HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | December 20, 2023

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 December 20, 2023. Notice of Meeting was given in the *Grand Island Independent* on December 13, 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.

LEGAL COUNSEL PRESENT: Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:
- Minutes from Regular Meeting on November 15, 2023.
- RESOLUTION 23-75: Payment of Claims 3995-4005.

Motion by Victor, second by Quandt 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:

Financial Report: By Accounting Manager Hand.

Budget Narrative Ending November, 2023 2nd Month of 1st Qtr : 16.67%	Current Amount November	YTD Amount Oct 23 - Sep 24	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	$169,276.92	$365,723.57	$2,219,440.00	16.48%	$1,853,716.43
Operating Expenses	$233,345.45	$448,488.76	$2,957,420.00	15.16%	$2,508,931.24
Total Operating Income/(Loss)	($64,068.53)	($82,765.19)	($737,980.00)	11.22%	($655,214.81)
Tax Levy - Bond	$9,401.04	$73,043.51	$1,470,000.00	4.97%	$1,396,956.49
Tax Levy - General	$3,615.66	$28,092.94	$344,515.00	8.15%	$316,422.06
Tax Levy - General Fund Designated for Air Service Development	$0.00	$0.00	$300,000.00	0.00%	$300,000.00
Net Income/(Loss)	($453,953.12)	($397,973.95)	($592,390.00)	67.18%	($194,416.05)

GRI Air Traffic Operations Report: No report. Executive Director Olson stated new tower manager, Kutler Davis, will start December 28th.

<u>Enplanement Report</u>: Presented by Executive Director Olson.

	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
Nov 2023	2,478	9	9	18	0	81%	2,654	62	1	69%	30	1	0	**5,162**	**59,087**
Nov 2022	2,459	8	8	16		89%	2,906	60		76%	180	1		**5,545**	**59,165**
+/- %	1%	13%	13%	13%		-9%	-9%	3%		-9%	-83%	0%		-7%	0%

<u>ACTIVITY REPORTS:</u>
<u>Operations Report:</u> Presented by Operations Manager Wes Harris.
Replaced radiant heater Building 112.
Replaced wear edge on AIR 24 loader bucket.
Fabricated and installed de-ice tanks system for AIR 127 UTV.
Working on cold patching drive to Building 116.
Prepared AIR 81 and AIR 39 pickup and de-ice skid to sell to Hastings Airport.
Replaced rear brakes on AIR 85.
Repaired lights and electrical in USAF Hanger 4.
Weekly and monthly Inspections completed.
Monthly and quarterly maintenance performed on all equipment.
Numerous other daily projects and repairs completed and scheduled.

<u>Facility Report</u>: Presented by Facility Manager Ron Griggs.
Terminal water heater replacement complete.
Server room AC leak repaired.
Terminal overhead light bulbs replaced.
Secured area light bight in men's restroom repaired.
Roof leak in mezzanine repaired.
Outside pole light by jet bridge repaired.
Jet Bridge camera wired on own dedicated circuit.
Mult stack glycol leak repaired.
Front entrance door ADA switches and overhead motor parts are ordered.
Furnace repaired at Building 850 Trego paint shop.
Concrete project at Gro-Rite complete.
Afternooner's swinging doors replaced.
Lamar remodel project in negotiations.
Camera east parking lot fiber issue repaired.
New custodian Sandra Reynoso is doing well. Possible full-time employee.
Actively searching for Facility workers.
Flight schedule door coverage are being covered by a creative measure.
Cleaning contract waiting on approval.
West parking fiber camera issue is scheduled for repair.
Jet bridge training for Trego being scheduled.

<u>Project Report:</u> Benesch Report presented by Benesch Aviation Group Manager, Vice President Andy Beil, PE.

<u>Federally Funded - AIP-050/BIL-051 - Airfield Lighting & NAVAID Upgrades</u>

- Full Project Notice to Proceed (NTP) Will Be Issued For Spring of 2024.
    - On-going Equipment Delivery Delays, From Watt's Supplier, Were Adding "Non-Eligible" Project Costs/C.O.'s If Project Was Forced To Start In October of 2023.

<u>Federally Funded (AIP-0XX) – Snow Removal Equipment (SRE) Facility</u>

- Benesch Is Still Waiting For A Formal FAA (Josh Peters – FAA Planner) Determination On Eligibility of Building Spaces. "Admin" Space Likely To Be Determined In-Eligible (ex. Office Spaces, Meeting Room, Restrooms, Etc.).
- Upon FAA Determination Of Eligible Scope, Benesch/Davis Design Will Finalize A Scope-Only Document For HCAA and FAA Review. A Draft Document Has Already Been Put Together. Then,

Following Concurrence In Scope By All Parties, Benesch Will Work On Engineering/Architectural Fees While HCAA Obtains An Independent Fee Estimate (IFE).

- **Funding:** HCAA Will Have Approximately $3.4M Banked (Thru FY'24) in BIL and AIP. Or Will Have Approximately $5.4 Banked (Thru FY'25) in BIL and AIP.
- Project Funding Approach Will Be Either:
  - FY'24 Engineering Only and then FY'25 Construction Only Grants.
  - FY'24 Engineering and Construction Combined (Assuming $3.15M In Fischer Money Available).

Locally Funded – Miscellaneous Landside Concrete Paving Upgrades
(Building 700 Concrete Replacement, Building 116 Pavement Replacement, Building 114 GA Terminal Added Parking, And Metro Lane Concrete Replacement).

- Benesch Has Completed The Field Work For The Topographic Survey And Will Complete The Survey Office Work This Week.
- Benesch Geotechnical Investigation Is Scheduled To Occur This Month.
- Preliminary Design Of Drainage And Paving Improvements Will Start This Week.
- Planned Reviews Will Occur With HCAA Staff During Design.
- Target Is To Complete Drawings/Specs By The End Of The Year For Bidding Process.
- Construction To Occur In 2024.

Tenant Update:
Doug Brown spoke for Afternooners and reported they are busy with catering and December was busy with the rodeo. Revenues were down 20% in November due to the water heater being down for two weeks This affected the sterilization operations. The vending machines will now accept credit cards. They are working on a 3-5 year and a 10-year plan.

Trego-Dugan Aviation of Grand Island Vice President, Maintenance Zach Thompson reported tomorrow is the busiest travel day and will have more to report in January of 2024.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-76: COLLECTIVE BARGAINING AGREEMENT BETWEEN THE HALL COUNTY AIRPORT AUTHORITY AND TEAMSTERS LOCAL UNION NO. 554.

Motion by Quandt, second by Cook, to approve and authorize the Executive Director to execute the Collective Bargaining Agreement between the Hall County Airport Authority and Teamsters Local Union No. 554 effective October 1, 2023 through September 30, 2025. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-77: LETTER AGREEMENT AMENDMENT NO. 01 WITH OLSSON INC., TO PREPARE A SPILL PREVENTION, CONTROL, AND COUNTERMEASURES (SPCC) PLAN.

Motion by Victor second by Werner, authorizing the Executive Director to execute the Letter Agreement Amendment No. 01 with Olsson Inc., to Prepare a Spill Prevention, Control, and Countermeasures (SPCC) Plan. The Scope of Service includes: 1) An initial evaluation to determine compliance with the United States Environmental Protection Agency's regulations (40 CFR Par 112); and 2) Prepare a draft written copy of the SPCC for the Authority. Upon Notice to Proceed, project is to be completed in eight (8) weeks. Olsson will be compensated a lump sum of $5,800, plus up to $300 in anticipated travel expenses from Omaha to Grand Island. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-78: BILL OF SALE OF HALL COUNTY AIRPORT AUTHORITY (HCAA) PERSONAL PROPERTY TO THE HASTINGS AIRPORT ASSOCIATION.

Motion by Quandt second by Cook, authorizing the Executive Director to execute the Bill of Sale of Hall County Airport Authority (HCAA) Personal Property to the Hastings Airport Association. The Hastings Airport Association agrees to purchase the following items in "As-In" condition at the cost of $9,950.00: 1) AIR 39 -

2001 Chevrolet Silverado K2500 Heavy Duty Flatbed Pickup and 2) AIR 81 -2011 Tyler Ice Tote Liquid Sprayer. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-79*:* GROUND LEASE AGREEMENT WITH THE STATE OF NEBRASKA.

Motion by Quandt second by Victor, authorizing the Executive Director to execute the Ground Lease Agreement with the State of Nebraska for use of fifty-four (54) acres for training and preparing law enforcement personnel or other official State business. Lease term shall be for twenty (20) years commencing January 1, 2024, and terminating December 31, 2043, with First Option Term of ten (10) years, and Second Option Term of twenty (20) years. Rent is $4,000 per month for lease years 1-5. Rent increases five-percent (5%) effective January 1, 2029, and every five (5) years thereafter for the balance of the lease term and the First Option Term. Rent for the first five (5) years of the Second Option term shall be equal to then existing fair market value with the Authority and Tenant paying one-half of the appraisal fee. Rent shall be revised effective each five (5) year anniversary during the balance of the Second Option Term. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 23-80*:* PROPOSAL FOR JANITORIAL SERVICES WITH CHRISTENSEN CLEANING & RESTORATION.

Motion by Quandt second by Cook, authorizing the Executive Director to accept the Proposal for Janitorial Services with Christensen Cleaning & Restoration for cleaning of Building 100 (Passenger Terminal Building) located at 3773 Sky Park Road, Grand Island, NE. Service will be seven days a week (Monday-Sunday) for (4) cleaner hours each day or 28 hours per week. Monthly fee will be $2,985.00. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

EXECUTIVE DIRECTOR REPORT: Executive Director Olson.

a) Legislative Update. On November 29th went to Washington DC and met with Senator Fischer and Senator Ricketts. On December 6th, met via zoom with Congressman Smith. Discussions included pilot shortages, contract tower program funding, Essential Air Service (EAS) and per- and polyfluoroalkyl substances (PFAS) and funding for disposal.
b) Attended the Chamber of Commerce State Legislative Kickoff in Grand Island on December 13th. The governor and the three state legislators were in attendance.
c) Moderating a legislative session at the Nebraska Aviation Symposium in Kearney on January 25th.
d) The FAA reauthorization will not be approved by December 31, 2023; however, a short-term extension has been approved through March 8, 2024.
e) Applying for 2023 Airport of the Year.
f) 2024 Board Schedule.

ANNOUNCEMENTS:

a) Next Board Meeting is January 17, 2024.

EXECUTIVE SESSION:

Motion Werner, second by Victor to go into Executive Session at 8:50 a.m. to discuss airline, lease, contract and personnel negotiations. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

Motion by Victor, second Quandt by to come out of Executive Session with no decisions being made and reconvene to Regular Session at 9:40 a.m. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

ADJOURNMENT: Meeting was adjourned at 9:42 a.m.

HALL COUNTY AIRPORT AUTHORITY

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Debra Potratz │Office Manager

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Ryan O'Neill │Board Chair Tim Victor │Board Secretary/Treasurer

(SIGNATURES ON FILE)