



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | February 16, 2022

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 9, 2022. Notice of Meeting was given in the *Grand Island Independent* on January 12, 2022. Board Chair Quandt called the meeting to order at 8:00 a.m. and announced location of the Nebraska Open Meeting Act for public viewing.

REVIEW OF AGENDA.

PUBLIC COMMENT REQUESTS: None.

PLEDGE OF ALLEGIANCE: Was said in unison.

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

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: None.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Accounting Manager Debbie Hand, Office Manager Debra Potratz, Accounting Assistant Katrina Parsons, Facility Manager Steve Magnuson, Maintenance Supervisor Wes Harris.

LEGAL COUNSEL PRESENT: Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting held January 19, 2022.
- RESOLUTION 22-06: Claims 3709-3717.

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

DISCUSSION AND ACTION AGENDA:

**CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-07: AUDIT REPORTS ENDING SEPTEMBER 30, 2021 AND 2020 AS PRESENTED BY LUTZ.**

*Motion by Cook, second by Werner, authorizing the Board Chair to accept the Audit Reports Ending September 30, 2021 and 2020 as presented by Lutz. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.*

Lutz Auditor Director Jake Klabenes provided an overview of the audits conducted the Financial Audit, Single Audit and PFC Audit, and expressed an unmodified opinion on those statements. Lutz proposed several adjusting journal entries to correct Governmental Accounting Standards that Dana Cole & Company did not apply in regards to the bonds. Klabenes will consult with Lutz staff who are certified in internal controls to help strengthen the Authority's internal controls. All audits have been filed.

Financial Report: Presented Accounting Manager Debbie Hand. Hand reported we report on an accrual basis.

| Budget Narrative Ending January, 2022<br>1st Month of 2nd Qtr.: 33.33% | Current Amount<br>January | YTD Amount<br>Oct 21 - Sep 22 | Yearly Budget<br>Amount | YTD %   | Remaining<br>Budget Amount |
|------------------------------------------------------------------------|---------------------------|-------------------------------|-------------------------|---------|----------------------------|
| Operating Income                                                       | \$157,130.93              | \$604,922.13                  | \$1,639,617.00          | 36.89%  | \$1,034,694.87             |
| Operating Expenses                                                     | \$168,473.37              | \$812,782.64                  | \$2,454,136.00          | 33.12%  | \$1,641,353.36             |
| Total Operating Income/(Loss)                                          | (\$11,342.44)             | (\$207,860.51)                | (\$814,519.00)          | 25.52%  | (\$606,658.49)             |
| Tax Levy - Bond                                                        | \$149,207.10              | \$211,331.23                  | \$1,372,549.00          | 15.40%  | \$1,161,217.77             |
| Tax Levy - General                                                     | \$16,373.54               | \$43,690.69                   | \$316,733.00            | 13.79%  | \$273,042.31               |
| Tax Levy - General Fund Designated for<br>Air Service Development      | \$43,351.91               | \$43,351.91                   | \$230,000.00            | 18.85%  | \$186,648.09               |
| Net Income/(Loss)                                                      | \$268,890.59              | \$288,344.16                  | (\$858,687.00)          | -33.58% | (\$1,147,031.16)           |

#### ACTIVITY REPORTS:

GRI Air Traffic Operations Report: By Executive Director Olson. Joseph Klimes was hired as the new GRI tower manager.

| GRI      | Itinerant Operations |          |                   |          |              | Local Operations |          |              | Overall<br>Total TRF |
|----------|----------------------|----------|-------------------|----------|--------------|------------------|----------|--------------|----------------------|
|          | Air<br>Carrier       | Air Taxi | Civil<br>Aviation | Military | TOTAL<br>OPS | Civil            | Military | TOTAL<br>LCL |                      |
| Jan 2022 | 37                   | 255      | 308               | 98       | 698          | 106              | 150      | 256          | 954                  |
| Jan 2021 | 29                   | 247      | 268               | 68       | 612          | 126              | 64       | 190          | 802                  |
| % Change | 28%                  | 3%       | 15%               | 44%      | 14%          | -16%             | 134%     | 35%          | 19%                  |

Enplanement Report: Presented by Executive Director Olson. Through Feb. 19<sup>th</sup> Allegiant will have three flights a week to Arizona. According to the 2021 parking lot survey stats, the top four counties were Hall, Buffalo, Adams, and Lincoln/Lancaster and the top four states were Texas, Kansas, Arizona, and South Dakota.

|          | Allegiant | No. of<br>Flights<br>LAS IWA | Load<br>Factor | American | No. of<br>Flights | Load<br>Factor | Charters | No. of<br>Flights | Monthly<br>Enplanements | Year to<br>Date |
|----------|-----------|------------------------------|----------------|----------|-------------------|----------------|----------|-------------------|-------------------------|-----------------|
| Dec 2021 | 2,515     | 18<br>9 9                    | 83%            | 2,446    | 58                | 84%            | 159      | 2                 | 5,120                   | 49,761          |
| Dec 2020 | 1,891     | 19<br>7 12                   | 60%            | 2,094    | 59                | 72%            | 24       | 1                 | 4,009                   | 36,847          |
| +/- %    | 33%       | 0%                           | 38%            | 17%      | -2%               | 17%            | 563%     | 100%              | 28%                     | 35%             |

Operations Report: Presented by Maintenance Supervisor Wes Harris.

- Operations maintenance now uses a tracking system called App 139 to log all daily inspections and track projects within its work order module.
- Performed a number of repairs on infield lighting on taxiway alpha.
- Jerry's Heat & Air replaced radiant heater in Bldg. 129 (Maintenance Shop). To save money, Maintenance Technician staff will replace future radiant heaters.
- Replaced wafers on Kodiak Broom.
- Completed repairs on airfield emergency generator.
- Serviced shop trucks.
- Performed scheduled weekly and monthly preventive maintenance on required airfield systems.
- Performed numerous other daily tasks as required.

Facility Report: Presented by Facility Manager Steve Magnuson.

- Interviewed five applicants for the Assistant Facility Manager position. Chris Anderson was hired with a March 12<sup>th</sup> start date. Magnuson introduced Chris Anderson to staff and Board.

- Engineered Controls came out and repaired parking lot machines #5 and performed thorough cleaning and maintenance on all machines. The quote from Engineered Controls to replace the Amano PARCS machines was approximately \$175,000.
- Engineered Controls technician noted that the exterior components are showing significant signs of deterioration due to weather and sun exposure.
- Parking lot numbers continue to grow with an average of 236 cars in the East lot and 114 cars in the West lot. Average daily revenue year to date is \$1277. Average transaction is \$29.29 on 38 transactions per day. Installed signs at entrance machines for patrons to take their ticket with them and pay inside at the kiosk upon their return. Pay station usage is up about 15% with about 1 in 4 now paying at the kiosk.
- Trained five Trego employees on the jet bridge.
- Our primary custodian returned to work after a three-week absence due to COVID.
- Discovered water line leak on deep line that is WWII vintage just southwest of Building A. Dewatering is being performed so that repairs can be made by the city.
- Annual jet bridge maintenance has been scheduled for April. This service is provided by TK Elevator and Airport Solutions. Ameribridge is now defunct and all of their essential personnel went to work for TK.
- Collins Aerospace did site survey for installation of a second ACARS transmitter to be installed at terminal for use by FAA. Installation to occur in a couple of months. Aircraft Communications Addressing and Reporting System.
- Annual fire sprinkler system backflow testing performed on the terminal and Building 113 (TSA, CAP).
- Completed monthly maintenance and daily operation inspections on jet bridge
- Conduct twice weekly parking lot surveys.
- Provide exit door security on all departing commercial flights.
- Maintain a clean, safe, and functional terminal building.

#### Project Reports:

Airport Sanitary Sewer Project: Executive Director Olson reported the contractor is laying two-miles of pipe on Academy Road to begin dewatering. This process could take up to four months to accomplish as the water table has to be below 30 feet to install the new well house. If they don't have to pump the entire allotted time, the project could be substantially completed by the end of December. The first construction meeting is scheduled for March 1<sup>st</sup>.

On February 17<sup>th</sup>, Executive Director Olson and committee members will interview Benesch and Mead & Hunt for Airport Consultant selection for the Passenger Terminal expansion project.

Benesch Project Update as submitted by Benesch. Report was presented by Executive Director Olson.

#### AIP-044 – CARES Act Grant

##### CARES Act – SRE Broom Acquisition & SRE Rotary Plow (Blower) Acquisition

- Vendor: M-B
- Allotted Contract Time: 320 Calendar Day Allowance = Sept. 19, 2022 Delivery Deadline.
- M-B (on 2/10/2022) Stated Production on Both Vehicles Is In Good Standing and Should Be Delivered in Late July/Early August (Approximately 1 Month Early).
- Owner Training & Vehicle Performance Testing Upon Delivery.
- Closeout To Follow Final Inspections.

#### AIP-045 – SRE Plow/Spreader Acquisition

- Vendor: M-B
- Allotted Contract Time: 300 Calendar Day (May 10, 2022 Delivery, Per Current Contract).
- Benesch/HCAA Completed Call with M-B on 2/10/2022 To Discuss Chassis Lead Time Issues. International Chassis Delivery Date Is Still Unknown (No Formal Date Commitment). Was Agreed

Upon During Call To Change Out International Chassis with MB2 Chassis. Will Need to Document Vehicle Changes (Including B.A. Waiver) In Formal C.O.

- Benesch and M-B Working On Draft C.O.
- C.O. Will Be A "No Cost" C.O. for HCAA.
- New Delivery Deadline (To Be Revised in Upcoming C.O.) Will Be January 2023.
- C.O. Will Need FAA Concurrence. Benesch Will Proactively Communicate With FAA (Dan Wilson) On Proposed Changes To Be Included in C.O.
- Owner Training & Vehicle Performance Testing Upon Delivery
- Closeout To Follow Final Inspections.

Tenant Update: Trego-Dugan Aviation Vice President of Maintenance Zach Thompson reported business and fuel sales have picked up at the GRI FBO and maintenance facility. The GSE shop now has eight full-time employees and is refurbishing high quantities of equipment.

**CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-08: PROPOSAL AND AGREEMENT FOR AIR SERVICE CONSULTING SERVICES WITH MEAD & HUNT, INCORPORATED.**

*Motion by Cook, second by O'Neill, authorizing the Executive Director to execute the Proposal and Agreement with Mead & Hunt, Inc., for Air Service Consulting Services dated February 8, 2022. Mead & Hunt will assist the Central Nebraska Regional Airport (GRI) to prepare custom presentations highlighting GRI and the community for use at each airline meeting during Mead & Hunt's Air Service Conference on March 29-31, 2022, in Mesa, AZ. Mead & Hunt will be compensated a lump sum of \$4,570 for the presentation preparation and meetings, plus \$325 for estimated expenses. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.*

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

- Legislative Report.
- Attending the Mead & Hunt Air Service Conference in Mesa, AZ March 29-31-2022.

**ANNOUNCEMENTS:**

- Next Board Meeting is March 16, 2022.
- Grand Island Area Chamber Annual Meeting is March 31, 2022.
- Blood Drive at Airport is May 10, 2022.
- Hall County Airport Authority Administration Building Board Room will serve as a precinct for the Primary Election on May 10, 2022.

**EXECUTIVE SESSION:**

*Motion by Victor, second by O'Neill to go into Executive Session at 9:26 a.m. to discuss airline, lease, contract, and personnel negotiations. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.*

*Motion by Victor, second by O'Neill to come out of Executive Session with no decisions being made and reconvene to Regular Session at 10:25 a.m. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.*

**ADJOURNMENT:**

Meeting was adjourned at 10:25 a.m.

**HALL COUNTY AIRPORT AUTHORITY**

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Debra Potratz | Office Manager

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Brian Quandt | Board Chair

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Ryan O'Neill | Board Secretary/Treasurer

(SIGNATURES ON FILE)