



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | May 18, 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 May 18, 2022. Notice of Meeting was given in the *Grand Island Independent* on May 11, 2022. Board Chair Quandt called the meeting to order at 8:02 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, Tim Victor.

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

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.

LEGAL COUNSEL PRESENT: Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting held April 20, 2022.
- RESOLUTION 22-19: Claims 3750-3765.

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

DISCUSSION AND ACTION AGENDA:

Financial Report: Presented Accounting Manager Debbie Hand. The Post Office lost 10 checks, so a stop payment was made, and the checks were then reissued. A Budget meeting schedule will be emailed to the Board.

Budget Narrative Ending April, 2022 1st Month of 3rd Qtr: 58.33%	Current Amount April	YTD Amount Oct 21 - Sep 22	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$207,389.10	\$1,102,540.55	\$1,639,617.00	67.24%	\$537,076.45
Operating Expenses	\$191,904.09	\$1,445,977.74	\$2,454,136.00	58.92%	\$1,008,158.26
Total Operating Income/(Loss)	\$15,485.01	(\$343,437.19)	(\$814,519.00)	42.16%	(\$471,081.81)
Tax Levy - Bond	\$95,685.98	\$423,326.36	\$1,372,549.00	30.84%	\$949,222.64
Tax Levy - General	\$24,453.22	\$91,966.30	\$316,733.00	29.04%	\$224,766.70
Tax Levy - General Fund Designated for Air Service Development	\$14,033.79	\$80,026.03	\$230,000.00	34.79%	\$149,973.97
Net Income/(Loss)	\$97,990.10	\$632,407.42	(\$858,687.00)	-73.65%	(\$1,491,094.42)

ACTIVITY REPORTS: (printed as received).

GRI Air Traffic Operations Report: By Executive Director Olson.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Apr 2022	30	293	430	67	820	251	64	315	1,135
Apr 2021	23	310	501	77	911	180	68	248	1,159
% Change	30%	-5%	-14%	-13%	-10%	39%	-6%	27%	-2%

Enplanement Report: Presented by Executive Director Olson. Effective August 16th, American will up gauge to a 65-seat CRJ700 regional jet August 16th. In April Allegiant had one LAS and two AZA cancelled flights. Air cargo service has been steady and serves an additional revenue source for us with the use of DC9s and Embraer 120s.

	Allegiant	No. of Flights LAS	No. of Flights IWA	No. Total Flights	Load Factor	American	No. of Flights	Load Factor	Charters	No. of Flights	Total Monthly Enplanements	Yr to Date
Apr 2022	2,031	7	7	14	85%	2,523	60	84%	0	0	4,554	20,172
Apr 2021	1,931	9	9	18	64%	2,412	59	82%	105	1	4,448	16,233
+/- %	5%	-22%	-22%	-22%	33%	5%	2%	3%	-100%	-100%	2%	24%

Operations Report: Presented by Operations Manager Doug Brown.

Mowing, Mowing, Mowing.

Grinded chipped paint off rwy/twy/ramp.

Rwy/Twy/ramp painting.

Sprayed weeds.

Concrete repairs to rwy/twy.

Annual Fire Extinguisher Training for FBO Employees-Scheduled.

Annual ARFF Burn - Completed.

Tri-Annual Mass Casualty Drill-Complete. Executive Director Olson thanked our mutual aid partners for their participation in this training.

Annual AEP Tabletop - Completed.

Monthly and Quarterly maintenance performed on all equipment.

Annual FAA Part 139 Inspection scheduled for middle of July.

Sent Bowmonk Rwy Friction Meter out for Calibration.

Working on Annual Reviews of all records for Upcoming Inspections.

Numerous other daily projects and repairs completed and scheduled.

Facility Report: Presented by Facility Manager Steve Magnuson.

- On Saturday, April 23 the roof on Hangar 113 got wind under the rubber roof (EDPM) and completely separated it from the roof deck. Chris, Wes, and Dylan made emergency repairs on Sunday the 24th and then Weathercraft crew came out on the 25th and re-secured the entire roof. The roof is over 30 years old and worn out. It will need to be totally replaced. An insurance settlement has been issued by Traveler's.
- Re-calibrated rotunda and operator cab controls on jet bridge.
- The terminal PA system amplifier burned out and a temporary amplifier has been installed pending the arrival of a replacement amplifier.
- We are now averaging about 220 cars in the lot.
- #4 parking exit machine is still out of service.

- We are still utilizing staff as a parking lot attendant for all Allegiant flights.
- Archives records have been moved into 113C (old Lifeteam quarters) in order to open up the space in 700B for Adventure Bus to add an office.
- On Tuesday, May 10th, a Blood drive was held in the terminal and the Board room was used for elections polling place.
- Repaired curtain wall over the hanger door in Hangar 113.
- Fertilized and sprayed terminal, admin office, and parking lot grass.
- 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 by Andy Beil.

AIP-044 – CARES Act Grant

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

- Vendor: M-B
- Delivery Deadline = Sept. 19, 2022.
- 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
- Revised (C.O. No. 01) Delivery Deadline = February 14, 2023
- M-B Is Working To Prepare/Submit New Revised (Truck Only) Shop Drawings For MB2 Vehicle. Benesch To Review Upon Receipt. Plow & Spreader Previously Approved.
- Owner Training & Vehicle Performance Testing Upon Delivery
- Closeout To Follow Final Inspections.

Upcoming FY'23 Federally Funded Projects

- *Airfield Lighting & NAVAID Upgrades* – Contracting To Start Next Month (June of 2022). Construction in 2023.
- *Terminal Expansion (Competitive ATP Grant)* – Prelim Design/Concept Budget Program. Contracting to Start in Late June/Early July of 2022. 8 Month of Design (October 2022 to June 2023). Prelim Report Done Prior to NOFO Deadline.
- *Snow Removal Equipment Building* – Design Only to Begin in FY'23. Contracting to Start in Early November of 2022 (Likely Begin Design in January 2023). Construction in 2024.

Executive Director Olson noted it was 10 years ago we were working on the Terminal Area Master Plan for the new Passenger Terminal. Along with the Passenger Terminal Expansion, we are going to look at upgrading the secure side exit lane door as we spend approximately \$45,000 a year in labor to man, upgrade the Bradley sinks in the restrooms, and look into solar power options. Other future projects may include partial runway replacement, and building a new Air Traffic Control Tower (tower is FAA owned but contract operated). The Sewer Project is progressing nicely. They installed the force main at the intersection of Sky Park and Airport Road and are working on installing another one on Academy Road. They will start on the wellhouse in a couple weeks. Project is slated to be completed by December 23, 2022.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-20: SELECTION OF ALFRED BENESCH & COMPANY FROM LINCOLN, NEBRASKA FOR ARCHITECTURAL/ENGINEERING CONSULTING SERVICES FOR THE PASSENGER TERMINAL PROJECT.

Motion by O'Neill, second by Victor, authorizing Executive Director to select Alfred Benesch & Company from Lincoln, Nebraska for Architectural/Engineering Consulting Services for the Passenger Terminal Project. In accordance to the advertised Statement of Qualifications specifications, one proposal was received, opened

and publicly read on January 31, 2022. Selection committee reviewed proposal and recommends Alfred Benesch & Company. Upon roll call vote, motion was approved with 4 Yes votes: Werner, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-21: ARRANGEMENT LETTER BETWEEN THE HALL COUNTY AIRPORT AUTHORITY AND LUTZ & COMPANY, PC, FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2023 FOR BUDGET MEETINGS AND BUDGET DOCUMENTS.

Motion by O'Neill, second by Victor, authorizing the Board Chair to execute the Arrangement Letter between the Hall County Airport Authority and Lutz & Company, PC, for the Fiscal Year ended September 30, 2023, for Budget Meetings and Budget Documents. Charges for services will be as follows: Meetings with Staff, Board Members, and Board Meetings \$3,400 - \$3,700; Bond Allocation Calculations and Review of Budget and Other Information \$3,900 - \$5,300; Budget Document Preparation, Including the Publication for the Newspaper \$2,550 - \$3,200. Upon roll call vote, motion was approved with 4 Yes votes: Werner, Quandt, O'Neill, Victor.

EXECUTIVE DIRECTOR REPORT: Executive Director Olson.

- a) Archive Project May 5th.
- b) Blood Drive on May 10th collected 19 pints.
- c) Authority Administration Building served as the polling site for Precinct 18 on May 10th.
- d) Emergency Response Drill was conducted May 17th.
- e) Legislative report. Congress is going through their budget process.

ANNOUNCEMENTS:

- a) Next Board Meeting is June 15, 2022.
- b) Annual Grand Island Economic Development Corporation meeting will be June 8th at Tommy Gunz in Grand Island. Notify Executive Director Olson if you would like to attend.
- c) 2023 Nebraska State Fly In will be held in Grand Island on June 3rd.

EXECUTIVE SESSION:

Motion by Werner, second by O'Neill to go into Executive Session at 9:03 a.m. to discuss airline, lease, contract, and personnel negotiations. Upon roll call vote, motion was approved with 4 Yes votes: Werner, Quandt, O'Neill, Victor.

Motion by Werner, second by O'Neill to come out of Executive Session with no decisions being made and reconvene to Regular Session at 10:19 a.m. Upon roll call vote, motion was approved with 4 Yes votes: Werner, Quandt, O'Neill, Victor.

ADJOURNMENT:

Meeting was adjourned at 10:20 a.m.

HALL COUNTY AIRPORT AUTHORITY

Debra Potratz | Office Manager

Brian Quandt | Board Chair

Ryan O'Neill | Board Secretary/Treasurer

(SIGNATURES ON FILE)