



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | November 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 November 14, 2018. Notice of Meeting was given in the *Grand Island Independent* on November 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, Secretary/Treasurer Ken Caldwell, and Joe Cook.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Michelle Setlik.

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

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Dave Hansen Tower Manager, Brad Kissler from CMBA Architects, and Kyle Huse from Chief Construction.

The Pledge of Allegiance was said in unison.

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

- Minutes from the Regular Meeting and Planning Session on October 17, 2018.
- RESOLUTION 18-88: Claims 3351-3357.

*Motion by Quandt, second Cook to approve the Consent Agenda. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Werner, Cook, Quandt; 0 No; 1 Absent: Setlik.*

**DISCUSSION AND ACTION AGENDA:**

**FINANCIAL REPORT | October 2018**

Presented by HR/Accounting Manager Debbie Brunner. Dana F. Cole & Company conducted the annual audit November 5<sup>th</sup> and 6<sup>th</sup>. A Vital Mobile, a handheld payment acceptance unit has been leased, and jet pack was purchased to aid with collecting payment and providing parking receipts to customers when issues arise with PARCS pay systems. Currently contact information is collected and an invoice is mailed, but non-payment is becoming excessive.

Budget Narrative Ending October 31, 2018	Current Amount	YTD Amount	Yearly Budget		Remaining
1st Month of 1st Qtr: 8.33%	October 2018	Oct 18 - Sep 19	Amount	YTD %	Budget Amount
Operating Income	\$132,064.73	\$132,064.73	\$1,660,120.00	7.96%	\$1,528,055.27
Operating Expenses	\$158,562.71	\$158,562.71	\$2,184,664.00	7.26%	\$2,026,101.29
<b>Total Operating Income/(Loss)</b>	<b>(\$26,497.98)</b>	<b>(\$26,497.98)</b>	<b>(\$524,544.00)</b>	<b>5.05%</b>	<b>(\$498,046.02)</b>
Tax Levy - Bond	\$83,756.27	\$83,756.27	\$1,176,471.00	7.12%	\$1,092,714.73
Tax Levy - General	\$40,169.38	\$40,169.38	\$217,322.00	18.48%	\$177,152.62
Tax Levy - General Fund Designated for Air Service Development	\$0.00	\$0.00	\$300,000.00	0.00%	\$300,000.00
<b>Net Income/(Loss)</b>	<b>(\$431,292.87)</b>	<b>(\$431,292.87)</b>	<b>(\$5,951,651.00)</b>	<b>7.25%</b>	<b>(\$6,062,071.13)</b>

46 GRI Air Traffic Operations Report by Tower Manager Dave Hansen. Hansen reported the tower has been  
47 collecting recordings and completing reports for the Flight Standards District Offices (FISDO) and National  
48 Transportation Safety Board (NTSB) investigating a small plane aircraft accident that happened on Runway  
49 17-35 in September. Hansen stated one controller is leaving and his replacement will begin next Monday.  
50

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Oct 2018	115	188	574	77	954	232	38	270	1,224
Oct 2017	37	255	748	93	1,133	446	30	476	1,609
% Change	211%	-26%	-23%	-17%	-16%	-48%	27%	-43%	-24%

51  
52 Enplanement Report by Executive Director Mike Olson. Olson reported Allegiant's Las Vegas  
53 enplanements are down system wide. American Airlines is experiencing the effects of the pilot shortage  
54 issue. American Airlines is addressing the issue of bumping passengers by adding an additional flight on  
55 Sunday, Monday, Thursday and Friday starting February 14, 2019.

Load Factor	Allegiant		American		Charters	Mo. Emp	Yr to Date
	79%	72%					
Oct 2018	2,589	2,848	165	5,602	51,818		
Oct 2017	2,771	2,675	270	5,716	55,403		
+/- %	-7%	6%	-39%	-2%	-6%		

56  
57 Monthly Operations and Facility reports were given verbally.  
58

59 Construction & Planning Report:

60 CMBA Architect - Administration Building: Project is progressing nicely and ahead of schedule. The parking  
61 lot has been poured, exterior siding is almost completed, and drywall work has started. For the North  
62 Parking Lot: A few areas of concrete still need to be poured.

63  
64 Pedestrian Crosswalk Improvement Project: Work has begun and should be completed by the end of next  
65 week. Instead of the constant flashing yellow lights, an LED crosswalk light will be pedestrian activated.  
66 Radar speed control signs will also be installed.

67  
68 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-89: CHANGE ORDER NO. 10 FOR THE**  
69 **NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT FROM CMBA**  
70 **ARCHITECTS FOR CHIEF CONSTRUCTION.**

71  
72 *Motion by Cook, seconded Quandt authorizing Executive Director to execute Change Order No. 10 for the*  
73 *New Hall County Airport Authority Administration Building Project from CMBA Architects for Chief*  
74 *Construction. Change Order No.10 is for the Administration Building portion of project to install additional*  
75 *drywall to the metal decking in all areas for an add fee of \$11,598.49, making the Revised Contract Amount*  
76 *\$2,425,200.58. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Werner, Cook, Quandt; 0*  
77 *No; 1 Absent: Setlik.*

78  
79 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-90: REJECTION OF ALL FIBER OPTIC**  
80 **PROJECT BIDS RECEIVED OCTOBER 31, 2018.**

81  
82 *Motion by Quandt, second Caldwell authorizing the Executive Director to Reject All Fiber Optic Project Bids*  
83 *received October 31, 2018. Two bids were received in accordance to the advertised bid specifications. The*  
84 *Bids were then publicly opened and read aloud. 1) Kidwell Incorporated from Kearney, NE \$109,789.00; 2)*  
85 *Hamilton Long Distance Company from Aurora, NE \$92,656.07. John DeVeney from DELCOM LLC*  
86 *reviewed bid summaries and found both to be extremely higher than engineer's estimate. It is*  
87 *recommended to Reject All Bids and re-advertise project in two separate bids (boring and data). Upon roll*  
88 *call vote, motion was approved with 4 Yes: Caldwell, Werner, Cook, Quandt; 0 No; 1 Absent: Setlik.*  
89

90 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-91: LEASE AGREEMENT WITH**  
91 **AIRINC, INCORPORATED FOR SPACE IN BUILDING 100 (PASSENGER TERMINAL) TO INSTALL**  
92 **AIRCRAFT COMMUNICATIONS ADDRESSING AND REPORTING SYSTEM (ACARS).**

93  
94 *Motion by Caldwell, second Quandt authorizing the Executive Director to execute Lease Agreement with*  
95 *Aeronautical Radio, Incorporated and/or AIRINC, Incorporated for Eight-Square feet of Space in Building*  
96 *100 (Passenger Terminal) Room 117 (Main Telecom) to Install an Aircraft Communications Addressing and*  
97 *Reporting System (ACARS). Term shall commence December 1, 2018. Rent shall be \$100/month, payable*  
98 *annually in advance. Upon roll call vote, motion was approved 4 Yes: Caldwell, Werner, Cook, Quandt; 0*  
99 *No; 1 Absent: Setlik.*

100  
101 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-92: STORAGE LEASE AGREEMENT**  
102 **WITH WILLIAM B. STAHL FOR BUILDING 86, T-HANGAR A LOCATED AT 2105 MIRAGE STREET,**  
103 **SKY PARK ROAD.**

104  
105 *Motion by Caldwell second Cook authorizing the Executive Director to execute the Storage Lease*  
106 *Agreement with William B. Stahl for Building 86, T-Hangar A located at 2105 Mirage Street, Sky Park Road,*  
107 *Grand Island, NE. Lease term commences November 1, 2018 and is on a month-to-month basis. Rent is*  
108 *\$106/month, plus \$10.00/month for utilities. Upon roll call vote, motion was approved with 4 Yes: Caldwell,*  
109 *Werner, Cook, Quandt; 0 No; 1 Absent: Setlik.*

110  
111 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-93: STORAGE LEASE AGREEMENT WITH**  
112 **JUSTIN R. ASTRONES AND DANIEL R. ASTRONES FOR PORTION OF BUILDING 92.**

113  
114 *Motion by Caldwell, second Cook authorizing the Executive Director to execute Storage Lease Agreement*  
115 *with Justin R. Astrones and Daniel R. Astrones for portion of Building 92 located at the Central Nebraska*  
116 *Regional Airport. Purpose is for storage of watercraft and trailer. Lease term commences November 1,*  
117 *2018 and is on a Month-to-Month basis. Rent is \$50 per month. Upon roll call vote, motion was approved*  
118 *with 4 Yes: Caldwell, Werner, Cook, Quandt; 0 No; 1 Absent: Setlik.*

119  
120 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-94: STORAGE LEASE AGREEMENT WITH**  
121 **JOHN SCHROEDER FOR PORTION OF BUILDING 92.**

122  
123 *Motion by Quandt, second Caldwell authorizing the Executive Director to execute Storage Lease*  
124 *Agreement with John Schroeder for portion of Building 92 located at the Central Nebraska Regional Airport.*  
125 *Purpose is for storage of watercraft and trailer. Lease term commences November 1, 2018 and is on a*  
126 *Month-to-Month basis. Rent is \$50 per month. Upon roll call vote, motion was approved with 4 Yes:*  
127 *Caldwell, Werner, Cook, Quandt; 0 No; 1 Absent: Setlik.*

128  
129 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-95: PURCHASE OF A NEW 2019 FORD F-**  
130 **150 XLT, ½ TON, REGULAR CAB, 4X4 TRUCK FROM STATE CONTRACT #14851 OC – ANDERSON**  
131 **FORD LINCOLN MERCURY MAZDA IN LINCOLN, NE FOR OPERATIONS MAINTENANCE.**

132  
133 *Motion by Cook, second Quandt authorizing the purchase of a New 2019 Ford F-150 XLT, ½ Ton, Regular*  
134 *Cab, 4x4 Truck from State Contract #14851 OC – Anderson Ford Lincoln Mercury Mazda in Lincoln, NE in*  
135 *the amount of \$28,520.00 for Operations Maintenance. Upon roll call vote, motion was approved with 4*  
136 *Yes: Caldwell, Werner, Cook, Quandt; 0 No; 1 Absent: Setlik.*

137  
138 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-96: AUTHORIZING EMPLOYEE DEBRA K.**  
139 **BRUNNER, HUMAN RESOURCE/ACCOUNTING MANAGER, TO TRANSACT BUSINESS WITH**  
140 **PATHWAY BANK ON BEHALF OF THE HALL COUNTY AIRPORT AUTHORITY.**

141  
142 *Motion by Cook, second Quandt authorizing employee Debra K. Brunner, Human Resource/Accounting*  
143 *Manager to transact business with Pathway Bank located in Grand Island, Nebraska, on behalf of the Hall*  
144 *County Airport Authority. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Werner, Cook,*  
145 *Quandt; 0 No; 1 Absent: Setlik.*

146  
147 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-97: CHANGE ORDER NO. 10 FOR THE**  
148 **NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT FROM CMBA**  
149 **ARCHITECTS FOR CHIEF CONSTRUCTION.**

150  
151 *Motion by Quandt, seconded Cook authorizing Executive Director to execute Change Order No. 11 for the*  
152 *New Hall County Airport Authority Administration Building Project from CMBA Architects for Chief*  
153 *Construction. Change Order No.11 is for the Administration Building portion of project to install a gutter*  
154 *(and down spout) to the low side of slant roof by entrance for an add fee of \$897.69, making the Revised*  
155 *Contract Amount \$2,426,098.27. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Werner,*  
156 *Cook, Quandt; 0 No; 1 Absent: Setlik.*

157  
158 EXECUTIVE DIRECTOR'S REPORT:  
159 The 2017-18 Audit was conducted by Dana F. Cole & Company.

160  
161 We are waiting for Congress to approve the reauthorization bill for 2019 which includes an amendment to  
162 revise its benefit-cost analysis for the FAA Contract Tower Program. The amendment would make the  
163 tower 100% federally funded thus eliminating our 20% annual cost of approximately \$80,000 a year. Until  
164 this is approved, we will have to pay without any reimbursement.

165  
166 Attorney Ron Depue attended the American Association of Airport Executives Basics of Airport Law  
167 Workshop and 2018 Legal Update October 28-30, 2018 in Washington, DC. The reauthorization bill was a  
168 topic of discussion.

169  
170 The Blood Drive held at the Passenger Terminal on November 6<sup>th</sup> collected 21 units.

171  
172 ANNOUNCEMENTS:  
173 a) Next Board Meeting December 12, 2018.

174  
175 EXECUTIVE SESSION:  
176 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*  
177 *negotiations. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Werner, Cook, Quandt; 0 No;*  
178 *1 Absent: Setlik. Board went into Executive Session at 8:57 a.m.*

179  
180 *Motion by Caldwell, second by Cook to come out of Executive Session with no decisions being made and*  
181 *reconvene to Regular Session. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Werner,*  
182 *Cook, Quandt; 0 No; 1 Absent: Setlik, Board came out of Executive Session and into Regular Session at*  
183 *9:55 a.m.*

184  
185 ADJOURNMENT:  
186 *Motion by Quandt, second by Caldwell to adjourn the meeting. Upon roll call vote, motion was approved*  
187 *with 4 Yes: Caldwell, Werner, Cook, Quandt; 0 No; 1 Absent: Setlik, meeting was adjourned at 9:56 a.m.*

188  
189 HALL COUNTY AIRPORT AUTHORITY

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193 \_\_\_\_\_  
194 Debra Potratz | Administrative Assistant

195  
196  
197 \_\_\_\_\_  
198 Lynne Werner | Board Chair  
199 \_\_\_\_\_  
Ken Caldwell | Board Secretary/Treasurer

(SIGNATURES ON FILE)