



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | February 13, 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 February 13, 2019. Notice of Meeting was given in the *Grand Island Independent* on February 6, 2019. Board Chair Quandt 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.

AIRPORT AUTHORITY BOARD MEMBER(S) PRESENT: Chair Brian Quandt, Vice-Chair Lynne Werner, Secretary-Treasurer Michelle Setlik, Joe Cook, 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, and Maintenance Supervisor Wes Harris.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Dave Hansen, Brad Kissler, Zach Thompson, and Bob Beran.

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 January 16, 2019.
- RESOLUTION 19-10: Claims 3373-3384.

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

**DISCUSSION AND ACTION AGENDA:**

Chair Quandt thanked Vice-Chair Werner for her years of service as Chair, and for her community involvement and dedication to the Hall County Airport Authority.

**CONSIDERATION & APPROVAL OF RESOLUTION NO. 19-11: AUDIT REPORTS ENDING SEPTEMBER 30, 2018, AND 2017 AS PRESENTED BY DANA F. COLE LLP & COMPANY.**

Bob Beran from Dana Cole issued an unmodified opinion for the Financial Audit, Passenger Facility Charge (PFC) Audit, and Single Audit. Findings for Financial Statement and Federal Award were reviewed along with the Hall County Airport Authority corrective plan.

*Motion by Setlik, second by O'Neill authorizing the Board Chair to accept the Audit Reports Ending September 30, 2018, and 2017 as presented by Dana F. Cole LLP & Company. Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Quandt, Werner, O'Neill, and 0 No.*

55 FINANCIAL REPORT | January 2019  
 56 Presented by HR/Accounting Manager Debbie Brunner.

Budget Narrative Ending January 31, 2019	Current Amount January	YTD Amount Oct 18 - Sep 19	Yearly Budget Amount	YTD %	Remaining Budget Amount
1st Month of 2nd Qtr: 33.33%					
Operating Income	\$153,068.90	\$543,965.48	\$1,660,120.00	32.77%	\$1,116,154.52
Operating Expenses	\$268,478.48	\$721,898.19	\$2,184,664.00	33.04%	\$1,462,765.81
Total Operating Income/(Loss)	(\$115,409.58)	(\$177,932.71)	(\$524,544.00)		(\$346,611.29)
Tax Levy - Bond	\$63,301.18	\$169,256.64	\$1,176,471.00	14.39%	\$1,007,214.36
Tax Levy - General	\$13,088.22	\$63,910.43	\$217,322.00	29.41%	\$153,411.57
Tax Levy - General Fund Designated for Air Service Development	\$15,037.98	\$15,037.98	\$300,000.00	5.01%	\$284,962.02
Net Income/(Loss)	(\$692,324.02)	(\$1,789,364.39)	(\$5,951,651.00)	30.07%	(\$4,703,999.61)

57  
 58 ACTIVITY REPORTS | February 2019

59 GRI Air Traffic Operations Report by Tower Manager Dave Hansen. Hansen reported tower is fully staffed  
 60 and certified. Hansen reported that Air Carriers have 61 plus seats and Air Taxis have less than 60 seats  
 61 and fly for hire. FedEx and UPS are Air Taxis.  
 62

GRI	Itinerant Operations				TOTAL OPS	Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military		Civil	Military	TOTAL LCL	
Jan 2019	41	252	384	48	725	222	18	240	965
Jan 2018	55	229	421	90	795	268	74	342	1,137
% Change	-25%	10%	-9%	-47%	-9%	-17%	-76%	-30%	-15%

63  
 64 Enplanement Report by Executive Director Mike Olson. Allegiant is increasing its nonstop service to  
 65 Phoenix-Mesa Gateway Airport from two days per week to three and operate on Monday, Wednesday and  
 66 Friday. The additional service starts today and goes through April 24, and again on May 22 through August  
 67 7. The available seats for 2019 is up 18% compared to the first six months of last year. The Request For  
 68 Proposal for Essential Air Services goes out today and is due back to the Department of Transportation on  
 69 March 15<sup>th</sup>.

Load Factor	Allegiant		American		Charters	Mo. Emp	Yr to Date
	88%	69%					
Jan 2019	2,639	2,595	298	5,532	5,532		
Jan 2018	2,540	2,498	243	5,281	5,281		
+/- %	4%	4%	23%	5%	5%		

70  
 71 Monthly Operations and Facility reports were given verbally. Brown reported planning is underway for the  
 72 Airport Mass Causality Drill scheduled for Saturday, May 4<sup>th</sup> from 7:00 am to 12:00 pm. Airport is required  
 73 to conduct a drill every five years. The new Broom is scheduled for delivery the end of April.  
 74

75 Construction & Planning Report:

76 CMBA - Brad Kissler reported Administration Building project is ahead of schedule and finish work is  
 77 progressing. March 15<sup>th</sup> is the substantial completion date with move in date slated for April 1<sup>st</sup>.  
 78 Landscaping and exterior painting will be completed this spring. A ribbon cutting ceremony/open house  
 79 will be held at a later date.  
 80

81 The Boring and Fiber Project is in progress. Hamilton Internet & Information Systems has been working  
 82 on installing equipment in the Administration and Maintenance Building. D&A Trenching began the boring  
 83 portion today. Once boring is completed, Hamilton will install the fiber. Completion date is slated for March  
 84 1<sup>st</sup>.  
 85

86 The North Parking Lot project is completed, however there are several concrete pads that are cracked and  
87 will need to be repaired/replaced.  
88

89 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-12: CONSULTANT AGREEMENT WITH**  
90 **ALFRED BENESCH & COMPANY FOR AIP 3-31-0034-044 42 AIRCRAFT RESCUE AND FIRE**  
91 **FIGHTING (ARFF) FACILITY AT THE CENTRAL NEBRASKA REGIONAL AIRPORT.**  
92

93 Executive Director Olson reported discussions with the Federal Aviation Administration (FAA) were for the  
94 ARFF Facility and ARFF Vehicle, the FAA determined to move forward with the ARFF Vehicle as well, and  
95 assigned AIP 41 to the ARFF Fire Vehicle after Benesch submitted their consultant agreement, making AIP  
96 42 for the ARFF Facility.  
97

98 *Motion by Cook, seconded by Setlik authorizing the Executive Director to execute the Consultant*  
99 *Agreement with Alfred Benesch & Company for AIP 3-31-0034-044 42 Aircraft Rescue and Fire Fighting*  
100 *(ARFF) Facility at the Central Nebraska Regional Airport as revised. Alfred Benesch & Company will*  
101 *provide Design, Bidding, and Geotechnical Investigation Services. Sub-consultant Davis Design from*  
102 *Lincoln, NE will be utilized for the architectural and engineering design of the ARFF facility. Fees are:*  
103 *\$294,993.00 for the Design Phase, \$9,871.00 for the Bidding Phase, and the Geotechnical Investigation is*  
104 *not to exceed \$12,000.000, for a total of \$316,864.00. Agreement is contingent upon Federal Aviation*  
105 *Administration approval. Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Quandt,*  
106 *Werner, O'Neill, and 0 No.*  
107

108 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-13: LETTER AGREEMENT FOR**  
109 **PROFESSIONAL SERVICES WITH OLSSON TO SURVEY PROPERTY LEASED BY BKEP**  
110 **MATERIALS, LLC.**  
111

112 *Motion by Werner, second Setlik authorizing the Executive Director to execute Letter Agreement for*  
113 *Professional Services with Olsson to Survey Property Leased by BKEP Materials, LLC. Olsson will be*  
114 *compensated \$2,300.00 to complete survey and provide a Legal Description and Exhibit of area. Upon roll*  
115 *call vote, motion was approved with 5 Yes: Setlik, Cook, Quandt, Werner, O'Neill, and 0 No.*  
116

117 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-14: AUCTION AGREEMENT WITH**  
118 **WIECK REALTY, LLC TO PROVIDE AUCTIONEER SERVICES ON SITE AT THE CENTRAL**  
119 **NEBRASKA REGIONAL AIRPORT.**  
120

121 Olson noted items listed on Exhibit A are not exclusive as a few more items may be added.  
122

123 *Motion by Setlik, second by Cook authorizing the Executive Director to execute Auction Agreement with*  
124 *Wieck Realty, LLC to provide auctioneer services on site at the Central Nebraska Regional Airport. Auction*  
125 *Agreement is to auction Airport surplus items as outlined in Exhibit A. Auction will start at 10:00 a.m. on*  
126 *Saturday, April 13, 2019, and will be Public Auction with Online Pre-Bidding. Commission will be 15% for*  
127 *items \$\$999 and Under, and 10% for items \$1,000 and Over. Services and Advertising expenses will be*  
128 *paid out of the proceeds of the sale. Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook,*  
129 *Quandt, Werner, O'Neill, and 0 No.*  
130

131 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-15: FIRST AMENDMENT TO LEASE**  
132 **AGREEMENT WITH TLC PROPERTIES, INCORPORATED FOR BUILDING 700A LOCATED AT 3870**  
133 **SKY PARK ROAD.**  
134

135 Olson reported this agreement is for Lamar. Even though agreement was not up for renewal until November  
136 of 2019, the third-party administrator manages other Lamar leases across the state and wanted to match  
137 terms with the other lease agreements.

138 *Motion by Cook, second by O'Neill authorizing the Executive Director to execute First Amendment to Lease*  
139 *Agreement with TLC Properties, Incorporated for Building 700A located at 3870 Sky Park Road. Beginning*  
140 *November 1, 2019, the lease term shall be extended for a period of 51 months, expiring on January 31,*

141 2024. Base rent shall be \$2,076.18 / month. Upon roll call vote, motion was approved with 5 Yes: Setlik,  
142 Cook, Quandt, Werner, O'Neill, and 0 No.

143  
144 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 19-16: CERTIFICATE OF CORPORATION**  
145 **RESOLUTION FOR BANKING TRANSACTIONS WITH CORNERSTONE BANK, EQUITABLE**  
146 **FEDERAL SAVINGS BANK, GREAT WESTERN BANK, HERITAGE BANK AND PATHWAY BANK.**

147  
148 *Motion by Werner, second by O'Neill approving the following Certificates of Corporation Resolutions for*  
149 *Banking Transactions with: Cornerstone Bank, 840 N. Diers Ave., Grand Island, NE 68803; Equitable*  
150 *Federal Savings Bank, 113-115 N. Locust St., PO Box 160, Grand Island, NE 68802; Great Western Bank,*  
151 *700 N. Webb Rd., Grand Island, NE 68803; Heritage Bank, 1333 N. Webb Rd., PO Box 5138, Grand*  
152 *Island, NE 68802; Pathway Bank, 3333 W. State St., Grand Island, NE 68803. Resolution authorizes*  
153 *Board Members Chair Brian Quandt, and Secretary/Treasurer Michelle Setlik, and Staff Members Executive*  
154 *Director Michael J. Olson, and HR/Accounting Manager Debra Brunner, to transact business on behalf of*  
155 *the Hall County Airport Authority. Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Quandt,*  
156 *Werner, O'Neill, and 0 No.*

157  
158 **EXECUTIVE DIRECTOR'S REPORT:**

- 159 a) Legislative Report. Government shutdown is unknow at this time. Local TSA staff were affected  
160 by the shutdown. Olson was appreciative of the Acts of Kindness shown by the community towards  
161 TSA staff.
- 162 b) The City of Grand Island will be paving sections of road along Airport Road and Sky Park Road this  
163 summer.
- 164 c) FAA approved AIP 3-31-0034-041 ARFF Vehicle, but we are awaiting approval of AIP 3-31-0034-  
165 042 ARFF Facility. Benesch's agreement for AIP 41 will be presented at the March meeting.
- 166 d) The annual Soup Supper was held Jan 22<sup>nd</sup> and Olson thanked staff for all the work hosting event.

167  
168 **ANNOUNCEMENTS:**

- 169 a) Next Board Meeting March 13, 2019.
- 170 b) The April 10, 2019 Board meeting will be held in the new Administration Building.

171  
172 **EXECUTIVE SESSION:**

173 *Motion by Cook, second by Setlik to go into Executive Session to discuss airline, lease, and personnel*  
174 *negotiations Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner, Quandt, O'Neill,*  
175 *and 0 No. Board went into Executive Session at 9:19 a.m.*

176  
177 *Motion by Werner, second Cook to come out of Executive Session with no decisions being made and*  
178 *reconvene to Regular Session. Upon roll call vote, motion was approved with 5 Yes: Setlik, Cook, Werner,*  
179 *Quandt, O'Neill, and 0 No. Board came out of Executive Session and into Regular Session at 10:20 a.m.*

180  
181 **ADJOURNMENT:**

182 *Motion by Cook, second by Werner to adjourn the meeting. Upon roll call vote, motion was approved with*  
183 *5 Yes: Setlik, Cook, Werner, Quandt, O'Neill, and 0 No, and meeting was adjourned at 10:20 a.m.*

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185 **HALL COUNTY AIRPORT AUTHORITY**

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189 \_\_\_\_\_  
190 Debra Potratz | Administrative Assistant

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193 \_\_\_\_\_  
194 Brian Quandt | Board Chair  
195 \_\_\_\_\_  
Michelle Setlik | Board Secretary/Treasurer

(SIGNATURES ON FILE)