



## HALL COUNTY AIRPORT AUTHORITY | MINUTES

### Regular Meeting | November 18, 2020

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 November 18, 2020. Notice of Meeting was given in the *Grand Island Independent* on November 11, 2020. Board Vice Chair Werner 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: None.

PLEDGE OF ALLEGIANCE: Was said in unison.

AIRPORT AUTHORITY BOARD MEMBER(S) PRESENT: Vice-Chair Lynne Werner, Secretary-Treasurer Michelle Setlik, Joe Cook, Ryan O'Neill.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Chair Brian Quandt.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Accounting Manager Debbie Hand, Office Manager Debra Potratz, Operations Manager Doug Brown, Facility Manager Steve Magnuson.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

#### REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting held on October 21, 2020
- RESOLUTION 20-53: Claims 3564-3571

*Motion by Setlik, second by O'Neill to approve the Consent Agenda. Upon roll call vote, motion was approved with 4 Yes Votes: Setlik, Werner, Cook, O'Neill.*

#### DISCUSSION AND ACTION AGENDA:

FINANCIAL REPORT: Accounting Manager Hand reported we received payment from the insurance company on the Cyber Attack claim. Secretary/Treasurer Setlik inquired about separating out the past dues and overpayments for a more clear-cut past dues report. Auditors from Dana F. Cole & Company were here the past two weeks performing the Financial Audit, Passenger Facility Charge (PFC) Audit, and Single Audit and a debriefing will take place next week.

| Budget Narrative Ending<br>October 2020<br>1st Month of 1st Qtr : 8.33% | Current Amount<br>October | YTD Amount<br>Oct 20 - Sep 21 | Yearly Budget<br>Amount | YTD %  | Remaining<br>Budget Amount |
|-------------------------------------------------------------------------|---------------------------|-------------------------------|-------------------------|--------|----------------------------|
| Operating Income*                                                       | \$107,017.68              | \$107,017.68                  | \$1,525,660.00          | 7.01%  | \$1,418,642.32             |
| Operating Expenses                                                      | \$153,057.88              | \$153,057.88                  | \$2,235,274.00          | 6.85%  | \$2,082,216.12             |
| Total Operating Income/(Loss)                                           | (\$46,040.20)             | (\$46,040.20)                 | (\$709,614.00)          | 6.49%  | (\$663,573.80)             |
| Tax Levy - Bond                                                         | \$66,661.28               | \$66,661.28                   | \$1,176,471.00          | 5.67%  | \$1,109,809.72             |
| Tax Levy - General                                                      | \$29,311.76               | \$29,311.76                   | \$217,322.00            | 13.49% | \$188,010.24               |
| Tax Levy - General Fund Designated<br>for Air Service Development       | \$0.00                    | \$0.00                        | \$300,000.00            | 0.00%  | \$300,000.00               |
| Net Income/(Loss)                                                       | \$12,197.92               | \$12,197.92                   | (\$1,786,119.00)        | -0.68% | (\$1,698,316.92)           |

## ACTIVITY REPORTS:

GRI Air Traffic Operations Report by Executive Director Olson.

| GRI      | Itinerant Operations |          |                   |          |              | Local Operations |          |              | Overall<br>Total TRF |
|----------|----------------------|----------|-------------------|----------|--------------|------------------|----------|--------------|----------------------|
|          | Air<br>Carrier       | Air Taxi | Civil<br>Aviation | Military | TOTAL<br>OPS | Civil            | Military | TOTAL<br>LCL |                      |
| Oct 2020 | 37                   | 274      | 709               | 113      | 1,133        | 340              | 132      | 472          | 1,605                |
| Oct 2019 | 43                   | 274      | 645               | 42       | 1,004        | 190              | 32       | 222          | 1,226                |
| %Change  | -14%                 | 0%       | 10%               | 169%     | 13%          | 79%              | 313%     | 113%         | 31%                  |

Enplanement Report by Executive Director Olson. The national average for enplanements is down 32%, where Central Nebraska Regional Airport is down 34%. Executive Director Olson reported the flights to Las Vegas, NV continue to struggle, whereas flights to Phoenix-Mesa, AZ are doing well. It is recommended before traveling that passengers check the COVID protocol at all airports to which they are flying.

|          | Allegiant | No. of<br>Flights<br>LAS/IWA | Load<br>Factor | American | No. of<br>Flights | Load<br>Factor | Charters | No. of<br>Flights | Monthly<br>Enplanements | Yr to Date |
|----------|-----------|------------------------------|----------------|----------|-------------------|----------------|----------|-------------------|-------------------------|------------|
| Oct 2020 | 1,820     | 18<br>9 9                    | 61%            | 1,839    | 62                | 66%            | 59       | 1                 | 3,718                   | 29,311     |
| Oct 2019 | 2,732     | 18<br>9 9                    | 92%            | 2,735    | 75                | 83%            | 162      | 2                 | 5,629                   | 59,216     |
| +/- %    | -33%      | 0%                           | -34%           | -33%     | -17%              | -20%           | -64%     | -50%              | -34%                    | -51%       |

Operation Report – Doug Brown: Operations provided training to the Grand Island Fire Department on the ARFF vehicle. Staff continues to assist with the fence project. Operations continues to make their own deicing brine which equates to a 40% savings over purchasing liquid deicer.

Facility Report- Steve Magnuson: Continues to fog sanitize the terminal daily using electrostatic machine. Face mask signage (recommending usage) has been posted on terminal entrance doors. One entrance PARCS machine in west lot is still out of service.

Project Reports: Alfred Benesch & Company Project Manager Andy Beil gave an overview of current projects.

AIP-041 (AARF Vehicle):

- Manufacturer: Oshkosh
- Vehicle was displayed during the ribbon cutting ceremony on October 16<sup>th</sup>.
- Final inspection has been completed with no major deficiencies.
- Working on closeout documents and plan to have the FAA closeout books by end of year.

#### AIP-042 (ARFF Facility):

- Contractor: Chief Construction
- Final inspection and punch list have been completed.
- Working on closeout documents and plan to have the FAA closeout books by end of year.

#### AIP-043 (Fence):

- Contractor: Elkhorn Fence
- Notice to Proceed issued August 10, 2020 (100 days out of 180-calendar day contract). No discussion of winter shut down.
- Out of 36,000 LF, approximately 30,000 LF of posts with fabric installed with the remaining 6,000 LF to be installed by end of this week.
- Installation of the three-strand barbed wire will begin next week.
- Slide gates are to be delivered in a couple weeks.
- Wood fence near the VHF Omnidirectional Radio Range (VOR) has been approved, with installation beginning early December.
- Rodent guard/skirt installation is scheduled to begin tomorrow.
- Currently projecting a small overall project under-run. No change orders to date.

#### AIP 044 CARES Act Grant

#### AIP-045 (Snow Removal Equipment (SRE) Acquisition):

- Plow/liquid material spreader.
- Benesch working on design specifications.
- Design review meeting will be held.
- Benesch to submit 95% design documents to FAA before the end of December.
- Target bid opening timeframe is early March 2021.

Tenant Update: None.

### **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 20-54: HANGAR LEASE AGREEMENT WITH JCK INCORPORATED FOR BUILDING 86, T-HANGAR G.**

*Motion by Cook, second by O'Neill authorizing the Executive Director to execute Hangar Lease Agreement with JCK Incorporated for Building 86, T-Hangar G located at 2105 Mirage Street, Grand Island, NE. Term commenced November 1, 2020 and is on a Month-To-Month basis. Rent is \$116.00/month plus \$10.00/month for utilities. Upon roll call vote, motion was approved with 4 Yes Votes: Setlik, Werner, Cook, O'Neill.*

#### **EXECUTIVE DIRECTOR REPORT: Executive Director Olson.**

- Legislative report. The continuing resolution expires December 11<sup>th</sup>. The lame-duck Congress will resume budget negotiations after the election. If a new continuing resolution is not passed, this would affect the FAA's ability to issue grants. There has been discussion between Senate and House on providing more COVID relief, but remain far apart on how much to spend.
- The state conducted an Economic Impact Study showing airports contributions to the community. The Central Nebraska Regional Airport Economic Study revealed over \$171 million on an annual basis. Go to [www.nebraskaaviationcounts.com](http://www.nebraskaaviationcounts.com) for more statistical information.
- Longtime hangar tenant Robert Puhalla passed away on September 29<sup>th</sup>.
- Review of the tentative 2021 Board meeting Schedule and report back with any conflicts.

#### **ANNOUNCEMENTS:**

- a) Next Board meeting – December 16, 2020.
- b) Board Annual Appreciation Breakfast will be December 16<sup>th</sup> at 7:30 am.
- c) Annual Soup Supper in January 2021 is Pending.
- d) Nebraska Aviation Symposium for January 2021 in Kearney, NE has been cancelled.

EXECUTIVE SESSION:

*Motion by Cook, second by O'Neill to go into Executive Session to discuss airline, lease, personnel, and contract negotiations. Board went into Executive Session at 8:55 a.m. Upon roll call vote, motion was approved with 4 Yes Votes: Setlik, Werner, Cook, O'Neill.*

*Motion by Cook, second O'Neill to come out of Executive Session with no decisions being made and reconvene to Regular Session. Upon roll call vote, motion was approved with 4 Yes Votes: Setlik, Werner, Cook, O'Neill. Board came out of Executive Session and into Regular Session at 9:40 a.m.*

ADJOURNMENT:

Meeting was adjourned at 9:40 a.m.

HALL COUNTY AIRPORT AUTHORITY

\_\_\_\_\_  
Debra Potratz | Office Manager

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Brian Quandt | Board Chair

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Michelle Setlik | Board Secretary/Treasurer

(SIGNATURES ON FILE)