



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | July 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 July 11, 2018. Notice of Meeting was given in the *Grand Island Independent* on July 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, and Michelle Setlik.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Joe Cook.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Administrative Assistant Debra Potratz, Accounting Manager Debbie Brunner, 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: Gary Quandt reserved to speak on item 8. b. Enplanements.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

Airport Attorney Ron Depue noted the Agenda was amended less than 24-hours prior to meeting on July 10, 2018, as item number 22, Resolution 18-63 FAA Grant Offer for Snow Removal Equipment was added as an emergency item due to the timeframe the grant needed to be approved and back to the FAA office.

- Minutes from the Regular Meeting on June 13, 2018.
- RESOLUTION 18-49: Claims 3325-3331.

Motion by Setlik, second Quandt to approve the Consent Agenda. Upon roll call vote, motion was approved with 3 Yes: Setlik, Werner, Quandt; 0 No; 2 Absent: Caldwell, Cook.

DISCUSSION AND ACTION AGENDA:

Executive Director Olson introduced Accounting Manager Debbie Brunner and welcomed her to the Airport Authority.

Board Member Caldwell arrived at 8:07 a.m.

FINANCIAL REPORT | June 2018
Presented by Executive Director Mike Olson.

	Current Amount June 18	YTD Amount Oct 17 – June 18	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
3rd Month of 3rd Qtr: 75.00%					
Operating Income	\$131,087.43	\$1,211,161.22	\$1,449,894.00	83.53%	\$238,732.78
Operating Expenses	\$159,598.57	\$1,415,981.80	\$1,993,590.00	71.03%	\$577,608.20

Total Operating Income/(Loss)	(\$28,511.14)	(\$204,820.58)	(\$543,696.00)	37.67%	(\$338,875.42)
Tax Levy Bond	\$119,475.54	\$815,577.37	\$1,078,431.00	75.63%	\$262,853.63
Tax Levy General	\$22,272.03	\$197,683.13	\$267,322.00	73.95%	\$69,638.87
Tax Levy General Fund Designated for Air Service Dev.	\$35,028.42	\$180,363.61	\$250,000.00	72.15%	\$69,636.39
Net Income/(Loss)	(\$172,140.43)	(\$542,017.58)	(\$3,616,034.00)	14.99%	(\$2,974,016.42)

51
52
53
54

ACTIVITY REPORTS | June 2018
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		
June 2018	36	266	582	88	972	139	44	183	1,155
June 2017	85	188	611	110	994	322	39	361	1,355
% Change	-58%	41%	-5%	-20%	-2%	-57%	13%	-49%	-15%

55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73

Enplanement Report by Executive Director Mike Olson. American numbers are down due to utilizing 44-50 seat jets (compared to 76-seat jets Feb-Oct of last year).

From June 7th to August 20th American Airlines scheduled a third additional daily flight on Sunday, Monday, Thursday and Friday adding four additional flights per week. Starting August 21st American will use a 65-seat regional jet. September 9th through October 1st American will implement again the third additional flight using the 65-seat regional jet.

On Monday, July 9th Allegiant cancelled the flight to Phoenix-Mesa flight due to shortage of aircraft.

Mr. Gary Quandt is a member of the Hall County Hero Flight and wanted to express his appreciation to the airport staff for making the homecoming ceremony for the Vietnam veterans a memorable one. He stated many of these veterans were treated badly when they returned home from the war and did not receive an honorable welcome home. The word of our welcome home ceremony has spread among the veterans and with the delay in the return flight, many veterans thought they would not receive a welcome home this time as well. Even with the 2-hour delay, the airport and community came together and gave them a welcome home celebration they deserved. Mr. Quandt reported plans are underway for a Hero Flight in 2019.

	Allegiant	American	Charters	Mo. Emp	Yr to Date
Load Factor	85%	80%			
June 2018	2,367	2,681	123	5,171	30,535
June 2017	2,657	2,853	126	5,636	33,558
+/- %	-11%	-6%	-2%	-8%	-9%

74
75
76
77
78
79
80
81
82
83
84
85
86
87
88

Operations Report by Operations/Security Manager Doug Brown.

- Provided Security and Aircraft Rescue and Fire Fighting (ARFF) and DRO support for Allegiant flights, daily American Airline flights and Charters.
- Monthly ARFF Drills and weekly training on Part 139 Training-Safety and Transportation Security Administration procedures.
- Conducted weekly, monthly and quarterly checks and maintenance on all equipment.
- New hydraulic hangar doors have been installed on Bldg 2 and Bldg 113. The electrical wiring and panels have been updated in Bldg 113 and Bldg 2 should to be completed by the end of this month.
- Painting Runways and Taxiways.
- Filled ruts around runway lights and signs.
- Preparing for annual insurance audit scheduled for August 14th-15th.
- Preparing for Annual Federal Aviation Administration Part 139 inspection scheduled for August 21st-23rd.
- Mowing and spaying for weeds.

- 89 • Provided escorts for runway construction crew. Project should be completed by end of week.
- 90 • Numerous daily projects and repairs completed and scheduled.

91
92 Facility Report by Facility Manager Steve Magnuson.

- 93 • Provided jet bridge training for three new Trego Dugan Aviation employees.
- 94 • Held safety training for all terminal employees.
- 95 • Cleaned up water damage in Bldg 113A (future TSA office) and arranged for Weathercraft to
- 96 repair roof.
- 97 • Scarborough Roofing completed second half of roof coating on Bldg 112 (Trego-Dugan).
- 98 • Applied fertilizer and weed killer to grass in park areas and west lot.
- 99 • Thoroughly swept parking lots with power sweeper.
- 100 • Painted curbs and parking stalls in parking lots.
- 101 • Painted parking stalls for Bldg 113A (future TSA office) & Bldg 113B (Trego-Dugan).
- 102 • Installed signs to advise patrons to protect parking tickets from sunlight.
- 103 • Dealt with issues involving credit card readers on exit machines.
- 104 • A staff member is available to help parking patrons at exit machines on Allegiant flights.
- 105 • Staff provide exit door security for every commercial departure.
- 106 • Conduct twice weekly parking lot surveys.
- 107 • Continue to provide maintenance and cleanliness of the terminal and parking lots.

108
109 Construction & Planning Report: Brad Kissler from CMBA Architects reported progress is underway on the

110 Administration Building as steel columns are being erected.

111
112 Brian Degan from Olsson Associates reported progress is underway on the north parking lot improvements.

113
114 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-50: BUDGET FOR FISCAL YEAR 2018-**

115 **2019**

116
117 Auditor Bob Beran gave a brief overview of the proposed 2018-19 Budget for the Operating

118 Income/Expenses, Non-Operating Revenue/Expenses, Capital Improvements/Grants/Equipment, and Tax

119 Levies. Mr. Beren worked with Annette Schimmer on the budget preparation.

120
121 *Motion by Quandt, seconded by Setlik approving the budget for fiscal year 2018-2019, subject to formal*

122 *adoption of the 2018-2019 budget in accordance with state auditor requirements. Upon roll call vote, motion*

123 *was approved with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.*

124
125 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-51: PRELIMINARY LEVY ALLOCATION**

126 **FROM HALL COUNTY BOARD OF SUPERVISORS.**

127
128 *Motion by Caldwell, second by Quandt approving Authority's tax request for budget year 2018-2019:*

129 *General Fund— Operations \$227,668.00, General Fund Designated for Air Service Development*

130 *\$300,000.00 for a total of \$527,668.00. The Authority Bond amount of \$16,840,000.00 is not included in*

131 *the above tax request as allowed by law. Upon roll call vote, motion was approved with 4 Yes: Caldwell,*

132 *Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.*

133
134 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-52: INCREASE IN RESTRICTED**

135 **FUNDS BY 1% FOR FISCAL YEAR 2018-2019.**

136
137 Mr. Beren stated the request to increase tax revenue funds allows the Authority to increase funds up to 1%

138 to keep our general fund operations growing. It is recommended the Authority Board approve the additional

139 1% in order for the airport to increase revenues and cash reserves for growth and inflation. A 2.5% increase

140 is allowed each year with an extra 1% of which is what the Board will be voting on.

141

142 *Motion by Setlik, second by Quandt approving a 1% increase in Restricted Funds for Fiscal Year 2018-*
143 *2019 in accordance with the State Allowable Increase in Base Limitation (Statute 13-519). Upon roll call*
144 *vote, motion was approved with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.*
145

146 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-53: ENGAGEMENT LETTER BETWEEN**
147 **THE HALL COUNTY AIRPORT AUTHORITY AND DANA F. COLE & COMPANY, LLP FOR THE FISCAL**
148 **YEAR 2018-2019 BUDGET MEETINGS AND BUDGET DOCUMENTS.**
149

150 *Motion by Quandt, second by Caldwell authorizing the Board Chair to execute the Engagement Letter*
151 *between the Hall County Airport Authority and Dana F. Cole & Company, LLP for the Fiscal Year 2018-19*
152 *Budget Meetings and Budget Documents. Charges to the Airport Authority will be based on the work as*
153 *required at regular standard rates plus any other direct expenses but will not exceed \$1,225.00. Upon roll*
154 *call vote, motion was approved with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.*
155

156 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-54: ENGAGEMENT LETTER BETWEEN**
157 **THE HALL COUNTY AIRPORT AUTHORITY AND DANA F. COLE & COMPANY, LLP FOR THE FISCAL**
158 **YEAR 2017-2018 AUDIT.**
159

160 *Motion by Setlik, second by Caldwell authorizing the Board Chair to execute the Engagement Letter*
161 *between the Hall County Airport Authority and Dana F. Cole & Company, LLP for the Fiscal Year 2017-*
162 *2018 Audit. Charges for Audits are \$10,940 for the Financial Audit, \$1,950 for the Passenger Facility*
163 *Charge (PFC) Audit, and \$4,130 for the Single Audit. Upon roll call vote, motion was approved with 4 Yes:*
164 *Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.*
165

166 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-55: LICENSE AGREEMENT WITH THE**
167 **CITY OF GRAND ISLAND TO ALLOW THE HALL COUNTY AIRPORT AUTHORITY TO INSTALL**
168 **PEDESTRIAN CROSSING SIGNS AND STRIPING IN THE PUBLIC RIGHT-OF-WAY.**
169

170 Executive Director Olson stated once the agreement is approved by the City of Grand Island, bids will be
171 solicited for project to be completed by this fall.
172

173 *Motion by Quandt, second by Setlik authorizing the Executive Director to execute License Agreement with*
174 *the City of Grand Island to allow the Hall County Airport Authority to Install Pedestrian Crossing Signs with*
175 *solar Rectangular Rapid Flashing Beacon (RRFB) assembly, Solar Vehicle Speed Detector Signs, and*
176 *Striping in the Public Right-of-Way. The Pedestrian Crossing will be placed in the public right-of-way on the*
177 *east and west side of Sky Park Road just south of Baron Lane to assist the walking public to get to/from*
178 *the West Parking Lot and Passenger Terminal. The Hall County Airport Authority will pay for costs*
179 *associated with the construction, replacement or repair of the improvement of the Pedestrian Crossing.*
180 *Routine maintenance will be performed by the City of Grand Island. Upon roll call vote, motion was*
181 *approved with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.*
182

183 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-56: CHANGE ORDER NO. 01 FOR**
184 **THE NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT FROM**
185 **OLSSON ASSOCIATES FOR CHIEF CONSTRUCTION.**
186

187 Executive Director Olson stated we had \$50,000 budgeted and this change order is for the additional
188 \$21,300 it took to complete this process.
189

190 *Motion by Setlik, second by Caldwell authorizing the Executive Director to execute Change Order No. 01*
191 *for the New Hall County Airport Authority Administration Building Project from Olsson Associates for Chief*
192 *Construction for an add amount of \$71,301.00 for excavation of existing basement foundation, removal of*
193 *contaminated debris, and additional General Contractor observation days. O'Neill's fee was \$59,690.49*
194 *and Chief's fee was \$11,611.00. The original contract amount was \$2,343,166.00. The Revised Contract*
195 *Amount with Change Order No.01 is \$2,414,467.00. Upon roll call vote, motion was approved with 4 Yes:*
196 *Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.*
197

198 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-57: CHANGE ORDER NO. 02 FOR THE**
199 **NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT FROM**
200 **OLSSON ASSOCIATES FOR CHIEF CONSTRUCTION.**

201
202 *Motion by Quandt, second by Setlik authorizing the Executive Director to execute Change Order No. 02 for*
203 *the New Hall County Airport Authority Administration Building Project from Olsson Associates for Chief*
204 *Construction for an add amount of \$269.92 to remove FAA Cable Building and relocate cable in handhole*
205 *on secure side. Deduction fees for Chief are (\$9,056.00) and add fees are \$9,325.92. The original contract*
206 *amount was \$2,343,166.00. Change Order No. 01 was for an add fee \$71,301.00. Change Order No. 02 is*
207 *for an add fee of \$269.92. The Revised Contract Amount with Change Order No. 02 is \$2,414,736.92.*
208 *Upon roll call vote, motion was approved with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent:*
209 *Cook.*

210
211 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-58: CHANGE ORDER NO. 04 FOR**
212 **THE NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT FROM**
213 **CMBA ARCHITECTS FROM CHIEF CONSTRUCTION.**

214
215 *Motion by Caldwell, second by Setlik authorizing the Executive Director to execute Change Order No. 04*
216 *for the New Hall County Airport Authority Administration Building Project from CMBA Architects from Chief*
217 *Construction for a deduct amount of (\$5,305.80) to substitute Kingspan Insulation for an add fee of \$62,198*
218 *in place of the Smart Continuous Insulation for a deduct fee of (\$67,503.80). The original contract amount*
219 *was \$2,343,166.00. Change Order No. 01 was for an add fee of \$71,301.00, Change Order No. 02 was*
220 *for an add fee of \$269.92, Change Order No. 04 is for a deduct fee of (\$5,305.80). The Revised Contract*
221 *Amount with Change Order No. 04 is \$2,409,431.12. Upon roll call vote, motion was approved with 4 Yes:*
222 *Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.*

223
224 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-59: MARKING AGREEMENT WITH**
225 **SHERYL STROBEL DBA STROBELINC.**

226
227 *Motion by Quandt, second by Setlik authorizing the Executive Director to execute the Marking Agreement*
228 *with Sheryl Strobel DBA StrobeLINC to promote and market business and industry products and services*
229 *in the Central Nebraska Regional Airport Passenger Terminal effective August 1, 2018 through July 31,*
230 *2019. The Authority will provide the platforms to display both still and digital images. StrobeLINC will*
231 *receive a 15% commission rate from any gross sales. Upon roll call vote, motion was approved with 4 Yes:*
232 *Caldwell, Setlik, Werner, Quandt; 0 No; with 1 Absent: Cook.*

233
234 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-60: ADVERTISING PROPOSAL FROM GI**
235 **FAMILY RADIO FOR 2018-2019.**

236
237 *Motion by Setlik, second by Quandt authorizing the Executive Director to execute the Advertising Proposal*
238 *from GI Family Radio for 2018-2019 to advertise on Spanish Station 93.3 La Gran D / KRGI-HD2.*
239 *Commercials will air two (2) weeks each month with 15 commercials each week on a tap rotation on*
240 *Monday, Wednesday and Friday for a total of 30 commercials. All Commercials will be 30 seconds in length.*
241 *Contract term is July 2018 through June 2019. Fee is \$150/month for a total cost of \$1,800/year. Upon roll*
242 *call vote, motion was approved with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.*

243
244 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-61: BILL OF SALE FOR HALL COUNTY**
245 **AIRPORT AUTHORITY PERSONAL PROPERTY (LISTED BELOW) LOCATED AT CENTRAL**
246 **NEBRASKA REGIONAL AIRPORT TO TREGO-DUGAN AVIATION OF GRAND ISLAND, INC**

247
248 *Motion by Caldwell, second by Quandt authorizing the Executive Director to execute Bill of Sale for Hall*
249 *County Airport Authority Personal Property (listed below) located at Central Nebraska Regional Airport to*
250 *Trego-Dugan Aviation of Grand Island, Inc. in the amount of \$7,500.00. Upon roll call vote, motion was*
251 *approved with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.*

252
253

ID#	Item
1135	1988 Wasp Belt Loader (Model A1771D; S/N 27640) (AIR 54)
1285	1997 Wasp Belt Loader Used (Model No. A1771, S/N 113-298) (AIR 83)
1155	Luggage Cart No. 1 for Airlines (Model No A03439D, Serial No. 109551)
1156	Luggage Cart No. 2 for Airlines (Model No A005414D, Serial No. 220599)
1157	Luggage Cart No. 3 for Airlines (Model No A005414D, Serial No. 220598)
1158	Luggage Cart No. 4 for Airlines (Model No. A03439D, Serial No. 109550)
1393	1990 Aircraft Tug, Harlan (S/N GH TKJ407091690) (AIR 76)
1350	2004 Aircraft Tug, NWC Wollard (S/N 04-V-2865/ Model 140F-10K) (AIR 80)

255

256

CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-62: PURCHASE OF A NEW VEHICLE FOR EXECUTIVE DIRECTOR FROM STATE CONTRACT #14884 – ANDERSON AUTO GROUP IN LINCOLN, NE.

257

258

259

260

Motion by Quandt, second by Setlik authorizing the purchase of a new 2018 Ford Explorer as outlined on State Contract #14884 – Anderson Auto Group from Lincoln, NE, in the amount of \$27,827.00 for the Executive Director. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.

261

262

263

264

265

CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-63: FEDERAL AVIATION ADMINISTRATION (FAA) GRANT OFFER FOR AIP NO. 3-31-0034-040 FOR SNOW REMOVAL EQUIPMENT (SRE) ACQUISITION.

266

267

268

269

Motion by Caldwell, second by Setlik authorizing the Board Chair to execute the Federal Aviation Administration (FAA) Grant Offer for AIP No. 3-31-0034-040 for Snow Removal Equipment (SRE) Acquisition in the amount of \$642,136.00. FAA Share (90%) \$642,136.00 and the Local Share (10%) \$71,348.00 for a total of \$713,484.00. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook.

270

271

272

273

274

275

EXECUTIVE DIRECTOR'S REPORT:

276

- a) The Federal Government announced there is supplemental AIP funding for \$1 billion dollars for small hub airports this year, and \$500- \$750 million for all airports the following year. The Central Nebraska Regional Airport is a small hub so we submitted a request for additional funding for our \$1.5 million Security/Wildlife Fencing Project. This project would be a high priority project and FAA would fund 100%. Executive Director Olson will have further discussions with the FAA to potentially get other projects like the Fire Station and Fire Truck moved up.
- b) The Senate and House Transportation Committee have an amendment that would exempt airports with more than 25,000 passenger enplanements in calendar year 2014 from any cost-share requirements under the contract tower program.
- c) Senate proposal includes an Essential Air Service (EAS) increase up to \$315 million dollars/year.
- d) Funds are allocated for the Law Enforcement Officer (LEO) program.

277

278

279

280

281

282

283

284

285

286

287

ANNOUNCEMENTS:

288

- a) Budget Presentation - Hall County Board of Supervisors on July 19th at 1:35 p.m.
- b) Next Board Meeting August 15, 2018 at 8:00 a.m.
- c) Afternooners' Car Show August 22nd from 5-8 p.m.

289

290

291

292

EXECUTIVE SESSION:

293

Motion by Quandt, second by Setlik to go into Executive Session to discuss airline, lease, and personnel negotiations. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook, Board went into Executive Session at 9:30 a.m.

294

295

296

297

Motion by Caldwell, second by Setlik to come out of Executive Session with no decisions being made and reconvene to Regular Session. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Setlik,

298

299

300 *Werner, Quandt; 0 No; 1 Absent: Cook, Board came out of Executive Session and into Regular Session at*
301 *9:50 a.m.*

302
303 ADJOURNMENT:

304 *Motion by Quandt, second by Caldwell to adjourn the meeting. Upon roll call vote, motion was approved*
305 *with 4 Yes: Caldwell, Setlik, Werner, Quandt; 0 No; 1 Absent: Cook, meeting was adjourned at 9:51 a.m.*

306
307 HALL COUNTY AIRPORT AUTHORITY

308
309
310
311 _____
312 Debra Potratz | Administrative Assistant

313
314
315 _____
316 Lynne Werner | Board Chair

Ken Caldwell | Board Secretary/Treasurer

317 (SIGNATURES ON FILE)