



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | March 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 March 13, 2019. Notice of Meeting was given in the *Grand Island Independent* on March 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, and Ryan O'Neill.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Joe Cook.

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: Kyle Huse, Shannon Walker, Mark Moravec, and Brad Kissler.

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 February 13, 2019.
- RESOLUTION 19-17: Claims 3385-3390.

*Motion by Werner, second by O'Neill to approve the Consent Agenda. 4 Yes: Setlik, Quandt, Werner, O'Neill, 0 No, and 1 Absent: Cook.*

**DISCUSSION AND ACTION AGENDA:**

FINANCIAL REPORT:

By HR/Accounting Manager Debbie Brunner.

2nd Month of 2nd Qtr: 41.67%	Current Amount February	YTD Amount Oct 18 - Sep 19	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$130,434.91	\$674,400.39	\$1,660,120.00	40.62%	\$985,719.61
Operating Expenses	\$156,094.75	\$877,922.94	\$2,184,664.00	40.19%	\$1,306,741.06
<b>Total Operating Income/(Loss)</b>	<b>(\$25,659.84)</b>	<b>(\$203,522.55)</b>	<b>(\$524,544.00)</b>	<b>38.80%</b>	<b>(\$321,021.45)</b>
Tax Levy - Bond	\$22,226.64	\$191,483.28	\$1,176,471.00	16.28%	\$984,987.71
Tax Levy - General	\$5,117.26	\$69,027.69	\$217,322.00	31.76%	\$148,294.31
Tax Levy - General Fund Designated for Air Service Development	\$4,787.17	\$19,825.15	\$300,000.00	6.61%	\$280,174.85
<b>Net Income/(Loss)</b>	<b>(\$692,324.02)</b>	<b>(\$1,789,364.39)</b>	<b>(\$5,951,651.00)</b>	<b>30.07%</b>	<b>(\$4,703,999.61)</b>

43  
44 ACTIVITY REPORTS:  
45 GRI Air Traffic Operations Report by Executive Director Olson.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Feb 2019	77	219	223	35	<b>554</b>	140	24	<b>164</b>	<b>718</b>
Feb 2018	32	254	392	103	<b>781</b>	104	50	<b>154</b>	<b>935</b>
% Change	141%	-14%	-43%	-66%	-29%	35%	-52%	6%	-23%

46  
47 Enplanement Report by Executive Director Olson. The increase in enplanement numbers is due to the  
48 additional frequencies for both American and Allegiant. The Request For Proposal for Essential Air Services  
49 was released today and is due back to the Department of Transportation on March 15<sup>th</sup>.

Load Factor	Allegiant	American	Charters	Mo. Emp	Yr to Date
	92%	73%			
Feb 2019	2,938	2,737	160	<b>5,835</b>	11,367
Feb 2018	2,357	2,267	123	<b>4,747</b>	10,028
+/- %	25%	21%	30%	23%	13%

50  
51 Monthly Operations and Facility reports were given verbally. Operations Manager Brown reported the  
52 Airport Mass Causality Drill scheduled for Saturday, May 4<sup>th</sup> from 7:00 am to 12:00 pm. Kearney Airport  
53 will be here observing as they are in the process of planning for a drill.  
54

55 Construction & Planning Report:

56 CMBA - Brad Kissler reported Administration Building project is ahead of schedule and finish work is  
57 progressing. March 15<sup>th</sup> is the substantial completion date with move in date slated for April 1<sup>st</sup>. The original  
58 completion date was June 15<sup>th</sup>. Landscaping and exterior painting will be completed this spring. Kyle Huse  
59 and Mark Moravec commented it was a great overall experience and appreciated the opportunity to  
60 showcase their team and construction process for this project. Construction Superintendent Shannon  
61 Walker was in charge of the project and was commended for completing project ahead of schedule. CMBA,  
62 Chief, and Airport Authority were pleased with the team and overall communication throughout the project.  
63 Yesterday Eakes started delivering the furniture and next Monday CMBA and Authority will go over the  
64 punch list. A dedicated phone line for the fire alarm will need to be installed before an occupancy permit  
65 can be issued. Executive Director Olson noted if we hadn't had the change order for the environmental  
66 issues, this project would be under budget by 0.27%, but even with that change order, the project at this  
67 point is only 2.78% over budget. A ribbon cutting ceremony/open house will be held at a later date.  
68

69 Plans are underway with the AIP 3-31-0034-042 ARFF Facility project. A kick off meeting was held was  
70 held two weeks ago with Benesch and Davis Design.  
71

72 The Boring for the Fiber Project was on hold for a couple weeks due to the weather and started back up  
73 yesterday. Hamilton will install the fiber once the boring is completed.  
74

75 The North Parking Lot project is completed, however there are several concrete pads that are cracked and  
76 will need to be repaired/replaced.  
77

78 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-18: CONSULTANT AGREEMENT WITH**  
79 **ALFRED BENESCH & COMPANY FOR AIP 3-31-0034-041 AIRCRAFT RESCUE AND FIRE FIGHTING**  
80 **(ARFF) VEHICLE ACQUISITION.**

81  
82 *Motion by Setlik, seconded by Werner authorizing the Executive Director to execute the Consultant*  
83 *Agreement with Alfred Benesch & Company for AIP 3-31-0034-041 Aircraft Rescue and Fire Fighting*  
84 *(ARFF) Vehicle Acquisition. Total Engineering Fees are not to exceed \$37,225.00, allocating \$15,904.00*  
85 *for the Design Phase, \$7,908.00 for the Bidding Phase, and \$13,413.00 for the Equipment*

86 *Deliver/Inspection Phase. Agreement is contingent upon Federal Aviation Administration approval. Upon*  
87 *roll call vote, motion was approved with 4 Yes: Setlik, Quandt, Werner, O'Neill, 0 No, and 1 Absent: Cook.*  
88

89 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-19: CHANGE ORDER NO. 17 FOR THE**  
90 **NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT FROM CMBA**  
91 **FOR CHIEF CONSTRUCTION.**

92  
93 Executive Director Olson commented since the landscaping and sprinkler system were not part of the  
94 project, Chief recommended taking out the seeding and have one contractor responsible for the finished  
95 project.

96  
97 *Motion by Werner, second O'Neill authorizing the Executive Director to execute Change Order No. 17 for*  
98 *the New Hall County Airport Authority Administration Building Project from CMBA for Chief Construction.*  
99 *Change Order No. 17 is for the Administration Building portion of project to remove seeding from contract*  
100 *for a deduct fee of (\$3,704.72) making the Revised Contract Amount \$2,408,206.92. Upon roll call vote,*  
101 *motion was approved with 4 Yes: Setlik, Quandt, Werner, O'Neill, 0 No, and 1 Absent: Cook.*  
102

103 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-20: AIRPORT CAPITAL**  
104 **IMPROVEMENT PLAN (ACIP) 2020-2024 DATED MARCH 7, 2019.**

105  
106 Executive Director Olson reported the Federal Aviation Administration (FAA) determined our community to  
107 be an Economically Distressed Area qualifying our airport for the 95% federal share for AIP grants for Fiscal  
108 Year 2019.

109  
110 *Motion by Setlik, second by Werner approving the Airport Capital Improvement Plan (ACIP) 2020-2024*  
111 *dated March 7, 2019. The ACIP will be sent to the Nebraska Department of Transportation, Aeronautics*  
112 *Division and the Federal Aviation Administration for review. Upon roll call vote, motion was approved with*  
113 *4 Yes: Setlik, Quandt, Werner, O'Neill, 0 No, and 1 Absent: Cook.*  
114

115 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-21: DISADVANTAGED BUSINESS**  
116 **ENTERPRISE (DBE) PROGRAM DBE PROGRAM FY 2019-2020-2021 AND POLICY STATEMENT.**

117  
118 *Motion by O'Neill, second by Werner authorizing the Executive Director to execute the Disadvantaged*  
119 *Business Enterprise (DBE) Program DBE Program FY 2019-2020-2021 and Policy Statement. The DBE*  
120 *Program is a Federal requirement for each fiscal year the Authority anticipates awarding contracts totaling*  
121 *\$250,000 or more for airport planning. Upon roll call vote, motion was approved with 4 Yes: Setlik, Quandt,*  
122 *Werner, O'Neill, 0 No, and 1 Absent: Cook.*  
123

124 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 19-22: STORAGE BUNKER LEASE**  
125 **AGREEMENT WITH HAROLDO ORTEGA FOR BUNKER 302 LOCATED AT 2563 AMMUNITION WAY.**

126  
127 *Motion by Setlik, second by Werner authorizing the Executive Director to execute Storage Bunker Lease*  
128 *Agreement with Haroldo Ortega for Bunker 302 located at 2563 Ammunition Way. Upon roll call vote,*  
129 *motion was approved with 4 Yes: Setlik, Quandt, Werner, O'Neill, 0 No, and 1 Absent: Cook.*  
130

131 EXECUTIVE DIRECTOR'S REPORT:

- 132 a) A bill was introduced in the Nebraska legislation to increase tax on aviation jet fuel.

133 ANNOUNCEMENTS:

- 134 a) April 10, 2019 Board meeting will be held in the new Administration Building 3579  
135 Sky Park Road.

136 EXECUTIVE SESSION:

137  
138 *Motion by Werner second by Setlik to go into Executive Session to discuss airline, lease, personnel, and*  
139 *litigation negotiations. Upon roll call vote, motion was approved with 4 Yes: Setlik, Quandt, Werner, O'Neill,*  
140 *0 No, and 1 Absent: Cook, Board went into Executive Session at 9:45 a.m.*  
141

142  
143 *Motion by O'Neill, second Setlik to come out of Executive Session with no decisions being made and*  
144 *reconvene to Regular Session. Upon roll call vote, motion was approved with 4 Yes: Setlik, Quandt, Werner,*  
145 *O'Neill, 0 No, and 1 Absent: Cook, Board came out of Executive Session and into Regular Session at 9:55*  
146 *a.m.*

147  
148 ADJOURNMENT:  
149 *Motion by O'Neill, second by Setlik to adjourn the meeting. Upon roll call vote, motion was approved with 4*  
150 *Yes: Setlik, Quandt, Werner, O'Neill, 0 No, and 1 Absent: Cook, and meeting was adjourned at 9:57 a.m.*

151  
152 HALL COUNTY AIRPORT AUTHORITY

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156 \_\_\_\_\_  
157 Debra Potratz | Administrative Assistant

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161 Brian Quandt | Board Chair

162 \_\_\_\_\_  
Michelle Setlik | Board Secretary/Treasurer

(SIGNATURES ON FILE)