



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | May 17, 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 May 17, 2023. Notice of Meeting was given in the *Grand Island Independent* on May 10, 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, Secretary/Treasurer Tim Victor, Brian Quandt.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Joe Cook.

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

LEGAL COUNSEL PRESENT: Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from Regular Meeting on April 20, 2023.
- RESOLUTION 23-39: Payment of Claims 3902-3913.

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

DISCUSSION AND ACTION AGENDA:

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

Budget Narrative Ending April, 2023 1st Month of 3rd Qtr : 58.33%	Current Amount April	YTD Amount Oct 22 - Sep 23	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$182,119.34	\$1,215,127.12	\$2,016,551.00	60.26%	\$801,423.88
Operating Expenses	\$192,770.24	\$1,856,451.67	\$3,235,514.00	57.38%	\$1,379,062.33
<b>Total Operating Income/(Loss)</b>	<b>(\$10,650.90)</b>	<b>(\$641,324.55)</b>	<b>(\$1,218,963.00)</b>	52.61%	<b>(\$577,638.45)</b>
Tax Levy - Bond	\$62,674.26	\$407,246.18	\$1,421,569.00	28.65%	\$1,014,322.82
Tax Levy - General	\$12,100.70	\$95,309.77	\$246,733.00	38.63%	\$151,423.23
Development	\$12,124.32	\$62,536.23	\$300,000.00	20.85%	\$237,463.77
<b>Net Income/(Loss)</b>	<b>\$300,766.95</b>	<b>\$1,440,750.42</b>	<b>(\$529,733.00)</b>	-271.98%	<b>(\$1,970,483.42)</b>

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.

	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
Apr 2023	2,527	9	9	18	0	79%	2,509	60	2	67%	155	1	0	5,191	21,799
Apr 2022	2,031	7	7	14		85%	2,523	60		84%	0	0		4,554	20,172
+/- %	24%	29%	29%	29%		-7%	-1%	0%		-20%				14%	8%

42  
43

44 ACTIVITY REPORTS:

45  
46

46 Operations Report: Presented by Operations Manager Wes Harris.

47

Completed 65 work orders

48

Installed T post in west field for airshow parking

49

Created two walk ways out of West field for airshow parking

50

Built barrels and bucket posts for crowd line (Airshow)

51

Completed annual WHMP training with USDA biologist

52

Started grinding and painting operations for runways and taxiways

53

Switched the shop over for summer operations and stored winter equipment

54

Developed and scheduled classes for new SIDA training for compliance with CAT III Security Plan

55

Starting the process of uploading files and records for FAA Part 139 inspection in July

56

Monthly ARFF and FAA training completed.

57

Yesterday the yearly ARFF training with a live burn was conducted

58

Weekly and monthly Inspections completed

59

Monthly and quarterly maintenance performed on all equipment

60

Numerous other daily projects and repairs completed and scheduled

61

62

Facility Report: Presented by Operations Manager Wes Harris.

63

Treated all turf grass areas for weeds

64

Bldg. 710 old FedEx repaired gutters

65

Re Opened closed stalls from sewer project in east parking lot

66

Bldg. 113A TSA replaced damaged ceiling tiles

67

Addressing fire inspection discrepancies

68

Bldg. 109 Repaired garage door frame

69

Bldg. 114 Repaired siding on south side of building

70

Completed training on new parks system

71

Numerous other daily projects as they come up

72

73

Project Reports: Benesch Report presented by Executive Director Olson.

74

AIP-045 – SRE Plow/Spreader Acquisition

75

- Benesch Sent Final Closeout Booklet to HCAA on 5/12/2023.

76

- HCAA to Review, Sign, and Coordinate Closeout Booklet With FAA.

77

AIP-050 - Airfield Lighting & NAVAID Upgrades

78

- Contract With Watts Electric Is Complete.

79

- Waiting For Watts Electric to Send Partially Executed Bonds.

80

- AIP-050 (Entitlement) Grant Is In Place.

81

- AIP-051 (BIL) Grant Offer From FAA Is Still Pending.

82

- Construction Start Date Likely After 4<sup>th</sup> of July. Equipment Lead Times Affect Start.

83

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

84

- Change Order 4 To Be Presented Today For Approval.

85

- Phase 1 of Project Was Substantially Complete on May 1, 2023 (East Lot Canopies, West Lot Canopies, Premier Parking Lot Median Work). Phase 1 Work Completed By Chief Within Allotted Calendar Days (Used 50 of the Allotted 54 Days).

86

- Phase 2 (Premier Parking Lot Canopy) of Project to Start Directly After Airshow. Canopy Structure To Be Delivered On June 6, 2023. 56 Calendar Days Allowed For Phase 2 Work.

87

88

89

90

91

Sewer Project: Executive Director Olson reported the completion date is slated for June 24<sup>th</sup>.

92  
93 Tenant Update: Executive Director Olson stated Trego-Dugan Aviation had an Open House/Ribbon Cutting  
94 for their new GSE Finishing Facility on May 5<sup>th</sup>. Vice-President of Trego-Dugan Aviation Zach Thompson  
95 reported they have been preparing for the Air Show and the fence has been installed around the leased land  
96 area.  
97

98 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-40: NEBRASKA STATE FLY-IN & AIR**  
99 **SHOW LIABILITY INSURANCE WITH ACE PROPERTY AND CASUALTY INSURANCE COMPANY.**

100  
101 Todd Price from Ryder Rosacker McCue & Huston, stated there is an exclusion for air shows in our current  
102 liability policy, so a special event policy was needed for this event. The event policy is through the same  
103 company we have our general liability policy with.  
104

105 *Motion by Quandt, second by Victor to approve the Liability Insurance for the Nebraska State Fly-In & Air*  
106 *Show with Ace Property and Casualty Insurance Company. Policy Coverage is June 1- 5, 2023, with a*  
107 *premium total of \$3,128.00. Upon roll call vote, motion was adopted with 4 Aye votes: Werner, O'Neill, Victor,*  
108 *Quandt.*  
109

110 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-41: REJECTION OF AIR SHOW TERRORISM**  
111 **INSURANCE COVERAGE.**

112  
113 Todd Price from Ryder Rosacker McCue & Huston, stated losses are only covered by a terrorism insurance  
114 policy if the Department of Homeland Security/U.S. Department of the Treasury officially certifies an event  
115 as an act of terrorism.  
116

117 *Motion by Victor, second by Werner authorizing the Board Chair to Reject the Terrorism Insurance Coverage*  
118 *for the Nebraska State Fly-In and Air Show at the Central Nebraska Regional Airport on June 3, 2023. Upon*  
119 *roll call vote, motion was adopted with 4 Aye votes: Werner, O'Neill, Victor, Quandt.*  
120

121 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-42: PERFORMANCE AGREEMENT WITH**  
122 **LINCOLN SPORT PARACHUTE CLUB.**

123  
124 *Motion by Quandt, second by Victor authorizing the Executive Director to execute the Performance*  
125 *Agreement with the Lincoln Sport Parachute Club to provide a Skydiving Demonstration Jump at the*  
126 *Nebraska State Fly-In & Air Show at the Central Nebraska Regional Airport on June 3, 2023. Fee for*  
127 *exhibition fee for Four (4) Skydivers is \$2,100. Upon roll call vote, motion was adopted with 4 Aye votes:*  
128 *Werner, O'Neill, Victor, Quandt.*  
129

130 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-43: CHANGE ORDER NO. 04 FROM CHIEF**  
131 **CONSTRUCTION FOR PARKING LOT UPGRADES.**

132  
133 Vice-Chair Werner was concerned about the cost of the two damage repair costs for electrical and  
134 communications utility items and wondered why the Authority is paying for these instead of Chief. Board  
135 Member Quandt also expressed the same concern. Executive Director Olson stated Chief requested utilities  
136 to be located, however these lines did not have tracer wires in them and therefore, lines did not show up  
137 during locate. Board Chair O'Neill was frustrated as well but felt Chief did their due diligence.  
138

139 *Motion by Quandt, second by Victor authorizing the Executive Director to execute Change Order No. 04 from*  
140 *Chief Construction for Parking Lot Upgrades. Change Order No. 04 is for an INCREASE of \$15,293.00 for*  
141 *the following: \$4,106.00 to Install Lot Full Sign in E. Lot Entrance; \$1,500.00 for Two Additional Bollards for*  
142 *Premier Parking; \$2,207.00 Damage Repair of Electrical Utility in W. Lot Entrance; \$7,480.00 Damage Repair*  
143 *of Communications Utility in E. Lot Entrance. The original contract amount was \$1,271,000. Change Order*  
144 *No. 04 is for an INCREASE of \$15,293.00, making the revised contract amount \$1,060,666.83. Upon roll call*  
145 *vote, motion was adopted with 3 Aye votes: O'Neill, Victor, Quandt, and 1 No vote Werner.*  
146

147 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-44: LEASE EXTENSION AGREEMENT WITH**  
148 **NOVA TECH, INC.**

149  
150 *Motion by Victor second by Werner authorizing the Executive Director to execute the Lease Extension*  
151 *Agreement with Nova Tech, Inc., for Building 803 located at 1971 Citation Way. Lease term is extended for*  
152 *Four (4) years commencing July 1, 2023 and terminating June 30, 2027. Rent for Years 1-3 is \$407.75/month,*  
153 *and Year 4 is \$428.14/month. Upon roll call vote, motion was adopted with 4 Aye votes: Werner, O'Neill,*  
154 *Victor, Quandt.*

155  
156 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-45: CHARTER BUS AGREEMENTS WITH**  
157 **ADVENTURE ENTERPRISES, LLC.**  
158

159 *Motion by Quandt, second by Victor authorizing the Executive Director to execute the Adventure Bus and*  
160 *Charter Motorcoach Agreements to provide shuttle services during the Nebraska State Fly-In & Air Show at*  
161 *the Central Nebraska Regional Airport on June 3, 2023. Motor Coaches will provide shuttle service from*  
162 *Grand Island Central Community College and Grand Island Senior High School, to the Central Nebraska*  
163 *Regional Airport. The fee for Eight (8) Motor Coaches is \$1,850 each, for a total of \$14,800. Upon roll call*  
164 *vote, motion was adopted with 4 Aye votes: Werner, O'Neill, Victor, Quandt.*

165  
166 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-46: PERFORMER CONTRACT WITH BREAK**  
167 **EVEN AIRCRAFT RESOURCING, LLC, JEFFRY SHETTERLY.**  
168

169 *Motion by Victor, second by Quandt authorizing the Executive Director to execute the Performer Contract*  
170 *with Break Even Aircraft Resourcing, LLC, Jeffry Shetterly to perform at the Air Show on June 3, 2023 at the*  
171 *Central Nebraska Regional Airport. The Total Performance Cost is \$5,500. The Authority will also provide*  
172 *Hotel Room, Hangar, Rental Car, Fuel, Oil, Smoke Oil and Vendor Space. Upon roll call vote, motion was*  
173 *adopted with 4 Aye votes: Werner, O'Neill, Victor, Quandt.*

174  
175 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-26: REVISE CERTIFICATE OF**  
176 **CORPORATE RESOLUTION FOR BANKING TRANSACTIONS WITH EQUITABLE FEDERAL SAVINGS**  
177 **BANK, FIRST INTERSTATE BANK, AND HERITAGE BANK.**  
178

179 *Motion by Quandt, second by Victor to approve Resolution 23-26 dated May 17, 2023 (previously dated &*  
180 *tabled on March 15, 2023), is to Revise Officers on bank accounts listed below, giving authorization to*  
181 *transact business on behalf of the Hall County Airport Authority.*

- 182 1. *Remove Board Member Brian Quandt (former Board Chair).*  
183 2. *Change Title of Board Member Ryan J. O'Neill to Board Chair (former Secretary/Treasurer).*  
184 3. *Add Board Member Timothy R. Victor as Secretary/Treasurer.*

185 *Authority staff Executive Director Michael J. Olson and Accounting Manager Debora S. Hand will remain on*  
186 *accounts as adopted in Resolution 21-14 on March 17, 2021.*

187 *Equitable Federal Savings Bank, 113-115 N. Locust St., PO Box 160, Grand Island, NE 68802*

188 *First Interstate Bank, 700 N. Webb Rd., Grand Island, NE 68803*

189 *Heritage Bank, 1333 N. Webb Rd., PO Box 5138, Grand Island, NE 68802*

190 *Note: Account with Pathway Bank, 3333 W. State, Grand Island, NE 68803, was closed on October 19,*  
191 *2022. Upon roll call vote, motion was adopted with 4 Aye votes: Werner, O'Neill, Victor, Quandt.*

192  
193 **EXECUTIVE DIRECTOR REPORT: Executive Director Olson.**

- 194 a) *2023 Nebraska State Fly In will be held in Grand Island on Saturday, June 3<sup>rd</sup>. Olson expressed*  
195 *his appreciation to the staff and community partners for all their hard work and efforts in preparing*  
196 *for this event.*  
197 b) *Air Show presentation to the Hall County Board of Commissioners on May 23<sup>rd</sup>.*

198  
199 **ANNOUNCEMENTS:**

- 200 a) *Next Board Meeting is June 21, 2023.*

201  
202 **EXECUTIVE SESSION:**  
203

204 *Motion Werner, second by Victor to go into Executive Session at 8:55 a.m. to discuss airline, lease, and*  
205 *contract negotiations. Upon roll call vote, motion was adopted with 4 Aye votes: Werner, O'Neill, Victor,*  
206 *Quandt.*

207  
208 *Motion by Werner, second by Victor to come out of Executive Session with no decisions being made and*  
209 *reconvene to Regular Session at 9:17 a.m. Upon roll call vote, motion was adopted with 4 Yes votes: Werner,*  
210 *O'Neill, Victor, Quandt.*

211  
212 ADJOURNMENT: Meeting was adjourned at 9:18 a.m.

213  
214 HALL COUNTY AIRPORT AUTHORITY

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216  
217 \_\_\_\_\_  
218 Debra Potratz | Office Manager

219  
220  
221 \_\_\_\_\_  
222 Ryan O'Neill | Board Chair

\_\_\_\_\_

Tim Victor | Board Secretary/Treasurer

223  
224 (SIGNATURES ON FILE)