



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | October 17, 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 October 17, 2018. Notice of Meeting was given in the *Grand Island Independent* on October 10, 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, HR/Accounting Manager Debbie Brunner, Operations/Security Manager Doug Brown, Operations Secretary Carole Harmon, Maintenance Supervisor Wes Harris, and Maintenance Technicians Dylan Evans, Ryan Medlock and Brandon Stahl.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Zach Thompson from Trego-Dugan Aviation of Grand Island, Inc., Brad Kissler from CMBA Architects, Jon Large from Alfred Benesch & Company, 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 Public Budget Hearing on September 12, 2018.
- RESOLUTION 18-77: Claims 3342-3350.

Motion by Setlik, second Cook to approve the Consent Agenda. Upon roll call vote, motion was approved with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No; 0 Absent.

DISCUSSION AND ACTION AGENDA:

Executive Director Olson recognized and commended staff for successfully passing the annual Part 139 Federal Aviation Administration (FAA) Inspection with no discrepancies. This marks the 14th consecutive year without a deficiency. On September 13th, the FAA was on-site inspecting operations and airport met or exceeded the requirements to earn and maintain the Airport Operating Certificate required for commercial aircraft operations. Executive Director Olson also acknowledged Trego-Dugan staff for their contribution with this inspection.

FINANCIAL REPORT | September 2018

Presented by HR/Accounting Manager Debbie Brunner. Brunner stated September is the last month of the fiscal year. Preparation is being made for the audit to be conducted in November.

Budget Narrative Ending September 30, 2018

3rd Month of 4th Qtr: 100%	Current Amount September 2018	YTD Amount Oct 17 - Sept 18	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$102,797.15	\$1,608,270.90	\$1,449,894.00	110.92%	(\$158,376.90)
Operating Expenses	\$342,004.76	\$2,046,785.24	\$1,993,590.00	102.67%	(\$53,195.24)
Total Operating Income/(Loss)	(\$239,207.61)	(\$438,514.34)	(\$543,696.00)	80.65%	(\$105,181.66)

Tax Levy - Bond	\$261,816.17	\$1,105,060.50	\$1,078,431.00	102.47%	(\$26,629.50)
Tax Levy - General	\$113,208.63	\$316,898.47	\$267,322.00	118.55%	(\$49,576.47)
Tax Levy - General Fund Designated for Air Service Dev.	\$12,380.10	\$250,000.00	\$250,000.00	100.00%	\$0.00
Net Income/(Loss)	(\$35,414.39)	(\$939,459.54)	(\$3,616,034.00)	25.98%	(\$2,553,130.46)

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ACTIVITY REPORTS | September 2018
GRI Air Traffic Operations Report by Executive Director Mike Olson.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Sept 2018	125	171	583	88	967	234	22	256	1,223
Sept 2017	83	217	701	131	1,132	214	26	240	1,372
% Change	51%	-21%	-17%	-33%	-15%	9%	-15%	7%	-11%

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Enplanement Report by Executive Director Mike Olson. Starting August 21st American will use at 65-seat regional jet through December 18th.

Load Factor	Allegiant		American		Charters	Mo. Emp	Yr to Date
	80%	61%					
Sept 2018	2,186	2,811	149	5,146	46,216		
Sept 2017	2,391	2,805	149	5,345	49,687		
+/- %	-9%	0%	0%	-4%	-7%		

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Monthly Operations and Facility reports were reviewed.

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Construction & Planning Report: Brad Kissler reported construction on the Administration building is moving along but noted the weather has caused some delays. He is working through shop drawings to reflect approved change orders. The brick work is up on the exterior and the siding is slated for installation. Once the windows are installed the building should be enclosed within a couple weeks. Next week concrete will be poured for parking lot and sidewalks.

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Concrete is being poured in the north parking lot for curbing and around light poles. The mil and overlay is scheduled for next week.

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Olsson is reviewing drawings from Ensley Electric for the Pedestrian Crossing Improvement Project. There is no word on the actual project schedule.

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CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-78: CHANGE ORDER NO. 05 FOR THE NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING FROM CMBA ARCHITECTS FOR CHIEF CONSTRUCTION.

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Motion by Quandt, seconded Cook authorizing the Executive Director to execute Change Order No. 05 for the New Hall County Airport Authority Administration Building Project from CMBA Architects for Chief Construction. Change Order No. 05 is for North Parking Lot portion of the project to provide conduit and conductors to tie into the existing circuit at existing north light pole by the rental cars and install two new pull boxes (1 for communication and 1 for electrical) in the grass area for an add fee of \$2,216.33, making the Revised Contract Amount \$2,411,647.45. Upon roll call vote, motion was approved with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No; 0 Absent.

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CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-79: CHANGE ORDER NO. 06 FOR THE NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING FROM CMBA ARCHITECTS FOR CHIEF CONSTRUCTION.

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Motion by Cook, second Setlik authorizing the Executive Director to execute Change Order No. 06 for the New Hall County Airport Authority Administration Building Project from CMBA Architects for Chief

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89 Construction. Change Order No. 06 is for the Administration Building portion of project to add emergency
90 lighting in restrooms for an add fee of \$622.32, making the Revised Contract Amount \$2,412,269.77. Upon
91 roll call vote, motion was approved with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No; 0 Absent.
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93 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-80: CHANGE ORDER NO. 07 FOR THE**
94 **NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING FROM CMBA**
95 **ARCHITECTS FOR CHIEF CONSTRUCTION.**
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97 Motion by Quandt, second Cook authorizing the Executive Director to execute Change Order No. 07 for the
98 New Hall County Airport Authority Administration Building Project from CMBA Architects for Chief
99 Construction. Change Order No. 07 is for the North Parking Lot portion of the Project to move storm drain
100 inlets to the E to existing drain pipe, increase size of pier footing over portion of drain, and removal of
101 concrete on the SW portion of parking area for a deduct amount of (\$1,057.44,) making the Revised
102 Contract Amount \$2,411,212.33. Upon roll call vote, motion was approved with 5 Yes: Caldwell, Setlik,
103 Werner, Cook, Quandt; 0 No; 0 Absent.
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105 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-81: CHANGE ORDER NO. 09 FOR THE**
106 **NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING FROM CMBA**
107 **ARCHITECTS FOR CHIEF CONSTRUCTION.**
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109 Motion by Setlik, second Caldwell authorizing the Executive Director to execute Change Order No. 09 for
110 the New Hall County Airport Authority Administration Building Project from CMBA Architects for Chief
111 Construction. Change Order No. 09 is for the Administration Building portion of project to explore and fill in
112 old well pump house located in the northwest area of parking lot of for an add fee of \$2,389.76, making the
113 Revised Contract Amount \$2,413,602.09. Upon roll call vote, motion was approved with 5 Yes: Caldwell,
114 Setlik, Werner, Cook, Quandt; 0 No; 0 Absent.
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116 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-82: SECOND AMENDMENT TO LEASE**
117 **AGREEMENT WITH FEDERAL EXPRESS CORPORATION FOR BUILDING 710 LOCATED AT 3900**
118 **SKY PARK ROAD, GRAND ISLAND, NEBRASKA.**
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120 Motion by Cook, second Setlik authorizing the Executive Director to execute the Second Amendment to
121 Lease Agreement with Federal Express Corporation for Building 710 located at 3900 Sky Park Road, Grand
122 Island, Nebraska. Lease Term is extended for three years commencing November 1, 2018 and expiring on
123 October 31, 2021, with the option of two (5) five-year terms. Rent is \$3,016.96/month. Upon roll call vote,
124 motion was approved with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No; 0 Absent.
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126 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-83: LEASE AMENDMENT NO. 01 WITH**
127 **GENERAL SERVICES ADMINISTRATION/ TRANSPORTATION SECURITY ADMINISTRATION (NO.**
128 **GS-06P-LNE00119) FOR BUILDING 113A LOCATED AT 3851 SKY PARK ROAD, GRAND ISLAND,**
129 **NE.**
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131 Motion by Quandt, second Cook authorizing the Executive Director to execute Lease Amendment No. 01
132 with General Services Administration/ Transportation Security Administration (No. GS-06P-LNE00119) for
133 Building 113A located at 3851 Sky Park Road, Grand Island, NE. The Government accepts the above
134 space as substantially complete and rent shall commence October 1, 2018. This lease (No. GS-06P-
135 LNE00119) supersedes Lease (No. GS-06P-LNE41030 for Bldg A located at 3565 Sky Park Road), and as
136 a result (No. GS-06P-LNE41030) is terminated. Upon roll call vote, motion was approved with 5 Yes:
137 Caldwell, Setlik, Werner, Cook, Quandt; 0 No; 0 Absent.
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139 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-84: LEASE EXTENSION AGREEMENT**
140 **WITH CMG ENTERPRISE, LLC FOR BUILDING 850 LOCATED AT 1982 CITATION WAY, GRAND**
141 **ISLAND, NE.**
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143 Motion by Setlik, second Quandt authorizing the Executive Director to execute Lease Extension Agreement
144 with CMG Enterprise, LLC for Building 850 located at 1982 Citation Way, Grand Island, NE. Lease term is
145 extended for three (3) years effective November 1, 2018 and terminating October 31, 2021. Rent shall be

146 increased to \$1,406.89/month plus \$84.08/month for insurance. Upon roll call vote, motion was approved
147 with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No; 0 Absent.

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149 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-85: HANGAR LEASE AGREEMENT WITH**
150 **K & B AIRCRAFT, INC. (KIRK NELSON) FOR BUILDING 123, USAF HANGAR #3 LOCATED AT 4087**
151 **SKY PARK ROAD, GRAND ISLAND, NE.**

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153 *Motion by Cook, second Quandt authorizing the Executive Director to execute the Hangar Lease*
154 *Agreement with K & B Aircraft, Inc. (Kirk Nelson) for Building 123, USAF Hangar #3 located at 4087 Sky*
155 *Park Road, Grand Island, NE. Lease term commences November 1, 2018 and is on a month-to-month*
156 *basis. Rent is \$212.00/month, plus \$20.00/month for utilities. Upon roll call vote, motion was approved with*
157 *5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No; 0 Absent.*

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159 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-86: PURCHASE OF A NEW KUBOTA**
160 **MOWER FROM STATE CONTRACT #13696 OC – KUBOTA OF OMAHA IN OMAHA NE, IN THE**
161 **AMOUNT OF \$28,700.00 FOR FACILITY MAINTENANCE.**

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163 *Motion by Setlik, second Cook authorizing the purchase of a new Kubota Mower from State Contract*
164 *#13696 OC – Kubota of Omaha in Omaha NE, in the amount of \$28,700.00 for Facility Maintenance. Upon*
165 *roll call vote, motion was approved with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No; 0 Absent.*

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167 **EXECUTIVE DIRECTOR'S REPORT:**

- 168 a) Congress passed an Airport Improvement Program (AIP) reauthorization for a five-year term but
169 since they have been running unauthorized for one year, this will only be a four-year bill.
170 a. The reauthorization bill contains an amendment that if you are in the contract tower
171 program and you are in the cost share program and have 25,000 enplanements or more,
172 then you don't have to pay a cost share. This will save us over \$80,000 a year.
173 b. Essential Air Service remains solid with an increase up to \$315 million dollars/year.
174 c. There will be no increase in the Passenger Facility Charge. Cap will remain at \$4.50.
175 d. AIP funding will remain at \$3.35 billion during this term. There is supplemental AIP funding
176 for \$1 billion dollars for small hub airports this year, and \$500-\$750 million for all airports
177 the following year. AIP funds can be used to build a new control tower. These funds will
178 help us replace the temporary tower that was constructed in the early 1970s.
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180 b) Attorney Depue and Executive Director Olson will continue to monitor any new bills proposed in
181 the Nebraska legislation. Depue will be attending the 34th Annual American Association of Airport
182 Executives Basic of Airport Law Workshop & Legal Update in Washington, DC October 28-30,
183 2018.
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185 c) The 2019 Board meeting schedule was reviewed.

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187 **ANNOUNCEMENTS:**

- 188 a) Blood Drive November 6th from 8 a.m. – 1:30 p.m. at Passenger Terminal.
189 b) Next Board Meeting November 14, 2018.

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191 **EXECUTIVE SESSION:**

192 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*
193 *negotiations. Upon roll call vote, motion was approved with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt;*
194 *0 No; 0 Absent, Board went into Executive Session at 8:58 a.m.*

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196 *Motion by Cook, second by Setlik to come out of Executive Session with no decisions being made and*
197 *reconvene to Regular Session. Upon roll call vote, motion was approved with 5 Yes: Caldwell, Setlik,*
198 *Werner, Cook, Quandt; 0 No; 0 Absent, Board came out of Executive Session and into Regular Session at*
199 *10:00 a.m.*

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201 **ADJOURNMENT:**

202 *Motion by Quandt, second by Setlik to adjourn the meeting. Upon roll call vote, motion was approved with*
203 *5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No; 0 Absent, meeting was adjourned at 10:02 a.m.*

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205 HALL COUNTY AIRPORT AUTHORITY

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209 Debra Potratz | Administrative Assistant

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213 Lynne Werner | Board Chair

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215 (SIGNATURES ON FILE)

Ken Caldwell | Board Secretary/Treasurer