



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | February 19, 2020

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 January 15, 2020. Notice of Meeting was given in the *Grand Island Independent* on January 8, 2020. 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, 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, Operations Manager Doug Brown, Maintenance Supervisor Wes Harris, Facility Manager Steve Magnuson.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

Teacher T.J. Norris and six students from the Grand Island Senior High Aviation Class attended meeting.

PUBLIC COMMENT REQUESTS: None.

The Pledge of Allegiance was said in unison.

Executive Director Olson recognized Maintenance Technician Chris Evans for his 25 years of service with the Hall County Airport Authority. Mr. Evans was not able to attend meeting, but Olson relayed that staff celebrated his achievement last week and provided him with a gift certificate to a local restaurant. Olson continued by saying that Chris is the longest tenured employee at the Airport Authority. He is an incredible heavy equipment operator and we are fortunate to have him as part of our team. With all his work experience he is heavily relied upon and a great asset to the airport. Moving forward, the Authority will recognize employees at their tenure milestones.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting on January 15, 2020.
- RESOLUTION 20-06: Claims 3471-3480.

Motion by O’Neill, second by Werner 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. Hand will contact collection agent to get an update on the collection claim.

1st Month of 2nd Qtr: 33.33%	Current Amount January	YTD Amount Oct 19 - Sep 20	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income*	\$163,260.13	\$544,496.30	\$1,690,778.00	32.20%	\$1,146,281.70

Operating Expenses	\$196,725.66	\$769,524.67	\$2,296,819.00	33.50%	\$1,527,294.33
Total Operating Income/(Loss)	(\$33,465.53)	(\$225,028.37)	(\$606,041.00)	37.13%	(\$381,012.63)
Tax Levy - Bond	\$56,940.55	\$167,518.66	\$1,176,471.00	14.24%	\$1,008,952.34
Tax Levy - General	\$5,143.59	\$24,214.09	\$217,322.00	11.14%	\$193,107.91
Tax Levy - General Fund Designated for Air Service Development	\$19,907.20	\$49,484.13	\$300,000.00	16.49%	\$250,515.87
Net Income/(Loss)	(\$148,982.70)	(\$261,121.57)	(\$3,690,507.00)	7.08%	(\$3,429,385.43)

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ACTIVITY REPORTS:

GRI Air Traffic Operations Report by Tower Manager Dave Hansen. Hansen reported the FAA will be replacing the Instrument Landing System (ILS) cable the first week in March so the ILS will be down during that time. The FAA will also be updating the Runway Visual Range (RVR) equipment. The down time should not affect any of our commercial flights.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Jan 2020	28	258	335	57	678	258	132	390	1,068
Jan 2019	41	252	384	48	725	222	18	240	965
% Change	-32%	2%	-13%	19%	-6%	16%	633%	63%	11%

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Enplanement Report by Executive Director Olson. Olson noted last year American had more seats available using 50-seat jets, but had a lower load factor. This year American is utilizing 40-seat jets and achieving a higher load factor. Starting February 10th through March 20th Allegiant added a third flight per week to Phoenix, AZ. The load factor is determined by the number of available seats compared to the number of passengers sitting in seats.

Parking lot stats for Buffalo County license plates is down 17% in January 2020 compared to stats in Sept 2018 before Denver service & and stats in July 2019 before Chicago service.

	Allegiant	Load Factor	American	Load Factor	Charters	Mo Enp	Yr to Date
Jan 2020	2,951	93%	2,031	80%	308	5,290	5,290
Jan 2019	2,639	88%	2,595	69%	298	5,532	71,207
+/- %	12%	6%	-22%	16%	3%	-4%	-93%

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Operations Report: Operations Manager Brown reported they are working on fixing the discrepancies noted during the Grand Island Fire Department building inspections. In the process of updating the FAA Part 139 Airport Certification Manual. Brown reported the new SRE is operational and out performs the old broom.

Facility Report: Facility Manager Magnuson attended a Prohort Lawn and Landscape workshop sponsored by the University of Nebraska Extension. With the outbreak of the Coronavirus, hand sanitizers were installed in the passenger terminal and administration building. Upgrades have been completed on Building 670 and is ready for new tenant. The Facility Division maintains over 25 airport campus buildings.

Project Report: Executive Director Olson reported Wausau sent a technician out for a week to work on the AIP 40 Snow Removal Equipment. AIP 42 ARFF Facility project, is still on hold until spring. AIP 43 Wildlife/Security Fence is in the final design phase. Bids will go out mid-March with construction starting in June 2020. Letters will go out to farm tenants informing them of the new timeline.

84 **CONSIDERATION AND APPROVAL OF REVISION OF RESOLUTION NO. 20-07: AUDIT REPORTS**
85 **ENDING SEPTEMBER 30, 2019, AND 2018 AS PRESENTED BY DANA F. COLE, LLP & COMPANY.**
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87 Bob Beran, CPA from Dana F. Cole & Company issued an unmodified opinion for the Financial Audit,
88 Passenger Facility Charge (PFC) Audit, and Single Audit. Audit and findings for Financial Statement and
89 Federal Award were reviewed along with the corrective plan.
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91 *Motion by Cook, second by Werner authorizing the Board Chair to accept the Audit Reports Ending*
92 *September 30, 2019, and 2018 as presented by Dana F. Cole, LLP & Company. Upon roll call vote, motion*
93 *was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*
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95 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 20-08: CERTIFICATE OF CORPORATE**
96 **RESOLUTION FOR BANKING TRANSACTIONS FOR FIVE POINTS BANK.**
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98 *Motion by O'Neill, second by Werner approving the Certificate of Corporation Resolutions for Banking*
99 *Transactions with Five Points Bank located at 2015 North Broadwell Avenue, Grand Island, NE 68803.*
100 *Resolution authorizes Board Members Chair Brian Quandt, and Secretary/Treasurer Michelle Setlik, and*
101 *Staff Members Executive Director Michael J. Olson, and Accounting Manager Debora Hand, to transact*
102 *business on behalf of the Hall County Airport Authority. Upon roll call vote, motion was approved with 5 Yes*
103 *Votes: Setlik, Werner, Quandt, Cook, O'Neill.*
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105 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 20-09: LEASE EXTENSION AGREEMENT**
106 **WITH BUSCO, INCORPORATED, DBA ARROW STAGE LINES FOR BUILDING 700B.**
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108 Attorney Depue noted the termination date on the resolution should be February 28th instead of February
109 29th.
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111 *Motion Cook second by Setlik authorizing the Executive Director to execute the Lease Extension*
112 *Agreement with Busco, Incorporated, DBA Arrow Stage Lines for Building 700B located at 1982 Metro*
113 *Street, Grand Island, NE. The lease term is extended for one year commencing March 1, 2020 and*
114 *terminating February 28, 2021. Rent shall be \$1,622.70 per month, plus \$133.08 per month for insurance.*
115 *Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*

116 EXECUTIVE DIRECTOR'S REPORT: Executive Director Olson contacted State Senator Erdman for
117 clarification on LB896 which would require notifying the military of any construction and expansion of
118 structures near military sites. This deals with issues of wind turbines being constructed near missile silo
119 sites and not leaving room for helicopters to land where needed.

120 On the Federal level there is renewed interest in increasing the Passenger Facility Charges (PFCs) to
121 \$7.50. The Nebraska representatives view the PFC as a tax, where PFC monies are considered a user
122 fee. Tax monies go into a treasury, PFC money does not go into a treasury. The airlines have been
123 lobbying hard to not increase the PFC, but are allowed to tack on additional fees that go directly to the
124 airline.

125 Delays in Boeings 737 max certification flight may win approval by midsummer.
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127 Executive Director Olson gave presentations to two to career pathway students, the state of the city
128 address, Kiwanis Club, and to the NDOT Aeronautics Division at their commission meeting.
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130 ANNOUNCEMENTS:

- 131 a) Next Board meeting – March 18, 2020.
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133 EXECUTIVE SESSION:

134 *Motion by Setlik, second by O'Neill to go into Executive Session to discuss airline, lease, personnel, and*
135 *litigation negotiations. Board went into Executive Session 9:00 a.m. Upon roll call vote, motion was*
136 *approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*
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138 *Motion by Cook, second O'Neill to come out of Executive Session with no decisions being made and*
139 *reconvene to Regular Session. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner,*
140 *Quandt, Cook, O'Neill. Board came out of Executive Session and into Regular Session at 9:53 a.m.*

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142 ADJOURNMENT:

143 Meeting was adjourned at 9:54 a.m.

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145 HALL COUNTY AIRPORT AUTHORITY

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Debra Potratz | Office Manager

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Brian Quandt | Board Chair

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(SIGNATURES ON FILE)

_____ Michelle Setlik | Board Secretary/Treasurer