



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | July 14, 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 July 14, 2023. Notice of Meeting was given in the *Grand Island Independent* on July 5, 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, Joe Cook.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: None.

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

LEGAL COUNSEL ABSENT: Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from Regular Meeting on June 21, 2023.
- RESOLUTION 23-50: Payment of Claims 3930-3947.

*Motion by Werner, second by Cook to approve the Consent Agenda. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.*

DISCUSSION AND ACTION AGENDA:

INTRODUCTION OF NEW FACILITY MANAGER RON GRIGGS. Executive Director Olson introduced Ron Griggs. Facility Manger Griggs stated it was a pleasure to be here and to be part of this team. He has experience in maintenance, building maintenance, processes, and working with custodial support services. He grew up on a farm in eastern Colorado, and enjoys hiking, camping and is interested in sports.

Financial Report: By Accounting Manager Hand.

| Budget Narrative Ending June, 2023<br>3rd Month of 3rd Qtr.: 75.00% | Current<br>Amount<br>June | YTD Amount<br>Oct 22 - Sep<br>23 | Yearly Budget<br>Amount | YTD %  | Remaining<br>Budget<br>Amount |
|---|---------------------------|----------------------------------|-------------------------|--------|-------------------------------|
| Operating Income  | \$147,789.04              | \$1,511,363.65                   | \$2,016,551.00          | 74.95% | \$505,187.35                  |
| Operating Expenses  | \$166,829.61              | \$2,321,454.01                   | \$3,235,514.00          | 71.75% | \$914,059.99                  |
| Total Operating Income/(Loss)                                       | (\$19,040.57)             | (\$810,090.36)                   | (\$1,218,963.00)        | 66.46% | (\$408,872.64)                |
| Tax Levy - Bond   | \$190,394.82              | \$1,009,077.55                   | \$1,421,569.00          | 70.98% | \$412,491.45                  |
| Tax Levy - General  | \$37,790.89               | \$194,730.94                     | \$246,733.00            | 78.92% | \$52,002.06                   |
| Tax Levy - General Fund Designated for Air Service<br>Development   | \$35,428.19               | \$194,566.90                     | \$300,000.00            | 64.86% | \$105,433.10                  |

|                   |                |               |                |        |                |
|-------------------|----------------|---------------|----------------|--------|----------------|
| Net Income/(Loss) | (\$482,464.36) | (\$98,733.98) | (\$529,733.00) | 18.64% | (\$477,999.23) |
|-------------------|----------------|---------------|----------------|--------|----------------|

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45 GRI Air Traffic Operations Report: Presented by Tower Manager Skylar Moore. Moore reported service was  
46 down compared to 2022. There were no weather-related issues, however service was impacted by two  
47 cancelled American flights, (due to the airshow) and the runway being closed for painting. Moore announced  
48 that an RSAT meeting has been scheduled.

| GRI       | Itinerant Operations |          |                |          |           | Local Operations |          |           | Overall Total TRF |
|-----------|----------------------|----------|----------------|----------|-----------|------------------|----------|-----------|-------------------|
|           | Air Carrier          | Air Taxi | Civil Aviation | Military | TOTAL OPS | Civil            | Military | TOTAL LCL |                   |
| June 2023 | 109                  | 139      | 585            | 74       | 907       | 244              | 33       | 277       | 1,184             |
| June 2022 | 37                   | 239      | 525            | 87       | 888       | 264              | 180      | 444       | 1,332             |
| % Change  | 195%                 | -42%     | 11%            | -15%     | 2%        | -8%              | -82%     | -38%      | -11%              |

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51 Enplanement Report: Presented by Executive Director Olson.  
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|           | 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 |
|-----------|-----------|--------------------|--------------------|-------------------|-------------------------|-------------|----------|----------------|-------------------------|-------------|----------|----------------|-------------------------|----------------------------|------------|
| June 2023 | 2,826     | 9                  | 9                  | 18                | 0                       | 89%         | 2,558    | 58             | 2                       | 70%         | 67       | 1              | 0                       | 5,451                      | 32,521     |
| June 2022 | 2,557     | 8                  | 8                  | 16                |                         | 94%         | 2,296    | 60             |                         | 77%         | 69       | 1              |                         | 4,922                      | 30,446     |
| +/- %     | 11%       | 13%                | 13%                | 13%               |                         | -5%         | 11%      | -3%            |                         | -8%         |          |                |                         | 11%                        | 7%         |

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55 ACTIVITY REPORTS:  
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57 Operations Report: Presented by Operations Manager Harris.  
58 Carrying out final airfield preparation for Part 139 inspection on July 17<sup>th</sup> & 18<sup>th</sup>.  
59 Continuing runway and taxiway painting (all taxiways and runway 17/35 are completed).  
60 Mowing airside and helping with mowing on landside.  
61 Distributed finalized Airport Security Program (ASP).  
62 Completed Part 139 App training on software updates.  
63 Acclimating new Facility Manger Ron Griggs to the airport.  
64 Preparing and planning tabletop exercise for active shooter per TSA requirements.  
65 Reviewing Advisor Circular for Snow Removal Equipment (SRE) building design.  
66 Conducted weekly security checks as required.  
67 Monthly ARFF and FAA training completed.  
68 Weekly and monthly Inspections completed.  
69 Monthly and quarterly maintenance performed on all equipment.  
70 Numerous other daily projects and repairs completed and scheduled.

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72 Facility Report: Presented by Facility Manager Griggs.  
73 Met all of the Hall Count Airport Authority staff.  
74 Working on assessing staff, schedules, and duties and staffing needs.  
75 Assessing the buildings.  
76       Cleaned up around Vacant Buildings 109 and 710.  
77       Ordered a roll off to clean out Bldg 109.  
78 Assessing grounds, including mowing, trimming, weed control and water scheduling.  
79 Attended training on the Part 139 work order system.  
80 Learning flight schedules.  
81 Bldg 2 and 854 called Weathercraft to assess roof leaks.  
82 Bldg 100 Administration Building  
83       Repaired urinal in men's restroom.  
84       Replaced water-stained ceiling tiles.  
85       Replaced all the Air Filters.  
86       Set up and tore down board room for the Governors State Fly in on July 6<sup>th</sup>.  
87       Landscaped around building and Wes landscaped around the Welcome to Grand Island sign.  
88 Bldg 113 Civil Air Patrol  
89       Replaced all the missing and water-stained ceiling tiles.

90 Contacted plumber to perform required back flow tests.

91 Parking Lots

92 Trained on the PARCS system.

93 Landscaped islands.

94

95 Project Report: Presented by Executive Director Olson.

96 Benesch Projects Update presented by Executive Director Olson.

97

98 Olson reported our Beacon was delivered on Monday.

99 AIP-050/BIL-051 - Airfield Lighting & NAVAID Upgrades

- 100 • ADB Safegate (Major Electrical Supplier to Watts Electric) Submitted Shop Drawings To Benesch.
- 101 Benesch Has Completed Reviews Of Shop Drawings Submitted.
- 102 • Benesch Pressing Watts Electric For Project Schedule Now That Most Major Shop Drawings Are
- 103 Completed And Equipment Lead Times Will Soon Be Known/Finalized.
- 104 • Benesch/HCAA/Watts Electric Are Working To Schedule A Coordination Call (Next Week) To
- 105 Discuss Schedule and Any Potential Equipment Lead Time Impacts On The Schedule

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

- 107 • Working On Phase 2 - Premier Parking Lot Canopy.
- 108 • Contracted Calendar Days Expire on August 2, 2023.
- 109 • Change Order No. 5 – Add Owner-Requested Bollards to West Side of Lot Is On Meeting Agenda
- 110 for Approval Today.
- 111 • No Other Known C.O.'s Pending.
- 112 • Progress Is On-Schedule.
  - 113 ○ Earlier This Week: Roof Sheeting & Electrical Conduit Installations.
  - 114 ○ Next Week: Roof Sheeting, Gate Painting, and End Column Finish Repairs.
  - 115 ○ In 2 Weeks (Week of 7/24 to 7/28): Add Snow Guards to Roof, Add C.O. Bollards (If
  - 116 Available).

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118 Locally Funded – Miscellaneous Landside Concrete Paving Upgrades

- 119 • Benesch Working on Draft Scope and Fees for HCAA Review/Consideration.
- 120 • Anticipate Taking the Negotiated Agreement to the August 16, 2023 (Next Month) HCAA Board
- 121 Meeting.

122

123 Federally Funded (AIP-0XX) – Snow Removal Equipment (SRE) Facility

- 124 • Benesch Working To Schedule A Scoping Meeting Between Benesch/Davis Design
- 125 (Architect)/HCAA In Coming Weeks.

126

127 Board Vice-Chair Werner inquired if there were plans for charging stations for electrical vehicles. Executive  
128 Director Olson we have rough ins for stations should there be a need. Benesch looked into this last year and  
129 found there was not a big demand but we can reassess in 3-5 years from now.

130

131 Sewer Project: Executive Director Olson reported all the connections have been made and the system is  
132 working. A final walk through will be conducted on July 18, 2023.

133

134 Tenant Update: None.

135

136 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-51: BUDGET FOR FISCAL YEAR 2023-**  
137 **2024.**

138

139 Executive Director Olson appreciated the Board's time, effort, and input on the budget. He commended  
140 Accounting Manager Hand and Lutz CPA Kayla Schulte for outlining the budget. Schulte is very proactive  
141 and knowledgeable of government funding. We will be adding a Security Manager by October 1st, and later  
142 a Security Coordinator position due to the Category III requirements. Our revenues will be up and expenses  
143 will be down as decisions were made to cut capital improvements on our aging buildings. The biggest revenue

144 will be from parking and covered parking. Manager Hand thanked Accounting Assisting Timmerman for  
145 setting up the budget template and attending all the budget meetings.

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147 *Motion by Quandt, second by Werner approving the budget for fiscal year 2023-2024, subject to formal*  
148 *adoption of the 2023-2024 budget in accordance with state auditor requirements. Motion by Brian Quandt,*  
149 *second by Lynne Werner, to adopt Resolution 23-51. Voting Yes: Joe Cook, Lynne Werner, Ryan O'Neill,*  
150 *Tim Victor, Brian Quandt. Voting No: None. Abstained: None. Absent: None. Motion Adopted Dated this*  
151 *14<sup>th</sup> day of July, 2023. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill,*  
152 *Victor, Quandt.*

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154 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-52: PRELIMINARY LEVY ALLOCATION**  
155 **FROM HALL COUNTY BOARD OF COMMISSIONERS.**

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157 *Motion by Victor, second by Cook, WHEREAS, Nebraska Statute 77-3443 (3) requires all political*  
158 *subdivisions subject to county levy authority to submit a preliminary request for levy allocation to the county*  
159 *board; and WHEREAS, the Hall County Board of Commissioners is the levy authority for the Hall County*  
160 *Airport Authority (Board). NOW, THEREFORE BE IT RESOLVED that the following is said Board's tax*  
161 *request for budget year 2023-2024:*

| <u>FUND</u>   | <u>TAX REQUEST</u> |
|---|--------------------|
| General Fund - Operations                           | <u>\$357,668</u>   |
| General Fund Designated for Air Service Development | <u>\$300,000</u>   |
| TOTAL   | <u>\$657,668</u>   |

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167 *BE IT FURTHER RESOLVED that said Board has Bonds for \$12,885,000 and is not included in the above*  
168 *tax request as allowed by law. Motion by Tim Victor second by Joe Cook to adopt Resolution 23-52. Voting*  
169 *Yes: Joe Cook, Lynne Werner, Ryan O'Neill, Tim Victor, Brian Quandt. Voting No: None. Abstained: None.*  
170 *Absent: None. Motion Adopted Dated this 14<sup>th</sup> day of July, 2023. Upon roll call vote, motion was adopted*  
171 *with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.*

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173 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-53: INCREASE IN RESTRICTED FUNDS BY**  
174 **ONE PERCENT FOR FISCAL YEAR 2023-2024.**

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176 *Motion by Victor, second by Quandt approving a One Percent increase in Restricted Funds for Fiscal Year*  
177 *2023-2024 in accordance with the State Allowable Increase in Base Limitation (Statute 13-519). Action*  
178 *requires 75 percent majority approval of board. Motion by Tim Victor second by Brian Quandt to adopt*  
179 *Resolution 23-53. Voting Yes: Joe Cook, Lynne Werner, Ryan O'Neill, Tim Victor, Brian Quandt. Voting No:*  
180 *None. Abstained: None. Absent: None. Motion Adopted Dated this 14<sup>th</sup> day of July, 2023. Upon roll call vote,*  
181 *motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.*

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183 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-54: CHANGE ORDER NO. 05 FROM CHIEF**  
184 **CONSTRUCTION FOR PARKING LOT UPGRADES.**

185  
186 *Motion by Victor, second by Werner authorizing the Executive Director to execute Change Order No. 05 from*  
187 *Chief Construction for Parking Lot Upgrades. Change Order No. 05 is for an INCREASE of \$7,665.25 to*  
188 *install 28 bollards on the west side of Premier Lot. The original contract amount was \$1,271,000. Change*  
189 *Order No. 05 is for an INCREASE of \$7,665.25, making the revised contract amount \$1,068,332.08. Upon*  
190 *roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.*

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

- 193 a) Legislative Update. Summertime on Capitol Hill means budget time. The Congress is working  
194 on the 2024 Budget and the FAA Reauthorization expires September 30, 2023. The House of  
195 Representatives have started on the budget process and reauthorization. The House is  
196 proposing a \$3.35 billion for AIP, rather than the \$4 billion that is being proposed by the FY 2024  
197 FAA reauthorization bill that was approved unanimously by the House Transportation committee  
198 in June, and will be considered by the full House next week. Additionally, the measure does not  
199 include funding for supplemental discretionary AIP grants, so over the last six years Congress  
200 has taken \$400 to \$600 million out of the discretionary for additional projects. This the bill

201 proposes an additional \$303.9 billion in general fund resources to fund 89 airport earmarks,  
202 rather than the base AIP funding. A few years ago, Congress starting doing earmarks for projects  
203 and each congressional delegate had a chance to earmark a specific airport project in their  
204 district. The Senate is doing earmarking and we have put in a project with Senator Fischer for  
205 our SRE building for \$3.5 million which will free up our AIP entitlements and some of the BIL  
206 funding that we had earmarked for the SRE building. If we are successful in getting these funds,  
207 that will free up money for projects in FY 2025. The House is not talking to their committees and  
208 are at odds with the funding for next fiscal year. Another thing we need to take into account is  
209 the debt ceiling that was negotiated by the House Speaker and President which means that they  
210 will not exceed the current fiscal year's budget request. As part of the reauthorization, Congress  
211 is really looking hard at the Essential Air Service program, and looking at airports that they deem  
212 unreasonable for air service subsidies, and changing the parameters for stage length and cost  
213 per passenger.  
214

215 Board Member Quandt inquired if there was any discussion on increasing the \$4.50 Passenger Facility  
216 Charge fee that has been in place for 22 years. Executive Director Olson noted the \$4.50 fee that was  
217 approved in 2000, is worth \$2.75 today. AAAE has lobbied hard to increase this fee, but the Republicans  
218 feel this is a tax, but we are contending it is a user fee and noted there will be no movement on this.  
219

220 ANNOUNCEMENTS:

- 221 a) Hall County Budget Presentation is Thursday, July 20, 2023 at 1:35 pm.
  - 222 b) Next Board Meeting is August 16, 2023.
  - 223 c) Budget Hearing and Regular Board Meeting will be September 20, 2023.
  - 224 d) October Board Meeting has been changed to Thursday, October 19, 2023.
- 225

226 EXECUTIVE SESSION:

227 *Motion Quandt, second by Victor to go into Executive Session at 9:00 a.m. to discuss airline, lease, and*  
228 *contract negotiations. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor,*  
229 *Quandt.*

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231 *Motion by Victor, second by Quandt to come out of Executive Session with no decisions being made and*  
232 *reconvene to Regular Session at 10:00 a.m. Upon roll call vote, motion was adopted with 5 Yes votes: Cook,*  
233 *Werner, O'Neill, Victor, Quandt.*

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235 ADJOURNMENT: Meeting was adjourned at 10:01 a.m.

236 HALL COUNTY AIRPORT AUTHORITY

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Debra Potratz | Office Manager

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Ryan O'Neill | Board Chair

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Tim Victor | Board Secretary/Treasurer

247 (SIGNATURES ON FILE)