



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | June 13, 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 June 13, 2018. Notice of Meeting was given in the *Grand Island Independent* on June 6, 2018. Board Chair Werner called the meeting to order at 8:05 a.m. and announced location of the Nebraska Open Meeting Act for public viewing.

AIRPORT AUTHORITY BOARD MEMBER(S) PRESENT: Chair Lynne Werner, Secretary/Treasurer Ken Caldwell, and Joe Cook.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Vice-Chair Brian Quandt and Michelle Setlik.

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

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Dave Hansen Air Traffic Control Manager, Andy Beil from Benesch, Brad Kissler from CMBA Architects, and Matt Rief from Olsson Associates.

The Pledge of Allegiance was said in unison.

**PUBLIC COMMENT:** None.

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

- Minutes from the Regular Meeting on May 9, 2018.
- RESOLUTION 18-37: Claims 3317-3324.

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

**DISCUSSION AND ACTION AGENDA:**

FINANCIAL REPORT | May 2018  
Presented by Executive Director Olson.

2nd Month of 3rd Quarter: 66.67%	Current Amount May 18	YTD Amount Oct 17 – May 18	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$152,837.26	\$1,080,073.79	\$1,449,894.00	74.49%	\$369,820.21
Operating Expenses	\$189,321.45	\$1,256,383.23	\$1,993,590.00	63.02%	\$737,206.77
<b>Total Operating Income/(Loss)</b>	<b>(\$36,484.19)</b>	<b>(\$176,309.44)</b>	<b>(\$543,696.00)</b>	<b>32.43%</b>	<b>(\$367,386.56)</b>
Tax Levy Bond	\$320,768.69	\$696,101.83	\$1,078,431.00	64.55%	\$382,329.17
Tax Levy General	\$67,891.24	\$175,411.10	\$267,322.00	65.62%	\$91,910.90
Tax Levy General Fund Designated for Air Service Development	\$85,961.72	\$145,335.19	\$250,000.00	58.13%	\$104,664.81
<b>Net Income/(Loss)</b>	<b>\$292,646.64</b>	<b>(\$369,877.15)</b>	<b>(\$3,616,034.00)</b>	<b>10.23%</b>	<b>(\$3,146,156.85)</b>

45 ACTIVITY REPORTS | May 2018  
 46 GRI Air Traffic Operations Report by Tower Manager Dave Hansen.

GRI	Itinerant Operations				TOTAL OPS	Local Operations		TOTAL LCL	Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military		Civil	Military		
May 2018	43	246	507	90	886	104	38	142	1,028
May 2017	103	188	518	108	917	140	22	162	1,079
% Change	-58%	31%	-2%	-17%	-3%	-26%	73%	-12%	-5%

47  
 48 Enplanement Report by Executive Director Mike Olson. American numbers are down due to utilizing 44-  
 49 50 seat jets (compared to 76-seat jets last year). On June 7<sup>th</sup> American Airlines started their third additional  
 50 daily flight on Sunday, Monday, Thursday and Friday adding four additional flights per week. Allegiant is  
 51 now utilizing an all Airbus fleet.

	Allegiant	American	Charters	Mo. Emp	Yr to Date
Load Factor	86%	85%			
May 2018	2,451	2,609	287	5,347	25,364
May 2017	2,567	3,259	363	6,189	27,922
+/- %	-5%	-20%	-21%	-14%	-9%

52  
 53 Operations Report by Operations/Security Manager Doug Brown.

- 54 • Provided Security and Aircraft Rescue and Fire Fighting (ARFF) support for Allegiant flights, daily
- 55 American Airline flights and Charters.
- 56 • Monthly ARFF Drills and weekly training on Part 139 Training-Safety and Transportation Security
- 57 Administration procedures.
- 58 • Conducted weekly, monthly and quarterly checks and maintenance on all equipment.
- 59 • New hydraulic hangar doors have been installed on Bldg 2 and Bldg 113. The electrical wiring and
- 60 panels have been updated in Bldg 113 and Bldg 2 is slated to be completed by the end of this
- 61 month.
- 62 • Painting Runways and Taxiways. The new Graco Linelazer is computerized making painting more
- 63 efficient.
- 64 • Preparing for annual insurance audit scheduled for August 14<sup>th</sup> & 15<sup>th</sup>.
- 65 • Preparing for Annual Federal Aviation Administration Part 139 inspection scheduled for August
- 66 21<sup>st</sup>-23<sup>rd</sup>.
- 67 • Mowing and spaying for weeds.
- 68 • Provide daily escorts for runway construction crew.

69  
 70 Facility Report by Facility Manager Steve Magnuson.

- 71 • Installed and striped additional handicap parking stalls in west lot per requirement of the Federal
- 72 Aviation Administration.
- 73 • Installed solar powered LED lights on exit machines in East lot to aid in machine visibility at night.
- 74 • Replaced air-conditioned unit on Bldg 850 (Nebraska Mushroom).
- 75 • Installed three large 90-Minute Free Parking signs in east lot.
- 76 • Repaired numerous sprinkler system issues.
- 77 • Applied fertilizer and weed killer to grass surrounding terminal.
- 78 • Painted terminal crosswalks.
- 79 • Painted directional arrows in parking lots.
- 80 • Ordered signs to advise patrons to protect parking tickets from sunlight. The sun fades the ink on
- 81 ticket and the machine is unable to read it.
- 82 • Staff member available to help parking patrons at exit machines on Allegiant flights.
- 83 • Conducted twice weekly parking lot surveys.
- 84 • Provide exit door security for all commercial flight departures.
- 85 • Continue to provide maintenance and cleanliness of the terminal and parking lots.

86

87 Construction & Planning Report: Brad Kissler from CMBA Architects reported construction process is  
88 underway on the Administration Building. The excavation of the basement from the original  
89 Administration/Passenger Terminal from 1937 unearthed debris and asbestos. A Change Order will be  
90 presented next month outlining associated costs. Work on the parking lot north of the Passenger Terminal  
91 will begin next week.  
92

93 Matt Rief from Olsson Associates is still working with the City on a license agreement for the Pedestrian  
94 Crosswalk Improvement project. The current crosswalk beacon designed and installed by Mead & Hunt  
95 does not have a license agreement with the City of Grand Island.  
96

97 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-38: CHANGE ORDER NO. 02 FOR THE**  
98 **AIP 3-31-0034-039 JOINT RESEALING & PANEL REPLACEMENT ON CONCRETE SURFACES**  
99 **PROJECT FROM ALFRED BENESCH & CO. FOR TCW CONSTRUCTION, INC.**  
100

101 Andy Beil from Benesch reported this spring Runway 17-35 was experiencing some frost heave similar to  
102 what happened on Runway 13-31. Since Benesch is already in a runway repair project with the Federal  
103 Aviation Administration (FAA), Benesch addressed issue and went to the FAA Central Region Kansas City,  
104 MO office to see if this could be incorporated into the current project. FAA approved Benesch's method of  
105 repair making project eligible for Federal funding. FAA's solution was to remove three panels wide across  
106 the runway at a cost of \$200,000. Benesch's solution was the dowel bar retro fit on the entire end of runway  
107 instead of just the three-panel area. The dowel retro fit is very common in the roadway construction  
108 industry.  
109

110 *Motion by Cook, seconded by Caldwell to authorize the Executive Director to execute Change Order No.*  
111 *02 for the AIP 3-31-0034-039 Joint Resealing & Panel Replacement on Concrete Surfaces Project from*  
112 *Alfred Benesch & Co. for TCW Construction, Inc. Change Order No. 2 is in the amount of \$184,190.27.*  
113 *[During design and bidding for project, Owner indicated they would repair small chips at the joints. During*  
114 *construction, more areas were revealed and Owner requested Contractor to repair the spalls. The original*  
115 *plans for apron had 6.5" thickness, but concrete was actually 7.25", and the inspection revealed 10*  
116 *additional panels needed replaced. In the winter of 2018, Owner observed panel heaving on Runway 17-*  
117 *35 and in order to have an even surface, the heaved joints and joints with dowel bar retrofit will require*  
118 *grinding. The Nebraska Department of Transportation and Federal Aviation Administration accepted the*  
119 *solution of dowel bar retrofit to be utilized for repair]. Making the Revised Contract Sum \$1,796,100.40.*  
120 *Upon roll call, motion was approved with 3 Yes and 0 No votes.*  
121

122 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-39: AWARD BID FOR AIP NO. 3-31-**  
123 **0034-040 SNOW REMOVAL EQUIPMENT ACQUISITION TO WAUSAU EQUIPMENT COMPANY,**  
124 **INCORPORATED.**  
125

126 *Motion by Caldwell, second by Cook authorizing the Executive Director to award bid for AIP No. 3-31-0034-*  
127 *040 for Snow Removal Equipment (SRE) Acquisition to Wausau Equipment Company, Inc., from New*  
128 *Berlin, WI, in the amount of \$668,944 - (\$536,025 for Carrier Vehicle with Snow Blower Attachment for and*  
129 *\$132,919 for Broom Attachment with Air Blast). On May 16, 2018, the following four bids were received,*  
130 *opened, and read aloud: 1) Wausau, Equipment Co, Inc. \$668,944; 2) J.A. Larue Inc. \$713,432; 3) M-B*  
131 *Companies, Inc. \$757,646; and 4) Nebraska Environmental Products (Oshkosh) \$802,810 and Voluntary*  
132 *alternate bid \*\$769,701. (\*Note Oshkosh was disqualified for submitting more than one proposal). Wausau*  
133 *was the low bidder for the SRE Acquisition and it is Benesch's opinion that the bid from Wausau represents*  
134 *a fair and reasonable price and recommends the award to Wausau contingent upon Federal Aviation*  
135 *Administration (FAA) concurrence, including FAA's approval of Wausau's Type 3 Buy American Waiver.*  
136 *Upon roll call, motion was approved with a 3 Yes to 0 No votes.*  
137

138 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-40: AMENDMENT NO. 3 TO THE**  
139 **ALFRED BENESCH & COMPANY CONSULTANT AGREEMENT FOR AIP PROJECT NO. 3-31-0034-**  
140 **039 JOINT RESEALING & PANEL REPLACEMENTS ON CONCRETE SURFACES.**  
141

142 *Motion by Cook, second by Caldwell authorizing the Executive Director to execute Amendment No. 3 to the*  
143 *Alfred Benesch & Company Consultant Agreement, for AIP Project No. 3-31-0034-039 Joint Resealing and*  
144 *Panel Replacements on Concrete Surfaces contingent upon concurrence from the Federal Aviation*  
145 *Administration. Amendment No. 3 is in the amount of \$13,067 [Add fee of \$24,567 for Construction*  
146 *Observation associated with Change Order No. 2. (Dowel Bar Retrofit Work on Runway 17/35); and a*  
147 *Deduct fee (\$11,500) for Special (Material Testing) services to reflect approximated underrun costs].*  
148 *Making the Revised Contract Sum \$260,214.00. Upon roll call, motion was approved with a 3 Yes to 0 No*  
149 *votes.*

150  
151 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-41: AMENDMENT NO. 1 TO THE**  
152 **LETTER OF AGREEMENT FOR PROFESSIONAL SERVICES WITH OLSSON ASSOCIATES, INC., FOR**  
153 **SITE IMPROVEMENTS FOR THE HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION**  
154 **BUILDING.**

155  
156 *Motion by Caldwell, second by Cook authorizing the Executive Director to execute Amendment No. 1 to the*  
157 *Letter Agreement for Professional Services with Olsson Associates, Inc., for the Hall County Airport*  
158 *Authority Administration Building. Amendment No. 1 is for an add fee of \$4,500 for Construction Phase*  
159 *Services for Observation & Testing for Materials Testing & Special Inspections. Making the Revised*  
160 *Contract Sum \$38,100. Upon roll call, motion was approved with a 3 Yes to 0 No votes.*

161  
162 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-42: AMENDMENT NO. 2 TO THE**  
163 **LETTER AGREEMENT FOR PROFESSIONAL SERVICES WITH OLSSON ASSOCIATES, INC., FOR**  
164 **SITE IMPROVEMENTS FOR THE PARKING AREA NORTH OF THE PASSENGER TERMINAL**  
165 **PROJECT.**

166  
167 *Motion by Caldwell, second by Cook authorizing the Executive Director to execute Amendment No. 2 to the*  
168 *Letter Agreement for Professional Services with Olsson Associates, Inc., for Site Improvements for the*  
169 *Parking Area North of the Passenger Terminal Project. Amendment No. 2 is for a deduct fee of \$4,500 in*  
170 *Construction Phase Services for Observation & Testing for Materials Testing & Special Inspections. Making*  
171 *the Revised Contract Sum \$36,900. Upon roll call, motion was approved with a 3 Yes to 0 No votes.*

172  
173 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-43: CHANGE ORDER NO. 05 FOR THE**  
174 **PARKING LOT IMPROVEMENT PROJECT 2017 (NO. 017-108701) FROM OLSSON ASSOCIATES**  
175 **FOR RAMOS CONSTRUCTION, INC.**

176  
177 *Motion by Cook, second by Caldwell authorizing the Executive Director execute Change Order No. 05 for*  
178 *the Parking Lot Improvement Project 2017 (No. 017-108701) from Olsson Associates for Ramos*  
179 *Construction, Inc. Change Order No. 05 is an add fee of \$5,250.00 for 14 additional Bollards at \$375 each.*  
180 *Making the Revised Contract Amount \$214,412.00. Upon roll call, motion was approved with a 3 Yes to 0*  
181 *No votes.*

182  
183 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-44: WAIVER OF RESTORATION WITH**  
184 **GENERAL SERVICES ADMINISTRATION / TRANSPORTATION SECURITY ADMINISTRATION (NO.**  
185 **GS-06P-LNE00119) FOR BUILDING 113A LOCATED AT 3851 SKY PARK ROAD, GRAND ISLAND,**  
186 **NE.**

187  
188 *Motion by Cook, second by Caldwell authorizing the Executive Director to execute Waiver of Restoration*  
189 *with General Services Administration / Transportation Security Administration (No. GS-06P-LNE00119) for*  
190 *Building 113A located at 3851 Sky Park Road, Grand Island, NE. The Government requires alterations to*  
191 *the above-mentioned site and the Lessor has reviewed the scope of work and agrees to waive rights of*  
192 *restoration of premises affected by this project. Upon roll call, motion was approved with a 3 Yes to 0 No*  
193 *votes.*

194  
195 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-45: SCOPE OF WORK FOR GRAND**  
196 **ISLAND TRANSPORTATION SECURITY ADMINISTRATION BUILDOUT (LEASE NO. GS—06P-**  
197 **LNE00119) FOR BUILDING 113A LOCATED AT 3851 SKY PARK ROAD.**

198  
199 *Motion by Caldwell, second by Cook authorizing the Executive Director to approve Scope of Work for Grand*  
200 *Island Transportation Security Administration Buildout (Lease No. GS—06P-LNE00119) for Building 113A*  
201 *located at 3851 Sky Park Road as outlined in Requirements Section of document. All work shall be*  
202 *completed within (60) calendar days of notice to proceed. Upon roll call, motion was approved with a 3 Yes*  
203 *to 0 No votes.*

204  
205 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-46: AGREEMENT WITH MIDWEST AIR**  
206 **TRAFFIC CONTROL (ATC) SERVICES, INC., TO PROVIDE AIR TRAFFIC CONTROL SERVICES AT**  
207 **THE CENTRAL NEBRASKA REGIONAL AIRPORT (GRI) OCTOBER 1, 2017 THROUGH SEPTEMBER**  
208 **30, 2018.**

209  
210 Executive Director Olson stated the FAA full program with no cost share would take effect October 1, 2018.  
211 Or if the FAA reauthorization bill is passes we would be exempt from any cost-share requirements under  
212 the contract tower program.

213  
214 *Motion by Cook, second by Caldwell authorizing the Executive Director to execute Agreement with Midwest*  
215 *Air Traffic Control (ATC) Service, Inc., to provide air traffic control services at the Central Nebraska Regional*  
216 *Airport (GRI) from October 1, 2017 through September 30, 2018. Federal Aviation Administration Contract*  
217 *(No. DTFAWA-15-C-00019) monthly price is \$33,238.00. The Central Nebraska Regional Airport's portion*  
218 *of the cost-sharing agreement is based upon the most recent Benefit Cost information of .80, making*  
219 *airport's obligation 20% which is \$6,648/month or \$79,776/year. Upon roll call, motion was approved with*  
220 *a 3 Yes to 0 No votes.*

221  
222 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-47: LEASE EXTENSION AGREEMENT**  
223 **WITH J&S SALES FOR BUILDING 854 LOCATED AT 1850 CITATION WAY.**

224  
225 *Motion by Caldwell, second by Cook authorizing the Executive Director to execute the Lease Extension*  
226 *Agreement with J&S Sales for Building 854 located at 1850 Citation Way. Lease term is extended for six-*  
227 *months effective July 1, 2018 and terminates December 31, 2018. Rent is \$405.18/month plus*  
228 *\$51.28/month for insurance. Upon roll call, motion was approved with a 3 Yes to 0 No votes.*

229  
230 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-48: EXTENSION OF LEASE AGREEMENT**  
231 **WITH CMG ENTERPRISES, LLC, FOR STORAGE BUNKERS 306 & 308.**

232  
233 *Motion by Caldwell, second by Cook authorizing the Executive Director to execute Extension of Lease*  
234 *Agreement with CMG Enterprises LLC, for Storage Bunkers 306 & 308, located at 2563 Ammunition Way,*  
235 *Grand Island, Nebraska. Lease extension is for one (1) year effective July 1, 2018 and terminating June*  
236 *30, 2019. Rent is \$50 per bunker for \$100 per month. Upon roll call, motion was approved with a 3 Yes to*  
237 *0 No votes.*

238  
239 **EXECUTIVE DIRECTOR'S REPORT:**

- 240 a) Legislative Update: EAS Senate proposal includes an increase to \$315 million dollars/year. In the  
241 Central Region (representing 35 airports in Nebraska, Iowa, Missouri and Kansas), the Central  
242 Nebraska Regional Airport has the second lowest subsidized enplaned passenger rate at  
243 \$13.85/passenger.  
244 b) House and Senate support adding money to the FAA Contract Tower Program.  
245 c) The pilot 1,500 rule is meeting resistance with Congress.  
246 d) The Senate and House Transportation Committee have an amendment that would exempt airports  
247 with more than 25,000 passenger enplanements in calendar year 2014 from any cost-share  
248 requirements under the contract tower program. We are still waiting to hear back from the FAA on  
249 the Central Nebraska Regional Airport's cost benefit analysis.  
250 e) Congress wants to get the reauthorization bill done before August recess. There is no big increase  
251 for the Airport Improvement Program entitlements, however through an omnibus bill that was  
252 passed last year allows for an additional billion dollars for airports, but no funds have been  
253 distributed. The is another program (not yet approved) for additional discretionary funding with no

254 local cost share funding. Airports would need to use up their entitlement funds before they are  
255 eligible for the discretionary dollars. Executive Director Olson submitted a request to the FAA to  
256 move our \$1.6 million perimeter fence project from 2020 to 2019.

257  
258 ANNOUNCEMENTS:

- 259 a) Next Board Meeting July 11, 2018 at 8:00 a.m.  
260 b) Budget Presentation to the Hall County Board of Supervisors on July 19<sup>th</sup> at 1:35 p.m.  
261 c) The October Board Meeting date was changed to October 17<sup>th</sup>.

262  
263 EXECUTIVE SESSION:

264 *Motion by Cook, second by Caldwell to go into Executive Session to discuss airline, lease, and personnel*  
265 *negotiations. Upon roll call, motion was approved with a 3 Yes to 0 No votes, and Board went into Executive*  
266 *Session at 9:20 a.m.*

267  
268 *Motion by Caldwell, second by Cook to come out of Executive Session with no decisions being made and*  
269 *reconvene to Regular Session. Upon roll call, motion was approved with a 3 Yes to 0 No votes, and Board*  
270 *came out of Executive Session and into Regular Session at 10:03 a.m.*

271  
272 ADJOURNMENT:

273 *Motion by Cook, second by Caldwell to adjourn the meeting. Upon roll call, motion was approved with a 3*  
274 *Yes to 0 No votes, and meeting was adjourned at 10:03 a.m.*

275  
276 HALL COUNTY AIRPORT AUTHORITY

277  
278  
279 \_\_\_\_\_  
280 Debra Potratz | Administrative Assistant

281  
282  
283 \_\_\_\_\_  
284 Lynne Werner | Board Chair

\_\_\_\_\_ | Board Secretary/Treasurer

285  
286 (SIGNATURES ON FILE)