



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | April 20, 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 April 20, 2023. Notice of Meeting was given in the *Grand Island Independent* on April 12, 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, Brian Quandt, Joe Cook.

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, Facility Manager Chris Anderson.

LEGAL COUNSEL PRESENT: Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from Regular Meeting on March 15, 2023.
- RESOLUTION 23-30: Payment of Claims 3887-3901.

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

DISCUSSION AND ACTION AGENDA:

Financial Report: By Accounting Manager Debbie Hand.

Budget Narrative Ending March, 2023 3rd Month of 2nd Qtr.: 50.00%	Current Amount March	YTD Amount Oct 22 - Sep 23	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$172,552.44	\$1,033,007.78	\$2,016,551.00	51.23%	\$983,543.22
Operating Expenses	\$215,682.91	\$1,663,681.42	\$3,235,514.00	51.42%	\$1,571,832.58
Total Operating Income/(Loss)	(\$43,130.47)	(\$630,673.64)	(\$1,218,963.00)	51.74%	(\$588,289.36)
Tax Levy - Bond	\$24,787.52	\$344,571.92	\$1,421,569.00	24.24%	\$1,076,997.08
Tax Levy - General	\$3,171.00	\$83,209.07	\$246,733.00	33.72%	\$163,523.93
Tax Levy - General Fund Designated for Air Service Development	\$6,202.20	\$50,411.91	\$300,000.00	16.80%	\$249,588.09
Net Income/(Loss)	\$341,873.15	\$1,139,983.48	(\$529,733.00)	-215.20%	(\$1,669,716.48)

GRI Air Traffic Operations Report: No Report. The new Tower Manager will be here end of May.

41 Enplanement Report: Presented by Executive Director Olson. Enplanements are down due to business
 42 travelers are not coming back as airlines had hoped, however leisure travel is still doing well. Reasons for
 43 the decline is due to the Southwest debacle, pilot shortages. and an increase in airfares.

	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
Mar 2023	2,708	9	9	18	0	87%	2,830	62	0	73%	178	1	0	5,716	16,608
Mar 2022	2,780	9	8	17		94%	2,642	59		90%	80	1		5,502	15,618
+/- %	-3%	0%	13%	6%		-7%	7%	5%		-19%	123%	0%		4%	6%

44
45

46 ACTIVITY REPORTS:

47
 48 Operations Report: Presented by Operations Manager Wes Harris.
 49 Completed 65 work orders
 50 Installed T post in west field for airshow parking
 51 Created two walk ways out of West field for airshow parking
 52 Built barrels and bucket posts for crowd line (Airshow)
 53 Completed annual WHMP training with USDA biologist
 54 Started grinding and painting operations for runways and taxiways
 55 Switched the shop over for summer operations and stored winter equipment
 56 Developed and scheduled classes for new SIDA training for compliance with CAT III Security Plan
 57 Starting the process of uploading files and records for FAA Part 139 inspection in July
 58 Monthly ARFF and FAA training completed
 59 Weekly and monthly Inspections completed
 60 Monthly and quarterly maintenance performed on all equipment
 61 Numerous other daily projects and repairs completed and scheduled

62
 63 Facility Report: Presented by Facility Manager Chris Anderson.
 64 Building 113 -TDA is cleaning up, repainting, and replacing light fixtures in hangar. Will be complete before
 65 airshow.

66 Building 670-All overhead doors need new hinges/rollers, and two of them need new seals on the bottoms.

67 Jet Bridge-TK Elevator has not responded to me at all for inspections/service. Trying to find a new company.
 68 The annual maintenance has not been conducted for two years.

69 PARCS Machines - All old machines have been disconnected from the system. The new machines are being
 70 installed and hope to be operational by 4/19. Training on the new system is needed as well as programming
 71 for the help buttons. This morning they are working on programming the POF machine.

72 Canopy Project -Chief has erected the structures for all canopies in the areas of the entry/exit gates. They
 73 are working on placing the roofing material when weather permits. They will have all concrete work completed
 74 this week and will also install clearance bar systems at all entry gates to warn drivers of low clearances. The
 75 clearance for the canopies is 9' and the warning bars will say 8'2". However, the clearance under the gate
 76 arms is only 8'4" which will prevent the use of the Kubota loader for snow removal or other projects within
 77 the parking lots. The manual gate for oversized vehicles will be installed this week.

78 Terminal-Installing cleaning solution dispensers that will automatically mix the cleaning solutions. This will
 79 hopefully cut costs of our chemical purchasing. The dispensers were obtained from our supplier HD Supplies
 80 at no cost.

81 Building 106-The last two original garage door openers have gone bad. New ones are on order and will be
 82 installed by Pioneer Door when they come in.

83 Building 850 roof project-Rathman Manning is hoping to have project completed in next 30 days; however,
 84 winds have prevented the project being started.

85 Vacant buildings/hangars -109, 710, Hangar H, USAF Hangar 4, Bunkers 303, 304, 305, 310, 311, 312
86
87 Completed monthly maintenance and daily operation inspections on jet bridge.
88 Conduct twice weekly parking lot surveys.
89 Provide exit door security on all departing commercial flights.
90

91 Facility Manager Anderson submitted his two-week notice with his last day being May 5, 2023.
92

93 Project Reports: Benesch Report.

94 AIP-045 – SRE Plow/Spreader Acquisition

- 95 • Benesch Waiting on M-B To Submit Outstanding Closeout Paperwork
- 96 • Benesch to Finalize Closeout Quickly Once M-B Submits Outstanding Paperwork

97 AIP-050 - Airfield Lighting & NAVAID Upgrades

- 98 • Benesch Waiting For Watts Electric to Send Back Partially Executed Contracts/Bonds
- 99 • HCAA To Then Fully Execute Documents Once Grant Offers Received.
- 100 • Grant Applications Submitted. Waiting on FAA To Send Out Grant Offers (AIP and BIL)
- 101 • Construction Start Date Likely After 4th of July. Equipment Lead Times Affect Start.

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

- 103 • Change Order 3 To Be Presented Today For Approval.
- 104 • Potential Change Order 4 - For Underground Utility Repairs. Benesch Reviewing Claims.
- 105 • West Lot Entrance Canopy Structural Steel Complete & Roof Sheeting Installed; Lighting Being
106 Installed This Week.
- 107 • West Lot Exit Canopy Roof Sheeting Installation This Week; Lighting Scheduled For This Week.
- 108 • East Lot Entrance & Exit Canopies Structural Steel Complete; Lighting Scheduled For Next Week.
- 109 • Premier Lot Median Concrete Poured, Bollard Installation Ongoing.

110
111 Sewer Project: Executive Director Olson reported all the piping is done and all tenants are hooked up. They
112 are currently testing the system. Roads will be closed for a week to finish concrete work.
113

114 Tenant Update: Executive Director Olson announced on Friday, May 5th at 11 a.m., Trego-Dugan Aviation of
115 Grand Island, Inc., will be having an Open House and Ribbon Cutting for their new GSE Finishing Facility at
116 Building 850 located at 1982 Citation Way.
117

118 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-31: AIRSHOW AGREEMENT WITH BOB**
119 **RICHARDS AIRSHOWS.**
120

121 *Motion Quandt, second by Werner authorizing the Executive Director to execute the Airshow Agreement with*
122 *Bob Richards Airshows to perform during the Air Show on Saturday, June 3, 2023 at the Central Nebraska*
123 *Regional Airport. The Total Performance Cost is \$3,500. The Authority will provide Lodging, Rental Car, Fuel,*
124 *Oil, Smoke Oil, Hangar and Guest Passes. Upon roll call vote, motion was adopted with 4 Aye votes: Cook,*
125 *Werner, O'Neill, Quandt.*
126

127 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-32: AIRSHOW APPEARANCE AGREEMENT**
128 **WITH B-29 DOC & DOC'S FRIENDS, INC.**
129

130 *Motion by Quandt, second by Cook authorizing the Executive Director to execute the Airshow Appearance*
131 *Agreement with B-29 Doc & Doc's Friends, Inc., to provide Static Display during the Air Show on June 3,*
132 *2023, and host Flight Experience Rides June 2,3 & 4, 2023 at the Central Nebraska Regional Airport. The*
133 *Appearance Fee is \$10,000. The Authority will also provide Lodging, Rental Cars, Fuel and Passes. Upon*
134 *roll call vote, motion was adopted with 4 Aye votes: Cook, Werner, O'Neill, Quandt.*
135

136 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-33: ARRANGEMENT LETTER WITH LUTZ**
137 **& COMPANY, P.C.**
138

139 *Motion by Cook, second by Quandt authorizing the Board Chair to execute the Arrangement Letter with Lutz*
140 *& Company, P.C., to assist with the budget preparation for fiscal year ended September 20, 2024. Fees for*
141 *services are as follows: \$3,500-\$3,900 for meetings with staff, board members and board meetings. \$4,000-*
142 *\$5,600 for bond allocation calculations and review of budget and other information. \$2,650-\$3,400 for budget*
143 *documentation preparation, including the publication for the newspaper. Upon roll call vote, motion was*
144 *adopted with 4 Aye votes: Cook, Werner, O'Neill, Quandt.*

145
146 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-34: AUTHORIZING THE HALL COUNTY**
147 **AIRPORT AUTHORITY EXECUTIVE DIRECTOR OR BOARD CHAIR, AND AIRPORT AUTHORITY**
148 **ATTORNEY TO SIGN THE GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION FOR**
149 **AIP 3-31-0034-050 AIRFIELD LIGHTING & NAVAID UPGRADES.**

150
151 *Motion by Quandt, second by Werner authorizing the Hall County Airport Authority Executive Director or*
152 *Board Chair, and Airport Authority Attorney to Sign the Grant Offer from the Federal Aviation Administration*
153 *for AIP 3-31-0034-050 Airfield Lighting & NAVAID Upgrades. Upon roll call vote, motion was adopted with 4*
154 *Aye votes: Cook, Werner, O'Neill, Quandt.*

155
156 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-35: AUTHORIZING THE HALL COUNTY**
157 **AIRPORT AUTHORITY EXECUTIVE DIRECTOR OR BORD CHAIR, AND AIRPORT AUTHORITY**
158 **ATTORNEY TO SIGN THE GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION FOR 3-**
159 **31-0034-051 BIL AIRFIELD LIGHTING & NAVAID UPGRADES.**

160
161 *Motion by Werner, second by Cook authorizing the Hall County Airport Authority Executive Director or Board*
162 *Chair, and Airport Authority Attorney to Sign the Grant Offer from the Federal Aviation Administration for 3-*
163 *31-0034-051 BIL Airfield Lighting & NAVAID Upgrades. Upon roll call vote, motion was adopted with 4 Aye*
164 *votes: Cook, Werner, O'Neill, Quandt.*

165
166 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-36: CHANGE ORDER NO. 03 FROM CHIEF**
167 **CONSTRUCTION FOR PARKING LOT UPGRADES.**

168
169 *Motion by Cook, second by Quandt authorizing the Executive Director to execute Change Order No. 03 from*
170 *Chief Construction for Parking Lot Upgrades. Change Order No. 03 is for an INCREASE of \$9,473.83 for*
171 *the following: \$5,706.15 for Additional Bore of 2" Conduit for Fiber Optic Cable; \$781.32 to Install Clearance*
172 *Bar System on Premier Canopy; \$2,986.36 to Install Clearance Bar Systems on Entrance/Exit Canopies.*
173 *The original contract amount was \$1,271,000. Change Order No. 03 is for an INCREASE of \$9,473.83,*
174 *making the revised contract amount \$1,045,373.83. Upon roll call vote, motion was adopted with 4 Aye votes:*
175 *Cook, Werner, O'Neill, Quandt.*

176
177 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-37: CHANGE ORDER NO. 01 FROM**
178 **INTEGRITY PARKING SYSTEMS FOR PARCS PROFESSIONAL CONSULTING SERVICES.**

179
180 *Motion by Werner, second by Quandt authorizing the Executive Director to execute Change Order No. 01*
181 *from Integrity Parking Systems for PARCS Professional Consulting Services. Change Order No. 01 is for an*
182 *INCREASE of \$4,050 for additional time due to extension of PARCS RFP and delays in the Cloud architecture*
183 *review and approval. The original contract amount was \$60,000. Change Order No. 01 is for an INCREASE*
184 *of \$4,050, making the revised contract amount \$64,050. Upon roll call vote, motion was adopted with 4 Aye*
185 *votes: Cook, Werner, O'Neill, Quandt.*

186
187 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-38: CHANGE ORDER NO. 01 FROM**
188 **INTEGRITY PARKING SYSTEMS FOR PROFESSIONAL SERVICE AGREEMENT FOR PROCUREMENT**
189 **AND INSTALLATION OF CANOPIES FOR PARCS MACHINES AND PREMIER PARKING.**

190
191 *Motion by Quandt, second by Cook authorizing the Executive Director to execute Change Order No. 01 from*
192 *Integrity Parking Systems for Professional Service Agreement for Procurement and Installation of Canopies*
193 *for PARCS Machines and Premier Parking. Change Order No. 01 is for an INCREASE of \$9,721.90 for*
194 *Integrity to provide Engineered drawings for Entry/Exit and Premier Canopies through third party companies.*

195 \$4,150 SDG for Structural Design & Review of Specifications of Entry/Exit Canopies; \$3,600 Olsson for
196 Certification Letter & Review Redesigned Canopy; \$1,971.90 Upwork for Canopy Sawtooth Rendering &
197 Revision to A Frame. The original contract amount was \$49,000. Change Order No. 01 is for an INCREASE
198 of \$9,721.90 making the revised contract amount \$58,721.90. Upon roll call vote, motion was adopted with
199 4 Aye votes: Cook, Werner, O'Neill, Quandt.

200
201 EXECUTIVE DIRECTOR REPORT: Executive Director Olson.

202
203 a) 2023 Nebraska State Fly In will be held in Grand Island on Saturday, June 3rd. We are six weeks
204 out and over the next two weeks we will start a big media blitz. Advertisement of Fly-In & Airshow
205 will be on our Billboards in Grand Island and Kearney. Posters will be disturbed throughout Grand
206 Island and surrounding communities. We are just tying up a few loose ends. Executive Director
207 Olson will be reaching out for volunteers and would like to see the Board volunteer at this event.

208
209 ANNOUNCEMENTS:

- 210 a) Blood Drive, Tuesday, May 9, 2023 from 8am-2pm at Passenger Terminal.
211 b) Next Board Meeting is May 17, 2023.

212
213 EXECUTIVE SESSION:

214
215 *Motion Cook, second by Werner to go into Executive Session at 8:41 a.m. to discuss airline, lease, and*
216 *contract negotiations. Upon roll call vote, motion was adopted with 4 Aye votes: Cook, Werner, O'Neill,*
217 *Quandt.*

218
219 *Motion by Werner, second by Cook to come out of Executive Session with no decisions being made and*
220 *reconvene to Regular Session at 9:19 a.m. Upon roll call vote, motion was adopted with 4 Yes votes: Cook,*
221 *Werner, O'Neill, Quandt.*

222
223 ADJOURNMENT:

224 Meeting was adjourned at 9:20 a.m.

225
226 HALL COUNTY AIRPORT AUTHORITY

227
228
229 _____
230 Debra Potratz | Office Manager

231
232
233 _____
234 Ryan O'Neill | Board Chair

235 _____
236 Tim Victor | Board Secretary/Treasurer

(SIGNATURES ON FILE)