



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | June 12, 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 June 12, 2019. Notice of Meeting was given in the *Grand Island Independent* on June 5, 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, Joe Cook, and Ryan O'Neill.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Secretary-Treasurer Michelle Setlik.

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 May 15, 2019.
- RESOLUTION 19-35: Claims 3406—3412.

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

DISCUSSION AND ACTION AGENDA:

FINANCIAL REPORT by Executive Director Olson. Olson noted the Authority Budget will be presented to the Hall County Board of Supervisors on Wednesday, July 24th at 9:35 a.m.

| May 2019 2nd Month of 3rd Qtr: 66.67% | Current Amount May | YTD Amount Oct 18 - Sep 19 | Yearly Budget Amount | YTD % | Remaining Budget Amount |
|---|--------------------------|-------------------------------|-------------------------|---------------|-------------------------------|
| Operating Income* | \$167,179.83 | \$1,358,020.38 | \$1,660,120.00 | 81.80% | \$302,099.62 |
| Operating Expenses | \$242,728.54 | \$1,433,708.72 | \$2,184,664.00 | 65.63% | \$750,955.28 |
| Total Operating Income / (Loss) | (\$75,548.71) | (\$75,688.34) | (\$524,544.00) | 14.43% | (\$448,855.66) |
| Tax Levy - Bond | \$330,737.63 | \$656,591.42 | \$1,176,471.00 | 55.81% | \$519,879.58 |
| Tax Levy - General | \$64,110.73 | \$166,503.80 | \$217,322.00 | 76.62% | \$50,818.20 |
| Tax Levy - General Fund Designated for Air Service Dev | \$81,390.68 | \$127,273.89 | \$300,000.00 | 42.42% | \$172,726.11 |
| Net Income/(Loss) | \$102,092.05 | (\$1,767,559.58) | (\$5,951,651.00) | 29.70% | (\$4,084,091.42) |

41 ACTIVITY REPORTS:
 42 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 | |
| May 2019 | 55 | 271 | 500 | 45 | 871 | 172 | 14 | 186 | 1,057 |
| May 2018 | 43 | 246 | 507 | 90 | 886 | 104 | 38 | 142 | 1,028 |
| % Change | 28% | 10% | -1% | -50% | -2% | 65% | -63% | 31% | 3% |

43
 44 Enplanement Report by Executive Director Olson.

| Load Factor | Allegiant | | American | | Charters | Mo. Emp | Yr to Date |
|-------------|-----------|-------|----------|-------|----------|---------|------------|
| | 85% | 84% | | | | | |
| May 2019 | 2,967 | 2,959 | 257 | 6,183 | 29,552 | | |
| May 2018 | 2,451 | 2,609 | 287 | 5,347 | 25,364 | | |
| +/- % | 21% | 13% | -10% | 16% | 17% | | |

45
 46 Monthly reports were given verbally by Operations Manager Brown and Facility Manager Magnuson. A
 47 lightning strike took out approximately 40 taxiway lights and four signs along Taxiways C & H. All have been
 48 replaced. Maintenance is preparing to paint runway. TSA inspection is June 14th, Insurance inspection will
 49 be August 5th & 6th, and Part 139 FAA inspection is August 7th – 9th. The annual jet bridge inspection was
 50 conducted by Ameribridge on May 15th. New PARCS card readers are to be installed next week. The city
 51 of Grand Island installed new thermoplastic crosswalk markings at pedestrian crossing on Sky Park Road.
 52

53 Construction & Planning Report: Andy Beil, Project Manager with Benesch reported on AIP 42 ARFF
 54 Facility. Benesch held a series of review design meetings with Davis Design and Authority staff. Benesch
 55 is responsible for the site civil and geotechnical work and Davis Design is the lead architect on this project.
 56 The aesthetic design will tie in with the look of the Passenger Terminal and Administration Building to have
 57 that campus feel. Benesch has been corresponding with the FAA to review project documents, funding
 58 requirements, and grant deadlines. Bid will be advertised June 17th and 23rd, with bid opening on July 8th.
 59 This project will be 95% funded through the FAA, with the Authority funding 5% along with discretionary
 60 funds. Engineer cost estimate of this project is \$3.1 million. Once bid is awarded, the construction period
 61 will be 180 days. Executive Director Olson stated this bid will be awarded at the July meeting and anticipates
 62 receipt of grant offer in August.
 63

64 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-36: AWARD BID FOR AIP 3-31-0034-**
 65 **041 AIRPORT RESCUE AND FIRE FIGHTING (ARFF) VEHICLE ACQUISITION TO OSHKOSH**
 66 **AIRPORT PRODUCTS, LLC.**
 67

68 Executive Director Olson reported there are two parts of AIP 41. One bid is for the Fire Truck and there will
 69 be another bid for the Ancillary Equipment. The Ancillary Equipment was originally just a quote, but due to
 70 the requirements of the County Purchasing Act, it required a sealed bid. The Ancillary Equipment bid will
 71 be awarded at the Special Board meeting on June 26th.
 72

73 *Motion by Cook, second by O'Neill to award Bid for AIP 3-31-0034-041 Airport Rescue and Fire Fighting*
 74 *(ARFF) Vehicle Acquisition to Oshkosh Airport Products LLC from Neehah, Wisconsin, in the amount of \$*
 75 *681,230.00. Two bids were received for the project. Bid from Oshkosh Airport Products, LLC was*
 76 *\$681,230.00 and bid from Rosenbauer Minnesota, LLC was \$724,513.00. Bid breakdown is summarized*
 77 *in the Letter of Recommendation. Benesch reviewed bids and recommends awarding contract to Oshkosh*
 78 *Airport Products LLC. Award is contingent upon Federal Aviation Administration approval. Upon roll call*
 79 *vote, motion was approved with 4 Yes Votes: Werner, Quandt, Cook, O'Neill.*
 80

81 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-37: CHANGE ORDER NO. 01 FOR AIP**
82 **3-31-0034-040 SNOW REMOVAL EQUIPMENT ACQUISITION FROM WAUSAU EQUIPMENT**
83 **COMPANY, INC.**
84

85 Executive Director Olson reported Wausau had difficulties obtaining parts/equipment needed for the SRE,
86 so we agreed to a different style of broom to avoid further delay in the delivery. The delivery date for this
87 equipment was May 12th. Equipment was delivered 19 days after said deliver date, so a \$250/day or \$4,750
88 liquidated damage fee was assessed. After delivery Benesch conducted an inspection and will follow
89 through with the manufacture to resolve items noted on the punch list.
90

91 *Motion by O'Neill second by Cook authorizing the Executive Director to execute Change Order No. 01 for*
92 *AIP 3-31-0034-040 Snow Removal Equipment Acquisition from Wausau Equipment Company, Inc. for a*
93 *deduct of \$6,000. Change Order 01 is to change from a cassette style broom to a wafer style broom.*
94 *Contractor will provide two sets of wafer cores (one on truck and one spare). Contractor requested this*
95 *change to avoid further delay in delivering the equipment. Change Order No. 01 is contingent upon Federal*
96 *Aviation Administration approval. Making the Revised Contract Amount \$662,944.00. Upon roll call vote,*
97 *motion was approved with 4 Yes Votes: Werner, Quandt, Cook, O'Neill.*
98

99 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-38: MARKETING CAMPAIGN**
100 **AGREEMENT WITH NRG MEDIA, LLC, FOR 2019-2020**
101

102 Marking Committee member Quandt reported the Authority will be doing more digital advertising to reach
103 customers at the purchasing decision point when they go to various search engine sites to book flights.
104

105 *Motion by Werner, second O'Neill, by authorizing the Executive Director to accept the Marketing Campaign*
106 *Agreement with NRG Media, LLC, for 2019-2020 in the amount of \$4,992.*
107

108 *107.7 The Island*

- 109 a) *6 Month Contract Jul-Sep-Nov-Jan-Mar-May 2019-2020 | \$416/mo. - \$2,496/yr.*
- 110 b) *40 (30 second commercials) from 6 am to 7 pm.*
- 111 c) *Nebraska State Fair Daily Updates.*
- 112 d) *2 (15 second commercials) High School Sports.*

113
114 *Y102 Hot Country*

- 115 a) *6 Month Contract Jun-Aug-Oct-Dec-Feb-Apr 2019-2020 | \$416/mo. - \$2,496/yr.*
- 116 b) *30 (30 second commercials) from 6 am to 7 pm.*
- 117 c) *Nebraska State Fair Daily Updates.*
- 118 d) *Husker Harvest Day Daily Updates.*

119
120 *Upon roll call vote, motion was approved with 4 Yes Votes: Werner, Quandt, Cook, O'Neill.*
121

122 **EXECUTIVE DIRECTOR'S REPORT:**

123 Executive Director Olson announced Ann B. Richart, AAE, was appointed as the Department's Aeronautics
124 Division Director on May 14th. She succeeded Ronnie Mitchell, who retired in December 2018. Richart
125 comes to NDOT from Martha's Vineyard Airport, in Massachusetts, where she served as
126 Airport Director. She has extensive experience in both the public and private sector, including Director of
127 the Oregon Department of Aviation and State Airports Manager at the Oregon Department of
128 Transportation, as well as Director of Aviation at Elmira Corning Regional Airport in Horseheads, New
129 York. Richart has also managed airports in Klamath Falls, Oregon and Hutchinson, Kansas. Richart has
130 already stopped by to visit and was given a tour our airport.
131

132 **ANNOUNCEMENTS:**

- 133 a) Next Board Meeting July 17, 2019.
- 134 b) Administration Building Cornerstone Ceremony – June 25, 2019 at 1 pm.
- 135 c) Administration Building Ribbon Cutting & Open House – June 25, 2019 from 4-6 pm.
- 136 d) Flying Legends of Victory Tour – July 1-7, 2019

137 e) Hero Flight – October 7-9, 2019.

138

139 EXECUTIVE SESSION:

140 *Motion by Cook, second by O'Neill to go into Executive Session to discuss airline, lease, personnel, and*
141 *litigation negotiations. Upon roll call vote, motion was approved with 4 Yes Votes: Werner, Quandt, Cook,*
142 *O'Neill, Board went into Executive Session 8:59 a.m.*

143

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

147

148 ADJOURNMENT:

149 *Motion by O'Neill, second by Werner to adjourn the meeting. Upon roll call vote, motion was approved with*
150 *4 Yes Votes: Werner, Quandt, Cook, O'Neill, meeting was adjourned at 10:14 a.m.*

151

152 HALL COUNTY AIRPORT AUTHORITY

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154

155

156 _____
Debra Potratz | Office Manager

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160 _____
Brian Quandt | Board Chair

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162

_____ | Board Secretary/Treasurer
Michelle Setlik

(SIGNATURES ON FILE)