



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | May 20, 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 May 20, 2020 Hall County Airport Authority meeting was held via Zoom. Access to the meeting was posted on the HCAA website at 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 May 20, 2020. Notice of Meeting was given in the *Grand Island Independent* on May 13, 2020. Board Chair Quandt called the meeting to order at 8:02 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 April 15, 2020.
- RESOLUTION 20-15: Claims 3502-3511.

Motion by Setlik, second by O'Neill 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:

Executive Director Olson reported authority staff is healthy and following CDC guidelines for social distancing, wearing masks, and handwashing. The COVID-19 pandemic has put the transportation industry in uncharted territory and we have seen how fast the virus forced the economy to stop. In April the airport experienced a tremendous drop in passengers, and subsequently in revenue, and expect the same in the coming months.

The CARES Act has been passed and implemented. The House proposed the HEROS Act but there are no relief funds allocated for airports.

Executive Director Olson and Accounting Manager Hand met with Airport Accountant Bob Beran to discuss the CARES Act economic relief grant to be used to be used for operating and payroll expenses incurred after January 20th.

55 The budget process will be a challenge this year and meetings will be scheduled with board committees.

56
57 Trego-Dugan Aviation (TDA) President Vince Dugan reported on the status of the company. Mr. Dugan
58 was in contact with congressional delegation Senator Fischer and Congressman Adrian Smith to ensure
59 the CARES Act not only gave money to the airlines, but also to the airline contractors providing ticket
60 counter and ground handling services. After much discussion, relief funds for airline contractors was added.
61 TDA secured a payment protection plan disaster relief loan, a CARES Act loan for air carrier operations,
62 funds from airline contractor segment thus securing payroll and benefits through September 30, 2020. TDA
63 has experienced declined revenues, outstanding receivables and low fuel sales.

64
65 TDA not be asking for any relief at this time, however Mr. Dugan will be visiting with Executive Director
66 Olson on the possibility of terminating a few lease agreements, and for rent and fuel flowage abatement.
67 TDA has kept busy in refurbishing ground handling equipment and plan on opening in five more cities. TDA
68 currently manages 36 airline ground handling stations and has 1,043 employees. Mr. Dugan stated TDA
69 has not laid off a single employee and paid employees their hourly wage to stay at home and do their
70 computerized training when hours were reduced due to lack of flights. Also, any airline ground handling
71 hourly employee who came to work were paid champion pay or double pay. This was paid in conjunction
72 with the stay-at-home pay to maintain their workforce for six weeks.

73
74 Executive Director Olsen presented all reports.

75
76 **FINANCIAL REPORTS**

April 2020 1st Month of 3rd Qtr: 58.33%	Current Amount April	YTD Amount Oct 19 - Sep 20	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$112,095.80	\$1,000,044.63	\$1,690,778.00	59.15%	\$690,733.37
Operating Expenses	\$214,713.72	\$1,257,220.38	\$2,296,819.00	54.74%	\$1,039,598.62
Total Operating Income/(Loss)	(\$102,617.92)	(\$257,175.75)	(\$606,041.00)	42.44%	(\$348,865.25)
Tax Levy - Bond	\$79,221.77	\$368,712.70	\$1,176,471.00	31.34%	\$807,758.30
Tax Levy - General	\$22,918.08	\$72,338.96	\$217,322.00	33.29%	\$144,983.04
Tax Levy - General Fund Designated for Air Service Development	\$11,961.02	\$89,879.70	\$300,000.00	29.96%	\$210,120.30
Net Income/(Loss)	(\$9,915.51)	(\$91,518.79)	(\$3,690,507.00)	2.48%	(\$3,598,988.21)

77
78 Executive Director Olson reported revenues are significantly down for general aviation fuel flowage,
79 parking, and PFC's. The Authority will monitor these cost centers. The collection agency is taking it easy
80 on collections during the COVID-19 pandemic.

81
82 **ACTIVITY REPORTS:**

83 **GRI Air Traffic Operations Reports**

GRI	Itinerant Operations				TOTAL OPS	Local Operations		
	Air Carrier	Air Taxi	Civil Aviation	Military		Civil	Military	TOTAL LCL
Apr 2020	4	262	429	52	747	260	46	306
Apr 2019	133	203	684	71	1,091	398	50	448
% Change	-97%	29%	-37%	-27%	-32%	-35%	-8%	-32%

84
85 **Enplanement Reports**

	Allegiant	Load Factor	American	Load Factor	Charters	Mo Enplanements	Yr to Date
Apr 2020	38	11%	168	10%	0	206	13,743
Apr 2019	2,746	77%	2,440	66%	176	5,362	23,369
+/- %	-99%	-86%	-93%	-86%	-100%	-96%	-41%

86
87 Executive Director Olson reported Allegiant had 0 flights to LAS and 2 flights to AZA. American had a total
88 of 40 flights to DFW.

89

90 Operation & Facility Reports were read. Operations has been repairing concrete on runways and taxiways.
91 Fire Extinguisher training will be conducted today and May 22nd. The annual Emergency Airport Plan
92 tabletop review will be held via zoom on May 26th. The annual mobile Airport Rescue & Fire Fighting (ARFF)
93 training will be held May 27th. In conjunction with the ARFF training, Chief Construction will host a beam
94 signing for the new ARFF Facility for the firefighters, board and staff to sign. The Federal Aviation
95 Administration Part 139 inspection will be held August 3rd & 4th and our annual insurance inspection will be
96 held August 5th & 6th.

97
98 Facility is sanitizing the passenger terminal twice daily. The passenger terminal Transportation Security
99 Administration (TSA) screening areas and TSA office were professionally disinfected and sanitized due to
100 a TSA officer tested positive for COVID-19. The cost was bore by TSA. The Authority constructed and
101 installed Plexiglass barriers at car rental, restaurant, and airline counters.

102
103 Project Report:

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

- 105 • Benesch received the final project documents from Wausau. The liquid damages will be ending.
106 Benesch will conduct a final inspection and start the grant close-out process.

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

- 108 • Oshkosh has until October 13, 2020 to deliver the new fire truck. Benesch reported an August or
109 September completion/delivery date.

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

- 111 • Benesch reported the foundation has been poured and the concrete tests have passed. Chief is
112 erecting the steel beams, working on the interior masonry walls, and the water and sanitary systems
113 have been approved. Chief is anticipating an early October completion.

114 **AIP-43 (Fence):**

115 Benesch reported two bids were received. Benesch reviewed bids from Elkhorn Fence and
116 American Fence and submitted their letter of recommendation for award to Elkhorn Fence. Once
117 contract is awarded, Benesch will submit the grant application to FAA for approval. This project is
118 100% funded by FAA.

119
120 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 20-16: HANGAR LEASE AGREEMENT**
121 **WITH LEVANDER'S, LLC FOR BUILDING 126, USAF HANGAR 6-WEST HALF.**

122
123 *Motion by O'Neill second by Cook authorizing the Executive Director to execute Hangar Lease Agreement*
124 *with Levander's, LLC for Building 126, USAF Hangar 6-West Half located at 4087 Sky Park Road at the*
125 *Central Nebraska Regional Airport. Lease term commences June 1, 2020 and is on a Month-to-Month*
126 *basis. Rent is \$106.00/month, plus \$10.00/month for utilities. Upon roll call vote, motion was approved with*
127 *5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*

128
129 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 20-17: APPROVAL OF THE HAZARDOUS**
130 **MATERIALS EMERGENCY PREPAREDNESS SUB-GRANT AGREEMENT WITH THE NEBRASKA**
131 **EMERGENCY MANAGEMENT AGENCY FOR MOBILE AIRCRAFT RESCUE FIRE FIGHTER TRAINING**
132 **EXPENSES FOR 2020.**

133
134 *Motion by O'Neill second by Setlik authorizing the Executive Director to execute the Hazardous Materials*
135 *Emergency Preparedness Sub-Grant Agreement with the Nebraska Emergency Management Agency for*
136 *\$8,300.00 to be used for Mobile ARFF Training at the Central Nebraska Regional Airport on May 27, 2020.*
137 *Grant activities must be completed and funds expended by September 1, 2020. Upon roll call vote, motion*
138 *was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*

139
140 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 20-18: AWARD BID FOR AIP NO. 3-31-**
141 **0034-043 WILDLIFE FENCE TO ELKHORN FENCE, LLC, FROM VALLEY, NE**

142
143 Attorney Depue wanted to clarify the reference in Benesch's letter that Elkhorn's Buy American Certification
144 was provided shortly after the bid opening and FAA has confirmed that this was not an issue. Depue went
145 on to state that we received communication from American Fence after the bid opening attempting to

146 solicitate the award of the bid to their company. This correspondence was disregarded in the evaluation
147 process.
148

149 *Motion by Cook, second by Setlik authorizing the Executive Director to award Bid for AIP No. 3-31-0034-*
150 *043 Wildlife Fence to Elkhorn Fence, LLC, from Valley, NE, in the amount of \$983,180.35. Two bids were*
151 *received for the project: Elkhorn Fence, LLC, Valley, NE for \$983,180.35 and 2) TLCB, Inc. dba American*
152 *Fence Company of Western Nebraska, Grand Island, NE for \$988,581.75. The Authority will waive the*
153 *minor technicality of Elkhorn Fence, LLC not completing the Buy American certificate and accepts the*
154 *recommendation from Benesch to award bid to Elkhorn Fence, LLC in the amount of \$983,180.35. The*
155 *Award is contingent upon Federal Aviation Administration approval. Upon roll call vote, motion was*
156 *approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*
157

158 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 20-19: AMENDMENT NO. 01 TO**
159 **CONSULTANT AGREEMENT WITH ALFRED BENESCH & COMPANY FOR CONSTRUCTION**
160 **OBSERVATION AND CLOSEOUT FOR AIP PROJECT NO. 3-31-0034-043 WILDLIFE FENCE.**
161

162 Executive Director Olson reported Benesch's costs came in below the independent cost analysis estimates.
163

164 *Motion by Setlik, second by O'Neill authorizing the Executive Director to execute Amendment No. 01 to the*
165 *Consultant Agreement with Alfred Benesch and Company for Construction Observation and Closeout for*
166 *AIP No. 3-31-0034-043 Wildlife Fence in the amount of \$85,834 (\$76,365 for Construction Observation and*
167 *\$9,469 for Closeout). The Original Agreement was \$66,073.00 for (Design and Bidding Phase Services).*
168 *Amendment No. 01 is for \$85,834.00 for (Construction Observation and Closeout) making the revised total:*
169 *\$151,907.00. This amendment is contingent upon Federal Aviation Administration approval. Upon roll call*
170 *vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*
171

172 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 20-20: ACCEPT THE FEDERAL AVIATION**
173 **ADMINISTRATION (FAA) GRANT OFFER FOR AIP PROJECT NO. 3-31-0034-043 WILDLIFE FENCE.**
174

175 *Motion by O'Neill, second by Cook authorizing the Executive Director (Board Chair if required), and Airport*
176 *Attorney, upon receipt, to accept and execute the Federal Aviation Administration (FAA) Grant Offer for AIP*
177 *Project No. 3-31-0034-043 Wildlife Fence, in the amount of \$1,147,000. This project is 100% funded by*
178 *FAA. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*
179

180 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 20-21: STORAGE BUNKER LEASE**
181 **AGREEMENT WITH ELLIS ELECTRIC, LLC FOR BUNKER 301.**
182

183 *Motion Cook, second by Setlik authorizing the Executive Director to execute the Storage Bunker Lease*
184 *Agreement with Ellis Electric, LLC for Bunker 301 located at 2563 Ammunition Way, Grand Island, NE.*
185 *Lease Term commenced April 17, 2020 and terminates March 31, 2021. Rent for Bunker is \$125/mo.*
186 *Tenant shall also pay additional rent of \$50/mo. for outdoor storage near bunker for two-wheeled trailers at*
187 *\$25 each/mo. The additional rent for trailers is on a month-to-month basis. Upon roll call vote, motion was*
188 *approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*
189

190 **ANNOUNCEMENTS:**

- 191 a) Next Board meeting – June 17, 2020.
 - 192 b) ARFF Beam Signing May 27, 2020.
- 193

194 **EXECUTIVE SESSION:**

195 *Motion by Setlik, second by O'Neill to go into Executive Session to discuss airline, lease, personnel, and*
196 *litigation negotiations. Board went into Executive Session 9:20 a.m. Upon roll call vote, motion was*
197 *approved with 5 Yes Votes: Setlik, Werner, Quandt, Cook, O'Neill.*
198

199 *Motion by Cook, second Setlik to come out of Executive Session with no decisions being made and*
200 *reconvene to Regular Session. Upon roll call vote, motion was approved with 5 Yes Votes: Setlik, Werner,*
201 *Quandt, Cook, O'Neill. Board came out of Executive Session and into Regular Session at 10:03 a.m.*

202
203 ADJOURNMENT:
204 Meeting was adjourned at 10:03 a.m.
205
206 HALL COUNTY AIRPORT AUTHORITY
207

208
209
210 _____
211 Debra Potratz | Office Manager

212
213
214 _____
215 Brian Quandt | Board Chair

Michelle Setlik | Board Secretary/Treasurer

216 (SIGNATURES ON FILE)