



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | December 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 December 12, 2018. Notice of Meeting was given in the *Grand Island Independent* on December 5, 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.

REVIEW OF AGENDA. Executive Director Mike Olson requested pulling Item No. 14, Resolution 18-105 from the Agenda.

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, and Facility Manager Steve Magnuson.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Brad Kissler, Kyle Huse, Zach Thompson, and Ryan O'Neill.

PUBLIC COMMENT REQUESTS: None.

The Pledge of Allegiance was said in unison.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting on November 14, 2018.
- RESOLUTION 18-98: Claims 3358-3363.

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

DISCUSSION AND ACTION AGENDA:

FINANCIAL REPORT | November 2018

Presented by HR/Accounting Manager Debbie Brunner.

The Financial Report was included in the Board packet and will not be read.

TCW Construction, Inc., from Lincoln, NE requested their final payment of \$96,000 for work completed on AIP 3-31-0034-039 Joint Resealing & Panel Replacement on Concrete Surfaces Project. Accounting Manager Brunner recommended paying TCW. The general fund would be reimbursed in part through bonds and the final Federal Aviation Administration (FAA) payment. The Board concurred.

HR/Accounting Manager Brunner stated Part-time Accounting Assistant Amy Dishman's last day was last Thursday. Part-time Operations Secretary Carole Harmon position will be made into Full-time to assist with human resource/accounting of duties. With the Accounting Assistant's departure, Brunner will be performing all the accounting duties to get a true feel of the current processes and to look for ways to

55 streamline. Once processes have been gone through, some of accounting duties may be shifted back to
 56 support staff. Board Member Setlik cautioned that since we are a small organization, we need to have a
 57 good segregation of duties. Brunner agreed and stated a big part of segregation of duties is the oversight
 58 component of that. When invoices/documents are presented to her or support staff for processing, and to
 59 the Executive Director and Board to review and sign off on, that they are all actually reviewing and
 60 questioning if need be, and not just signing off on them. This multi-layered oversight needs to be part of
 61 our internal control process.

62
 63 The past dues report shows a negative balance (a credit) for businesses having paid rent in advance.
 64 Brunner stated this does distort the report and will check to see if Quick Books can provide an alternate
 65 report.

Budget Narrative Ending November 30, 2018

2nd Month of 1st Qtr: 16.67%	Current Amount November 2018	YTD Amount Oct 18 - Sep 19	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$139,025.32	\$271,090.05	\$1,660,120.00	16.33%	\$1,389,029.95
Operating Expenses	\$153,686.18	\$312,248.89	\$2,184,664.00	14.29%	\$1,872,415.11
Total Operating Income/(Loss)	(\$14,660.86)	(\$41,158.84)	(\$524,544.00)	7.85%	(\$483,385.16)
Tax Levy - Bond	\$13,343.39	\$97,099.66	\$1,176,471.00	8.25%	\$1,079,371.34
Tax Levy - General	\$6,405.74	\$46,575.12	\$217,322.00	21.43%	\$170,746.88
Tax Levy - General Fund Designated for Air Service Development	\$0.00	\$0.00	\$300,000.00	0.00%	\$300,000.00
Net Income/(Loss)	(\$250,539.50)	(\$681,832.37)	(\$5,951,651.00)	11.46%	(\$5,811,531.63)

66
 67 **ACTIVITY REPORTS | December 2018**

68 GRI Air Traffic Operations Report by Executive Director Mike Olson. A new Controller has been hired and
 69 should be checked off in a couple weeks.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Nov 2018	109	190	467	102	868	198	42	240	1,108
Nov 2017	37	283	534	136	990	284	66	350	1,340
% Change	195%	-33%	-13%	-25%	-12%	-30%	-36%	-31%	-17%

71
 72 Enplanement Report by Executive Director Mike Olson. Olson reported Allegiant's Las Vegas
 73 enplanements are down system wide. American Airlines is adding additional flights with various types of
 74 aircraft throughout their schedule. Olson reported in the 3rd quarter alone, the airlines collected over \$1.4
 75 billion for baggage fees, and over \$400 million in change fees, but yet they continue to fight airports wanting
 76 to increase the \$4.50 Passenger Facility Charge.

	Allegiant		American		Charters	Mo. Emp	Yr to Date
	Load Factor	83%	72%				
Nov 2018	2,478	2,796	277	5,551	57,369		
Nov 2017	2,445	2,464	257	5,166	60,569		
+/- %	1%	13%	8%	7%	-5%		

77
 78 Monthly Operations and Facility reports were given verbally. The Authority is exploring new pay out parking
 79 lot machines that will accept credit cards with the new chip technology.

80
 81 Construction & Planning Report:
 82 CMBA Architect - Administration Building: Brad Kissler reported the Administration Building Project is ahead
 83 of schedule and is moving into the finishing stages. Interior painting and exterior premises clean-up is
 84 slated for next week. Grading terrain will be done along the entrance road for proper water drainage. A

85 change order credit for metal roof panels will be presented next month. We should have a firm date for
86 substantial completion following the progress meeting next week

87
88 Kyle Huse, from Chief reported the north parking lot project is completed.

89
90 Executive Director Olson reported the final walk through was conducted last week on the Pedestrian
91 Crosswalk Improvement Project. The 45-mph sign needs to be installed on the southbound radar detection
92 sign, and the button panels that activate a flashing yellow crosswalk strobe light need to be adjusted. Once
93 button is activated, the light strobes for one minute. A News Release about this upgrade was sent out to
94 the news media.

95
96 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-99: AGREEMENT WITH MIDWEST AIR**
97 **TRAFFIC CONTROL (ATC) SERVICES, INC., TO PROVIDE AIR TRAFFIC CONTROL SERVICES AT**
98 **THE CENTRAL NEBRASKA REGIONAL AIRPORT (GRI) OCTOBER 1, 2018 THROUGH JUNE 20,**
99 **2019.**

100
101 Executive Director Olson stated effective December 1, 2018, the Central Nebraska Regional Airport will
102 become a fully funded participant in the Federal Aviation Administration Contract Tower Cost Share
103 Program. On October 5, 2018, the President signed the Federal Aviation Administration Act of 2018 into
104 law exempting Airports meeting the Part 121 criteria and have over 25,000 enplanements.

105
106 *Motion by Quandt seconded Setlik authorizing the Executive Director to execute Agreement with Midwest*
107 *Air Traffic Control (ATC) Service, Inc., to provide air traffic control services at the Central Nebraska Regional*
108 *Airport (GRI) from October 1, 2018 through June 30, 2019. Federal Aviation Administration Contract (No.*
109 *DTFAWA-15-C-00019) monthly price is \$33,329.00. The Central Nebraska Regional Airport's obligation of*
110 *the cost-share agreement is 20% or \$6,666.00/month. Upon roll call vote, motion was approved with 5 Yes:*
111 *Caldwell, Setlik, Werner, Cook, Quandt; 0 No.*

112
113 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-100: COMMERCIAL INSURANCE**
114 **CRIME POLICY WITH CARRIER TRAVELERS CAUSALITY & SURETY COMPANY THROUGH RYDER**
115 **ROSACKER MCCUE & HUSTON FOR THE HALL COUNTY AIRPORT AUTHORITY.**

116
117 Board Chair Werner questioned whether we needed this now or could wait and budget for it next year.
118 Executive Director Olson stated this is a new policy and as part of RRMH client services, they presented
119 this to the Authority for consideration. Board Member Setlik felt the premium was not overly significant and
120 would feel better if we had coverage.

121
122 *Motion by Caldwell, second Cook authorizing the Executive Director to execute the Commercial Insurance*
123 *Crime Policy with Carrier Travelers Causality & Surety Company through Ryder Rosacker McCue & Huston*
124 *for the Hall County Airport Authority. This policy includes coverage for Employee Theft, Forgery, Money on*
125 *Premises, Money in Transit, Money Orders and Counterfeit Money, Computer Fraud, Computer Program*
126 *& Electronic Data Restoration Expense, Funds Transfer Fraud, Social Engineering and Claim Expense.*
127 *The Annual Premium is \$1,509.00. Upon roll call vote, motion was approved with 3 Yes: Caldwell, Setlik,*
128 *Cook; 2 No: Werner, Quandt.*

129
130 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-101: PROPOSAL AND AGREEMENT**
131 **FOR AIR SERVICE CONSULTING SERVICES WITH MEAD & HUNT, INC.**

132
133 *Motion by Caldwell, second Setlik authorizing the Executive Director to execute Proposal and Agreement*
134 *for Air Service Consulting Services with Mead & Hunt, Inc. from Middleton, Wisconsin. Scope of Service*
135 *includes assisting at airline meetings and preparation of custom presentations for each meeting highlighting*
136 *the Central Nebraska Regional Airport and community. All presentations will be completed one week prior*
137 *to the date of the Mead & Hunt's Air Service Development Conference in Scottsdale, AZ on March 5-7,*
138 *2019. Mead & Hunt will be compensated on a lump sum basis for the presentation and meetings. \$4,150*
139 *for presentation preparation/airline meeting and \$325 for related estimated expenses for a subtotal of*
140 *\$4,475. Upon roll call vote, motion was approved with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No.*

141
142 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 18-102: PURCHASE OF OFFICE**
143 **FURNISHINGS FROM STATE CONTRACTS #R142213, #R180102 AND #15Z01487 THROUGH EAKES**
144 **OFFICE SOLUTIONS IN GRAND ISLAND, NE FOR BUILDING 79 (NEW ADMINISTRATION BUILDING).**
145

146 Executive Director Olson stated the total price includes delivery and installation. Eakes has provided a
147 proposal to purchase our existing furniture or we could place on our auction this spring.
148

149 *Motion by Setlik second Caldwell authorizing the Purchase of Office Furnishings from State Contracts (OFS*
150 *National IPA Contract #R142213 for \$49,248.95; Trendway National IPA Contract #R180102 for*
151 *\$10,118.90; and Steelcase Sourcewell (NJPA) Contract #15Z01487 for \$35,559.01), through Eakes Office*
152 *Solutions in Grand Island, NE for Building 79 (New Administration Building) for a total of \$100,926.86. Upon*
153 *roll call vote, motion was approved with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No.*
154

155 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-103: INTERLOCAL COOPERATION**
156 **AGREEMENT BY AND BETWEEN THE HALL COUNTY AIRPORT AUTHORITY AND THE CITY OF**
157 **GRAND ISLAND FOR LAW ENFORCEMENT OFFICERS AT THE CENTRAL NEBRASKA REGIONAL**
158 **AIRPORT.**
159

160 *Motion by Cook, second Quandt authorizing the Executive Director to execute the Interlocal Cooperation*
161 *Agreement By and Between the Hall County Airport Authority and the City of Grand Island, for the City to*
162 *provide Law Enforcement Officers (LEOs) on-site at the Central Nebraska Regional Airport during*
163 *Transportation Security Administration (TSA) Screening checkpoint operating hours, and to provide law*
164 *enforcement support to the passenger-screening checkpoints in keeping with requirements provided by*
165 *TSA. The Airport Authority shall reimburse the City at a rate of \$35.00 per hour regardless of the actual*
166 *cost to the City for each LEO at the time of service. This Agreement shall be effective January 1, 2019 thru*
167 *December 31, 2020, unless earlier terminated by the Airport Authority or the City. If the Program is further*
168 *extended by the TSA, the hourly payment from the Airport Authority to the City shall be renegotiated with*
169 *the City. Upon roll call vote, motion was approved with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0*
170 *No.*
171

172 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-104: AUTHORIZE EXECUTIVE DIRECTOR**
173 **TO ENTER INTO NEGOTIATIONS WITH ALFRED BENESCH & COMPANY FROM LINCOLN,**
174 **NEBRASKA FOR ARCHITECTURAL/ENGINEERING CONSULTING SERVICES.**
175

176 Executive Director Olson stated the FAA provides an Advisory Circular that provides guidance with the
177 selection of a qualified consultant. FAA recommends selecting a consultant every five-years. The Authority
178 will provide the FAA a Record of Decision which details the entire process of the Search of Qualifications
179 and selection process.
180

181 *Motion by Setlik, second Caldwell authorizing the Executive Director to enter into negotiations with Alfred*
182 *Benesch & Company from Lincoln, Nebraska for Architectural/Engineering Consulting Services. If no*
183 *amicable financial arrangements can be made, permission to negotiate with next highest-ranking firm. In*
184 *accordance to the advertised Search of Qualifications specifications, three proposals were received,*
185 *opened and publicly read on November 28, 2018. Selection committee reviewed proposals and*
186 *recommends Alfred Benesch & Company. An Agreement will be presented at the January 16, 2019*
187 *meeting for Board for consideration and approval. Upon roll call vote, motion was approved with 5 Yes:*
188 *Caldwell, Setlik, Werner, Cook, Quandt; 0 No.*
189

190 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 18-105: PROPOSAL FROM BAUER**
191 **UNDERGROUND, INCORPORATED FOR DIRECTIONAL BORING AND INSTALLATION OF HIGH-**
192 **DENSITY POLYETHYLENE (HDPE) CONDUIT FOR THE FIBER OPTIC INTERCONNECT SYSTEM.**
193

194 Resolution 18-105 was pulled from the Agenda per request of Executive Director Olson. No action taken.
195

196 EXECUTIVE DIRECTOR'S REPORT:

197
198 a) Legislative Report – Last week a short-term continuing resolution was passed for appropriations
199 through December 21st. After December 21st there could be a partial federal shutdown. Tomorrow
200 morning Olson will attend a State Legislative kickoff sponsored by the Grand Island Chamber of
201 Commerce. State Senators Dan Quick, John Lowe and Curt Friesen will be present.
202

203 ANNOUNCEMENTS:

- 204 a) Next Board Meeting January 16, 2019 with Election of Officers.
205 b) Soup Supper – Tuesday, January 22, 2019 from 4:30-6:30 pm.
206

207 EXECUTIVE SESSION:

208 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*
209 *negotiations Upon roll call vote, motion was approved with 5 Yes: Caldwell, Setlik, Werner, Cook, Quandt;*
210 *0 No. Board went into Executive Session at 9:04 a.m.*
211

212 *Motion by Caldwell, second by Setlik to come out of Executive Session with no decisions being made and*
213 *reconvene to Regular Session. Upon roll call vote, motion was approved with 5 Yes: Caldwell, Setlik,*
214 *Werner, Cook, Quandt; 0 No. Board came out of Executive Session and into Regular Session at 10:55 a.m.*
215

216 ADJOURNMENT:

217 *Motion by Caldwell, second by Setlik to adjourn the meeting. Upon roll call vote, motion was approved with*
218 *5 Yes: Caldwell, Setlik, Werner, Cook, Quandt; 0 No. meeting was adjourned at 10:55 a.m.*
219

220 HALL COUNTY AIRPORT AUTHORITY
221
222
223

224 _____
Debra Potratz | Administrative Assistant
225
226

227 _____
Lynne Werner | Board Chair
228
229

Ken Caldwell | Board Secretary/Treasurer
230

(SIGNATURES ON FILE)