



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | April 20, 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 April 20, 2022. Notice of Meeting was given in the *Grand Island Independent* on April 13, 2022. Board Chair Quandt 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: 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, Office Assistant Michelle Halpine, Facility Manager Steve Magnuson, Operations Manager Doug Brown and Operations Secretary Haley Hooper.

LEGAL COUNSEL PRESENT: Attorney Ron Depue.

Executive Director Olson announced the face mask mandate has been lifted as of Tuesday, April 19th. A District Judge in Florida made a ruling that the CDC cannot issue mandates as they are more of an advisory department.

Operations Manager Brown introduced Haley Hooper as our new Operations Secretary.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting held March 16, 2022.
- RESOLUTION 22-16: Claims 3734-3749.

Motion by O'Neill, second by Werner 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:

Financial Report: Presented Accounting Manager Debbie Hand. Budget meeting schedules will be emailed out to the Board.

Budget Narrative Ending March, 2022 3rd Month of 2nd Qtr: 50.00%	Current Amount March	YTD Amount Oct 21 - Sep 22	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$156,041.89	\$895,151.45	\$1,639,617.00	54.60%	\$744,465.55
Operating Expenses	\$263,342.89	\$1,254,073.64	\$2,454,136.00	51.10%	\$1,200,062.36
Total Operating Income/(Loss)	(\$107,301.00)	(\$358,922.19)	(\$814,519.00)	44.07%	(\$455,596.81)

Tax Levy - Bond	\$27,678.72	\$327,640.38	\$1,372,549.00	23.87%	\$1,044,908.62
Tax Levy - General	\$3,058.10	\$67,513.08	\$316,733.00	21.32%	\$249,219.92
Tax Levy - General Fund Designated for Air Service Development	\$8,018.81	\$65,992.24	\$230,000.00	28.69%	\$164,007.76
Net Income/(Loss)	\$370,276.56	\$534,417.33	(\$858,687.00)	-62.24%	(\$1,393,104.33)

ACTIVITY REPORTS:

GRI Air Traffic Operations Report: By Executive Director Olson.

	Itinerant Operations					Local Operations			
GRI	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	Overall Total TRF
Mar 2022	36	298	529	85	948	302	76	378	1,326
Mar 2021	27	299	648	118	1,092	354	186	540	1,632
% Change	33%	0%	-18%	-28%	-13%	-15%	-59%	-30%	-19%

Enplanement Report: Presented by Executive Director Olson. Effective August 16th, American will upguage to a 65-seat CRJ700 regional jet. All stations are to expect sporadic cancellation of flights with Allegiant. In April we have one LAS and two AZA cancelled flights.

	Allegiant	No. of Flights LAS IWA	Load Factor	American	No. of Flights	Load Factor	Charters	No. of Flights	Monthly Enplanements	Year to Date
Mar 2022	2,780	17 9 8	94%	2,642	59	90%	80	1	5,502	15,618
Mar 2021	2,129	21 9 13	59%	2,534	61	83%	146	1	4,809	11,785
+/- %	31%	0%	59%	4%	-3%	8%	-45%	0%	14%	33%

Operations Report: Presented by Operations Manager Doug Brown.

Teaching Haley how to process fingerprints/badges and paperwork for FAA Part 139 and TSA requirements.

We have not received the USDA Depredation Permit, myself and Haley will update the ACM, when received.

Annual Driver's Test from all organizations that have ramp privileges are due this week.

Rwy concrete repairs.

Spraying weeds.

Completed Annual Wildlife Training by USDA Wildlife Biologist.

Completed Annual Fire Extinguisher Training schedule this week for Trego Mechanic's.

Annual ARFF Burn and Mass Casualty Drill scheduled for Tuesday May 17th 0800-1200, currently doing planning meetings, we have authorization from the FAA to use UAS-Drones by GIPD and Sheriff's Department.

AEP Tabletop Scheduled.

Monthly and quarterly maintenance performed on all equipment.

Sent Bowmonk Rwy Friction out for calibration.

Working on annual reviews of all records. Annual inspection is in July.

Numerous other daily projects and repairs completed and scheduled.

Facility Report: Presented by Facility Manager Steve Magnuson.

- GPU cable hoist repaired on jet bridge.
- Re-calibrated rotunda and operator cab controls on jet bridge.
- We are now averaging about 200 cars in the lot.
- #4 parking exit machine is still out of service. Service technician found that two boards are burned out and have been sent in for repair.

- We are utilizing a parking lot attendant for all Allegiant flights.
 - Replaced stained ceiling tiles in TSA office.
 - Changed oil and serviced Kubota mower and broom.
 - Initiating moving of archive files from building 700E to 113C.
 - Building contractor addressed leaks in the administration office. Found a couple gaps in the siding that they sealed.
 - Roof repairs on building 850 completed.
 - Replaced 2 TV's in terminal.
 - Repaired roof top unit on building A. Control board had to be replaced.
 - Carpets have all been cleaned in terminal and in process at administration office.
- As usual:
- 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: Benesch Projects Update

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.
- Benesch Has Approved Final M-B Shop Drawing Submittals For Both Vehicles
- Production on Both Vehicles Is In Good Standing and Should Be Delivered in mid-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
- A “No Cost” Change Order Has Been Approved by HCAA and FAA For A Chassis/Engine Change And Calendar Day Extension.
 - Vehicle Chassis/Engine Has Been Changed From International Chassis/Engine (MB1) to M-B Chassis/CAT Engine (MB2).
 - New Delivery Deadline, After Adding 280 Calendar Days in C.O. No. 01, Is February 14, 2023.
- M-B Is Working To Prepare/Submit New Revised Shop Drawings For MB2 Vehicle. Benesch To Review Upon Receipt.
- Owner Training & Vehicle Performance Testing Upon Delivery
- Closeout To Follow Final Inspections.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-17: MARKETING AGREEMENT WITH SHERYL STROBEL DBA STROBELINC.

Motion by O'Neill, second by Victor, authorizing the Executive Director to execute Resolution authorizing the Executive Director to execute the Marketing Agreement with Sheryl Strobel DBA StrobeLINC to promote and market business and industry products and services in the Central Nebraska Regional Airport Passenger Terminal effective August 1, 2021 through July 31, 2023. The Authority will provide the platforms to display stationary, illuminated, and digital media. StrobeLINC will receive a 15% commission rate from any gross sales. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-18: HANGAR LEASE AGREEMENT WITH MED-CARE, INC.

Motion by Cook, second by O'Neill, authorizing the Executive Director to execute the Hangar Lease Agreement with Med-Care, Inc. for Building 123, USAF Hangar #3 located at 4087 Sky Park Road, Grand Island, NE. Lease term commenced April 1, 2022 and is on a Month-to-Month basis. Rent is \$222.00/month, plus \$20/month for utilities. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.

EXECUTIVE DIRECTOR REPORT: Executive Director Olson.

- a) Legislative Report. The federal budget for the FAA and DOT has been submitted. Olson will report more on this at next month's meeting.
- b) Attorney Depue reported the Nebraska legislature and governor approved a proposed constitutional amendment to expand air service. This amendment will permit using municipal funds for airline revenue guarantees, but they are still overriding FAA prohibition. You can't use airport revenue for that purpose but we could potentially use property tax funding for revenue guarantees. Currently we use property tax for an incentive program, but not as a revenue guarantee, so this could potential be beneficial for us as we look for additional service. This amendment will be placed on the November general election ballot.

ANNOUNCEMENTS:

- a) Airport Blood Drive is May 10, 2022 8am-2pm at the Passenger Terminal.
- b) Next Board Meeting is May 18, 2022.

EXECUTIVE SESSION:

Motion by Victor, second by Werner to go into Executive Session at 8:47 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 Werner, second by Cook to come out of Executive Session with no decisions being made and reconvene to Regular Session at 9:43 a.m. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.

ADJOURNMENT:

Meeting was adjourned at 9:44 a.m.

HALL COUNTY AIRPORT AUTHORITY

Debra Potratz | Office Manager

Brian Quandt | Board Chair

Ryan O'Neill | Board Secretary/Treasurer

(SIGNATURES ON FILE)