



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | December 21, 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 December 21, 2022. Notice of Meeting was given in the *Grand Island Independent* on December 14, 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, Joe Cook.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: None.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Office Manager Debra Potratz, Facility Manager Chris Anderson, Facility Manager Steve Magnuson, Accounting Assistant Katrina Timmerman.

LEGAL COUNSEL PRESENT: Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from Regular Meeting on November 16, 2022.
- RESOLUTION 22-61: Payment of Claims 3827-3844.

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.

RETIREMENT OF STEVE MAGNUSON. Executive Director Olson announced Facility Manager Steve Magnuson will be retiring December 30, 2022 after 15 years of service.

DISCUSSION AND ACTION AGENDA:

Financial Report: Presented by Executive Director Olson.

Budget Narrative Ending November, 2022 2nd Month of 1st Qtr : 16.67%	Current Amount November	YTD Amount Oct 22 - Sep 23	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$164,268.48	\$359,735.85	\$2,016,551.00	17.84%	\$1,656,815.15
Operating Expenses	\$253,924.47	\$534,515.94	\$3,235,514.00	16.52%	\$2,700,998.06
Total Operating Income/(Loss)	(\$89,655.99)	(\$174,780.09)	(\$1,218,963.00)	14.34%	(\$1,044,182.91)
Tax Levy - Bond	\$9,385.61	\$74,337.65	\$1,421,569.00	5.23%	\$1,347,231.35
Tax Levy - General	\$3,741.90	\$29,607.21	\$246,733.00	12.00%	\$217,125.79
Tax Levy - General Fund Designated for Air Service Development	\$0.00	\$0.00	\$300,000.00	0.00%	\$300,000.00
Net Income/(Loss)	\$1,141,176.13	\$1,138,616.93	(\$529,733.00)	-214.94%	(\$1,668,349.93)

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
November 2022	127	173	378	77	755	136	52	188	943
November 2021	24	283	453	102	862	134	62	196	1,058
%Change	429%	-39%	-17%	-25%	-12%	1%	-16%	-4%	-11%

Enplanement Report: Presented by Executive Director Olson.

Olson reported GRI received one Essential Air Service (EAS) Bid from American Airlines with the subsidy of \$4,990,950 and utilizing a 65-seat jet. The bid also noted the need for an additional jet bridge.

	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
Nov. 2022	2,459	8	8	16	89%	2,906	60	76%	180	1	5,545	59,165
Nov. 2021	2,515	9	9	18	83%	2,446	58	84%	159	2	5,120	44,641
+/- %	-2%	-11%	-11%	-11%	7%	19%	3%	-10%	13%	-50%	8%	33%

ACTIVITY REPORTS: Printed as received.

Operations Report: No report.

Facility Report: Presented by Facility Manager Chris Anderson.

Thank you to Steve for his service to the Hall County Airport Authority. Thank you for the guidance and mentoring over the past nine months. Your absence will be noticed by many.

- Building 2A
 - Replaced walk in door and knob on east side next to hangar door.
- Building 106 [old firehouse] updates being completed to help cut heating costs
 - New windows arrived, will install when have warmer weather.
- Building 700B
 - Overhead doors are all complete
 - Concrete work complete
 - Waiting for siding for the west overhead door to be framed in and sealed up
- Building 113
 - Weathercraft has completed all repair/replacement work
- Vacant buildings
 - 850, 109, 710
- Jet Bridge
 - Replaced main power feed cable to cab controls
 - Waiting on electronic photo sensor for plane approach system
 - Only operating under maintenance codes and bypasses
 - Trying to locate new limit switches, finding that some are no longer manufactured and do not have comparable replacements
- Parcs Machines
 - Icore and printer have been repaired for machine #2

85 ○ #1 crashed for a weekend and had to open gates to allow customers to park as East lot
86 has been at capacity. #1 has since been repaired [icore board issue]

- 87
- 88 • Completed monthly maintenance and daily operation inspections on jet bridge
- 89 • Conduct twice weekly parking lot surveys.
- 90 • Provide exit door security on all departing commercial flights.
- 91 • Maintain a clean, safe, and functional terminal building.

92 Project Reports: Benesch Report Presented by Executive Director Olson.

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94 AIP-044 – CARES Act Grant

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

- 96 • Benesch Submitted Closeout Booklets Early This Week to HCAA.
- 97 • HCAA To Review/Finalize Booklets (Once Debbie Returns) and Send to FAA.

98 AIP-045 – SRE Plow/Spreader Acquisition

- 99 • Delivery Deadline = February 14, 2023
- 100 • Owner Training & Vehicle Performance Testing Upon Delivery
- 101 • Closeout To Follow Final Inspection.

102 AIP-050 - Airfield Lighting & NAVAID Upgrades

- 103 • Benesch Submitted 95% Plans, Specs, Engineer's Report to HCAA & FAA on 12/7/2022.
- 104 • FAA Sent 95% Review Comments on 12/19/2022.
- 105 • FAA Will Issue Authorization to Bid After Receiving Updated Construction Safety & Phasing Plan
- 106 (CSPP). Benesch To Issue Updated CSPP Right After New Year Holiday.
- 107 • Likely Advertise in January 2023 and Bid in February 2023.
- 108 • Small R.A. Likely To Be Required by FAA-NAVAIDs Group (For Limited Construction Observation
- 109 Services, Less Than \$10K).

110 Locally Funded – Parking Lot Improvements (Canopies, Concrete Median Upgrades)

- 111 • Bid Opening Completed December 8, 2022. Single Bid From Chief Construction Received.
- 112 • HCAA Is Still Reviewing/Considering the Bid.
- 113 • Benesch/Integrity Letter of Recommendation (on Award of Bids) Will Go To January 2023 Board
- 114 Meeting.
- 115 • Benesch To Work With HCAA on Amendment For Limited Construction/Testing Services.
- 116 Amendment To Go To January Board Meeting.

117 Locally Funded – Landside Planning Study

- 118 • Benesch Submitted FINAL Exhibit, with Short Narrative, to HCAA.
- 119 • Will Review Info As Part of Planning Session Today.

120 Sewer Project: Olson reported very little progress has been made and has expressed his concerns to the
121 City of Grand Island, Contractor and Engineer. Project completion end date is April 24, 2023.

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123 Tenant Update: Trego-Dugan Aviation Vice President Zach Thompson announced effective January 1st the
124 FBO will be going to a 24-hour operation. There has been a decrease in the number of cargo operations.

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126 **CONSIDERATION & APPROVAL OF RESOLUTION NO. 22-62: PROPOSAL AND AGREEMENT FOR**
127 **AIR SERVICE CONSULTING SERVICES WITH MEAD & HUNT, INC.**

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129 *Motion by Cook, second by Victor authorizing the Executive Director to execute the Proposal and Agreement*
130 *for Air Service Consulting Services with Mead & Hunt, Inc. The Scope of Service includes preparing custom*
131 *airline presentations to use at airline meetings at the Mead & Hunt Air Service Conference in Tempe, AZ on*
132 *January 31st through February 2nd of 2023. Mead & Hunt will be compensated \$4,670 for presentation*

preparation, plus \$860 per meeting fee. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.

EXECUTIVE DIRECTOR REPORT: Executive Director Olson.

- a) 2023 Nebraska State Fly In will be held in Grand Island on Saturday, June 3rd. Staff continues to work on this event in securing performers, food vendors, activities, etc.
- b) 2023 Board Meeting Schedule.
- c) Legislative. Congress passed a short-term continuing resolution with the possibility of an omnibus to fund the government for a full year.

ANNOUNCEMENTS:

- a) Next Board Meeting is January 18, 2023.
- b) Soup Supper – Tuesday, January 24, 2023 from 4:30-6:30 pm.

EXECUTIVE SESSION:

Motion by O'Neill, second Cook to go into Executive Session at 8:55 a.m. to discuss airline, lease, 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 Werner to come out of Executive Session with no decisions being made and reconvene to Regular Session at 9:35 a.m. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.

ADJOURNMENT:

Meeting was adjourned at 9:37 a.m.

HALL COUNTY AIRPORT AUTHORITY

Debra Potratz | Office Manager

Brian Quandt | Board Chair

Ryan O'Neill | Board Secretary/Treasurer

(SIGNATURES ON FILE)