



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | February 15, 2023

Pursuant to due call and notice thereof, the 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 February 15, 2023. Notice of Meeting was given in the *Grand Island Independent* on February 8, 2023. Board Chair O'Neill called the meeting to order at 8:00 a.m. and announced location of the Nebraska Open Meetings Act for public viewing.

REVIEW OF AGENDA.

PUBLIC COMMENT REQUESTS: None.

PLEDGE OF ALLEGIANCE: Recited in unison.

AIRPORT AUTHORITY BOARD MEMBER(S) PRESENT: Chair Ryan O'Neill, Vice-Chair Lynne Werner, Joe Cook and Brian Quandt.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Secretary/Treasurer Tim Victor.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Accounting Manager Debbie Hand, Office Manager Debra Potratz, Operations Manager Wes Harris, and Facility Manager Chris Anderson.

LEGAL COUNSEL PRESENT: Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from Regular Meeting on January 18, 2023.
- RESOLUTION 23-16: Payment of Claims 3859-3875.

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

CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-17: AUDIT REPORTS ENDING SEPTEMBER 30, 2022 AND 2021.

Lutz Auditor Director Jake Klabenes provided an overview of the Financial Audit, Single Audit and PFC Audit. An unmodified opinion was issued. No material errors were found and no problems with internal controls over compliance. The report looks different than last year due to the new Generally Accepted Auditing Standards, GASB 87 lease standards, and GASB 96 software subscription costs.

Executive Director Olson commended Accounting Manager Debbie Hand, Accounting Assistant Katrina Timmerman, and Office Manager Debra Potratz for preparing all the documents needed for the audit. Klabenes conveyed the Authority staff was very responsive in providing the information.

Motion by Quandt, seconded by Werner, authorizing the Board Chair to accept the Audit Reports Ending September 30, 2022 and 2021 as presented by Lutz. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Werner, O'Neill, Quandt.

DISCUSSION AND ACTION AGENDA:

Financial Report: By Accounting Manager Debbie Hand.

Budget Narrative Ending January, 2023 1st Month of 2nd Qtr. : 33.33%	Current Amount January	YTD Amount Oct 22 - Sep 23	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$179,127.27	\$699,463.59	\$2,016,551.00	34.69%	\$1,317,087.41
Operating Expenses	\$389,656.51	\$1,221,187.30	\$3,235,514.00	37.74%	\$2,014,326.70
Total Operating Income/(Loss)	(\$210,529.24)	(\$521,723.71)	(\$1,218,963.00)	42.80%	(\$697,239.29)
Tax Levy - Bond	\$109,141.14	\$194,514.00	\$1,421,569.00	13.68%	\$1,227,055.00
Tax Levy - General	\$17,411.10	\$51,415.28	\$246,733.00	20.84%	\$195,317.72
Tax Levy - General Fund Designated for Air Service Development	\$24,625.72	\$24,625.72	\$300,000.00	8.21%	\$275,374.28
Net Income/(Loss)	(\$162,617.20)	\$731,015.43	(\$529,733.00)	-138.00%	(\$1,260,748.43)

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GRI Air Traffic Operations Report: Presented by Executive Director Olson. Tower Manager Joe Klimes will be leaving March 13, 2023.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
January 2023	83	171	323	58	635	274	32	306	941
January 2022	37	255	308	98	698	106	150	256	954
%Change	124%	-33%	5%	-41%	-9%	158%	-79%	20%	-1%

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Enplanement Report: Presented by Executive Director Olson

	Allegiant	No. of Flights LAS	No. of Flights IWA	No. of Total Flights	No. of Canceled Flights	Load Factor	American	No. of Flights	No. of Canceled Flights	Load Factor	Charters	No. of Flights	No. of Canceled Flights	Total Monthly Enplanements	Yr to Date
Jan 2023	2,700	9	9	18	0	89%	2,737	60	3	73%	0	0	0	5,437	5,437
Jan 2022	2,802	9	12	21		79%	2,429	63		81%	58	1	0	5,289	65,849
+/- %	-4%	0%	-25%	-14%		13%	13%	-5%		-10%	0%	0%		3%	-92%

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ACTIVITY REPORTS: Printed as received.

Operations Report: Presented by Operations Manager Wes Harris.

- Completed 62 work orders
- Annual service Rescue 1
- Replaced blades on Ap 65 plow
- Replaced Blades on Ap 24 ramp blade
- Road Builders completed repairs on AP 65 power steering
- Had Bausch Welding repair AP 4 and AP 10 Plow heads
- Repaired Hydraulic pump on hanger door Bldg. 112 (GSE Shop)
- MB fixed casting chute on new snow blower
- Weekly and monthly Inspections completed
- Monthly and Quarterly maintenance performed on all equipment
- Numerous other daily projects and repairs completed and scheduled

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Facility Report: Presented by Facility Manager Chris Anderson.

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- Building 113
 - Sewer line plugged. Determined a clean out pipe on the outside was broke and mud and rock washed down into the line. Will be digging the line up and replacing it if unable to get the rocks broke lose.
- Building 850

- 89 ○ Repaired two broken water lines
- 90 ○ Minor repairs/maintenance to two hanging furnaces in shop areas
- 91 ○ Replaced water heater
- 92 • Jet Bridge
 - 93 ○ Have ordered and received new limit switches to replace all existing switches.
 - 94 ○ Will be scheduling TK Elevator to come out and do an inspection/service.
- 95 • Parcs Machines
 - 96 ○ All servers crashed on 2/5 at same time jet bridge had issues
 - 97 ○ Engineered controls was contacted and they were able to remote in and correct the problem that
 - 98 day.
- 99 • Terminal
 - 100 ○ Airhandler #2 stopped working
 - 101 ○ Driver was wired wrong and also lost its programming
 - 102 ○ Controlled Logic corrected the wiring and programming.
 - 103 ○ Also reprogrammed all settings in the computer system as ¾ of the building was not running at all.
 - 104 It is now running more efficient.
 - 105 ○ Vacuum burned up and started on fire. New one ordered to replace it.
 - 106 ○ Had to replace two televisions over ticket counters believed to have been shorted out from power
 - 107 surges
- 108 • Building 106
 - 109 ○ New door opener and 14x14 overhead door installed as ordered by Steve or Doug before they left.
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- 111 • Completed monthly maintenance and daily operation inspections on jet bridge
- 112 • Conduct twice weekly parking lot surveys.
- 113 • Provide exit door security on all departing commercial flights.
- 114 • Maintain a clean, safe, and functional terminal building.

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116 Project Reports: Benesch Report Presented by Executive Director Olson.

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- 118 AIP-045 – SRE Plow/Spreader Acquisition
- 119 • Delivery Deadline = February 14, 2023
 - 120 • Delivery Date = February 21, 2023
 - 121 • Owner Training & Vehicle Performance Testing Upon Delivery
 - 122 • Closeout To Follow Final Inspection.
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- 124 AIP-050 - Airfield Lighting & NAVAID Upgrades
- 125 • Benesch Finalized “Issued For Bid (IFB)” Plans/Specs on January 31.
 - 126 • Began Advertising Project On Feb. 1, 2023.
 - 127 • Bid Open Date Set For March 2, 2023.
 - 128 • Plan To Take Contractor Bids to March 15 HCAA Board Meeting.
 - 129 • Submit Grant Application by April 1 FAA Deadline.
 - 130 • Benesch Const/Testing/Closeout Amendment & Small Design Amendment For FAA Requested Out Of
 - 131 Scope Design Work (ex. TW A & RW 17/35 Light Re-spacing) IFE completed in next two weeks.
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- 133 Locally Funded – Parking Lot Improvements (Canopies, Concrete Median Upgrades)
- 134 • Benesch/Integrity Completed Value Engineering Options With Chief.
 - 135 • HCAA To Act Change Order No. 2 To Add Color Guard Snow Retention System Today.
 - 136 • Chief Is Submitting Shop Drawings For Construction Materials To Benesch For Review.
 - 137 • Entrance/Exit Canopies And Premier Lot Median Are Anticipated To Begin Mid-March And Be Completed
 - 138 In May.
 - 139 • Premier Parking Lot Construction To Begin After June 3 Air Show. 8 Week Duration Anticipated For
 - 140 Construction.

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142 Locally Funded – Landside Planning Study
143 • No additional update at this time.

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145 Sewer Project: Olson reported the gravity lines are completed and testing will begin. Concrete and asphalt
146 repairs still be to be made to the areas disturbed during project. Project completion date is April 24, 2023.

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148 Tenant Update: Trego-Dugan Aviation Vice President of Maintenance Zach Thompson noted cargo flights
149 and fuel sales are down.

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151 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-18: CHANGE ORDER NO. 02 FROM CHIEF**
152 **CONSTRUCTION FOR THE PARKING LOT UPGRADES.**

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154 *Motion by Werner, second Cook authorizing the Executive Director to approve Change Order No. 02 from*
155 *Chief Construction for the Parking Lot Upgrades. Change Order No. 02 is for Premier Lot Canopy Color*
156 *Guard Snow Retention System on West side only. The original contract amount was \$1,271,000. Change*
157 *Order No. 02 is for an ADD of \$3,900 making the revised contract \$1,035,900. Upon roll call vote, motion*
158 *was approved with 4 Yes votes: Cook, Werner, O’Neill, Quandt.*

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160 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-19: HALL COUNTY ELECTION**
161 **COMMISSION FACILITY USE AGREEMENT FOR USE OF THE HALL COUNTY AIRPORT AUTHORITY**
162 **ADMINISTRATION BUILDING AS A POLLING SITE FOR THE 2024 ELECTIONS.**

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164 *Motion by Quandt, second Werner authorizing the Executive Director to execute the Hall County Election*
165 *Commission Facility Use Agreement for use of the Hall County Airport Authority Administration Building*
166 *located at 3579 Sky Park Road as a polling site for Precinct 18 during the 2024 Primary and General*
167 *Elections. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Werner, O’Neill, Quandt.*

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169 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-20: AGREEMENT WITH MID-WEST BEST,**
170 **INC., FOR AIRBOSS SERVICES.**

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172 Executive Director Olson noted the correct spelling is Byrkit, not Bykit.

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174 *Motion by Cook, second Quandt to approve resolution as corrected, authorizing the Executive Director to*
175 *execute the Agreement with Mid-West Best, Inc., DBA **Byrkit** AirBoss to provide Airboss services on Friday,*
176 *June 2, 2023, and during the Nebraska Fly-In and Air Show on Saturday, June 3, 2023 at the Central*
177 *Nebraska Regional Airport. Services provided:*

- 178 1) *Consultation for planning the Air Show to meet the Safety and Regulatory Requirement of the airport*
179 *and Federal Aviation Administration (FAA).*
180 2) *Airboss the Air Show.*
181 3) *Performer suggestions, help and review the Emergency Response Plan (ERP), Incident Action Plan*
182 *(IAP) and Security Plan.*
183 4) *Completing and submitting the FAA waiver request and other required FAA documents.*
184 5) *Work with FAA to complete the Waiver.*
185 6) *Performance Schedule for Air Show.*
186 7) *Pilot and Code of Federal Regulations (CFR) Briefings both days.*

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188 *The Fee for AirBoss Services is \$2,500, plus lodging. Upon roll call vote, motion was approved with 4 Yes*
189 *votes: Cook, Werner, O’Neill, Quandt.*

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191 **EXECUTIVE DIRECTOR REPORT: Executive Director Olson.**

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193 a) 2023 Nebraska State Fly In will be held in Grand Island on Saturday, June 3rd. Staff continues to
194 work on this event in securing performers, food vendors, activities, etc.
195 b) Attended the Aviation Symposium in Kearney, NE on January 26, 2023.
196 c) Attended the Mead & Hunt Air Service Conference in Tempe, AZ January 31, February 1 & 2,
197 2023.

- 198 d) Presented a PowerPoint presentation to the NDOT on February 9, 2023.
199 e) Scheduled to present at the State of the City Address at Bosselman Enterprise on February 17,
200 2023.

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202 ANNOUNCEMENTS:

- 203 a) Next Board Meeting is March 15, 2023.
204 b) Grand Island Chamber of Commerce Annual Meeting March 30, 2023.

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206 EXECUTIVE SESSION:

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208 *Motion by Werner, second Cook to go into Executive Session at 9:07 a.m. to discuss airline, lease, contract*
209 *and litigation negotiations. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Werner, O'Neill,*
210 *Quandt.*

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212 *Motion by Werner, second by Cook to come out of Executive Session with no decisions being made and*
213 *reconvene to Regular Session at 9:47 a.m. Upon roll call vote, motion was approved with 4 Yes votes: Cook,*
214 *Werner, O'Neill, Quandt.*

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216 ADJOURNMENT:

217 Meeting was adjourned at 9:48 a.m.

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219 HALL COUNTY AIRPORT AUTHORITY

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223 _____
224 Debra Potratz | Office Manager

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228 Ryan O'Neill | Board Chair

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Tim Victor | Board Secretary/Treasurer

(SIGNATURES ON FILE)