



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | April 11, 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 April 11, 2018. Notice of Meeting was given in the *Grand Island Independent* on April 4, 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, 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, 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., Paul Grieger from DA Davidson & Company and Rob Rasmussen from Chief Construction.

The Pledge of Allegiance was said in unison.

**PUBLIC COMMENT:** None.

**REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:**

- Minutes from the Regular Meeting on March 14, 2018.
- RESOLUTION 18-20: Claims 3304-3311.

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

**DISCUSSION AND ACTION AGENDA:**

The Board reviewed the Hall County Airport Authority 2018-19 Board committee assignments.

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

3 <sup>rd</sup> Month of 2 <sup>nd</sup> Quarter: 50.00%	Current Amount Mar 18	YTD Amount Oct 17 – Mar 18	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$274,508.24	\$801,787.41	\$1,449,894.00	55.30%	\$648,106.59
Operating Expenses	\$157,567.49	\$917,693.64	\$1,993,590.00	46.03%	\$1,075,896.36
<b>Total Operating Income/(Loss)</b>	<b>\$116,940.75</b>	<b>(\$115,906.23)</b>	<b>(\$543,696.00)</b>	<b>21.32%</b>	<b>(\$427,789.77)</b>
Tax Levy Bond	\$18,435.93	\$337,530.92	\$1,078,431.00	31.30%	\$740,900.08
Tax Levy General	\$4,103.88	\$98,326.53	\$267,322.00	36.78%	\$168,995.47
Tax Levy General Fund Designated for Air Service Development	\$4,579.33	\$51,022.36	\$250,000.00	20.41%	\$198,977.64
<b>Net Income/(Loss)</b>	<b>\$159,319.91</b>	<b>(\$653,173.40)</b>	<b>(\$3,616,034.00)</b>	<b>18.06%</b>	<b>(\$2,862,860.60)</b>
Past Dues Report as of Today: \$40,787.46.					

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ACTIVITY REPORTS | March 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	
Mar 2018	46	278	588	162	1,074	152	44	196	1,270
Mar 2017	95	208	521	99	923	208	76	284	1,207
% Change	-52%	34%	13%	64%	16%	-27%	-42%	-31%	5%

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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 five additional flights last year). Olson expects enplanements numbers to be significantly less in April due to Allegiant not adding any additional flights, and American using the 44-50 seat jets.

	Allegiant	American	Charters	Mo. Emp	Yr to Date
Mar 2018	2,544	2,451	151	5,146	15,174
Mar 2017	3,399	2,825	0	6,224	16,250
+/- %	-25%	-13%	100%	-17%	-7%
Load Factor	89%	88%			

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Operations Report by Operations/Security 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 Charters.
- Provide assistance at parking lot exit gate for all commercial flight arrivals.
- Ongoing ARFF/Security and Safety Training.
- Provided snow and ice removal as needed.
- Conducted weekly, monthly and quarterly checks on emergency and ARFF equipment.
- Removed old barb wire fence around north-west field.
- Burned two piles of old trees and branches.
- Replaced gear box Kodiak Broom. AIR 9 (1999 Broom Truck Kodiak).
- Installed new plow blade AIR 65 (2008 International Plow).
- Federal Aviation Administration approved Airport Certification Manual (ACM).
- Performed general maintenance on equipment.
- Numerous other daily tasks completed.
- USDA Annual Wildlife Training is next Tuesday.
- Maintenance Supervisor Wes Harris is scheduled to attend Annual Snow Symposium in Buffalo, New York next week.
- The Annual Airport Emergency Plan Tabletop will be held May 1<sup>st</sup> at the Nebraska Law Enforcement Training Center.
- The Annual ARFF Burn training will be held Monday May 21<sup>st</sup>.

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Facility Report by Facility Manager Steve Magnuson.

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- Installed additional entrance and exit signage in Passenger Terminal parking lots.
- Trained Trego-Dugan Aviation personnel on Jet bridge operations.
- Performed daily Jet bridge inspections and maintenance checks.
- Installed protective stainless-steel corners on baggage pass throughs at airline counters.
- Rachael Tomlinson was hired on as a Facility Worker.
- Provided snow removal as needed.
- Provide continued maintenance and cleaning of the terminal.
- Provide assistance at parking lot exit payout machines.
- Provide door security on all flight departures.
- There are 833 total parking stalls (306 East Lot and 527 West Lot). The March Parking Lot Stats: Total Average was 279 or 33%. East Lot Average 142 or 46%. West Lot Average 116 or 22%.

89 Construction & Planning Report:  
90 CMBA Architects: Brad Kissler reported eight contractors picked up plans but only two submitted a bid for  
91 the Administration Building Project. Both bids came in below estimate with construction costs under \$300  
92 per S.F.

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94 Olsson Associates: Brian Degan reported Ramos Construction will be here end of April or first part of May  
95 to finish up sign repairs and seeding for the PARCS project. Executive Director Olson stated the Pedestrian  
96 Crosswalk Improvements project will go out for bid next month.

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98 DA Davidson & Company: Paul Grieger presented a revised timeline and financing plans for future Bonds.  
99 No BANs will be issued. Once bid is approved for the new Administration Building and the North Parking  
100 Lot improvements, and approve Bond Resolution and proceedings, they will schedule a conference call  
101 with Moody's, finalize POS, receive rating, market Bonds, finalize Bond purchase agreements and close by  
102 June 1<sup>st</sup>.

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104 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-21: 2018 BOND ISSUANCE.**

105  
106 *Motion by Setlik, seconded by Quandt to approve Resolution 18-21 as **Amended** to authorize the issuance*  
107 *of the Authority's 2018 Bonds as provided in the bond resolution, which authorizes the Chair and/or*  
108 *Secretary of the Authority to determine the final terms of the 2018 Bonds. The anticipated breakdown for*  
109 *the bond issue is as follows: Projects will be in G.O. Bond Category: Crack Sealing & Joint Replacement*  
110 *(Rwy 17/35, Rwy 13/31, Twys); Demolish Existing Terminal & South Ramp FBO Terminal Buildings;*  
111 *Parking Access Revenue Control System (PARCS); Building Improvements; Construct Airport*  
112 *Administration Building; Pedestrian Crosswalk Improvements; and Pavement Improvements – Phase III.*  
113 *Bond expenses are estimated at 1.3% for underwriter's discount/costs of issuance fees, \$9,500 for bond*  
114 *counsel fees and **\$12,000 (instead of \$9,000)** for bond rating fee. 2018 Bond Issuance will not exceed*  
115 *\$4,500,000.00 and will close on June 1, 2018. Upon roll call, motion was approved with 5 Yes and 0 No*  
116 *votes.*

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118 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-22: AWARD BID FOR THE HALL**  
119 **COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT AND SITE**  
120 **IMPROVEMENTS FOR NORTH PARKING LOT AREA TO CHIEF CONSTRUCTION COMPANY.**

121  
122 *Motion by Cook, second by Quandt authorizing the Executive Director to accept the Bid from Chief*  
123 *Construction Company from Grand Island, NE for the construction of a new Hall County Airport Authority*  
124 *Administration Building and Site Improvements for North Parking Lot Area (Project #G117105), in the*  
125 *amount of \$2,343,166. This amount includes the Base Bid and Alternates 1, 2, 3b, and 4b. On April 3,*  
126 *2018, Central Contracting Corporation from Kearney, NE and Chief Construction Company from Grand*  
127 *Island, NE, submitted bids in accordance to the advertised bid specifications. CMBA Architects analyzed*  
128 *documents received and bidders were considered responsive and recommends awarding the bid to the*  
129 *lowest bidder Chief Construction Company. All work will be substantially completed by 54 weeks from*  
130 *Notice to Proceed. Upon roll call, motion was approved with a 5 Yes to 0 No votes.*

131  
132 CMBA Architects will prepare contacts for Chief Construction to sign which will serve as their notice to  
133 proceed.

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135 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-23: AWARD BID TO ELLIS ELECTRIC**  
136 **FOR ELECTRICAL UPGRADES IN BUILDING 113A AND BUILDING 2.**

137  
138 *Motion by Quandt, second by Setlik authorizing the Executive Director to accept the bid from Ellis Electric*  
139 *from Grand Island, NE, for Electrical Upgrades in Building 113A and Building 2 for \$87,592.78 (\$34,154.40*  
140 *for Building 113A and \$53,438.38 for Building 2). Electrical upgrades will be completed within 45 days for*  
141 *Building 113A, and within 120 days for Building 2 following notice to proceed. Upon roll call, motion was*  
142 *approved with a 5 Yes to 0 No votes.*

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144 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-24: AWARD BID TO S&S POWERLIFT**  
145 **DOORS, INC., FOR HYDRAULIC DOORS FOR BUILDING 2 AND BUILDING 112.**

146  
147 *Motion by Cook, second by Setlik authorizing the Executive Director to accept the Bid from S&S Powerlift*  
148 *Doors, Inc, from Newton, KS, for Hydraulic Doors for Building 2 and Building 112 for \$90,672.00 (\$36,598*  
149 *for Building 2 and \$54,074 for Building 112). Bid included the option of an 8' liner panel to protect insulation*  
150 *at \$658 per door. Project will be completed within 90 days following notice to proceed. Upon roll call, motion*  
151 *was approved with a 5 Yes to 0 No votes.*

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153 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-25: PROPOSAL AND AGREEMENT**  
154 **FOR AIR SERVICE DEVELOPMENT CONSULTING SERVICES WITH MEAD & HUNT, INC.**

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156 Pulled from Agenda at the request of Executive Director Mike Olson.

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158 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-26: CHANGE ORDER NO. 1 FOR THE**  
159 **PARKING ACCESS & REVENUE CONTROL SYSTEMS (PARCS) PROJECT FROM ENGINEERED**  
160 **CONTROLS, INC.**

161  
162 *Motion by Quandt, second by Cook authorizing the Executive Director to execute Change Order No. 1 for*  
163 *the Parking Access & Revenue Control Systems (PARCS) Project from Engineered Controls Inc., for a*  
164 *Deduction of (\$5,670.00). The Original Contract Sum was \$285,171.00. Change Order No. 1 includes:*  
165 *Exclude (4) EMV readers from barcode ticket entry terminals - \$8,400.00; Exclude (1) Signal-Tech "Pay for*  
166 *Parking Here with Down Arrows" LED sign - \$1,137.00; Furnish (2) Spare 12' Straight Aluminum Gate Arms*  
167 *+\$300.00; Furnish (4) Spare Receipt Paper Rolls +\$85.00; Remove & Relocate (1) barcode ticket pay-on-*  
168 *foot station and (1) LED sign inside terminal +\$3,482.00, for a Revised Contract Sum of \$279,501.00. Upon*  
169 *roll call, motion was approved with a 5 Yes to 0 No votes.*

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171 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-27: DIRECT HIRE AGREEMENT WITH**  
172 **ASSOCIATED STAFFING, INC.**

173  
174 Associated Staffing will provide employment services to fill the HR/Accounting Manager position only.

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176 *Motion by Quandt, second by Caldwell authorizing the Executive Director to execute the Direct Hire*  
177 *Agreement with Associated Staffing Inc., to provide employment services to the Hall County Airport*  
178 *Authority (HCAA). Any employee placed directly on HCAA payroll will be billed a Placement Fee equal to*  
179 *25% of first years gross income. Upon roll call, motion was approved with a 4 Yes (Caldwell, Setlik, Cook,*  
180 *Quandt) to 1 No vote (Werner).*

181  
182 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-28: REQUEST FROM**  
183 **AFTERNOONER'S TO HOST 2018 CAR SHOWS.**

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185 This will be the 12<sup>th</sup> year Afternooners has been hosting car shows here at the airport. Spectators will be  
186 able to park in lots at no charge.

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188 *Motion by Cook, second by Setlik authorizing the Executive Director to approve request from Afternooners*  
189 *to host 2018 Car Shows on Wednesday May 23<sup>rd</sup> and Wednesday August 22<sup>nd</sup> from 4-7 p.m. Authority will*  
190 *pay for three (3) newspaper advertisements per show to run on Sunday, Tuesday, and Wednesday, and*  
191 *purchase Dash Plaques for participants. For each show Afternooners will provide five (5) gift certificates to*  
192 *be awarded for Best Paint, Engine, Show, Interior, and Most Original. During car show Afternooners will*  
193 *offer a dinner special. Upon roll call, motion was approved with a 5 Yes to 0 No votes.*

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195 **EXECUTIVE DIRECTOR'S REPORT:**

- 196 a. The Federal Aviation Administration completed the Contract Tower benefit cost analysis and reports  
197 were to be made available to the airports by the end of March 2018. We were just notified that the  
198 airports needed to write a letter requesting the release of their analysis. So, a letter was sent  
199 requesting the release of the benefit/cost analysis for the Central Nebraska Regional Airport (GRI)

- 200 Contract Tower. Even though there is a 60-day internal review for any request, the cost share ratio  
201 would not take effect until October 1, 2018.
- 202 b. Attended the Great Lakes Chapter American Association of Airport Executives National Airport  
203 Economic Development Conference in San Antonio, TX March 25-27, 2018. Executive Director  
204 Olson met an Air Cargo consultant for potential future use to conduct an analysis to see where  
205 Grand Island would fit in the Air Cargo industry.
  - 206 c. The HCAA has applied for and has received a \$4,000 grant from the Local Emergency Planning  
207 Committee to assist with costs associated with the mobile ARFF training unit.  
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209 ANNOUNCEMENTS:

- 210 a) Hero Flight departs May 8<sup>th</sup> at 6:30 a.m. and returns May 10<sup>th</sup> at 6:30 p.m.
- 211 b) Next Board meeting is May 9, 2018.
- 212 c) Grand Island Area Economic Development Corp. annual meeting is May 23<sup>rd</sup>.
- 213 d) HR/Accounting Manager Annette Schimmer resigned and her last day is April 13<sup>th</sup> but has agreed  
214 to stay on as a temporary contract employee to help get through budget and bonds. Executive  
215 Director Olson presented her a clock acknowledging her 17 years of service with the Hall County  
216 Airport Authority.  
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218 EXECUTIVE SESSION:

219 *Motion by Quandt, second by Setlik to go into Executive Session to discuss airline, lease, and personnel*  
220 *negotiations. Upon roll call, motion was approved with a 5 Yes to 0 No votes, and Board went into Executive*  
221 *Session at 9:41 a.m.*  
222

223 *Motion by Quandt, second by Setlik to come out of Executive Session with no decisions being made and*  
224 *reconvene to Regular Session. Upon roll call, motion was approved with a 5 Yes to 0 No votes, and Board*  
225 *came out of Executive Session and into Regular Session at 10:24 a.m.*  
226

227 ADJOURNMENT:

228 *Motion by Cook, second by Caldwell to adjourn the meeting. Upon roll call, motion was approved with a 5*  
229 *Yes to 0 No votes, and meeting was adjourned at 10:25 a.m.*  
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231 HALL COUNTY AIRPORT AUTHORITY

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236 Debra Potratz | Administrative Assistant

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240 Lynne Werner | Board Chair

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240 Ken Caldwell | Board Secretary/Treasurer

241 (SIGNATURES ON FILE)