



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | May 9, 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 May 9, 2018. Notice of Meeting was given in the *Grand Island Independent* on May 2, 2018. Board Vice Chair Quandt called the meeting to order at 8:03 a.m. and announced location of the Nebraska Open Meeting Act for public viewing.

AIRPORT AUTHORITY BOARD MEMBER(S) PRESENT: Vice-Chair Brian Quandt, Secretary/Treasurer Ken Caldwell, and Michelle Setlik.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Chair Lynne Werner and Joe Cook.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Administrative Assistant Debra Potratz, Operations/Security Manager Doug Brown, Facility Manager Steve Magnuson and Maintenance Supervisor Wes Harris.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Dave Hansen Air Traffic Control Manager.

The Pledge of Allegiance was said in unison.

PUBLIC COMMENT: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting on April 11, 2018.
- RESOLUTION 18-29: Claims 3312-3316.

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

DISCUSSION AND ACTION AGENDA:

Executive Director Olson recognized Maintenance Supervisor Wes Harris for earning the Airport Certified Employee (ACE) – Airfield Operations designation from the American Association of Airport Executives (AAAE) and presented him with an ACE certificate, patch and pin. Mr. Harris received the Airport Master Firefighter credential several years ago and wanted to acquire this credential to further his career here at the Airport. His next goal is to receive the Certified Member (CM) credential. Board members congratulated Wes for taking the initiative to further his education and career goals here at the airport.

Afternooners’s Presentation - Doug Brown stated Afternooners’s is very involved in the community and supports organizations such as Relay For Life, Habitat for Humanity, Hope Harbor, Crisis Center and pre-prom events and are listed on the Wall of Giving at St. Francis Foundation. Afternooners’s hosts Fish Fry Buffets during February and March and Car Shows in May and August to bring the surrounding communities out to the airport. The restaurant has seen some changes since moving into the new terminal. They no longer have their regular lunch crowd but have picked up those numbers with the passengers on secure side. Grand Island is the only airport between Omaha and Denver that provides food service on the secure side. Board members appreciate the positive image Afternooners’s brings to the airport.

55 FINANCIAL REPORT | April 2018
 56 Executive Director Olson presented the Financial Report.

1st Month of 3rd Quarter: 58.33%	Current Amount Apr 18	YTD Amount Oct 17 – Apr 18	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$125,449.12	\$927,236.53	\$1,449,894.00	63.95%	\$522,657.47
Operating Expenses	\$149,368.14	\$1,067,061.78	\$1,993,590.00	53.52%	\$926,528.22
Total Operating Income/(Loss)	(\$23,919.02)	(\$139,825.25)	(\$543,696.00)	25.72%	(\$403,870.75)
Tax Levy Bond	\$37,802.22	\$375,333.14	\$1,078,431.00	34.80%	\$703,097.86
Tax Levy General	\$9,193.33	\$107,519.86	\$267,322.00	40.22%	\$159,802.14
Tax Levy General Fund Designated for Air Service Development	\$8,351.11	\$59,373.47	\$250,000.00	23.75%	\$190,626.53
Net Income/(Loss)	(\$9,350.39)	(\$662,523.79)	(\$3,616,034.00)	18.32%	(\$2,853,510.21)
Past Dues as of today: \$33,263.93					

57
 58 ACTIVITY REPORTS | April 2018
 59 GRI Air Traffic Operations Report by Tower Manager Dave Hansen. Mr. Hansen stated a Runway Safety
 60 Action Team (RSAT) meeting is scheduled for June 7th at 10 a.m. in the Authority Administration conference
 61 room.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Apr 2018	37	222	494	120	873	152	6	158	1,031
Apr 2017	88	183	495	73	839	206	56	262	1,101
% Change	-58%	21%	0%	64%	4%	-26%	-89%	-40%	-6%

62
 63 Enplanement Report by Executive Director Mike Olson. April numbers are down due to American utilizing
 64 44-50 seat jets (compared to 76-seat jets last year), and Allegiant not offering additional flights to Phoenix
 65 (compared to three additional flights last year) and one less Charter flight. Olson expects enplanements
 66 numbers to be significantly less again in May. Board expressed concern of the number of American Airline
 67 passengers being bumped and then going to other airports and how this affects our enplanement numbers.
 68 On June 7th American Airlines starts their third additional flight on Sunday, Monday, Thursday and Friday
 69 adding four additional flights a week.

	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%			

70
 71 Operations Report by Operations/Security Manager Doug Brown.

- 72 • Provided Security and Aircraft Rescue and Fire Fighting (ARFF) support for Allegiant flights, daily
- 73 American Airline flights and Charters.
- 74 • Provided assistance at parking lot exit gates for all commercial flight arrivals.
- 75 • Monthly ARFF Drills and weekly training on Part 139 Training-Safety and Transportation Security
- 76 Administration procedures.
- 77 • Conducted weekly, monthly and quarterly checks and maintenance on emergency and ARFF
- 78 equipment.
- 79 • Repaired fence and gates around Dirt Worx, ammunition bunkers, and golf course.
- 80 • Mowing and spaying for weeds.
- 81 • Attended the USDA Annual Wildlife Training on April 17th.
- 82 • Presided over the Annual Airport Emergency Plan Tabletop May 1st at the Nebraska Law
- 83 Enforcement Training Center.
- 84 • The Annual ARFF Burn training will be held Monday May 21st.
- 85 • Planning a Shooter in the Terminal Drill to be held in August.
- 86 • Annual Fire Extinguisher training for FBO and Airport employees is slated for May.
- 87 • Hangar doors for Bldg 2 and 113 are slated to be replaced in May.

- 88 • Started painting Runways and Taxiways and fixing Hold Short Lines at all Taxiway and Runway
89 intersections.
- 90 • Provided two escorts for runway construction support 12 hours a day, 7 days a week since
91 beginning of project on May 1st. Project is scheduled to be completed May 18th.
- 92 • Numerous other daily projects and repairs have been completed and scheduled.
93

94 Facility Report by Facility Manager Steve Magnuson.

- 95 • The ice event on April 13-14 caused multiple power outages.
- 96 • Annual jet bridge inspection was completed on April 26th.
- 97 • Brought lawn sprinkler systems back on line.
- 98 • Attended the USDA Annual Wildlife Training on April 17th.
- 99 • Attended the Annual Airport Emergency Plan Tabletop May 1st at the Nebraska Law Enforcement
100 Training Center.
- 101 • Message and Help Button improvements were made to the PARCS machines.
- 102 • Provided snow removal as needed.
- 103 • Provide assistance at parking lot exit payout machines for every Allegiant flight.
- 104 • Provide door security for all flight departures.
- 105 • Conducted twice weekly parking lot surveys.
- 106 • Continue to provide maintenance and cleanliness of the terminal and parking lots.
107

108 Construction & Planning Report: Executive Director Olson reported Runway 17-35 is closed for panel and
109 joint replacement and Benesch and Operations Manager Brown have done a great job managing project.
110 Next month Benesch will have a Change Order for approximately \$190,000 to fix the concrete panel
111 heaving issue on 17-35. The Federal Aviation Administration has signed off on this process and will
112 reimburse 95% of the costs.
113

114 Bids for the Snow Removal Equipment (SRE) are due May 16th.

115
116 Olsson Associates is working with the City on the Pedestrian Crosswalk Improvement project.
117

118 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-25: PROPOSAL AND AGREEMENT**
119 **FOR AIR SERVICE CONSULTING SERVICES WITH MEAD & HUNT, INC.**
120

121 *Motion by Setlik, seconded by Caldwell to authorize the Executive Director to execute Proposal and*
122 *Agreement for Air Service Consulting Services with Mead & Hunt, Inc. to provide the analysis, preparation,*
123 *presentation and counseling services associated with an airline headquarters meeting for a Base Fee of*
124 *\$7,400, to include Option (1) an Air Service Pro Forma to prepare a financial analysis/projections and*
125 *related performance information on targeted new nonstop service for \$2,000. Mead & Hunt, Inc., will be*
126 *compensated on a lump sum basis for the airline presentation and will invoice other related expenses at*
127 *cost (estimated \$900). Completion of this service would be 60 days from the date of signed contract. Upon*
128 *roll call, motion was approved with 3 Yes and 0 No votes.*
129

130 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-30: LOCAL EMERGENCY PLANNING**
131 **COMMITTEE FUNDING FOR THE FEDERAL AVIATION ADMINISTRATION AIRPORT RESCUE AND**
132 **FIRE FIGHTING MOBILE FIRE TRAINING UNIT.**
133

134 *Motion by Caldwell, second by Setlik authorizing the Executive Director to accept Funding from the Local*
135 *Emergency Planning Committee (LEPC) in the amount of \$4,000 to go towards the expenses for the FAA*
136 *ARFF Mobile Fire Training Unit. Expenditures will be submitted to LEPC for payment. The Training Unit*
137 *will be at the Central Nebraska Regional Airport on May 21, 2018 where both the City of Grand Island and*
138 *Airport Fire Fighters will take part in the training exercise. Upon roll call, motion was approved with a 3 Yes*
139 *to 0 No votes.*
140

141 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-31: AWARD BID FOR AIRFIELD PAINT**
142 **STRIPER TO SHERWIN-WILLIAMS CO.**

143
144 *Motion by Setlik, second by Caldwell authorizing the Executive Director to Award Bid for an Airfield Paint*
145 *Striper to Sherwin-Williams, Co., from Grand Island in the amount of \$24,364.38 for a Graco Linelazer V250*
146 *SPS. On April 25, 2018, Sherwin-Williams Co. and PPG Paint submitted bids in accordance to the*
147 *advertised bid specifications. The Bid from PPG Paint was \$25,967.98. Both bids were found to be*
148 *responsive and responsible and staff recommends award to Sherwin-Williams. Upon roll call, motion was*
149 *approved with a 3 Yes to 0 No votes.*

150
151 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-32: MARKETING CAMPAIGN**
152 **AGREEMENT WITH NRG MEDIA, LLC. FOR 2018-2019.**
153

154 Vice-Chair Quandt commented the Marketing Committee (Quandt and Werner) met last week with
155 Executive Director Olson and Administrative Assistant Potratz to review the proposals for the upcoming
156 year. The Committee will be pairing down marketing efforts in the future so all proposals saw some changes
157 and cutbacks. Executive Director stated it is difficult to measure return on investment with any
158 Marketing/Advertising media. Board Member Setlik expressed the need to maintain a presence to remind
159 people of our airline services. Quandt stated we don't want to be complacent and wanted to try new
160 approach by trying a digital marketing analysis. The Central Nebraska Regional Airport has a Facebook
161 Page *Central Nebraska Regional Airport-Fly GRI* as well as a website at *www.flygrandisland.com*.

162
163 *Motion by Setlik, second by Caldwell authorizing the Executive Director to accept the Marketing Campaign*
164 *Agreement with NRG Media, LLC. For 2018-2019 for \$4,992. 107.7 The Island is for a 6 Month Contract*
165 *Jul-Sep-Nov-Jan-Mar-May 2018-2019 | \$416/mo. - \$2,496/yr, 40 (30 second commercials) from 6 am to 7*
166 *pm., Nebraska State Fair Daily Updates, 2 (15 second commercials) High School Sports. Y102 Hot Country*
167 *is for a 6 Month Contract Jun-Aug-Oct-Dec-Feb-Apr 2018-2019 | \$416/mo.-\$2,496/yr, 30 (30 second*
168 *commercials) from 6 am to 7 pm, Nebraska State Fair Daily Updates, Husker Harvest Day Daily Updates.*
169 *Upon roll call, motion was approved with a 3 Yes to 0 No votes.*

170
171 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-33: MEDIA PLANNING PROPOSAL**
172 **FROM STROBELINC FOR 2018-19.**
173

174 *Motion by Caldwell, second by Setlik authorizing the Executive Director to execute Media Planning Proposal*
175 *from StrobeLINC for 2018-2019 in the amount of \$45,900. NTV & FOX Nebraska for a 12 Month Contract*
176 *June 2018 – May 2019 | \$1,575/mo. - \$18,900/yr, 40 (30 second Commercials) to run in Good Morning*
177 *Nebraska and America, NTV News, Jimmy Kimmel, NTV's Grow and various Sports and Specials, NTV*
178 *Billboard Blast to air on June 18, July 16, October 17 and December 19, 2018, 38 (10 second, "Brought to*
179 *you by") announcements during NTV newscasts. Local4 & MeTV for a 6 Month Contract Jun-Aug-Oct-Dec-*
180 *Feb-Apr 2018-2019 | \$500/mo. - \$3,000/yr, Monthly Spot Schedule to include Local4 News, sports and*
181 *specials (previously NBC Nebraska), Emphasis on Hastings and surrounding communities, Monthly budget*
182 *may be combined. Telemundo Nebraska for a 12 Month Contract June 2018 – May 2019 | \$500/mo. -*
183 *\$6,000/yr, 66 Commercials/mo., Free Production of Spanish Language Commercial, Statewide Network*
184 *starting May 2018. News Channel Nebraska – South for a 12 Month Contract June 2018 – May 2019*
185 *| \$500/mo. - \$6,000/yr, Sponsorship of Weather on South Coverage Area, Statewide Network beginning*
186 *May 2018. Digital Marketing for a 12 Month Contract June 2018 – May 2019 | 1,000/mo. - \$12,000/yr to*
187 *include Search Engine Optimization (SEO), targeted email, retargeting, video pre-roll, geo-fencing. Upon*
188 *roll call, motion was approved with a 3 Yes to 0 No votes.*

189
190 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-34: STANDSTILL AGREEMENT WITH**
191 **GENERAL SERVICES ADMINISTRATION / TRANSPORTATION SECURITY ADMINISTRATION (NO.**
192 **GS-06P-41030) FOR BUILDING A LOCATED AT 3565 SKY PARK ROAD, GRAND ISLAND, NE.**
193

194 *Motion by Setlik, second by Caldwell authorizing the Executive Director to execute the Standstill Agreement*
195 *with General Services Administration / Transportation Security Administration (No. GS-06P-41030) for*
196 *Building A located at 3565 Sky Park Road, Grand Island, NE. On March 14, 2018, the Board adopted*
197 *Resolution 18-17 approving Lease Term for Building 113A for Ten (10) Years, Five (5) Years Firm with the*
198 *commencement date of June 8, 2018. The Standstill Agreement will keep the current lease in place for*

199 *Building A located at 3565 Sky Park Road, until the space in Building 113A located at 3851 Sky Park Road*
200 *is ready for occupancy. The Lease Term will be more specifically set in a Lease Amendment. Upon roll call,*
201 *motion was approved with a 3 Yes to 0 No votes.*

202
203 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-35: AMENDMENT TO AGRICULTURAL**
204 **LEASE AGREEMENTS WITH ROBERT NUNNENKAMP FOR TRACTS A AND E.**

205
206 *Motion by Setlik, second by Caldwell authorizing the Executive Director to execute Amendment to*
207 *Agricultural Lease Agreements with Robert Nunnenkamp for (Tracts A and E). Tenant desires to amend*
208 *certain terms and conditions of the Lease Agreement. 2018 rents for Tracts A and E totaled \$40,521.00,*
209 *which was due and payable on March 1, 2018. The parties agree that 2018 cash rent shall be payable as*
210 *follows: a) Tenant agrees to pay \$15,000.00 on or before May 15, 2018, b) Tenant shall pay \$20,000.00 on*
211 *or before June 15, 2018, c) The unpaid balance of the rent plus interest accruing from March 1, 2018 at the*
212 *rate of 18% per annum shall be due and payable in full on or before November 30, 2018, and d) Failure to*
213 *make any rent payment on or before the scheduled due date shall constitute a default under the Lease*
214 *Agreements and shall entitle Authority to exercise all rights as a result of said default as set forth in the*
215 *Lease Agreements. Upon roll call, motion was approved with a 3 Yes to 0 No votes.*

216
217 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-36: AMENDMENT TO AGREEMENT**
218 **WITH GENERAL SERVICES ADMINISTRATION / TRANSPORTATION SECURITY ADMINISTRATION**
219 **(NO. GS-06P-LNE00119 APPROVED MARCH 14, 2018) FOR BUILDING 113A LOCATED AT 3851 SKY**
220 **PARK ROAD, GRAND ISLAND, NE.**

221
222 *Motion by Caldwell, second by Setlik authorizing the Executive Director to execute the Amendment*
223 *Agreement with General Services Administration/Transportation Security Administration (No. GS-06P-*
224 *LNE00119 Approved March 14, 2018) for Building 113A located at 3851 Sky Park Road, Grand Island, NE.*
225 *On March 14, 2018, the Board adopted Resolution 18-17 approving Lease Term for Building 113A (No.*
226 *GS-06P-LNE00119) for Ten (10) Years, Five (5) Years Firm with the commencement date of June 8, 2018.*
227 *The Standstill Agreement (Resolution 18-34) will keep the current lease (No. GS-06P-41030) in place for*
228 *Building A located at 3565 Sky Park Road, until the space in Building 113A located at 3851 Sky Park Road*
229 *is ready for occupancy. The Lease Term will be more specifically set in a Lease Amendment. Upon roll*
230 *call, motion was approved with a 3 Yes to 0 No votes.*

231
232 **EXECUTIVE DIRECTOR'S REPORT:**

- 233 a) Legislative Update: Last week the House passed a five-year FAA reauthorization bill and the
234 Senate is working to have a bill in place by August. The House bill has an amendment that would
235 exempt airports with more than 25,000 passenger enplanements in calendar year 2014 from any
236 cost-share requirements under the contract tower program. This would save the Airport Authority
237 \$85,000 a year. Neither bill includes a Passenger Facility Charge (PFC) increase.
238
239 b) ATM Bid Proposal Update. No bids were received for the ATM proposal by the April 25th deadline.
240 First National Banks agreement terminates May 31, 2018 and ATM will be removed from premises.
241
242 c) The Airport Authority received an A-2 Bond Rating by Moody's.

243
244 **ANNOUNCEMENTS:**

- 245 a) Hero Flight Ceremony May 10th at 6:30 p.m.
246 b) Blood Drive at Passenger Terminal May 15th from 8 a.m. to 1:30 p.m.
247 c) Car Show May 23rd from 4-7 p.m.
248 d) Next Board Meeting June 13, 2018 at 8:00 a.m.

249
250 **EXECUTIVE SESSION:**

251 *Motion by Setlik, second by Caldwell to go into Executive Session to discuss airline, lease, and personnel*
252 *negotiations. Upon roll call, motion was approved with a 3 Yes to 0 No votes, and Board went into Executive*
253 *Session at 9:21 a.m.*

254

255 *Motion by Setlik, second by Caldwell to come out of Executive Session with no decisions being made and*
256 *reconvene to Regular Session. Upon roll call, motion was approved with a 3 Yes to 0 No votes, and Board*
257 *came out of Executive Session and into Regular Session at 9:47 a.m.*

258

259 ADJOURNMENT:

260 *Motion by Caldwell, second by Setlik to adjourn the meeting. Upon roll call, motion was approved with a 3*
261 *Yes to 0 No votes, and meeting was adjourned at 9:47 a.m.*

262

263 HALL COUNTY AIRPORT AUTHORITY

264

265

266

267 _____
Debra Potratz | Administrative Assistant

268

269

270

271 _____
Lynne Werner | Board Chair

272

273

(SIGNATURES ON FILE)

Ken Caldwell | Board Secretary/Treasurer