



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

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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 March 15, 2023. Notice of Meeting was given in the *Grand Island Independent* on March 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.

Executive Director Olson announced Larry Hobbs, former HCAA Employee and Board Member, passed away on March 11<sup>th</sup>. Visitation is Friday, March 17<sup>th</sup> from 5-7 pm, with a Celebration of Life on Saturday, March 18<sup>th</sup> at 2 pm at the All Faiths Funeral Home.

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

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

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Accounting Manager Debbie Hand, Office Manager Debra Potratz, Operations Manager Wes Harris, and Accounting Assistant Katrina Timmerman.

LEGAL COUNSEL PRESENT: Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from Regular Meeting on February 15, 2023.
- RESOLUTION 23-21: Payment of Claims 3876-3886.

*Motion by Quandt, second by Werner to approve the Consent Agenda. Upon roll call vote, motion was adopted with 3 Aye votes: Werner, O’Neill, Quandt.*

**CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-22: AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION NOTES, IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$2,500,000, ISSUED IN ONE OR MORE SERIES, FOR THE PURPOSE OF PAYING THE COSTS OF ADDITIONS AND IMPROVEMENTS TO THE AIRPORT FACILITIES OWNED AND OPERATED BY THE AUTHORITY, AND RELATED MATTERS.**

D.A. Davidson & Company representative Paul Grieger stated the resolution would authorize Notes not to exceed \$2.5 million, with a final maturity of three years, and at a rate not to exceed 5%. The Authority will have the flexibility of separately funding projects if needed.

*Motion by Quandt, second by Werner authorizing the issuance of General Obligation Notes, in the principal amount of not to exceed \$2,500,000, issued in one or more series, for the purpose of paying the costs of additions and improvements to the airport facilities owned and operated by the Authority, and related matters. Upon roll call vote, motion was adopted with 3 Aye votes: Werner, O’Neill, Quandt.*

56 DISCUSSION AND ACTION AGENDA:

57 **Financial Report: By Accounting Manager Debbie Hand.**

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Budget Narrative Ending February, 2023 2nd Month of 2nd Qtr : 41.67%	Current Amount February	YTD Amount Oct 22 - Sep 23	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$160,991.75	\$860,455.34	\$2,016,551.00	42.67%	\$1,156,095.66
Operating Expenses	\$226,834.18	\$1,447,998.51	\$3,235,514.00	44.75%	\$1,787,515.49
<b>Total Operating Income/(Loss)</b>	<b>(\$65,842.43)</b>	<b>(\$587,543.17)</b>	<b>(\$1,218,963.00)</b>	<b>48.20%</b>	<b>(\$631,419.83)</b>
Tax Levy - Bond	\$125,270.40	\$319,784.40	\$1,421,569.00	22.50%	\$1,101,784.60
Tax Levy - General	\$28,622.79	\$80,038.07	\$246,733.00	32.44%	\$166,694.93
Tax Levy - General Fund Designated for Air Service Development	\$19,583.99	\$44,209.71	\$300,000.00	14.74%	\$255,790.29
<b>Net Income/(Loss)</b>	<b>\$66,488.57</b>	<b>\$798,110.33</b>	<b>(\$529,733.00)</b>	<b>-150.66%</b>	<b>(\$1,327,843.33)</b>

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61 **GRI Air Traffic Operations Report:** Presented by Executive Director Olson. Tower Manager Joe Klimes's last  
62 day was March 10, 2023. No replacement has been announced.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
February 2023	81	197	382	66	726	240	14	254	980
February 2022	44	265	486	88	883	258	104	362	1,245
%Change	84%	-26%	-21%	-25%	-18%	-7%	-87%	-30%	-21%

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65 **Enplanement Report:** Presented by Executive Director Olson.

	Allegiant	No. of Flights LAS	No. of Flights IWA	No. 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
Feb 2023	2,711	8	8	16	0	98%	2,589	54	2	74%	155	1	0	5,455	10,892
Feb 2022	2,703	8	10	18		87%	2,041	49		85%	83	1		4,827	65,849
+/- %	0%	0%	-20%	-11%		13%	27%	10%		-13%	0%	0%		13%	-83%

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68 **ACTIVITY REPORTS:**

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70 **Operations Report:** Presented by Operations Manager Wes Harris.  
71 Completed 52 work orders.  
72 Quarterly fuel Inspections with Trego-Dugan Aviation.  
73 Checked all concealed sprinkler heads at ARFF Station following the one sprinkler failure in main entrance  
74 area.  
75 Wausau repaired windshield wipers on Sno-Dozer (under warranty).  
76 Working on implementing security policies and training for CAT III security program.  
77 Repaired AIR 29 pickup snow plow.  
78 Repaired left caster on Wausau Sno-Dozer broom.  
79 Completed TSA required annual security controls review.  
80 Weekly and monthly Inspections completed.  
81 Monthly and quarterly maintenance performed on all equipment.  
82 Numerous other daily projects and repairs completed and scheduled.

83  
84 **Facility Report:** Presented by Office Manager Debra Potratz on behalf of Facility Manager Chris Anderson.

- 85 • Building 113
  - 86 ○ Gas valve on TSA furnace went out. Was repaired by Meyers Heating and Air.
- 87 • Building 670
  - 88 ○ Hinges on South overhead door broke and had to be replaced. Extra hinges were purchased for
  - 89 future problems, but all hinges were inspected for problems.
- 90 • Jet Bridge

- 91 ○ PCA Duct work was broken, due to improper storage of the PCA Hose. New Duct work had to be
- 92 ordered. Duct work and hose all replaced.
- 93 ○ Bridge computers crashed on 2/26 due to aircraft stopping past the correct J Line and bridge
- 94 operator had to turn further to the left to try and reach the door. Tripped the limits which caused the
- 95 crash of the system. Bridge was pulled away from plane with our big loader. Was eventually able to
- 96 get it rebooted after several attempts.
- 97 ○ Trying to contact TK Elevator to schedule service; however, not getting call backs.
- 98 ● .PARCS Machines
- 99 ○ Discovered that #2 entry gate to west lot was programmed wrong and was charging wrong pricing.
- 100 This has been corrected.
- 101 ○ No major issues with machines in last 30 days.
- 102 ● Terminal
- 103 ○ Repaired all Bradley Advocate soap dispensers in the sinks. Found a suitable soap that will not
- 104 cause the pumps to overwork and break.
- 105 ● Building 106
- 106 ○ New door opener has been ordered for the south bay. The old opener stopped working and is
- 107 unrepairable.
- 108 ● Completed monthly maintenance and daily operation inspections on jet bridge
- 109 ● Conduct twice weekly parking lot surveys.
- 110 ● Provide exit door security on all departing commercial flights.
- 111 ● Maintain a clean, safe, and functional terminal building.

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113 Project Reports: Benesch Report Presented by Andy Beil.

114 AIP-045 – SRE Plow/Spreader Acquisition

- 115 ● Delivery Deadline = February 14, 2023
- 116 ● Delivery Date (Target) = March 21, 2023 (Next Tuesday). 35 Day Overage @ \$250/day = \$8,750
- 117 in L.D.'s
- 118 ● Required Internal M-B QA/QC (Testing) Protocols Caused the Delay in Getting the Vehicle
- 119 Shipped.
- 120 ● Owner Training & Vehicle Performance Testing Upon Delivery
- 121 ● Closeout To Follow Final Inspection.

122 AIP-050 - Airfield Lighting & NAVAID Upgrades

- 123 ● Opened Bids on March 2, 2023.
- 124 ● 2 Bids Received: IES (Holdrege, NE) and Watts (Omaha, NE)
- 125 ● Award of Contract is a Meeting Agenda Item Today
- 126 ● Submit Grant Application Directly Following This Meeting. By April 1 FAA Deadline.
- 127 ○ Will Utilize Banked Up Entitlement and BIL to Fund Project.
- 128 ● Benesch Const/Testing/Closeout Amendment & Small Design Amendment is a Meeting Agenda
- 129 Item Today.
- 130 ● Timing of Grant Offer Will Be Coordinated In Coming Weeks, Once Application is Submitted.
- 131 ● Start Date Likely After 4<sup>th</sup> of July. Equipment Lead Times Affect Start.

132 Locally Funded – Parking Lot Improvements (Canopies, Concrete Median Upgrades)

- 133 ● Pre-Construction Meeting Held February 23, 2023
- 134 ● Limited NTP = March 6, 2023 (Survey Staking, Utility Coordination, Mobilization)
- 135 ● Full NTP (Exit/Entrance Canopies & Median Work) = March 13, 2023. 54 Calendar Days (Approx.
- 136 2 Months). Median Work From March 30 to April 21.
- 137 ● Full NTP (Premier Parking Canopy) = After June 3, 2023 (TBD) To Accommodate Air Show. 56
- 138 Calendar Days (Approx. 2 Months).
- 139 ● Coordinating Parking Lot Upgrades With PARCS (Fisher) Project.
- 140 ● C.O. No. 01 (VE Changes) and C.O. No. 02 (Snow Guards) Previously Approved.

141 Sewer Project: Executive Director Olson met with the city of Grand Island and contractor last week for an  
142 update on the project. The covering for the lift station has been installed and they are in the process of  
143 hooking up plumbing and testing the gravity system. Contractor will give tenants a 48-hour notice before  
144 hooking up to respective buildings. The system should be fully functional within a month. The contractor will  
145 flush out the old system before abandoning the lines. The Authority may salvage the pumps in the lift stations.  
146 There has been discussion of possible asbestos within the lift stations which would need to be remediated  
147 before abandoning. Staff met with the city regarding the transition of operation and billing. There are two  
148 private meters in Building 113 that will need to be replaced with city meters.

149 Tenant Update: None.

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152 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-23: AMENDMENT NO. 01 TO CONSULTANT**  
153 **AGREEMENT WITH ALFRED BENESCH & COMPANY FOR AIP 3-31-0034-050 AIRFIELD LIGHTING &**  
154 **NAVAID UPGRADES.**

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156 *Motion Quandt, second by Werner authorizing the Executive Director to execute Amendment No. 01 to*  
157 *Consultant Agreement with Alfred Benesch & Company for Additional Design; Add Construction Observation,*  
158 *Material Testing, and Closeout for AIP 3-31-0034-050 Airfield Lighting & NAVAID Upgrades. Amendment*  
159 *No. 01 will ADD the following: \$10,475 to the Design Phase, \$219,605 to the Construction Phase, \$16,664*  
160 *to the Closeout Phase, and \$20,672 to the Material Testing for a total of \$267,416, making the revised total*  
161 *\$432,044. Upon roll call vote, motion was adopted with 3 Aye votes: Werner, O'Neill, Quandt.*

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163 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-24: AWARD BID FOR AIP 3-31-0034-050**  
164 **AIRFIELD LIGHTING & NAVAID UPGRADES TO WATTS ELECTRIC COMPANY.**

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166 *Motion by Quandt, second by Werner authorizing the Executive Director to Award Bid for AIP 3-31-0034-050*  
167 *Airfield Lighting & NAVAID Upgrades to Watts Electric Company from Waverly, Nebraska. Bid notice was*  
168 *published in The Grand Island Independent on February 3, 10 and 17, 2023, with Bid opening on March 2,*  
169 *2023. Two Bids were received, opened, and read aloud.*

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1. IES Commercial, Inc., from Holdrege, NE in the amount of \$2,715,817.82.
  2. Watts Electric Company from Waverly, NE in the amount of \$2,980,374.23.

174 *Benesch reviewed bids and in summary, deemed IES's bid as non-responsive, and recommends that the*  
175 *Hall County Airport Authority formally rejects the bid from IES, and award the project to Watts Electric*  
176 *Company for the total contract amount of \$2,980,374.23, with construction to commence in the summer of*  
177 *2023. This Award is contingent upon FAA's concurrence, and the offer of an AIP / BIL grant. Upon roll call*  
178 *vote, motion was adopted with 3 Aye votes: Werner, O'Neill, Quandt.*

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180 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-25: AMENDMENT TO THE PAID PARKING**  
181 **POLICY AT THE CENTRAL NEBRASKA REGIONAL AIRPORT.**

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183 *Motion by Quandt, second by Werner to approve Amendment to the Paid Parking Policy at the Central*  
184 *Nebraska Regional Airport effective April 1, 2023 (replacing the Policy adopted October 1, 2022) as follows:*  
185 *ADD:*

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- a. \$14.00 per day per vehicle for Premier Parking.
  - b. \$75.00 Fee for lost parking ticket for Premier Parking.
  - c. West Lot for designated parking area for airline/cargo pilots and flight attendants.

190 *The remainder of the Policy will remain the same.*

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1. The first 90 minutes of parking are free in all-parking lots.
  2. \$5.00 per day per vehicle in the west lot (west of Sky Park Road).
  3. \$7.00 per day per vehicle in the east lot (east of Sky Park Road).
  4. Every 7<sup>th</sup> day is free.
  5. A "day" is defined as a continuous 24-hour period.

- 196 6. *Airline pilots, cargo pilots and airline flight attendants may purchase a parking pass to park in the*  
197 *West Lot for \$50.00 per quarter upon presentation of a current employee identification badge with*  
198 *name matching a current driver's license.*  
199 7. *Violation of the Paid Parking Policy is a Class III Misdemeanor pursuant to Section 3-613(5)*  
200 *Nebraska Revised Statutes.*  
201 8. *\$50.00 Fee for lost parking ticket.*  
202 9. *\$14.00 per day per vehicle for Premier Parking.*  
203 10. *\$75.00 Fee for lost parking ticket for Premier Parking.*  
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205 *Upon roll call vote, motion was adopted with 3 Aye votes: Werner, O'Neill, Quandt.*

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207 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-26: REVISE CERTIFICATE OF CORPORATE**  
208 **RESOLUTION FOR BANKING TRANSACTIONS WITH EQUITABLE FEDERAL SAVINGS BANK, FIRST**  
209 **INTERSTATE BANK, AND HERITAGE BANK.**  
210

211 *Motion by Quandt, second by Werner to Table Resolution 23-26. Upon roll call vote, motion was adopted*  
212 *with 3 Aye votes: Werner, O'Neill, Quandt.*

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214 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-27: STORAGE BUNKER LEASE**  
215 **AGREEMENT WITH DOUGLAS E. GUZINSKI.**  
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217 *Motion by Quandt, second by Werner authorizing the Executive Director to execute the Storage Bunker*  
218 *Lease Agreement with Douglas E. Guzinski for Bunkers 301 & 302 located at 2563 Ammunition Way, Grand*  
219 *Island, NE. Lease Term commenced March 1, 2023 and is on a Month-To-Month basis. Rent is \$125.00*  
220 *per month, per Bunker. Upon roll call vote, motion was adopted with 3 Aye votes: Werner, O'Neill, Quandt.*  
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222 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-28: PROPOSAL AND AGREEMENT FOR**  
223 **AIR SERVICE CONSULTING SERVICES WITH MEAD & HUNT, INC.**  
224

225 *Motion by Werner, second by Quandt authorizing the Executive Director to execute the Proposal and*  
226 *Agreement for Air Service Consulting Services with Mead & Hunt, Inc., dated March 6, 2023. The Scope of*  
227 *Service includes preparing a custom presentation and attend airport meeting at the Allegiant Airport*  
228 *Conference on April 18-20, 2023, in Las Vegas, NV. Mead & Hunt will be compensated \$4,050, \$2,850 for*  
229 *presentation preparation/meeting and \$1,200 for estimated expenses. Upon roll call vote, motion was*  
230 *adopted with 3 Aye votes: Werner, O'Neill, Quandt.*  
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232 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-29: GROUND LEASE AGREEMENT WITH**  
233 **TREGO-DUGAN AVIATION OF GRAND ISLAND, INC**  
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235 *Motion by Quandt, second by Werner authorizing the Executive Director to execute the Ground Lease*  
236 *Agreement with Trego-Dugan Aviation of Grand Island, Inc. for approximately 1.43 acres ± to be used for*  
237 *storage of ground support equipment. Lease Agreement is for a five-year term commencing April 1, 2023*  
238 *and terminating March 31, 2028. Rent is \$500 per month. Upon roll call vote, motion was adopted with 3 Aye*  
239 *votes: Werner, O'Neill, Quandt.*  
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241 EXECUTIVE DIRECTOR REPORT: Executive Director Olson.

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243 a) 2023 Nebraska State Fly In will be held in Grand Island on Saturday, June 3<sup>rd</sup>. Staff continues to  
244 prepare and finalize details for this event.

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246 ANNOUNCEMENTS:

- 247 a) Next Board Meeting is Thursday, April 20, 2023.  
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249 EXECUTIVE SESSION:

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251 *Motion Quandt, second by Werner to go into Executive Session at 9:18 a.m. to discuss airline, lease, and*  
252 *contract negotiations. Upon roll call vote, motion was adopted with 3 Aye votes: Werner, O'Neill, Quandt.*

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254 *Motion by Quandt, second by Werner to come out of Executive Session with no decisions being made and*  
255 *reconvene to Regular Session at 9:50 a.m. Upon roll call vote, motion was adopted with 3 Yes votes: Werner,*  
256 *O'Neill, Quandt.*

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258 ADJOURNMENT:  
259 Meeting was adjourned at 9:51 a.m.

260 HALL COUNTY AIRPORT AUTHORITY

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266 Debra Potratz | Office Manager

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270 Ryan O'Neill | Board Chair

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Tim Victor | Board Secretary/Treasurer

271 (SIGNATURES ON FILE)