



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | September 12, 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 September 12, 2018. Notice of Meeting was given in the *Grand Island Independent* on September 5, 2018. Board Vice Chair Quandt 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: Vice-Chair Brian Quandt, Secretary/Treasurer Ken Caldwell, Joe Cook, and Michelle Setlik.

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

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: Bob Beran from Dana F. Cole, Company, LLP, Zach Thompson – Trego-Dugan Aviation of Grand Island, Inc., Brad Kissler from CMBA Architects, and Brian Degan from Olsson Associates.

The Pledge of Allegiance was said in unison.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting on August 15, 2018.
- RESOLUTION 18-70: Claims 3337-3341.

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

DISCUSSION AND ACTION AGENDA:

FINANCIAL REPORT | August 2018

Presented by Accounting Manager Debbie Brunner.

2nd Month of 4 th Qtr: 91.67%	Current Amount Aug 18	YTD Amount Oct 17 – Aug 18	Yearly Budget Amount	YTD %	Remaining Budget \$ Amt
Operating Income	\$167,326.72	\$1,505,473.75	\$1,449,894.00	103.83%	(\$55,579.75)
Operating Expenses	\$129,797.01	\$1,704,780.48	\$1,993,590.00	85.51%	\$288,809.52
Total Operating Income/(Loss)	\$37,529.71	(\$199,306.73)	(\$543,696.00)	36.66%	(\$344,389.27)
Tax Levy Bond	\$15,445.63	\$843,244.33	\$1,078,431.00	78.19%	\$235,186.67
Tax Levy General	\$3,366.03	\$203,689.84	\$267,322.00	76.20%	\$63,632.16
Tax Levy General Fund Designated for Air Service Dev.	\$4,034.94	\$187,619.90	\$250,000.00	75.05%	\$62,380.10
Net Income/(Loss)	(\$379,794.70)	(\$954,045.15)	(\$3,616,034.00)	26.38%	(\$2,561,988.85)

ACTIVITY REPORTS | August 2018

GRI Air Traffic Operations Report by Tower Manager Dave Hansen.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Aug 2018	62	266	680	75	1,083	152	18	170	1,253
Aug 2017	79	225	939	138	1,381	256	36	292	1,673
% Change	-22%	18%	-28%	-46%	-22%	-41%	-50%	-42%	-25%

45
46 Enplanement Report by Executive Director Mike Olson. Starting August 21st American will use at 65-seat
47 regional jet through December 18th. September 9th through October 1st American will again implement the
48 third additional flight using the 65-seat regional jet on Sunday, Monday, and Friday. (The corrected monthly
49 enplanement number for August 2018 is 5,191).

Load Factor	Allegiant		Charters	Mo. Emp	Yr to Date
	81%	71%			
Aug 2018	2,362	2,709	120	5,191	41,070
Aug 2017	2,389	2,693	288	5,370	44,342
+/- %	-1%	1%	-58%	-3%	-7%

50
51 Operations Report by Operations/Security Manager Doug Brown.

- 52 • Provided Security and Aircraft Rescue and Fire Fighting (ARFF) and DRO support for Allegiant
- 53 flights, daily American Airline flights and Charter.
- 54 • Monthly ARFF Drills and weekly training on Part 139 Training-Safety and Transportation Security
- 55 Administration procedures.
- 56 • The Transportation Security Administration Annual Inspection was conducted yesterday with no
- 57 discrepancies noted.
- 58 • Conducted maintenance checks and performed maintenance on equipment, and made repairs to
- 59 AIR 56 (John Deere mower), AIR 7 (1999 Ford Pickup F150), AIR 21 (Rescue 1) and AIR 74
- 60 (Rescue 2).
- 61 • Continuous Mowing and spaying for weeds.
- 62 • Changed out electronic boards on four taxiway signs that were struck by lightning.
- 63 • Preparing for Annual Federal Aviation Administration Part 139 inspection scheduled for September
- 64 for 13th.
- 65 • Numerous daily projects and repairs completed and scheduled.

66
67 Facility Report by Facility Manager Steve Magnuson.

- 68 • Worked on plan for new airline lavatory dump.
- 69 • Repaired two exterior doors not latching properly on terminal.
- 70 • Adjusted exit lane door opener.
- 71 • Repaired damage caused by grub infestation on terminal grass.
- 72 • Witnessed sewer tap on new admin offices.
- 73 • Set up seating and public announcement system for 10-year Allegiant anniversary.
- 74 • Made roof repairs on Bldg 100 (Passenger Terminal), Bldg 2B (GI Clean Community Systems),
- 75 Bldg 850 (CMG Enterprises/Nebraska Mushroom).
- 76 • Weekly mowing of terminal and parking lots.
- 77 • Performed monthly jetbridge maintenance.
- 78 • Exit door security staff present for every commercial departure.
- 79 • Conduct parking lot surveys twice weekly (numbers are up).
- 80 • Maintain cleanliness and safety of the terminal and parking lot daily.

81 Construction & Planning Report: Brad Kissler reported other than dealing with exterior insulation issues,
82 progress is underway on the Administration Building. Kissler inquired if the Administration parking lot was
83 going to be poured by this Fall so they can get the seeding completed. Executive Director Olson replied
84 this probably will not transpire.

85
86 Brian Degan reported another tunnel was discovered near the Administration Building in the landscape
87 area. Tunnel will be filled in.

88
89 The covered parking garage footings have been poured and the rest of the parking lot has been poured
90 and painted. The car rentals will be moved over to that area. Next month a change order will be presented
91 for additional electrical work and a credit for the storm sewer.
92

93 Olsson's is reviewing drawings from Ensley Electric for the Pedestrian Crossing Improvement Project. No
94 word on the actual project schedule.
95

96 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-71: FINAL APPROVAL OF BUDGET**
97 **FOR FISCAL YEAR 2018-2019.**
98

99 *Motion by Cook, seconded Setlik approving the budget for fiscal year 2018-2019 (corrected year), subject*
100 *to formal adoption of the 2018-2019 budget in accordance with state auditor requirements. Upon roll call*
101 *vote, motion was approved with 4 Yes: Caldwell, Setlik, Cook, Quandt; 0 No; 1 Absent: Werner.*
102

103 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-72: REJECTION OF TERRORISM AND**
104 **WAR INSURANCE COVERAGE WITH ACE PROPERTY AND CASUALTY INSURANCE COMPANY.**
105

106 *Motion by Caldwell, second by Cook authorizing the Board Vice Chair to reject the Terrorism Insurance and*
107 *War Insurance coverage with Ace Property and Causality Insurance Company for the policy period of*
108 *September 13, 2018 through September 13, 2019. Upon roll call vote, motion was approved with 4 Yes:*
109 *Caldwell, Setlik, Cook, Quandt; 0 No; 1 Absent: Werner.*
110

111 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-73: PROPOSAL FROM D-EL-COM LLC**
112 **TO DESIGN FIBER OPTIC INTERCONNECT SYSTEM.**
113

114 *Motion by Setlik, second by Caldwell authorizing the Executive Director to execute Proposal is to Design a*
115 *Fiber Optic Interconnect System from Building 129 (Maintenance Shop) to Building 79 (New Administration*
116 *Building) and from the new Administration Building to Building 100 (Passenger Terminal) Room 118 (Mail*
117 *Telecom Room). Scope of Services included Preparing bid specifications and drawing packages for*
118 *Request for Proposal to include project cost estimate and time analysis; Attend Pre-bid meeting; Provide*
119 *construction administration; and Provide acceptance verification and testing with final reports. The hourly*
120 *rate is \$60/hour plus the cost of materials and expenses (paper materials, copying, bid books, etc) with*
121 *Project fee not to exceed \$7,500. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Setlik,*
122 *Cook, Quandt; 0 No; 1 Absent: Werner.*
123

124 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-74: HANGAR LEASE AGREEMENT**
125 **WITH MCWS LLC FOR T-HANGAR G.**
126

127 *Motion by Caldwell, second by Cook authorizing the Executive Director to execute Hangar Lease*
128 *Agreement with MCWS LLC (Michael Calhoun and Wayne Stoltenberg) for Building 86, T-Hangar G located*
129 *at 2105 Sky Park Road, Grand Island. Lease term commenced September 1, 2018 and is on a Month-to-*
130 *Month basis. Rent is \$106.00/month, plus \$10.00/month for utilities. Upon roll call vote, motion was*
131 *approved with 4 Yes: Caldwell, Setlik, Cook, Quandt; 0 No; 1 Absent: Werner.*
132

133 **RESOLUTION 18-75 WILL BE ADDRESSED AFTER EXECUTIVE SESSION.**
134

135 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-76: MANAGEMENT AGREEMENT**
136 **EXTENSION WITH ALOHA INVESTMENTS LLC.**
137

138 *Motion by Setlik, second by Caldwell authorizing the Board Chair to execute the Management Agreement*
139 *Extension with Aloha Investments, LLC DBA Afternooners, extending term until December 31, 2021 upon*
140 *the same terms and conditions. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Setlik, Cook,*
141 *Quandt; 0 No; 1 Absent: Werner.*
142

143 **EXECUTIVE DIRECTOR'S REPORT:**

- 144 a) A reauthorization is unlikely to happen before the fiscal year and expect some type of short-term
145 continuing resolution.
146 b) The Federal Government announced there is supplemental AIP funding for \$1 billion dollars for
147 small hub airports this year, and \$500-\$750 million for all airports the following year.
148 c) The Senate and House Transportation Committee have an amendment that would exempt airports
149 with more than 25,000 passenger enplanements in calendar year 2014 from any cost-share
150 requirements under the contract tower program. This would save us over \$80,000 a year.
151 d) Ten-Year Celebration with Allegiant was held September 6, 2018. Allegiant contributed four \$250
152 travel vouchers where participants had to go to our website to register to win. Executive Director
153 Olson forwarded news articles of the event to the president and staff of Allegiant. Next October we
154 will be celebrating 10 years with Allegiant Phoenix-Mesa service.
155

156 ANNOUNCEMENTS:

- 157 a) Next Board Meeting October 17, 2018.
158 b) Airport Capital Improvement Plan (ACIP) Federal Planning Session will be held following October
159 17th Board meeting.
160 c) Blood Drive November 6th from 8 a.m. – 1:30 p.m. at Passenger Terminal.
161

162 EXECUTIVE SESSION:

163 *Motion by Cook, second by Caldwell to go into Executive Session to discuss airline, lease, and personnel*
164 *negotiations. Upon roll call vote, motion was approved with 4 Yes: Caldwell, Setlik, Cook, Quandt; 0 No; 1*
165 *Absent: Werner, Board went into Executive Session at 8:58 a.m.*
166

167 Board Member Cook left meeting at 9:55 a.m.
168

169 *Motion by Caldwell, second by Setlik to come out of Executive Session with no decisions being made and*
170 *reconvene to Regular Session. Upon roll call vote, motion was approved with 3 Yes: Caldwell, Setlik,*
171 *Quandt; 0 No; 2 Absent: Cook, Werner, Board came out of Executive Session and into Regular Session at*
172 *10:00 a.m.*
173

174 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-75: ADDENDUM TO EMPLOYMENT**
175 **AGREEMENT BETWEEN THE HALL COUNTY AIRPORT AUTHORITY AND MICHAEL J. OLSON.**
176

177 *Motion by Caldwell, second by Setlik authorizing the Board Vice Chair to execute the Addendum to*
178 *Employment Agreement between Hall County Airport Authority and Michael J. Olson. Employment*
179 *Agreement is revised to read as follows: Salary at annualized rate of ONE HUNDRED TWENTY-ONE*
180 *THOUSAND ONE HUNDRED FORTY-FOUR AND 14/100 DOLLARS (\$121,144.14) payable bi-weekly the*
181 *rate of FOUR THOUSAND SIX HUNDRED FIFTY-NINE AND 39/100 DOLLARS (\$4,659.39) effective*
182 *October 1, 2018, through September 30, 2019. Thereafter, Director's annual salary and benefits shall be*
183 *reviewed effective October 1 of each year commencing October 1, 2019. Upon roll call vote, motion was*
184 *approved with 3 Yes: Caldwell, Setlik, Quandt; 0 No; 2 Absent: Cook, Werner.*
185

186 ADJOURNMENT:

187 *Motion by Caldwell, second by Setlik to adjourn the meeting. Upon roll call vote, motion was approved with*
188 *3 Yes: Caldwell, Setlik, Quandt; 0 No; 2 Absent: Cook, Werner, meeting was adjourned at 10:02 a.m.*
189

190 HALL COUNTY AIRPORT AUTHORITY
191

192
193
194 _____
195 Debra Potratz | Administrative Assistant
196

197
198 _____
199 Lynne Werner | Board Chair

200 _____
Ken Caldwell | Board Secretary/Treasurer

(SIGNATURES ON FILE)