



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | January 16, 2019

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 January 16, 2019. Notice of Meeting was given in the *Grand Island Independent* on January 9, 2019. 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. Chair Werner welcomed and introduced new Board Member Ryan O'Neill, and Assistant City Administrator Brent Clark.

AIRPORT AUTHORITY BOARD MEMBER(S) PRESENT: Chair Lynne Werner, Vice-Chair Brian Quandt, Joe Cook, Michelle Setlik and Ryan O'Neill.

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, Facility Manager Steve Magnuson, Maintenance Supervisor Wes Harris and Maintenance Technician Justin Astrones.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Brad Kissler, Kyle Huse, Zach Thompson, Darin Brown, Matt Dorsey, Bob Beran, Dave Hansen, and Brent Clark.

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 December 12, 2018.
- RESOLUTION 19-01: Claims 3364-3372.

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

DISCUSSION AND ACTION AGENDA:

ELECTION OF OFFICERS: Motion by Werner, seconded by O'Neill to nominate Brian Quandt as Chair. *Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner, Quandt, O'Neill, 0 No.*

Motion by Setlik, seconded by Quandt to nominate Lynne Werner as Vice-Chair. *Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner, Quandt, O'Neill, and 0 No.*

Motion by Werner, seconded by O'Neill to nominate Michelle Setlik as Secretary/Treasurer. *Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner, Quandt, O'Neill, and 0 No.*

RECOGNITION OF MAINTENANCE TECHNICIAN JUSTIN ASTRONES. Executive Director Olson stated it is nice to see employees take the extra step in their professional development as he awarded Mr. Astrones

55 with a certificate and ACE pin for completing the American Association of Airport Executives Airport
 56 Certified Employee (ACE) Airfield Operations exam.

57
 58 **FINANCIAL REPORT | December 2018**

59 Presented by HR/Accounting Manager Debbie Brunner.

60 The Financial Report was included in the Board packet and will not be read. It was one-year ago today
 61 paid parking went into effect and yearly comparisons will be included in the PARCS report. The 2018-17
 62 Audits are being finalized and will be presented at the February meeting for approval.

Budget Narrative Ending December 31, 2018

3rd Month of 1st Qtr: 25.00%	Current Amount December	YTD Amount Oct 18 - Sep 19	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$119,806.53	\$390,896.58	\$1,660,120.00	23.55%	\$1,269,223.42
Operating Expenses	\$141,195.82	\$453,444.71	\$2,184,664.00	20.76%	\$1,731,219.29
Total Operating Income/(Loss)	(\$21,389.29)	(\$62,548.13)	(\$524,544.00)	11.92%	(\$461,995.87)
Tax Levy - Bond	\$8,855.80	\$105,955.46	\$1,176,471.00	9.01%	\$1,070,515.54
Tax Levy - General	\$4,247.09	\$50,822.21	\$217,322.00	23.39%	\$166,499.79
Tax Levy - General Fund Designated for Air Service Development	\$0.00	\$0.00	\$300,000.00	0.00%	\$300,000.00
Net Income/(Loss)	(\$415,233.00)	(\$1,097,065.37)	(\$5,951,651.00)	18.43%	(\$5,396,298.63)

63
 64 **ACTIVITY REPORTS | December 2018**

65 GRI Air Traffic Operations Report by Tower Manager Dave Hansen.

66

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Dec 2018	76	227	405	101	809	316	82	398	1,207
Dec 2017	86	223	417	83	809	200	40	240	1,049
% Change	-12%	2%	-3%	22%	0%	58%	105%	66%	15%

67
 68 Enplanement Report by Executive Director Mike Olson. Olson reported 63,542 is the third highest
 69 enplanement number on record. American had several cancelled flights in December which affected our
 70 enplanement numbers. Since the Phoenix-Mesa destination is doing so well, Allegiant added a third weekly
 71 flight on Wednesday. Flights to Phoenix will be available on Monday, Wednesday, and Friday from Feb
 72 13th through the end of March. The available seats for 2019 is up 18% compared to the first six months of
 73 last year. Next month American is going back to the CRJ 700 which will help alleviate the weight and
 74 balance issues and having to bump passengers. It was noted that the Deplanement numbers were up
 75 from last year.

Load Factor	Allegiant	American	Charters	Mo. Emp	Yr to Date
	84%	73%			
Dec 2018	3,422	2,751	0	6,173	63,542
Dec 2017	3,297	3,014	0	6,311	66,880
+/- %	4%	-9%	0%	-2%	-5%

76
 77 Monthly Operations and Facility reports were given verbally.

78
 79 **Construction & Planning Report:**

80 CMBA - Brad Kissler reported Administration Building project is ahead of schedule and finish work is
 81 progressing. March 15th is the substantial completion date with move in date slated for April 1st.
 82 Landscaping and exterior painting will be completed this spring. The Pedestrian Crosswalk Improvement
 83 Project has been completed.

84
85 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-02: CHANGE ORDER NO. 12 FOR THE**
86 **NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT FROM CMBA**
87 **FOR CHIEF CONSTRUCTION.**

88
89 *Motion by Setlik, seconded by Cook authorizing the Executive Director to execute Change Order No. 12 for*
90 *the New Hall County Airport Authority Administration Building Project from CMBA for Chief Construction.*
91 *Change Order No. 12 is for the Administration Building portion of project to switch from Composite Panels*
92 *to Flush Mount Panels on the Slant Roof for a deduct fee of (\$10,635.39), making the Revised Contract*
93 *Amount \$2,415,462.88. Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner, Quandt,*
94 *O'Neill, and 0 No.*

95
96 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-03: CHANGE ORDER NO. 14 FOR THE**
97 **NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT FROM CMBA**
98 **FOR CHIEF CONSTRUCTION.**

99
100 Brad Kissler noted Room 109 (Custodian) will be sealed concrete, not polished concrete.

101
102 *Motion by Quandt, second by Cook authorizing the Executive Director to execute Change Order No. 14 for*
103 *the New Hall County Airport Authority Administration Building Project from CMBA for Chief Construction as*
104 *amended. Change Order No. 14 is for the Administration Building portion of project to seal concrete in lieu*
105 *of polished concrete in Rooms 107 (Mechanical), ~~chase portion of~~ 109 (Custodian), 113 (Server), 114*
106 *(Electrical) for a deduct fee of (\$1,176.02) making the Revised Contract Amount \$2,414,286.86. Polished*
107 *Concrete will still be provided in Rooms 101 (Lobby), 105 (Break Room), and 106 (Corridor). ~~and front~~*
108 *~~portion of 109 (Custodian).~~ Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner,*
109 *Quandt, O'Neill, and 0 No.*

110
111 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-04: CHANGE ORDER NO. 15 FOR THE**
112 **NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT FROM CMBA**
113 **FOR CHIEF CONSTRUCTION.**

114
115 Brad Kissler noted they would have to penetrate roof to install the ladder. By doing this, the roofing
116 company would have an exception to the guarantee and may not cover any warranty work.

117
118 *Motion by Setlik, second O'Neill authorizing the Executive Director to execute Change Order No. 15 for the*
119 *New Hall County Airport Authority Administration Building Project from CMBA for Chief Construction.*
120 *Change Order No. 15 is for the Administration Building portion of project to remove roof ladder for a deduct*
121 *fee of (\$2,375.22) making the Revised Contract Amount \$2,411,911.64. Upon roll call vote, motion was*
122 *approved with 5 Yes: Setlik, Cook, Werner, Quandt, O'Neill, and 0 No.*

123
124 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-05: AWARD PROFESSIONAL**
125 **SERVICES AGREEMENT FOR ON-CALL AIRPORT ARCHITECTURAL/ENGINEERING CONSULTING**
126 **SERVICES FOR FEDERAL PROJECTS TO ALFRED BENESCH & COMPANY.**

127
128 *Motion by Cook, second by Setlik to award Professional Services Agreement for On-Call Airport*
129 *Architectural/Engineering Consulting Services for Federal Projects to Alfred Benesch & Company from*
130 *Lincoln, Nebraska. On December 12, 2018, The Board approved Resolution 18-104 authorizing the*
131 *Executive Director to enter into negotiations for a professional service agreement with Alfred Benesch &*
132 *Company. On December 19, 2018, the Executive Director met with Benesch to review compensation and*
133 *overhead rates. All rates were found to be within industry standards. Upon roll call vote, motion was*
134 *approved with 5 Yes: Setlik, Cook, Werner, Quandt, O'Neill, and 0 No.*

135
136 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 19-06: PROPOSAL FROM D&A TRENCHING**
137 **FOR DIRECTIONAL BORING AND INSTALLATION OF HIGH-DENSITY POLYETHYLENE (HDPE)**
138 **CONDUIT AND PULL BOXES FOR THE FIBER OPTIC INTERCONNECT SYSTEM.**

139

140 Motion by Quandt, second by Cook authorizing the Executive Director to accept Proposal and Alternate
141 No. 1 from D&A Trenching from Alda, NE, for the Fiber Optic Interconnect System between Buildings 129
142 (Maintenance Shop), Building 79 (New Administration Building) and Building 100 (Passenger Terminal), for
143 a total fee of \$33,627.00 (\$31,727.00 for Directional Boring and Installation of HDPE Conduit, and
144 \$1,900.00 for Alternate No. 1 to install four Pull Boxes). Project completion date is March 1, 2019. Upon
145 roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner, Quandt, O'Neill, and 0 No..

146
147 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 19-07: PROPOSAL FROM HAMILTON**
148 **INFORMATION SYSTEMS FOR FIBER INSTALLATION, TERMINATION, AND TESTING FOR THE**
149 **FIBER OPTIC INTERCONNECT SYSTEM.**

150
151 Motion by Setlik, second by Cook authorizing the Executive Director to accept Proposal from Hamilton
152 Information Systems for Fiber Installation, Termination, and Testing for the Fiber Optic Interconnect System
153 between Buildings 129 (Maintenance Shop), Building 79 (New Administration Building) and Building 100
154 (Passenger Terminal), for a fee of \$25,084.97. Project completion date is March 1, 2019. Upon roll call
155 vote, motion was approved with 5 Yes: Setlik, Cook, Werner, Quandt, O'Neill, and 0 No.

156
157 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 19-08: AGREEMENT FOR OPERATION OF**
158 **AN ON-AIRPORT CAR RENTAL CONCESSION AT THE CENTRAL NEBRASKA REGIONAL AIRPORT**
159 **WITH HERTZ CAR RENTAL.**

160
161 Motion by Cook, second by Quandt authorizing the Executive Director to execute Agreement for Operation
162 of an On-Airport Car Rental Concession at the Central Nebraska Regional Airport with Buck Enterprises,
163 Inc., DBA Hertz Car Rental from Kearney, NE. Lease Term shall be for a period of three (3) years
164 commencing April 1, 2019, and terminating March 31, 2022. Base Rent is \$1,000.00/month for
165 Office/Counter Space and Parking/Ready-Return Stalls. Rent is \$200.00/month for two Car Wash/Service
166 Bays. Privilege Fees are 10% of Gross Revenues. The Minimum Annual Guaranteed (MAG) payment is
167 \$68,600.00/year. Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner, Quandt,
168 O'Neill, and 0 No.

169
170 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 19-09: AGREEMENT FOR OPERATION OF**
171 **AN ON-AIRPORT CAR RENTAL CONCESSION AT THE CENTRAL NEBRASKA REGIONAL AIRPORT**
172 **WITH THRIFTY CAR RENTAL.**

173
174 Motion by Setlik, second by Cook authorizing Executive Director to execute Agreement for Operation of an
175 On-Airport Car Rental Concession at the Central Nebraska Regional Airport with Brown Leasing Company,
176 DBA Thrifty Car Rental from Kearney, NE. Lease Term shall be for a period of three (3) years commencing
177 April 1, 2019, and terminating March 31, 2022. Base Rent is \$1,000.00/month for Office/Counter Space
178 and Parking/Ready-Return Stalls. Rent is \$100.00/month for one Car Wash/Service Bay. Privilege Fees
179 are 10% of Gross Revenues. The Minimum Annual Guaranteed (MAG) payment is \$55,200.00/year. Upon
180 roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner, Quandt, O'Neill, and 0 No.

181
182 **EXECUTIVE DIRECTOR'S REPORT:**

- 183 a) Legislative Report. With the Government shutdown we have had numerous inquires about TSA
184 here at GRI. Olson reported the shutdown has not affected GRI yet, but can't predict what may
185 happen if the shutdown continues.
186 b) The City of Grand Island will be paving sections of road along Airport Road and Sky Park Road this
187 summer.

188
189 **ANNOUNCEMENTS:**

- 190 a) Soup Supper – Tuesday, January 22, 2019 from 4:30-6:30 pm.
191 b) Next Board Meeting February 13, 2019.

192
193 **EXECUTIVE SESSION:**

194 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*
195 *negotiations Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner, Quandt, O'Neill,*
196 *and 0 No. Board went into Executive Session at 8:55 a.m.*

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

201
202 ADJOURNMENT:

203 *Motion by Setlik, second by Cook to adjourn the meeting. Upon roll call vote, motion was approved with 5*
204 *Yes: Setlik, Cook, Werner, Quandt, O'Neill, and 0 No, and meeting was adjourned at 10:00 a.m.*

205
206 HALL COUNTY AIRPORT AUTHORITY

207
208
209
210 _____
211 Debra Potratz | Administrative Assistant

212
213
214 _____
215 Brian Quandt | Board Chair

216 _____
Michelle Setlik | Board Secretary/Treasurer

(SIGNATURES ON FILE)