



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | July 17, 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 Board Room located at 3579 Sky Park Road, Grand Island, Nebraska 68801 on July 17, 2019. Notice of Meeting was given in the *Grand Island Independent* on July 10, 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, Accounting Manager Debbie Hand, Office Manager Debra Potratz, Operations Manager Doug Brown, and Facility Manager Steve Magnuson.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

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 June 12, 2019, and Special Board Meeting on June 26, 2019.
- RESOLUTION 19-40: Claims 3413—3422.

Motion by O’Neill, second by Werner to approve the Consent Agenda. Upon roll call vote, motion was approved with 4 Yes Votes: Werner, Setlik, Quandt, O’Neill.

DISCUSSION AND ACTION AGENDA:

FINANCIAL REPORT by Accounting Manager Debbie Hand.

Budget will be presented to the Hall County Board of Supervisors on Wednesday, July 24th at 9:35 a.m.

FINANCIAL REPORT JUNE 2019 3rd Month of 3rd Qtr: 75.00%	Current Amount June	YTD Amount Oct 18 - Sep 19	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income*	\$124,943.03	\$1,478,385.93	\$1,660,120.00	89.05%	\$181,734.07
Operating Expenses	\$171,166.51	\$1,623,167.62	\$2,184,664.00	74.30%	\$561,496.38
Total Operating Income/(Loss)	(\$46,223.48)	(\$144,781.69)	(\$524,544.00)	27.60%	(\$379,762.31)
Tax Levy - Bond	\$186,076.61	\$842,668.03	\$1,176,471.00	71.63%	\$333,802.97
Tax Levy - General	\$31,740.32	\$198,244.12	\$217,322.00	91.22%	\$19,077.88
Tax Levy - General Fund Designated for Air Service Development	\$50,078.05	\$177,351.94	\$300,000.00	59.12%	\$122,648.06
Net Income/(Loss)	\$102,092.05	(\$1,767,559.58)	(\$5,951,651.00)	29.70%	(\$4,084,091.42)

42 ACTIVITY REPORTS:
 43 GRI Air Traffic Operations Report by Tower Manager Dave Hansen. Hansen reported they passed their
 44 Federal Aviation Administration inspection conducted last week.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
June 2019	44	279	538	43	904	142	40	182	1,086
June 2018	36	266	582	88	972	139	44	183	1,155
% Change	22%	5%	-8%	-51%	-7%	2%	-9%	-1%	-6%

45
 46 Enplanement Report by Executive Director Olson.

Load Factor	Allegiant American		Charters	Mo. Emp	Yr to Date
	86%	83%			
June 2019	3,049	2,993	174	6,216	35,768
June 2018	2,367	2,681	123	5,171	30,535
+/- %	29%	12%	41%	20%	17%

47
 48 Monthly reports were given verbally by Operations Manager Brown and Facility Manager Magnuson.
 49 Operations successfully passed the TSA conducted last week. The Insurance inspection will be August 5th
 50 & 6th, and the Part 139 FAA inspection is August 7th – 9th. Hall County Road Department graded our
 51 industrial roads before we placed gravel. Facility – new chip card / pay app reader have been installed on
 52 the PARCS exit machines. This upgrade has resulted in fewer assistance calls.

53
 54 Construction & Planning Report: Andy Beil, Project Manager with Benesch reported they are continuing to
 55 follow up on the punch list items on AIP 40 SRE acquisition from Wausau. Training on equipment still
 56 needs to be provided. The Federal Aviation Administration has approved AIP 41 ARFF Vehicle and the
 57 Ancillary Equipment, so they are moving forward and waiting on both grant offers.

58
 59 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-41: BUDGET FOR FISCAL YEAR 2019-**
 60 **2020.**

61
 62 Motion by Setlik, second by O'Neill to approve the budget for fiscal year 2019-2020, subject to formal
 63 adoption of the 2019-2020 budget in accordance with state auditor requirements. Upon roll call vote, motion
 64 was approved with 4 Yes Votes: Werner, Setlik, Quandt, O'Neill.

65
 66 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-42: PRELIMINARY LEVY ALLOCATION**
 67 **FROM HALL COUNTY BOARD OF SUPERVISORS.**

68
 69 *Motion by Setlik second by Werner Whereas, Nebraska Statute 77-3443 (3) requires all political*
 70 *subdivisions subject to county levy authority to submit a preliminary request for levy allocation to the county*
 71 *board; and Whereas, the Hall County Board is the levy authority for the Hall County Airport Authority*
 72 *(Board). Now, therefore be it resolved that the following is said Board's tax request for budget year 2019-*
 73 *2020: General Fund – Operations with a Tax Request of \$227,668; and General Fund Designated for Air*
 74 *Service Development with a Tax Request of \$300,000 for a total of \$527,668. Be it further resolved that*
 75 *said Board has Bonds for \$18,195,000 dollars and is not included in the above tax request as allowed by*
 76 *law. Upon roll call vote, motion was approved with 4 Yes Votes: Werner, Setlik, Quandt, O'Neill.*

77
 78 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-43: INCREASE IN RESTRICTED**
 79 **FUNDS BY ONE PERCENT FOR FISCAL YEAR 2019-2020.**

80
 81 Bob Beren from Dana Cole & Company stated there are restrictions by statute on the amount money the
 82 Authority can raise from property taxes and intergovernmental funds. This additional 1% would allow the
 83 airport to increase revenues and cash reserves for growth and inflation. Even through the Authority budget
 84 has increased, Hall County has kept a cap on what we can request for tax funds. Should the county ever

85 remove cap, the Authority could expand their budget if necessary. A 2.5% increase is allowed each year
86 with an extra 1% of which is what the Board will be voting on.
87

88 *Motion by O'Neill, second by Setlik to approve a One Percent increase in Restricted Funds for Fiscal Year*
89 *2019-2020 in accordance with the State Allowable Increase in Base Limitation (Statute 13-519). Action*
90 *requires 75 percent majority approval of board. Upon roll call vote, motion was approved with 4 Yes Votes:*
91 *Werner, Setlik, Quandt, O'Neill.*
92

93 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-44: ENGAGEMENT LETTER BETWEEN**
94 **THE HALL COUNTY AIRPORT AUTHORITY AND DANA F. COLE & COMPANY, LLP FOR THE FISCAL**
95 **YEAR 2019-2020 BUDGET MEETINGS AND BUDGET DOCUMENTS.**
96

97 *Motion by Werner, second by O'Neill authorizing the Board Chair to execute the Engagement Letter*
98 *between the Hall County Airport Authority and Dana F. Cole & Company, LLP for the Fiscal Year 2019-*
99 *2020 Budget Meetings and Budget Documents. Charges to the Airport Authority will be based on the work*
100 *as required at regular standard rates plus any other direct expenses but will not exceed \$1,320. Upon roll*
101 *call vote, motion was approved with 4 Yes Votes: Werner, Setlik, Quandt, O'Neill.*
102

103 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-45: ENGAGEMENT LETTER BETWEEN**
104 **THE HALL COUNTY AIRPORT AUTHORITY AND DANA F. COLE & COMPANY, LLP FOR THE FISCAL**
105 **YEAR 2018-2019 AUDIT.**
106

107 Mr. Beren stated since the Authority has received over \$750,000 in federal funds, a single audit is required.
108

109 *Motion by Setlik second by O'Neill authorizing the Board Chair to execute the Engagement Letter between*
110 *the Hall County Airport Authority and Dana F. Cole & Company, LLP for the Fiscal Year 2018-2019 Audit.*
111 *Charges for Audits are \$11,500 for the Financial Audit, \$2,050 for the Passenger Facility Charge (PFC)*
112 *Audit, and \$4,335 for the Single Audit. Upon roll call vote, motion was approved with 4 Yes Votes: Werner,*
113 *Setlik, Quandt, O'Neill.*
114

115 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-46: AWARD BID FOR AIP PROJECT**
116 **NO. 3-31-0034-042 AIRCRAFT RESCUE & FIRE FIGHTING (ARFF) FACILITY TO CHIEF INDUSTRIES,**
117 **INC.**
118

119 Executive Director Olson reported the FAA gave us a very tight timeline to complete this bid, plus having a
120 holiday in there, gave contractors about two and half weeks to compile bid. Andy Beil with Benesh stated
121 once the Board approves this award; they will still need the FAA grant offer and Chief contract before they
122 can proceed. Once contract is received, timeline for project is six months.
123

124 *Motion by Setlik, second by Werner authorizing the Executive Director to Award Bid for AIP Project No. 3-*
125 *31-0034-042 Aircraft Rescue & Fire Fighting (ARFF) Facility to Chief Industries, Inc. of Grand Island,*
126 *Nebraska in the amount of \$2,992,000.00. On July 9, 2019, one bid was received, opened, and read aloud.*
127 *Chief was the lone bidder for the Airport Rescue and Fire Fighting (ARFF) Facility. In accordance with*
128 *FAA/ACE AIP Guide No. 434, Benesch performed an analysis of the procurement action and determined*
129 *adequate competition existed. Benesch and Davis Design conducted a post-bid conference with Chief in*
130 *an attempt to determine the driving cost difference between the bid and the estimate. Chief acknowledged*
131 *that they were unable to properly coordinate certain tasks between the subcontractors, specifically*
132 *dewatering and subgrade thawing. As a result of these negotiations and after additional coordination with*
133 *their subcontractors, Chief offered new unit prices and reduced total price. The FAA was briefed of the offer*
134 *and is agreeable to the new unit prices incorporated into the project as a change order and executed*
135 *concurrently with the contract. The change order will reduce Chief's tabulated bid price by \$535,428.00 for*
136 *a total construction cost of \$2,992,000 without changing the project scope. The award will be made*
137 *contingent upon the following items: - Completed DBE paperwork by Chief; - Completed Buy American*
138 *Waiver paperwork by Chief; - Partially executed Change Order by Chief; - FAA concurrence of award; -*
139 *FAA approval of Chief's Type 3 Buy American Waiver; - FAA funding availability. Upon roll call vote, motion*
140 *was approved with 3 Yes Votes: Werner, Setlik, Quandt, and 1 Abstain Vote: O'Neill*

141
142 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-47: CHANGE ORDER NO. 20 FOR THE**
143 **NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING PROJECT FROM CMBA**
144 **FOR CHIEF CONSTRUCTION.**

145
146 *Motion by Setlik, second by Werner authorizing the Executive Director to execute Change Order No. 20 for*
147 *the New Hall County Airport Authority Administration Building Project from CMBA for Chief Construction.*
148 *Change Order No. 20 is for the Administration Building to deduct \$7,797.00 for the interior light fixture*
149 *lenses. Incorrect light fixture lenses were received and installed. A second order resulted in receiving the*
150 *incorrect light lenses again. As a result, the Authority will keep the incorrect lenses that are installed, as*
151 *well as receive a second shipment of incorrect lenses, making the Revised Contract Amount \$2,401,324.90.*
152 *Upon roll call vote, motion was approved with 3 Yes Votes: Werner, Setlik, Quandt, and 1 Abstain Vote:*
153 *O'Neill.*

154
155 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-48: STROBELINC MEDIA PLANNING**
156 **PROPOSAL FOR JULY 2019-JUNE 2020.**

157
158 *Motion by O'Neill second by Setlik authorizing the Executive Director to execute the StrobeLINC Medial*
159 *Media Planning Proposal July 1, 2019 to June 30, 2020 in the amount of \$48,000. NTV & FOX Nebraska -*
160 *\$1,250/month or \$15,000/year; Billboard Package on FOX (Lincoln) and NTV (Central & Western NE); 39*
161 *(10 second) Spots – all in news; Easily changeable ads. Telemundo Nebraska - \$500/month or \$6,000/year;*
162 *66 (30 second) Commercials per month; Free production of Spanish Language commercials; Station*
163 *available statewide. Digital Marketing BH Media/The Grand Island Independent - \$2,250/month or*
164 *\$27,000/year; Locally managed – evolving campaign and geography; Search Engine Marketing (SEM),*
165 *Video Roll & Targeted Display and Retargeting; Reputation Management & Listing Correction. Upon roll*
166 *call vote, motion was approved with 4 Yes Votes: Werner, Setlik, Quandt, O'Neill.*

167
168 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 19-49: MARKETING AGREEMENT WITH**
169 **SHERYL STROBEL DBA STROBELINC.**

170
171 *Motion by Werner, second by O'Neill authorizing the Executive Director to execute the Marking Agreement*
172 *with Sheryl Strobel DBA StrobeLINC to promote and market business and industry products and services*
173 *in the Central Nebraska Regional Airport Passenger Terminal effective August 1, 2019 through July 31,*
174 *2020. The Authority will provide the platforms to display stationary, illuminated, and digital media.*
175 *StrobeLINC will receive a 15% commission rate from any gross sales. Upon roll call vote, motion was*
176 *approved with 4 Yes Votes: Werner, Setlik, Quandt, O'Neill.*

177
178 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-50: GI FAMILY RADIO MARKETING**
179 **PROPOSAL FOR 2019-2020.**

180
181 *Motion by Setlik, second by O'Neill authorizing the Executive Director to execute the Advertising Proposal*
182 *from GI Family Radio (KRGF) for 2019-2020. Proposal includes: Weather Sponsor - 260 (10 sec)*
183 *sponsorship mentions on Country 96 once a day, five-days per week Monday-Friday. Commercial Schedule*
184 *– 1040 (30 sec) commercials on Country 96 (20 each week); and 1040 (30 sec) commercials on 93.3 La*
185 *Gran D. (20 each week) on Mon., Wed., Fri. and Sun. Online Commercial Schedule – match the above*
186 *schedule on the Country 96 online stream. Online Banner Ad – receive a 300px X 250px banner ad rotation*
187 *on GI Family Radio website and streaming players. Contract term is August 1, 2019 through July 31, 2020.*
188 *Fee is \$600/month for a total cost of \$7,200/year. Upon roll call vote, motion was approved with 4 Yes*
189 *Votes: Werner, Setlik, Quandt, O'Neill.*

190
191 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-51: EXTENSION OF LEASE**
192 **AGREEMENT WITH CMG ENTERPRISES, LLC, FOR STORAGE BUNKERS 306 & 308 LOCATED AT**
193 **2563 AMMUNITION WAY.**

194
195 *Motion by O'Neill, second by Werner authorizing the Executive Director to execute Extension of Lease*
196 *Agreement with CMG Enterprises LLC, for Storage Bunkers 306 & 308, located at 2563 Ammunition Way,*

197 Grand Island, Nebraska. Lease extension is for one (1) year effective July 1, 2019 and terminating June
198 30, 2020. Rent is \$50 per bunker for \$100 per month. Upon roll call vote, motion was approved with 4 Yes
199 Votes: Werner, Setlik, Quandt, O'Neill.

200
201 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-52: REVISION OF THE HALL COUNTY**
202 **AIRPORT AUTHORITY EMPLOYEE CELL PHONE ALLOWANCE POLICY.**

203
204 *Motion by Setlik, second by Werner authorizing the Board Chair to approve Revision of the Employee Cell*
205 *Phone Allowance Policy. Revision removes Human Resource/Accounting Manager from list. Under V.*
206 *Determination of Dollar Amount of Allowance, the eligible employee list will be revised to: Executive Director*
207 *-\$100/month; Operations Manager -\$100/month; Facilities Manager -\$75/month; Maintenance Supervisor*
208 *-\$75/month. Upon roll call vote, motion was approved with 4 Yes Votes: Werner, Setlik, Quandt, O'Neill.*

209
210 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-53: PROPOSAL AND AGREEMENT**
211 **FOR AIR SERVICE CONSULTING SERVICES WITH MEAD & HUNT, INC.**

212
213 *Motion by O'Neill, second by Werner authorizing the Executive Director to execute Proposal and Agreement*
214 *for Air Service Consulting Services with Mead & Hunt, Inc. The Scope of Service includes creating a market*
215 *opportunity analysis for GRI that will look at potential passenger and revenue for service in a potential new*
216 *market. Mead & Hunt will be compensated \$1,640 to prepare the analysis. Upon roll call vote, motion was*
217 *approved with 4 Yes Votes: Werner, Setlik, Quandt, O'Neill.*

218
219 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-54: AMENDMENT NO. 01 TO THE**
220 **CONSULTANT AGREEMENT WITH ALFRED BENESCH & COMPANY FOR AIP PROJECT NO. 3-31-**
221 **0034-042 AIRCRAFT RESCUE & FIRE FIGHTING (ARFF) FACILITY.**

222
223 *Motion by Setlik, second by Werner authorizing the Executive Director to execute Amendment No. 01 to*
224 *the Consultant Agreement with Alfred Benesch & Company for AIP Project No. 3-31-0034-042 Aircraft*
225 *Rescue & Fire Fighting (ARFF) Facility in the amount of \$223,506. The Original Agreement scope of work*
226 *included Design, Bidding, and Special (Geotechnical Investigation). Amendment No. 01 adds Construction,*
227 *Closeout, and Special (Material Testing) Services to take place during the 2019 and 2020 construction*
228 *season. The breakdown of the Fees and Charges are as follows: Construction Phase are not-to-exceed*
229 *\$163,040; Closeout Phase are a lump sum of \$17,194; Construction Phase (Material Testing) are estimated*
230 *to be \$43,272. Amendment No. 01 is contingent upon FAA approval. Upon roll call vote, motion was*
231 *approved with 4 Yes Votes: Werner, Setlik, Quandt, O'Neill.*

232
233 **EXECUTIVE DIRECTOR'S REPORT:**

234 Executive Director Olson reported the House of Representatives passed legislation to ban use of firefighting
235 foam containing the toxic fluorinated chemicals known as PFAS by Oct. 1, 2022. Research is being
236 conducted to develop a safer environmental product and means to properly control foam during testing and
237 training activities. There may be a provision to have airports be exempt from this ruling.

238 **ANNOUNCEMENTS:**

- 239 a) Next Board Meeting August 14, 2019.
240 b) Hero Flight – October 7-9, 2019.

241
242 **EXECUTIVE SESSION:**

243 *Motion by Setlik, second by O'Neill to go into Executive Session to discuss airline, lease, personnel, and*
244 *litigation negotiations. Upon roll call vote, motion was approved with 4 Yes Votes: Werner, Setlik, Quandt,*
245 *O'Neill, Board went into Executive Session 9:08 a.m.*

246
247 *Motion by Werner, second O'Neill to come out of Executive Session with no decisions being made and*
248 *reconvene to Regular Session. Upon roll call vote, motion was approved with 4 Yes Votes: Werner, Setlik,*
249 *Quandt, O'Neill, Board came out of Executive Session and into Regular Session at 10:12 a.m.*

250
251 **ADJOURNMENT:**

252 *Motion by O'Neill, second by Setlik to adjourn the meeting. Upon roll call vote, motion was approved with 4*
253 *Yes Votes: Werner, Setlik, Quandt, O'Neill, meeting was adjourned at 10:12 a.m.*

254
255 HALL COUNTY AIRPORT AUTHORITY

256
257
258 _____
259 Debra Potratz | Office Manager

260
261
262 _____
263 Brian Quandt | Board Chair

Michelle Setlik | Board Secretary/Treasurer

264
265 (SIGNATURES ON FILE)