



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | September 11, 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 September 11, 2019. Notice of Meeting was given in the *Grand Island Independent* on September 4, 2019. Board Chair Quandt called the meeting to order at 8:05 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, Ryan O'Neill.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: None.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Accounting Manager Debbie Hand, Office Manager Debra Potratz, Facility Manager Steve Magnuson, Maintenance Supervisor Wes Harris.

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 August 14, 2019
- RESOLUTION 19-67: Claims 3430-3435.

Motion by O'Neill, second by Cook to approve the Consent Agenda. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.

DISCUSSION AND ACTION AGENDA:

FINANCIAL REPORT by Accounting Manager Debbie Hand.

| Budget Narrative Ending August 31, 2019 2nd Month of 4th Qtr: 91.67% | Current Amount August | YTD Amount Oct 18 - Sep 19 | Yearly Budget Amount | YTD % | Remaining Budget Amount |
|---|--------------------------|-------------------------------|-------------------------|---------------|----------------------------|
| Operating Income* | \$126,112.78 | \$1,724,275.28 | \$1,661,519.00 | 103.78% | (\$62,756.28) |
| Operating Expenses | \$138,110.96 | \$1,939,153.21 | \$2,184,664.00 | 88.76% | \$245,510.79 |
| Total Operating Income/(Loss) | (\$11,998.18) | (\$214,877.93) | (\$523,145.00) | 41.07% | (\$308,267.07) |
| Tax Levy - Bond | \$18,316.28 | \$874,498.45 | \$1,176,471.00 | 74.33% | \$301,972.55 |
| Tax Levy - General | \$3,266.37 | \$204,320.62 | \$217,322.00 | 94.02% | \$13,001.38 |
| Tax Levy - General Fund Designated for Air Service Development | \$4,788.24 | \$185,323.04 | \$300,000.00 | 61.77% | \$114,676.96 |
| Net Income/(Loss) | \$181,384.44 | (\$1,511,479.57) | (\$5,950,252.00) | 25.40% | (\$4,158,887.97) |

ACTIVITY REPORTS:

42 GRI Air Traffic Operations Report by Tower Manager Dave Hansen. Hansen reported they passed their
 43 Federal Aviation Administration inspection being 100% compliant. Executive Director Olson requested
 44 operations statistics from other comparable airports.

| GRI | Itinerant Operations | | | | | Local Operations | | | Overall Total TRF |
|-------------|----------------------|----------|----------------|----------|-----------|------------------|----------|-----------|-------------------|
| | Air Carrier | Air Taxi | Civil Aviation | Military | TOTAL OPS | Civil | Military | TOTAL LCL | |
| August 2019 | 42 | 271 | 673 | 59 | 1,045 | 202 | 88 | 290 | 1,335 |
| August 2018 | 62 | 266 | 680 | 75 | 1,083 | 152 | 18 | 170 | 1,253 |
| % Change | -32% | 2% | -1% | -21% | -4% | 33% | 389% | 71% | 7% |

45 Enplanement Report by Executive Director Olson. Olson is projecting 70,000 + enplanements for this year.
 46
 47

| Load Factor | Allegiant | American | Charters | Mo. Emp | Yr to Date |
|-------------|-----------|----------|----------|---------|------------|
| | 88% | 75% | | | |
| Aug 2019 | 2,785 | 2,691 | 172 | 5,648 | 47,953 |
| Aug 2018 | 2,362 | 2,709 | 120 | 5,191 | 41,070 |
| +/- % | 18% | -1% | 43% | 9% | 17% |

48 Operations Report: Maintenance Supervisor Harris reported they completed the annual insurance audit and
 49 passed the Federal Aviation Administration Part 139 Inspection, both conducted in August.
 50

51 Facility Report: Facility Manager Magnuson reported areas around tenant buildings are being regraded to
 52 direct standing water away from buildings. There was a small fire in the jet bridge GPU. Unit was sent in
 53 and company declared it a total loss. The cost to replace GPU is around \$30,000 and replacement should
 54 arrive in four weeks.
 55

56 Construction Report: Benesch Representative Terry Brown provided updates on AIP 40 SRE – working on
 57 punch list, parts and training; AIP 41 ARFF Vehicle – there will be a Change Order to add in the Foaming
 58 Accessory to meet the environmental requirements for an increase of \$30-35,000; AIP 42 AFFF Facility –
 59 dealing with dewatering issues and looking at alternative plans. Project is on hold at this time.
 60

61
 62 **CONSIDERATION AND APPROVAL OF REVISION OF RESOLUTION NO. 19-65: TO ACCEPT THE**
 63 **REVISED AMOUNT FOR AGREEMENT WITH THE NEBRASKA EMERGENCY MANAGEMENT**
 64 **AGENCY (NEMA) FOR THE HAZARDOUS MATERIAL EMERGENCY PREPAREDNESS (HMEP) SUB-**
 65 **GRANT FOR MOBILE AIRCRAFT RESCUE AND FIRE FIGHTER (ARFF) TRAINER EXPENSES.**
 66

67 *Motion by O'Neill, second by Werner to approve revision of Resolution 19-65. On August 14, 2019, the*
 68 *Board approved to accept the Agreement with the Nebraska Emergency Management Agency (NEMA)*
 69 *HMEP for the Sub-Grant in the amount of \$6,600 for the Mobile ARFF Trainer expenses for exercise*
 70 *conducted on May 20, 2019. On August 26, 2019, NEMA submitted a payment of \$8,203.40 which covered*
 71 *the total expenses for the Mobile ARFF Trainer. The revised Resolution 19-65, dated September 11, 2019,*
 72 *authorizes the Executive Director to accept the additional funds received in the amount \$1,603.40. Upon*
 73 *roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*
 74

75 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-68: FINAL APPROVAL OF BUDGET**
 76 **FOR FISCAL YEAR 2019-2020.**
 77

78 *Motion by Cook, second by O'Neill to adopt Resolution 19-68 to approve the budget for fiscal year 2019-*
 79 *2020, subject to formal adoption of the 2019-2020 budget in accordance with state auditor requirements.*
 80 *Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*
 81

82 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-69: ACCEPTING CHANGE ORDER**
 83 **NO. 21 FOR THE NEW HALL COUNTY AIRPORT AUTHORITY ADMINISTRATION BUILDING AND**
 84 **NORTH PARKING LOT PROJECT FROM CMBA FOR CHIEF CONSTRUCTION.**

85
86 *Motion by Setlik, second by Werner to approve and authorize authorizing the Executive Director to execute*
87 *Change Order No. 21 for the New Hall County Airport Authority Administration Building and the North*
88 *Parking Lot Project from CMBA for Chief Construction for a deduct of (\$2,571.00). Change Order No. 021*
89 *is a deduct for the cracked concrete panels for the Administration Building and the North Parking Lot. Chief*
90 *will chase and seal cracks. The Revised Contract Amount is \$2,398,753.90. Upon roll call vote, motion*
91 *was approved with 4 Yes Votes: Setlik, Werner, Quandt, Cook, and 1 Abstain Vote: O'Neill.*
92

93 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-70: ACCEPTING CHANGE ORDER NO.**
94 **01 FOR AIP 3-31-0034-042 AIRCRAFT RESCUE & FIRE FIGHTING (ARFF) FACILITY FROM ALFRED**
95 **BENESCH & COMPANY FOR CHIEF CONSTRUCTION.**
96

97 Executive Director Olson reported the Authority has not yet received the grant for AIP 42 ARFF Facility.
98 The FAA has approved the funding, but waiting on congress to release the funds.
99

100 *Motion by Cook, second by Setlik to approve Change Order No. 01 for AIP 3-31-0034-042 Aircraft Rescue*
101 *& Fire Fighting (ARFF) Facility from Alfred Benesch & Company for Chief Construction for a deduct of*
102 *(\$535,428.00). Change Order No. 01 is for revision of contractor post-bid pricing based on specific*
103 *construction operations between subcontractors. No scope of work changes are associated with the*
104 *revised prices. The Federal Aviation Administration has reviewed and approved the deduct amount. The*
105 *original contract amount was \$3,527,428.00. Change Order No. 01 is for a deduct of (\$535,428.00), making*
106 *the revised contract \$2,992,000.00. Upon roll call vote, motion was approved with 4 Yes Votes: Setlik,*
107 *Werner, Quandt, Cook, with 1 Abstain Vote: O'Neill.*
108

109 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-71: APPROVAL OF AIRLINE**
110 **OPERATING AGREEMENT AND TERMINAL LEASE EXTENSION WITH ALLEGIANT AIR, LLC, FOR**
111 **PHOENIX, ARIZONA SERVICE.**
112

113 *Motion by O'Neill, second by Setlik to approve and authorize the Board Chair to execute the Airline*
114 *Operating Agreement and Terminal Lease Extension with Allegiant Air, LLC for Phoenix, Arizona service.*
115 *The term of the agreement is extended for a period of two (2) years effective November 1, 2019 and*
116 *terminating October 31, 2021. The marketing funds shall be increased from \$30,000.00 to \$32,500.00 per*
117 *fiscal year. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook,*
118 *O'Neill.*
119

120 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-72: APPROVAL OF THE LEASE**
121 **EXTENSION AGREEMENT WITH GRAND ISLAND CLEAN COMMUNITY SYSTEM, INC. FOR**
122 **BUILDING 2B.**
123

124 *Motion by O'Neill, second by Cook to approve and authorize the Executive Director to execute the Lease*
125 *Extension Agreement with Grand Island Clean Community System, Inc., for Building 2B located at 3661*
126 *Sky Park Road. Term is extended for three (3) years effective October 1, 2019 and terminating September*
127 *30, 2022. Rent for year one is \$1,071.51/month; year two is \$1,082.22/month; and year three is*
128 *\$1,093.05/month. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook,*
129 *O'Neill.*
130

131 EXECUTIVE DIRECTOR'S REPORT: Executive Director Olson reviewed the 2020 Board meeting
132 schedule and noted if the Friday before the Board meeting is day five or less, to move meeting to the third
133 Wednesday due to the timing of receiving and preparing reports. Since the majority of meetings were
134 moved to the third Wednesday, there was discussion to move all the meetings to the third Wednesday in
135 2020. Board members are to review schedule and report any conflicts on meeting dates.
136

137 ANNOUNCEMENTS:

- 138 a) Hero Flight – October 7-9, 2019.
139 b) Next Board meeting – October 16, 2019.
140

141 EXECUTIVE SESSION:
142 *Motion by Cook, second by O'Neill to go into Executive Session to discuss airline, lease, personnel, and*
143 *litigation negotiations. Upon roll call vote, motion was approved with 5 Yes Votes: Werner, Setlik, Quandt,*
144 *Cook, O'Neill, Board went into Executive Session 9:02 a.m.*

145
146 *Motion by Werner, second O'Neill to come out of Executive Session with no decisions being made and*
147 *reconvene to Regular Session. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner,*
148 *Quandt, Cook, O'Neill, Board came out of Executive Session and into Regular Session at 10:10 a.m.*

149
150 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 19-73: ADDENDUM TO EMPLOYMENT**
151 **AGREEMENT BETWEEN HALL COUNTY AIRPORT AUTHORITY AND MICHAEL J. OLSON**

152
153 *Motion by Setlik, second by Cook to Table Resolution 19-73 until the October 16, 2019 meeting. Upon roll*
154 *call vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*

155
156 ADJOURNMENT:
157 Meeting was adjourned at 10:12 a.m.

158
159 HALL COUNTY AIRPORT AUTHORITY

160
161
162 _____
163 Debra Potratz | Office Manager

164
165
166 _____
167 Brian Quandt | Board Chair

168 _____
169 Michelle Setlik | Board Secretary/Treasurer

169 (SIGNATURES ON FILE)