



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | April 15, 2020

Due to Executive Order 20-03 Corona Virus Public Meeting Requirement Limited Waiver, signed by Nebraska Governor Pete Ricketts on March 13, 2020, the April 15, 2020 Hall County Airport Authority meeting was held via Zoom. Access to the meeting was posted on the HCAA website at [www.flygrandisland.com](http://www.flygrandisland.com) and was made available to the Public and Media.

Pursuant to due call and notice thereof, the Regular Meeting of the Hall County Airport Authority (HCAA) Board was held via Zoom, at the Airport Authority Board Room located at 3579 Sky Park Road, Grand Island, Nebraska 68801 on April 15, 2020. Notice of Meeting was given in the *Grand Island Independent* on April 8, 2020. Board Chair Quandt called the meeting to order at 8:00 a.m. and announced the Nebraska Open Meeting Act is posted on the website for public viewing.

REVIEW OF AGENDA.

PUBLIC COMMENT: None.

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, Office Assistant Maggie McDermott, Operations Manager Doug Brown, Facility Manager Steve Magnuson.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

**REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:**

- Minutes from the Regular Meeting on February 19, 2020.
- Note: No meeting was held on March 18, 2020 due to the COVID-19 outbreak.
- RESOLUTION 20-10: Claims 3481-3488.
- RESOLUTION 20-12: Claims 3489-3501.

*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:**

**EXECUTIVE DIRECTOR REPORT:**

Update on COVID-19. Executive Director reported that the staff is healthy and taking precautions to prevent the spread by practicing social distancing, handwashing, sanitizing offices/equipment, and wearing masks provided by the Authority.

The airport starting seeing the effects of COVID-19 around mid-March. The revenues are down, passenger numbers are down significantly which shows in our parking revenue. The general/business aviation and car rentals are also experiencing a decline. There has been an increase in cargo carriers.

For the past three weeks, Executive Director Olson has spent numerous hours on conference calls with the Department of Transportation (DOT), Federal Aviation Administration (FAA), American Association of

55 Airport Executives (AAAE), City of Grand, and others, to receive continuous updates on directives and  
 56 policies.  
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58 The CARES Act (Coronavirus Aid, Relief, and Economic Security Act), will award economic relief to eligible  
 59 airports affected by the prevention of, preparation for, and response to the COVID-19 pandemic. The FAA  
 60 notified Executive Director Olson that GRI will receive a grant for \$2,666,378 to be used for operating  
 61 expenses incurred after January 20<sup>th</sup> and to keep staff employed.  
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63 Executive Director commended staff for not panicking and for continuing to do their job despite the  
 64 challenges the they face inside and outside of work.  
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66 Executive Director Olsen presented all reports.  
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68 **FINANCIAL REPORTS**

February 2020 2nd Month of 2nd Qtr. 41.67%	Current Amount February	YTD Amount Oct 19 - Sep 20	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$117,809.12	\$662,379.42	\$1,690,778.00	39.18%	\$1,028,398.58
Operating Expenses	\$133,037.31	\$902,710.22	\$2,296,819.00	39.30%	\$1,394,108.78
<b>Total Operating Income/(Loss)</b>	<b>(\$15,228.19)</b>	<b>(\$240,330.80)</b>	<b>(\$606,041.00)</b>	<b>39.66%</b>	<b>(\$365,710.20)</b>
Tax Levy - Bond	\$92,460.26	\$259,978.92	\$1,176,471.00	22.10%	\$916,492.08
Tax Levy - General	\$20,352.49	\$44,566.58	\$217,322.00	20.51%	\$172,755.42
Tax Levy - General Fund Designated for Air Service Dev	\$20,313.72	\$69,797.85	\$300,000.00	23.27%	\$230,202.15
<b>Net Income/(Loss)</b>	<b>\$80,323.16</b>	<b>(\$180,872.65)</b>	<b>(\$3,690,507.00)</b>	<b>4.90%</b>	<b>(\$3,509,634.35)</b>

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March 2020 3rd Month of 2nd Qtr. 50.00%	Current Amount March	YTD Amount Oct 19 - Sep 20	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$232,995.40	\$887,887.88	\$1,690,778.00	52.51%	\$802,890.12
Operating Expenses	\$139,692.71	\$1,042,402.93	\$2,296,819.00	45.38%	\$1,254,416.07
<b>Total Operating Income/(Loss)</b>	<b>\$93,302.69</b>	<b>(\$154,515.05)</b>	<b>(\$606,041.00)</b>	<b>25.50%</b>	<b>(\$451,525.95)</b>
Tax Levy - Bond	\$29,512.01	\$289,490.93	\$1,176,471.00	24.61%	\$886,980.07
Tax Levy - General	\$4,854.30	\$49,420.88	\$217,322.00	22.74%	\$167,901.12
Tax Levy - General Fund Designated for Air Service Dev	\$8,120.83	\$77,918.68	\$300,000.00	25.97%	\$222,081.32
<b>Net Income/(Loss)</b>	<b>\$132,020.83</b>	<b>(\$81,560.50)</b>	<b>(\$3,690,507.00)</b>	<b>2.21%</b>	<b>(\$3,608,946.50)</b>

70 Executive Director Olson reported revenues are significantly down for general aviation fuel flowage,  
 71 parking, and PFC's and anticipates April and May to be down as well. The Authority will be closely  
 72 monitoring these cost centers.  
 73

74 The collection agency reported it is taking it easy on collections during this COVID-19 pandemic.  
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76 **ACTIVITY REPORTS:**

77 **GRI Air Traffic Operations Reports**  
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GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Feb 2020	36	232	471	84	<b>823</b>	276	136	<b>412</b>	<b>1,235</b>

Feb 2019	77	219	223	35	<b>554</b>	140	24	<b>164</b>	<b>718</b>
% Change	-53%	6%	111%	140%	<b>49%</b>	97%	467%	<b>151%</b>	<b>72%</b>

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GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Mar 2020	28	279	344	54	<b>705</b>	184	60	<b>244</b>	<b>949</b>
Mar 2019	137	200	575	62	<b>974</b>	190	40	<b>230</b>	<b>1,204</b>
% Change	-80%	40%	-40%	-13%	<b>-28%</b>	-3%	50%	<b>6%</b>	<b>-21%</b>

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### Enplanement Reports

	Allegiant	Load Factor	American	Load Factor	Charters	Mo Enp	Yr to Date
<b>Feb 2020</b>	2,990	94%	2,080	82%	176	<b>5,246</b>	10,536
<b>Feb 2019</b>	2,938	92%	2,737	73%	160	<b>5,835</b>	11,367
+/- %	2%	2%	-24%	13%	10%	-10%	-7%

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	Allegiant	Load Factor	American	Load Factor	Charters	Mo Enp	Yr to Date
<b>Mar 2020</b>	1,687	67%	1,314	51%	0	<b>3,001</b>	13,537
<b>Mar 2019</b>	3,290	93%	3,207	68%	143	<b>6,640</b>	18,007
+/- %	-49%	-28%	-59%	-25%	-100%	-55%	-25%

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85 Executive Director Olson reported in March Allegiant had 7 cancelled flights (4-LAS and 3 AZA) and in April  
86 Allegiant so far has had 11 cancelled flights (6-LAS and 5-AZA). American in March had 3 cancelled flights  
87 and so far for April has had had 5 cancelled flights.

88

89 Through the CARES Act and relief funds for the Airlines, the DOT set minimum service requirements for  
90 every airport and airlines at those airports. The airlines can file for an exemption. Allegiant did file for an  
91 exemption at 15 airports, however, GRI was not one of them. American Airlines is still being held to the  
92 Essential Air Service contract which calls for a minimum of 12 round trips to DFW per week. American is  
93 doing yeoman's job in adhering to that schedule despite to the low number of passengers.

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95 Operations & Facilities Reports were read. The Authority is sanitizing the passenger terminal twice daily.  
96 Due to decreased number of passengers, a portion of the seating in the secure area has been blocked off  
97 to reduce sanitizing efforts. There is still plenty of room to adhere to the social distancing measures for the  
98 passengers. The Clorox 360 electrostatic sanitizing machine is still on back order.

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### Project Report:

#### **AIP-40 (SRE):**

- Waiting on one final item (engineering certifications) before considering the project "substantially complete" and turn off the calendar days. Benesch has been in contact with Kevin at Wausau for weekly updates. Wausau is aware the days have not been turned off yet. Upon receipt of the final item, Benesch can do another final inspection and then fast-track the closeout process for the project. The schedule to close this project is slated for this summer.

#### **AIP-41 (AARF Vehicle):**

- Oshkosh has until October 13, 2020 (per 400 calendar day contract) to deliver the new fire truck. Benesch plans to touch base with them again here in the coming weeks to see how progress is coming and what (if any) affects the COVID pandemic is having on their company.

#### **AIP-42 (ARFF Facility):**

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- Benesch has been corresponding with Chief as they are looking to potential start up work again (subject to major COVID changes/issues) around April 20, 2020. Chief has some subs that need to come in toward the beginning of the re-start of work and is staying in touch with them about the re-start date for the project. Some of the subs have already had workers infected by COVID and as a result sub has been rescheduling some of their other projects due to the impact. Benesch will see what affect this may have on the fire station schedule.

**AIP-43 (Fence):**

The plans have been approved by the FAA. Bid notice will be published in the Grand Island Independent April 9<sup>th</sup> & 20<sup>th</sup> with bid opening on April 30<sup>th</sup> via Zoom. Following bid review, Benesch will prepare the Project Application and provide it to Authority for action and submittal by the May 13<sup>th</sup> deadline. This is a 180-calendar day project.

**CONSIDERATION AND APPROVAL OF REVISION OF RESOLUTION NO. 20-11: CONSIDERATION OF ACCEPTING CHANGE ORDER NO. 04 FOR AIP 3-31-0034-042 AIRCRAFT RESCUE & FIRE FIGHTING (ARFF) FACILITY FROM ALFRED BENESCH & COMPANY FOR CHIEF CONSTRUCTION.**

Executive Director stated as of today, the Federal Aviation Administration has not approved this change order.

*Motion by O'Neill second by Setlik authorizing Executive Director to approve Change Order No. 04 for AIP 3-31-0034-042 Aircraft Rescue & Fire Fighting (ARFF) Facility from Alfred Benesch & Company for Chief Construction for an increase of \$19,524.84. Change Order No. 4 is for Project Schedule Changes (Notice to Proceed Delay, Winter Shutdown 2019 Remobilization and Extension; Deduction for Pipe Bedding; Dewatering Items (Utility Dewatering Credit and Dewatering Well Utilities; and Architectural Items (Thermally Broken Door Frames, Knox Box and Address Bar). The original contract amount was \$3,527,428.00. Change Order No. 04 is for an increase of \$19,524.84 making the revised contract \$3,051,975.48. Change Order No. 04 is contingent upon Federal Aviation Administration approval. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*

**CONSIDERATION AND APPROVAL OF RESOLUTION NO. 20-13: AUTHORIZING THE HALL COUNTY AIRPORT AUTHORITY EXECUTIVE DIRECTOR, BOARD CHAIR AND AIRPORT ATTORNEY TO RESPOND TO ANY REQUEST BY ALLEGIANT AIR LLC ("ALLEGIANT") FOR AN EXEMPTION FOR AIR SERVICE OBLIGATIONS TO GRI UNDER THE CARES ACT ISSUED BY THE DEPARTMENT OF TRANSPORTATION ON APRIL 7, 2020.**

Executive Director noted that Allegiant Air, LLC has not filed for an exemption at this time, but we are being proactive due to the expedited process associated with this request should Allegiant file.

*Motion by Cook, second by O'Neill In recognition of the need for immediate action in the current state of emergency, this Resolution authorizes the Hall County Airport Authority's Executive Director in consultation with Brian Quandt, board chair, and Ronald Depue, board attorney, to respond to any request by Allegiant Air LLC ("Allegiant") for an exemption to its minimum air service obligations to GRI under the CARES Act pursuant to the terms and conditions of the Final Order issued by the Department of Transportation on April 7, 2020, and any amendments thereto. This authority includes, but is not limited to, the ability to negotiate an agreement with Allegiant for air service to GRI, reduction or suspension of the unpaid balance of any applicable air service subsidy and marketing budget payable to or for the benefit of Allegiant and all matters incidental thereto. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*

**CONSIDERATION & APPROVAL OF RESOLUTION NO. 20-14: AUTHORIZING THE HALL COUNTY AIRPORT AUTHORITY EXECUTIVE DIRECTOR, BOARD CHAIR AND AIRPORT ATTORNEY TO APPLY FOR AND ACCEPT FEDERAL FUNDING FROM THE DEPARTMENT OF TRANSPORTATION/FEDERAL AVIATION ADMINISTRATION FOR GRI UNDER THE CARES ACT AND ANY OTHER APPLICABLE LEGISLATION.**

167 *Motion Setlik second by O'Neill In recognition of the need for immediate action in the current state of*  
168 *emergency, this Resolution authorizes the Hall County Airport Authority's Executive Director in consultation*  
169 *with Brian Quandt, board chair, and Ronald Depue, board attorney, to Apply for and Accept Federal Funding*  
170 *from the Department of Transportation/Federal Aviation Administration for GRI under the CARES Act and*  
171 *any other applicable legislation. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner,*  
172 *Quandt, Cook, O'Neill.*

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174 **CONSIDERATION & APPROVAL OF AMEMDMENT OF RESOLUTION NO. 19-83: AMEND**  
175 **PROPOSAL TO THE NEBRASKA AVIATION COUNCIL FOR THE CENTRAL NEBRASKA REGIONAL**  
176 **AIRPORT TO HOST THE NEBRASKA STATE FLY-IN FOR YEAR 2023 (INSTEAD OF 2022).**  
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178 The Nebraska Aviation Council contacted Executive Director Olson and requested CNRA change our year  
179 to 2023 due to the 2021 Fly-In was awarded to Hastings Airport and they didn't want event held in the  
180 central region for two years in a row.

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182 *Motion Cook second by O'Neill authorizing the Executive Director to Amend Proposal to the Nebraska*  
183 *Aviation Council for the Central Nebraska Regional Airport to Host the Nebraska State Fly-In for year 2023*  
184 *(instead of 2022), with date to be determined. The Host is responsible for coordinating all the logistical*  
185 *activities, providing a Certificate of Insurance, coordinating with the Federal Aviation Administration,*  
186 *publicizing the event locally, and designating a liaison to the Nebraska Aviation Council. Upon roll call vote,*  
187 *motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*

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189 **ANNOUNCEMENTS:**

- 190 a) Hall County Election Polling Site held here on May 12, 2020.  
191 b) Next Board meeting – May 20, 2020.

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193 **EXECUTIVE SESSION:**

194 *Motion by O'Neill, second by Cook to go into Executive Session to discuss airline, lease, personnel, and*  
195 *litigation negotiations. Board went into Executive Session 9:00 a.m. Upon roll call vote, motion was*  
196 *approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*

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198 *Motion by Setlik, second Werner to come out of Executive Session with no decisions being made and*  
199 *reconvene to Regular Session. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner,*  
200 *Quandt, Cook, O'Neill. Board came out of Executive Session and into Regular Session at 9:35 a.m.*

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202 **ADJOURNMENT:**

203 Meeting was adjourned at 9:35 a.m.

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205 **HALL COUNTY AIRPORT AUTHORITY**

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Debra Potratz | Office Manager

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Brian Quandt | Board Chair

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Michelle Setlik | Board Secretary/Treasurer

215 (SIGNATURES ON FILE)