



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | June 16, 2021

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 June 16, 2021. Notice of Meeting was given in the *Grand Island Independent* on June 9, 2021. Board Chair Quandt called the meeting to order at 8:00 a.m. and announced location of the Nebraska Open Meeting Act for public viewing.

REVIEW OF AGENDA.

PUBLIC COMMENT REQUESTS: Zach Thompson, Trego-Dugan Aviation of Grand Island, 7. F Tenant Update.

PLEDGE OF ALLEGIANCE: Was said in unison.

AIRPORT AUTHORITY BOARD MEMBER(S) PRESENT: Chair Brian Quandt, Vice-Chair Lynne Werner, Secretary-Treasurer Ryan O'Neil, Joe Cook, and 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, Operations Manager Doug Brown, Facility Manager Steve Manguson.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting held May 19, 2021
- RESOLUTION 21-31: Claims 3634-3640
-

Motion by Werner, second by Cook 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 by Accounting Manager Debbie Hand. Executive Director Olson stated one year ago in the midst of the pandemic, a very conservative budget was drafted. He appreciated the Boards input and thanked the managers for staying within budget.

Budget Narrative Ending May 2021 2nd Month of 3rd Qtr.: 66.67%	Current Amount May	YTD Amount Oct 20 - Sep 21	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	\$123,434.73	\$1,057,479.07	\$1,525,660.00	69.31%	\$468,180.93
Operating Expenses	\$187,877.79	\$1,514,175.81	\$2,235,274.00	67.74%	\$721,098.19
Total Operating Income/(Loss)	(\$64,443.06)	(\$456,696.74)	(\$709,614.00)	64.36%	(\$252,917.26)
Tax Levy - Bond	\$387,239.76	\$747,226.90	\$1,176,471.00	63.51%	\$429,244.10

Tax Levy - General	\$40,338.54	\$136,359.84	\$217,322.00	62.75%	\$80,962.16
Tax Levy - General Fund Designated for Air Service Development	\$129,936.80	\$192,194.54	\$300,000.00	64.06%	\$107,805.46
Net Income/(Loss)	\$497,986.19	\$72,010.39	(\$1,786,119.00)	-4.03%	(\$1,758,129.39)

ACTIVITY REPORTS:

GRI Air Traffic Operations Report presented by Executive Director Olson. Air traffic stats are only reported when the tower is open between the hours of 7 a.m. to 8 p.m. Any general aviation or commercial flights outside of operating hours are not included in the stats.

GRI	Itinerant Operations					Local Operations			Overall Total TRF
	Air Carrier	Air Taxi	Civil Aviation	Military	TOTAL OPS	Civil	Military	TOTAL LCL	
Mar 2021	27	299	648	118	1,092	354	186	540	1,632
Mar 2020	28	279	344	54	705	184	60	244	949
% Change	-4%	7%	88%	119%	55%	92%	210%	121%	72%

Enplanement Report presented by Executive Director Olson. Olson commented that May's numbers were the highest since February of 2020. This shows recovery is on the horizon.

	Allegiant	No. of Flights LAS IWA	Load Factor	American	No. of Flights	Load Factor	Charters	No. of Flights	Monthly Enplanements	Year to Date
May 2021	2,265	189 9	76%	2,637	60	88%	110	1	5,012	21,245
May 2020	587	147 7	25%	301	29	23%	0	0	888	14,631
+/- %	286%	29%	204%	776%	107%	283%	100%	100%	464%	45%

Operations Report - Doug Brown: Repaired John Deere tractor transmission. Mowing. Grinded chipped paint off of rwy/twy/ramp. Rwy/twy/ramp painting. Adjusted air force hangar doors for Hehnke and Levander. Sprayed weeds. Annual fire extinguisher training for FBO employees completed. Annual ARFF Burn completed. Annual AEP tabletop completed. Monthly and quarterly maintenance performed on all equipment. Annual FAA Part 139 inspection is scheduled for August 3rd & 4th. Annual insurance inspection scheduled for August 5th & 6th. Sent Bowmonk rwy friction meter out for calibration. Working on annual reviews of all records for upcoming inspections. Sent in updated Airport Certification Manual. Working on Airport Security Plan revision. Effective August 1st new FSD starts. Numerous other daily projects and repairs completed and scheduled.

Facility Report - Steve Magnuson: Grading project for Clean Community is complete. Warranty roof repair completed on Administration office. Warranty concrete replacement completed on east side of Administration building. Completed new electrical service line to old fire station. Installed storm shelter signs in terminal. Fixed latches on terminal bathroom stall doors. Installed gate signs near Sky Park Road for gates 4, 8, 10 & 22. Mowing is ongoing. Conducted monthly maintenance and daily operation check on jet bridge. Conduct by-weekly parking lot surveys. Provide exit door security for all departing flights. Maintain a clean, safe, and functional terminal building.

Project Reports: Benesch Project Update by Executive Director Olson:
AIP-040 – SRE Broom/Blower Acquisition

- Wausau has picked up vehicle and is fixing and conduct quality control the vehicle.
Sept. 30, 2021 Deadline
- 3-Year extended warranty (starting from vehicle return)

AIP-041 – ARFF (Fire Fighting) Truck

AIP-042 - ARFF (Fire Station) Facility

- Awaiting final grant amendments from FAA. FAA processing amendments

AIP-043 – Wildlife Fence

- Contractor: Elkhorn Fence (from Valley, NE)
- Substantial completion was issued on 4/30/2021
- Remaining Work:* Seed/mulch (in fall), bury skirt in flooded area
- C.O. No. 01 (*Negative* \$13,184.41). Cleans up as-built quantities and liquidated damages. C.O. to be approved today under separate board item. FAA & Contractor have concurred in C.O. already.

CARES Act Grant -044

CARES Act Grant -044 - SRE Broom Acquisition

- Bids Opened: Thursday June 10, 2021 @ 9 a.m.
- 4 Total Bidders
- Benesch evaluating the Bids (Summary is Below). Award recommendation at July 15 Board Meeting

	Engineer's Estimate	J.A. Larue	Kodiak America	M-B Companies, Inc.	Macqueen Equip. (Oshkosh)
TOTAL BASE BID	\$ 660,000.00	\$ 579,948.00	\$ 568,000.00	\$ 579,039.00	\$ 629,478.00
TOTAL ADD 1 (Extended Warranty)	\$ 15,000.00	\$ 17,000.00	\$ 35,000.00	\$ 39,306.00	\$ 22,500.00
TOTAL BASE BID + ADD 1	\$ 675,000.00	\$ 596,948.00	\$ 603,000.00	\$ 618,345.00	\$ 651,978.00

CARES Act Grant -044 – SRE Blower Acquisition

- Benesch completed design coordination meeting with HCAA last Thursday 6/10/2021
- Benesch submitted 95% review documents to FAA Monday (6/14/2021)
- Targeting a late July 2021 bid opening (Assumes a 2 Week FAA review on 95% Design docs)

AIP-045 – SRE Plow/Spreader Acquisition

- Vendor: M-B
- Waiting for FAA H.Q. to release Grant Offer (Grant Application submitted March 23, 2021)
- Upon receipt of FAA Grant Offer, contracts with M-B will be finalized. Then issue NTP
- Allotted contract time: 300 calendar days

Tenant Update: Zach Thompson from Trego-Dugan Aviation reported the Scully systems have been installed on all fuel tanks and fuel trucks. He also noted fuel sales are up.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 21-32: CHANGE ORDER NO. 01 FOR AIP 3-31-0034-043 WILDLIFE FENCE FROM ALFRED BENESCH & COMPANY FOR ELKHORN FENCE, LLC.

Executive Director Olson reported the FAA gave a verbal approval for Change Order on June 14, 2021.

Motion by O'Neill, second by Victor authorizing the Executive Director to accept Change Order No. 01 for AIP 3-31-0034-043 Wildlife Fence for a decrease of (\$13,184.41). (\$7,684.41) rectifies several contract line items to reflect as-built quantities and field changes made during the project, and (\$5,500.00) is for liquidated damages charged to the contractor for exceeding the contract time allowance. The original contract amount was \$983,180.35. Change Order No. 01 is for a decrease of (\$13,184.41), making the revised contract \$969,995.94. Approval is subject to FAA concurrence. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 21-33: AWARD AUDIT SERVICES TO LUTZ.

Motion by O'Neill, second by Werner whereas the Hall County Airport Authority published a notice in the Grand Island Independent, Requesting Proposals for Auditing Services. One proposal from Lutz located at 747 N Burlington, Hastings, NE, was received on Tuesday, May 18, 2021 at which time was opened and publicly read. The proposal was reviewed by staff and Board Finance Committee, and they recommend Lutz be retained for three (3) years to provide Audit Services for the Authority as outlined in the proposal. The Fee Proposal per Fiscal Year (Oct-Sept) for a Financial, Single and PFC audit is \$20,500 for 2021; \$21,500 for 2022; and \$22,500 for 2023. The Audit Breakdown is listed below.

Service	2021	2022	2023
Financial Audit	\$13,000	\$13,650	\$14,250
Single Audit	\$5,000	\$5,200	\$5,500
PFC Audit	\$2,500	\$2,600	\$2,750
Total	\$20,500	\$21,500	\$22,500

Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 21-34: PROPOSAL AND AGREEMENT FOR AIR SERVICE CONSULTING SERVICES WITH MEAD & HUNT, INCORPORATED.

Executive Director Olson reported this will be an in-person meeting.

Motion by Cook, second by Werner authorizing the Executive Director to execute the Proposal and Agreement with Mead & Hunt, Inc., for Air Service Consulting Services dated June 7, 2021. The Scope of Service includes analysis, preparation, presentation and consulting services associated with meeting with Allegiant Air for potential seasonal non-stop service to Orlando, FL. Mead & Hunt will be compensated a lump sum for the presentation preparation and assistance at meeting. Fees are \$6,500 for virtual meeting, or \$8,000 for on-site meeting, plus \$900 for estimated expenses. Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 21-35: AMENDMENT TO THE CENTRAL NEBRASKA REGIONAL AIRPORT PAID PARKING POLICY.

Motion by O'Neill, second by Werner to approve the amendment to the Paid Parking Policy at the Central Nebraska Regional Airport effective July 1, 2021 (replacing the Policy adopted on March 15, 2018) as follows: To include a \$50.00 Fee for Lost Parking Ticket. The remainder of Policy will remain the same.

1. *The first 90 minutes of parking are free in all-parking lots.*
2. *\$3.00 per day per vehicle in the west lot (west of Sky Park Road).*
3. *\$5.00 per day per vehicle in the east lot (east of Sky Park Road).*
4. *Every 7th day is free.*
5. *A “day” is defined as a continuous 24-hour period.*
6. *Airline pilots, cargo pilots and airline flight attendants may purchase a parking pass to park in a designated area for \$15.00 per quarter upon presentation of a current employee identification badge with name matching a current driver’s license.*
7. *Violation of the Paid Parking Policy is a Class III Misdemeanor pursuant to Section 3-613(5) Nebraska Revised Statutes.*
8. *\$50.00 Fee for Lost Parking Ticket.*

Upon roll call vote, motion was approved with 5 Yes votes: Cook, Werner, Quandt, O’Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 21-36: THIRD AMENDMENT TO RESTAURANT/LOUNGE MANAGEMENT AGREEMENT WITH ALOHA INVESTMENTS LLC.

Motion by O’Neill, second by Victor authorizing the Executive Director to execute the Third Amendment to Restaurant/Lounge Management Agreement with Aloha Investments, LLC. Operator shall receive a lump sum management fee in the amount of \$12,000.00 upon approval of this Agreement. Commencing July 1, 2021, the management fee set forth in section C (1) of the Agreement shall increase to \$2,500.00 per month. Commencing July 1, 2022, the management fee shall decrease to \$1,500.00 per month. 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.** The Open Meetings Act was revised to allow virtual conferencing as a way to conduct meetings. No more than one-half of the meetings can be conducted virtually in a calendar year.

On the Federal level, they are still negotiating how much airports, concessions and third-party ground handlers are going to receive from the infrastructure bill passed last month.

- b) On June 9th, the Authority celebrated American Airlines 10th anniversary by offering passengers cake, tea and coffee. Executive Director Olson stated American’s long-term partnership has been a game changer for this airport, and it has been a benefit to the people of Grand Island, Hall County and surrounding region.

ANNOUNCEMENTS:

- a) Next Board meeting – Thursday, July 15, 2021 (changed from July 21st due to Hall Co. Board of Commissioner’s Budget meeting is scheduled for July 21st at 1:35 p.m.).

EXECUTIVE SESSION:

Motion by Cook, second by O’Neill to go into Executive Session at 8:48 a.m. to discuss airline, lease, contract negotiations and personnel negotiations. Upon roll call vote, motion was approved with 5 Yes Votes: Cook, Werner, Quandt, O’Neill, Victor.

Board Member Werner left meeting at 10:30 a.m.

Motion by O'Neill, second by Victor to come out of Executive Session with no decisions being made and reconvene to Regular Session at 10:45 a.m. Upon roll call vote, motion was approved with 4 Yes Votes: Cook, Quandt, O'Neill, Victor.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 21-37: APPROVING NEWLY REVISED HALL COUNTY AIRPORT AUTHORITY EMPLOYEE HANDBOOK.

Motion by O'Neill, second by Victor approving the newly revised Hall County Airport Authority Employee Handbook, and eliminating previously approved separate personnel policies by combining into a single handbook. The newly revised Employee Handbook supersedes revised Employee Guide approved on October 1, 2007, and will become effective October 1, 2021. The Authority will provide a copy of this handbook to all employees upon adoption. No vote was taken.

A second Motion by O'Neill, second by Cook, on page 29-30 on Cell Phone site, would like to amend it so that the Operations Manager and all them are \$75.00 per month. Upon roll call vote, motion was approved with 4 Yes Votes: Cook, Quandt, O'Neill, Victor.

A final vote was taken to approve Resolution 21-37 as amended. Upon roll call vote, motion was approved with 4 Yes Votes: Cook, Quandt, O'Neill, Victor.

ADJOURNMENT:

Meeting was adjourned at 10:50 a.m.

HALL COUNTY AIRPORT AUTHORITY

Debra Potratz | Office Manager

Brian Quandt | Board Chair

Ryan O'Neill | Board Secretary/Treasurer

(SIGNATURES ON FILE)