52 and years 16-20*
150 *Annual rent will be \$42,563.52. Upon roll call, motion was approved with a 3 Yes to 0 No votes.*

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152 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-18: LETTER AGREEMENT**
153 **AMENDMENT NO. 1 TO THE SITE IMPROVEMENTS FOR THE PARKING AREA NORTH OF THE**
154 **PASSENGER TERMINAL PROJECT FROM OLSSON ASSOCIATES TO ADD FOOTING DESIGN FOR**
155 **FUTURE COVERED PARKING.**

156
157 *Motion by Setlik, second by Quandt authorizing the Executive Director to execute Letter Agreement*
158 *Amendment No. 1 to the Site Improvements for the Parking Area North of the Passenger Terminal Project*
159 *from Olsson Associates to add Footing Design for Future Covered Parking. The Scope of Service is for*
160 *Design Services to Develop Footing Layout, Design Footing Detail, and Provide Site Electrical Plan for*
161 *Removing and Relocating the Existing Apron Lights for a fixed fee of \$5,000.00. The Original Contract Sum*
162 *was \$36,400.00. Amendment No. 1 is for Design Services for Covered Parking Footings \$5,000.00 making*
163 *the Revised Contract Sum \$41,400.00. Upon roll call, motion was approved with a 3 Yes to 0 No votes.*

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165 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-19: AMENDMENT TO THE PAID**
166 **PARKING POLICY AT THE CENTRAL NEBRASKA REGIONAL AIRPORT.**

167
168 *Motion by Quandt, second by Setlik authorizing the Executive Director to execute amendment of the Paid*
169 *Parking Policy at the Central Nebraska Regional Airport effective March 15, 2018 (replacing the Policy*
170 *adopted on January 10, 2018) as follows: 1) The first 90 minutes of parking are free in the all parking lots.*
171 *2) \$3.00 per day per vehicle in the west lot (west of Sky Park Road). 3) \$5.00 per day per vehicle in the*
172 *east lot (east of Sky Park Road). 4) Every 7th day is free. 5) A “day” is defined as a continuous 24-hour*
173 *period. 6) Airline pilots, cargo pilots and airline flight attendants may purchase a parking pass to park in a*
174 *designated area for \$15.00 per quarter upon presentation of a current employee identification badge with*
175 *name matching a current driver’s license. 7) Violation of the Paid Parking Policy is a Class III Misdemeanor*
176 *pursuant to Section 3-613(5) Nebraska Revised Statutes. Upon roll call, motion was approved with a 3 Yes*
177 *to 0 No votes. Note: Number 6 was added to the policy.*

178
179 **EXECUTIVE DIRECTOR’S REPORT:**

- 180 1) Federal Legislative update: House and Senate are working on a new omnibus government
181 spending bill to avert another government shutdown in 2018. The \$1.3 trillion spending bill would
182 fund the government through September 30th.
183 a. Passenger Facility Charge: The White House is calling for extending the PFC streamlining
184 program from non-hub to small hub airports. Several U.S. Senators are pushing for the
185 increase to \$8.50. The bill would give airports, states, and local governments the option to
186 adjust their PFCs to meet their needs.
187 b. Law Enforcement Officer (LEO) Reimbursement Program: The proposed budget would
188 eliminate a \$45 million fund that reimburses commercial air carrier airports for some of the
189 cost of placing armed local law enforcement alongside TSA checkpoint officers who do not

- 190 carry guns. The cut would force airports to find money in their local budgets for the officers.
191 The airport receives approximately \$29,600/year from this fund.
192 c. Contract Tower: The cost share from the Cost Benefit Analysis will be revealed the end of
193 March 2018. For airports with ratios that are over 1.0, the program would fully fund the
194 contract tower cost thus saving us \$85,000 a year.
195 d. Pilot Shortage: The Senate version of the FAA reauthorization bill includes a provision that
196 could allow airlines to provide training courses to help first officers meet the 1,500-hour
197 flight time requirement.
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199 2) During the Mead & Hunt Air Service Development Conference March 6-8, 2018 in Scottsdale, AZ,
200 Executive Director Olson and Mead & Hunt consultant Doug Blissit met with four airlines.
201
202 3) In September the airport will celebrate 10 years with Allegiant service. We have reached out to
203 Allegiant to see if they can contribute to this event.
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205 ANNOUNCEMENTS:

- 206 a) Afternooner's Fish Fry March 24th 4-7 p.m.
207 b) Next Board meeting is April 11, 2018.
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209 EXECUTIVE SESSION:

210 *Motion by Quandt, second by Setlik to go into Executive Session to discuss airline, lease, and personnel*
211 *negotiations. Upon roll call, motion was approved with a 3 Yes to 0 No votes, and Board went into Executive*
212 *Session at 9:22 a.m.*
213

214 *Motion by Quandt second by Setlik to come out of Executive Session with no decisions being made and*
215 *reconvene to Regular Session. Upon roll call, motion was approved with a 3 Yes to 0 No votes, and Board*
216 *came out of Executive Session and into Regular Session 9:53 a.m.*
217

218 ADJOURNMENT:

219 *Motion by Setlik, second by Quandt to adjourn the meeting. Upon roll call, motion was approved with a 3*
220 *Yes to 0 No votes, and meeting was adjourned at 9:53 a.m.*
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222 HALL COUNTY AIRPORT AUTHORITY
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226 _____
Debra Potratz | Administrative Assistant
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Lynne Werner | Board Chair
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Ken Caldwell | Board Secretary/Treasurer
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(SIGNATURES ON FILE)