HALL COUNTY AIRPORT AUTHORITY │ MINUTES
Regular Meeting │September 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 September 16, 2022. Notice of Meeting was given in the *Grand Island Independent* on September 9, 2022. Board Chair Quandt called the meeting to order at 8:03 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, Secretary-Treasurer Ryan O'Neill, Joe Cook, Tim Victor.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Vice-Chair Lynne Werner,

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Accounting Manager Debbie Hand, Office Manager Debra Potratz, Operations Manager Wes Harris, Operations Manager Doug Brown, Facility Manager Steve Magnuson, Maintenance Technicians Dylan Evans, Brandon Stahl, Ryan Medlock, Justin Astrones, Operations Secretary Haley Hooper, and Office Assistant Michelle Halpine.

LEGAL COUNSEL PRESENT: Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:
- Minutes from the Regular Meeting held August 17, 2022.
- RESOLUTION 22-43: Payment of Claims 3797-3807.

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

PRESENTATION OF FAA AIRPORT SAFETY RECOGNITION CERTIFICATE
Executive Director Olson presented the FAA certificate to Operations Manager Wes Harris. On August 25th, during the 4-States Airport Conference in Kansas City, MO, the Central Nebraska Regional Airport received an Airport Safety Recognition Certificate from the FAA, recognizing the outstanding manner in which the airport has been operated. Only two airports from the Central Region received this award.

Operations Manager Harris thanked Doug Brown and staff for making this happen. Executive Director Olson is proud of the staff and Operations Manager Brown for setting the bar high on how we operate and prepare for inspections. Brown has provided the leadership for this department over the past 16 years and will retire the end of September passing the torch to Wes Harris. Olson commented that it has been a great privilege and honor to have worked with Brown.

DISCUSSION AND ACTION AGENDA:

<u>Financial Report</u>: Presented by Accounting Manager Debbie Hand.

Budget Narrative Ending August, 2022 2nd Month of 4th Qtr: 91.67%	Current Amount August	YTD Amount Oct 21 - Sep 22	Yearly Budget Amount	YTD %	Remaining Budget Amount

Operating Income	$164,369.66	$1,721,542.05	$1,639,617.00	105.00%	($81,925.05)
Operating Expenses	$315,563.96	$2,378,278.64	$2,454,136.00	96.91%	$75,857.36
Total Operating Income/(Loss)	($151,194.30)	($656,736.59)	($814,519.00)	80.63%	($157,782.41)
Tax Levy - Bond	$19,095.69	$997,250.80	$1,372,549.00	72.66%	$375,298.20
Tax Levy - General	$7,608.08	$170,627.86	$316,733.00	53.87%	$146,105.14
Tax Levy - General Fund Designated for Air Service Development	$0.00	$230,000.00	$230,000.00	100.00%	$0.00
Net Income/(Loss)	($174,019.61)	$92,105.17	($858,687.00)	-10.73%	($950,792.17)

GRI Air Traffic Operations Report: By Tower Manager Joe Klimes. Klines noted for September, the total operation stats are on par or to better than last year with mid-month stats of 72 for Air Carrier operations and 152 for Air Taxi operations. Executive Director Olson reported within a 24-hour period we had six cargo planes land including a 727, MD80, two DC9s, Embraer 120 and a Falcon 20, and appreciates that GRI is their preferred airport for cargo operations.

	Itinerant Operations					Local Operations			
GRI	Air Carrier	Air Taxi	Civil Aviation	Military	**TOTAL OPS**	Civil	Military	**TOTAL LCL**	**Overall Total TRF**
August 2022	95	306	583	90	**1,074**	184	12	**196**	**1,270**
August 2021	21	265	617	75	**978**	338	34	**372**	**1,350**
% Change	352%	15%	-6%	20%	**10%**	-46%	-65%	**-47%**	**-6%**

Enplanement Report: Presented by Executive Director Olson.

	Allegiant	Flights LAS	Flights IWA	Total No. of Flights	Load Factor	American	No. of Flights	Load Factor	Charters	No. of Flights	Total Mo. Enp.	Year to Date
Aug. 2022	2,528	8	9	17	87%	2,514	61	76%	181	1	5,223	40,969
Aug. 2021	1,972	7	9	16	75%	2,160	61	72%	86	1	4,218	35,097
+/- %	28%	14%	0%	6%	16%	16%	0%	6%	110%	0%	24%	17%

ACTIVITY REPORTS:

Operations Report: Presented by Operations Manager Wes Harris.

Last year we implemented the App Part-139 work order and graphic system for our inspections, and tracked 56 work orders.

Installed two new heaters in Bldg 129 (Maintenance Shop).

Installed new pallet racks in Bldg 129 (Maintenance Shop) to make room for new the two new SREs to be delivered on Monday. Executive Director Olson and Harris visited the MB factory in Chilton, WI and test drove the snow removal equipment. Harris was very impressed with MB operations, facility, and service technicians.

In the process of painting parking lots.

Suffered a lightning strike on September 10th which affected the lighting and signs on Twy Bravo E and Rwy 17-35.

Attended the 4-State Airport Conference in Kansas City, MO, where the Airport received an Airport Safety Recognition Certificate from the FAA.

Monthly and quarterly maintenance performed on all equipment.

Numerous other daily projects and repairs completed and scheduled.

Facility Report: Presented by Facility Manager Steve Magnuson.

We are now averaging about 250 cars in the lot. Up +/- 50 from last month.

Jet bridge is currently still out of service. The HMI finally became available and should arrive by the end of next week (9/23). Plug and play. Canopy actuators on back order.

Hangar 113 roof replacement is underway. Weathercraft Roofing.

Garage door project for building 700B is in progress. Hoping for completion by October 30. Kleint Construction.

Bids for Building 850 Roof replacement is on the agenda for today to be awarded to Rathman Manning Construction - 3 months out.

Repaired 8 ramp lights around terminal apron area.

One leak repair on west sky light in TSA inspection completed. Warranty job.

Installed drive through gates on northwest side of east parking lot to help improve snow removal process.

Replaced broken toilet in men's room of terminal. Also repaired faulty flush valve in ladies' room.

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 Report Presented by Executive Director Olson. The M-B SRE Broom and SRE Blower will be delivered on Monday, September 19th.

AIP-50 as a result of the airfield lighting survey, it was determined we have non-standard edge lighting for Runway 17-35. This will require all new cans (foundation of the light) with grounding rods to be installed. The primary runway will be closed for two weeks during this process.

The Industrial Park layout plan should take about a month to complete. A Planning Session is scheduled for November.

The PARCS bids are due Friday, September 23rd and bid awarded at the October 19th Board meeting. The Canopies bid will be awarded at the November 16th meeting.

Sewer Project: They are starting to work on the gravity main and need to finish the lift station. They are dewatering pumping less than 1,500 gallons per minute, down from 5,000 gallons per minute. There will be a 2–3-week road closure on Sky Park Road and Baron Lane. Project is slated for completion at the end of December.

AIP-044 – CARES Act Grant

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

- Vendor: M-B
- Delivery Deadline = Sept. 19, 2022 (Monday)
- HCAA Completed M-B Plant Visit Last Week.
- Vehicles to Arrive Early Next Week.
- Owner Training & Vehicle Performance Testing Upon Delivery.
- Closeout To Directly Follow Final Inspections.

AIP-045 – SRE Plow/Spreader Acquisition

- Vendor: M-B
- Revised (C.O. No. 01) Delivery Deadline = February 14, 2023
- Owner Training & Vehicle Performance Testing Upon Delivery
- Closeout To Follow Final Inspections.

AIP-050 - Airfield Lighting & NAVAID Upgrades

- Benesch Currently Working On Final Design From Mid-July To Mid-November.
- Several Benesch/HCAA Design Coordination Meetings/Calls Completed Over Last Month

- Coordination Call Between Benesch/FAA/HCAA Completed Yesterday (9/15/2022)
- *Notable Design Element(s):*
    - RW Light Spacing Does Not Meet Current Criteria. Benesch To Coordinate With FAA Whether Re-spacing is Required. Respacing Will Affect RW Downtimes.
    - New Lighted Guidance Sign Legends & Locations to Be Coordinated (By Benesch) with FAA Part 139 Inspector.
    - Adding Tip Down Beacon As "Add" Bid Option.

<u>Tenant Report:</u>

Trego-Dugan Aviation Vice President Zach Thompson reported two records were broken in August, one being gallons delivered, and the other the number of gallons pumped in one day. In August they had 1,336,586 gallons delivered compared to 782,513 gallons one year ago, making this a 70.81% increase over last year. Previously the most gallons they had ever pumped in one day was when the President of the United States was here and pumped 15,000 gallons. On August 22nd they pumped 15,500 gallons and August 30th they pumped 17,700 gallons in one day. Trego-Dugan Aviation has been shipping out a lot of refurbished Ground Service Equipment (GSE).

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-44: FINAL APPROVAL OF BUDGET FOR FISCAL YEAR 2022-2023.

Kayla Schulte, CPA, from Lutz commented she attended several meetings in small groups with the entire Board and appreciated everyone's help.

Resolution approving the budget for fiscal year 2022-2023, subject to formal adoption of the 2022-2023 budget in accordance with state auditor requirements. Motion by Ryan O'Neill second by Joe Cook, to adopt Resolution 22-44. Voting Yes: Joe Cook, Brian Quandt, Ryan O'Neill, Tim Victor. Voting No: None. Abstained: None. Absent: Lynne Werner. Motion was Adopted Dated this 16th day of September 2022. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-45: REJECT TERRORISM INSURANCE WITH ACE PROPERTY AND CASUALITY INSURANCE COMPANY.

Motion by Victor, second by O'Neill Resolution authorizing the Board Chair to reject Terrorism Insurance coverage with Ace Property and Casualty Insurance Company for the policy period of September 13, 2022 through September 13, 2023. The cost of Terrorism Insurance is $2,013. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-46: HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT WITH THE NEBRASKA EMERGENCY MANAGEMENT AGENCY FOR 2022 MOBILE AIRCRAFT RESCUE FIRE FIGHTER TRAINING.

Motion by Cook, second by Victor Resolution authorizing the Executive Director to accept the Hazardous Materials Emergency Preparedness Grant with the Nebraska Emergency Management Agency in the amount of $8,450.00, for the Mobile ARFF Training conducted at the Central Nebraska Regional Airport on May 17, 2022. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-47: AMENDMENT TO THE INTERLOCAL COOPERATION AGREEMENT BETWEEN THE HALL COUNTY AIRPORT AUTHORITY AND THE CITY OF GRAND ISLAND FOR LAW ENFORCEMENT OFFICER SERVICE.

Motion by O'Neill, second by Cook Resolution authorizing the Executive Director to execute the Amendment to the Interlocal Cooperation Agreement between the Hall County Airport Authority and the City of Grand Island, to provide Law Enforcement Officers (LEOs) on-site at the Central Nebraska Regional Airport during Transportation Security Administration (TSA) Screening checkpoint operating hours in keeping with requirements provided by TSA. The Airport Authority shall reimburse the City at a rate of $35.00 per hour *from January 1, 2021 through September 30, 2022, and the rate of $38.50 per hour after October 1, 2022. The Agreement is amended through December 31, 2024.Upon roll call vote, motion was approved with 4 Yes votes: Cook, Quandt, O'Neill, Victor.*

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-48: AWARD BID FOR BUILDING 850 ROOF REPLACEMENT TO RATHMAN & MANNING CONSTRUCTION.

Motion by Victor, second by Cook Resolution authorizing the Executive Director to award Bid, including Alternate No. 01, for Building 850 located at 1982 Citation Way, for Roof Replacement, to Rathman & Manning Construction of Chapman, in the amount of $81,200. Alternate No. 01 is for Unit Pricing in the event the plywood and/or the 2'x4' Lumber needs to be replaced. Unit price for Plywood $3.22 per square foot, and Unit Price for 2'x4' Lumber $1.76 per square foot. The Request for Proposal was published in the Grand Island Independent on August 10 & 17, 2022, with one Bid received on August 23, 2022. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-49: PROPOSAL FROM ALFRED BENESCH & COMPANY FOR PLANNING SERVICES FOR THE 2022 LANDSIDE LAYOUT PLANNING DOCUMENT.

Motion by Cook, second by O'Neill to Resolution to approve and authorize the Executive Director to execute the Proposal from Alfred Benesch & Company for the 2022 Planning Services for the Landside Layout Planning Document. The Authority is in the planning stage of constructing a 10,000-15,000 sq. ft. Spec Building, and a Mini-Storage Unit/Camper Storage area. Compensation for the Planning Phase shall be paid in a Lump Sum of $24,856.77. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-50: PROPOSAL FROM ALFRED BENESCH & COMPANY FOR DESIGN & BIDDING SERVICES FOR THE PARKING LOT UPGRADES.

Motion by Victor, second by Cook Resolution to approve and authorize the Executive Director to execute the Proposal from Alfred Benesch & Company for Design & Bidding Services for the Parking Lot Upgrades. The Design Phase lot includes design of a new rigid canopy frame, concrete median for the PARCS machine, add bollards or fence, and lighting for the Premier Parking lot; and the design of canopy frames and lighting for the Short Term & Long Term Parking lots. The Bidding Phase will combine solicitations for the Premier Parking lot and Short Term/Long Term Parking lots. Compensation for the Design Phase shall be paid in a Lump Sum of $21,140.00, and a Lump Sum of $7,900.00 for the Bidding Phase. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-51: LEASE EXTENSION AMENDMENT WITH FEDERAL EXPRESS CORPORATION.

Motion by O'Neill, second by Victor Resolution to approve and authorize the Executive Director to execute the Lease Extension Amendment (No. 85-2850) with Federal Express Corporation for Building 710 located at 3900 Sky Park Road, Grand Island, Nebraska. Term shall be extended for one (1) month commencing November 1, 2022 and terminating November 30, 2022.Rent shall be $3,200.00 per month. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Quandt, O'Neill, Victor.

EXECUTIVE DIRECTOR REPORT: Executive Director Olson.

a) Legislative Update. The House & Senate are on their August break. It appears Congress is going to direct the FAA to fund installation of self-contained PFAS testing systems within the fire trucks. Current TSA Administrator David Pekoske was renominated for another four-year term. The Nebraska Constitutional Amendment Legislative Resolution 283CA, to expand air service with municipal funds, will be on the November general election ballot.

a) 2023 Nebraska State Fly In will be held in Grand Island on Saturday, June 3rd. Executive Director Olson and Operations Manager Harris met with the Air Boss and received information regarding the regulations, policy and forms needed for event. The Authority has a meeting scheduled with the Nebraska State Fair committee to solicit advice and assistance with the event. StrobeLink is developing sponsorship packages. Executive Director Olson will attend the International Council of Air Show convention in Las Vegas, NV in December. Three acts have been confirmed, with plans to obtain five more, as well as securing vintage aircraft. The internal committee has been meeting to plan the details of the event.

ANNOUNCEMENTS:

a) Next Board Meeting is October 19, 2022.
b) Planning Session will be held following the November 16, 2022 Board Meeting.

EXECUTIVE SESSION:

Motion by Victor, second O'Neill to go into Executive Session. The Board convened into Executive Session at 9:10 a.m.

Motion by Cook, second by Victor to come out of Executive Session with no decisions being made and reconvene to Regular Session at 11:00 a.m. Upon roll call vote, motion was approved with 4 Yes votes: Cook, Quandt, O’Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-52: AMENDMENT TO EMPLOYMENT AGREEMENT WITH MICHAEL J. OLSON.

Motion by Cook, second by O'Neill Resolution authorizing the Board Chair to execute the Amendment to the Employment Agreement between the Hall County Airport Authority and Michael J. Olson. Except as set forth herein, the terms and conditions of the October 1, 2019 Employment Agreement shall remain in full force and effect. The Employment Agreement is revised to read as follows: Paragraph 4. Compensation. a. Salary at annualized rate of $138,853.26 ONE-HUNDRED THIRTY-EIGHT THOUSAND, EIGHT-HUNDRED FIFTY-THREE AND 26/100 DOLLARS, payable bi-weekly at the rate of $5,340.51 FIVE-THOUSAND, THREE-HUNDRED FORTY AND 51/100 DOLLARS, effective October 1, 2022, through September 30, 2023. Motion by Victor, second by Cook to remove all stipends and to amend Paragraphs 4.b. and 4.h of the Employment Agreement to be revised to read as follows: Paragraph 4.b. providing for a vehicle stipend is deleted. Paragraph 4.h. providing for a cell phone allowance is deleted. Director's annual salary and benefits shall be reviewed effective October 1 of each year commencing October 1, 2023. Upon roll call vote, original motion and amendment were approved with 4 Yes votes: Cook, Quandt, O’Neill, Victor.

ADJOURNMENT:

Meeting was adjourned at 11:15 a.m.

HALL COUNTY AIRPORT AUTHORITY

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Debra Potratz | Office Manager

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Brian Quandt | Board Chair Ryan O’Neill | Board Secretary/Treasurer

(SIGNATURES ON FILE)