HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | February 21, 2024

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 February 21, 2024. Notice of Meeting was given in the *Grand Island Independent* on February 14, 2024. 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, Office Manager Maggie McDermott, 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 January 17, 2024.
- RESOLUTION 24-08: Payment of Claims 4015-4028.

Motion by Werner, second by Cook to approve the Regular Meeting minutes and the Consent Agenda. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-09: AUDIT REPORTS ENDING SEPTEMBER 30, 2023.

Core Auditor Director Jake Klabenes provided an overview of the Financial Audit, Single Audit and PFC Audit. An unmodified opinion was issued. Flat from a balance sheet perspective, decreased a little but liabilities increased by a similar proportion leave net position relatively the same as the prior year. Adopted GASB 87 last year due to the new Generally Accepted Auditing Standards. Staff did a good job getting all lease information in. Nothing stood out that needs to be brought up. A separate letter is required for the board to identify various items within the audit. Two risks identified are management override controls and revenue recognition which are baked into the standards the auditors have to address. This does not mean the auditors found staff doing anything wrong. Favorable report, nothing to be concerned about.

Board Chair O'Neill noted that staff is limited but have as much segregation of duties as possible.

Klabenes stated most of this is due to access controls within software, rather than someone actually doing something incompatible with their role. This has been addressed with Accounting Manager Hand and Executive Director Olson who have done everything they can up to this point.

Executive Director Olson said it's been a great experience working with Jake and his staff. They are professional and they understand our position and situation with limited staff. They have been helpful in making recommendations. We look forward to working with them again.

Motion by Werner, second by Quandt, to approve authorizing the Board Chair to accept the Audit Reports Ending September 30, 2023, as presented by Core. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

DISCUSSION AND ACTION AGENDA:

RECOGNITION: Executive Director Olson presented Airport Security Coordinator, Haley Hooper, with her ACE (Airport Certified Employee or Trusted Agent) and ASC (Airport Security Coordinator) certifications. He commended her for taking ownership of the program and looking for ways to streamline our security processes. Haley completed these certifications online and took lots of extra time beyond work duties to work through the certifications.

Executive Director Olson presented Office Manager, Debra Potratz, with certificate for 15 years of service and her upcoming retirement. He commended Debra on her years of service, her pride in her work, her loyalty and ownership of duties. Debra has been an integral part of the success of the airport and he hopes she knows she has made a difference.

Office Manager Potratz addressed the board and thanked them for the opportunity to work for the airport. It has been fun and challenging, and she will miss everyone.

Board Chair O'Neill thanked her for everything she has done and commended Security Coordinator Hooper on her certifications.

Financial Report: By Accounting Manager Hand.

Budget Narrative Ending January, 2024 **1st Month of 2nd Qtr : 33.33%**	**Current Amount January**	**YTD Amount Oct 23 - Sep 24**	**Yearly Budget Amount**	**YTD %**	**Remaining Budget Amount**
Operating Income	$195,183.96	$747,575.11	$2,219,440.00	33.68%	$1,471,864.89
Operating Expenses	$346,032.47	$1,001,525.33	$2,957,420.00	33.86%	$1,955,894.67
Total Operating Income/(Loss)	**($150,848.51)**	**($253,950.22)**	**($737,980.00)**	**34.41%**	**($484,029.78)**
Tax Levy - Bond	$143,514.88	$230,814.64	$1,470,000.00	15.70%	$1,239,185.36
Tax Levy - General	$23,213.31	$56,789.13	$344,515.00	16.48%	$287,725.87
Tax Levy - General Fund Designated for Air Service Development	$39,251.19	$39,251.19	$300,000.00	13.08%	$260,748.81
Net Income/(Loss)	**$4,068.56**	**$47,740.26**	**($592,390.00)**	**-8.06%**	**($640,130.26)**

GRI Air Traffic Operations Report: No report. Executive Director Olson stated new tower manager, Kutler Davis, has resigned with his last day being February 27th. He will be reaching out to the area supervisor to get an update on recruiting.

Enplanement Report: 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
Jan 2024	2,454	8	10	18	0	79%	2,693	59	4	71%	170	1	0	**5,317**	**5,317**
Jan 2023	2,700	9	9	18	0	89%	2,737	60	3	73%	0	0	0	5,437	5,437
+/- %	-9%	-11%	11%	0%		-11%	-2%	-2%		-3%	0%	0%		-2%	-2%

ACTIVITY REPORTS: Reports Printed as Received

Operations Report: Presented by Operations Manager Wes Harris.
Received new line striper and working on set up
Received paint and beads for annual runway taxiway painting
Re-building snow basket for JCB loader
Changed and re-built broom head for Wausau broom
Completed lighting repairs from big snow event
Minor repairs to snow equipment as needed
Weekly and monthly Inspections completed
Monthly and Quarterly maintenance performed on all equipment
Numerous other daily projects and repairs completed and scheduled

Facility Report: Presented by Facility Manager Ron Griggs.
1) Jet bridge issues. Jet bridge was going into faults and alarms shutting down intermediately. Ron contacted a service company out of Indianapolis to preform a PM and complete inspection. Several things were found to be wrong and out of adjustment. Parts are ordered adjustments have been made. Additional inspection will be performed July or August of 2024 the we will determine what the inspection cycle will be. Training and recommendations are being conducted with internal staff and Trego.
2) Cleaning contract is close to be started waiting on background checks.
3) Working on changing out FID monitors need a more durable monitor that is made for 24/7 operations
4) New carpet to be installed at entrances of the terminal.
5) Lamar remodel is ongoing waiting on new flooring and front window replacement.
6) Working with city on sewer line at Clean communities building.
7) Parking gate issues have been resolved all ticket receipt stations are now working.
8) One camera in west lot has a fiber line issue work in progress with a service provider.
9) Working on additional work Orders and PM'S.

Project Report: Benesch Report presented by Executive Director Olson.
Federally Funded - AIP-050/BIL-051 - Airfield Lighting & NAVAID Upgrades
- Full Project Notice to Proceed (NTP) Will Be Issued For Spring of 2024. Exact Start Date TBD. Benesch Currently Coordinating With Watts On Approximate Start Date Based On Equipment Deliveries.
- Worked Through Large Material-On-Hand Payment Request With Watts Construction For Delivered Equipment To Date. Watts Still Owes Benesch Additional Requested Information In Order for Benesch To Submit The Material On Hand Payment Request For Reimbursement.

Federally Funded (AIP-052) – Snow Removal Equipment (SRE) Facility
- The Benesch Agreement Is On The Agenda For Approval Today.
- *Schedule:* Design To Occur During Calendar Year 2024. Target Bid Opening In Late January/Early February of 2025
- *Funding:* Senator Fischer's THUD Community Development Funds (CDF) Should Hopefully Be Awarded Once Congress Approves The Spending Bill. Will Supplement The CDF With BIL and/or Entitlement Funds.

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).
- Bid Opening Is Thursday (February 22, 2024).
- Anticipating A Couple Bids (2 or 3) Following 2/8/2024 Pre-Bid Meeting.
- Benesch To Analyze Bids and Prepare Letter of Recommendation Following The Bid Opening.
- HCAA to Review/Approve Bids At March Meeting.
- Construction To Occur In 2024.

Tenant Update: Trego-Dugan Project Manager, Chris Bruns, touched on fuel flowage which was light. Commended Facility Manager Griggs on coordinating jet bridge training for Trego-Dugan employees. Areas of focus are safety and reliability at FBO. They have ended relationship with FBO manager and will be bringing on a new manager on March 7. Also have a new Product Supervisor starting March 4.

Executive Director Olson stated he and Bruns have had good transparent discussions and commended Vince Dugan for recognizing weaknesses and bringing on someone of Bruns' caliber.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-10: LEASE AGREEMENT WITH ALLO ASSET ENTITY 1, LLC.

Motion by Werner second by Quandt, authorizing the Executive Director to execute the Lease Agreement with Allo Asset Entity 1, LLC, for rack or wall space in room 118 (Main Telecom) in Building 100 located at 3773 Sky Park Road. Lease term is for an indefinite period commencing on February 21, 2024 and continuing until terminated by either party upon ninety (90) days prior written notice. Rent is $100.00 per month. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-11: CONSULTANT AGREEMENT WITH ALFRED BENESCH & COMPANY FOR SNOW REMOVAL EQUIPMENT (SRE) FACILITY AIP 3-31-0034-052.

Motion by Victor second by Cook, authorizing the Executive Director to execute the Consultant Agreement with Alfred Benesch & Company for design, bidding, construction, closeout, and special (geotechnical investigation and material testing) services for Snow Removal Equipment (SRE) Facility. The total fee for services will be $764,464. Project will be funded with AIP grants. Agreement is subject to Federal Aviation Administration (FAA) concurrence. 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 Feb 8, Congress approved the bi-partisan 5-year FAA reauthorization bill. This bill increased AIP funding from 3.35 billion to 4 billion dollars. It also 350 million dollar for PFAS transition efforts at airports. Bud GA transit parking amendment was put down by Congress which would have required public use airports to provide transient aircraft parking for General Aviation pilots who don't want to use the FBO. Senator Fischer and Senator Sullivan from Alaska proposed an amendment to eliminate two onerous grant assurances, one pertaining to FBOs imposing unreasonable fees and one requiring airports to continue providing 100 low lead gas. Amendment was rejected to increase the pilot retirement age from 65 to 67. Two senators proposed an amendment to the 1,500 hour rule that 250 hours can be simulator time. New York senator does not want to see any amendments to this rule. Senator Ted Cruze proposed an amendment to require TSA to provide escorts for Federal officials, their families and staff at commercial airports. Current FAA budget is set to expire March 1. Not encouraged anything will get done.
b) Executive Director Olson will be attending the Mead & Hunt Air Service Conference on February 27-29, 2024, and will be meeting one on one with 4-5 airlines.
c) Presented to Noon Rotary which was a lot of fun. They asked a lot of good questions.

ANNOUNCEMENTS:

a) Next Board Meeting is March 20, 2024.
b) May Board Meeting was moved to Thursday, May 16.
c) Grand Island Chamber of Commerce Annual Meeting on March 13 is sold out and we are on the wait list for tickets.

EXECUTIVE SESSION:

Motion Victor, second by Quandt to go into Executive Session at 9:25 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 by Quandt to come out of Executive Session with no decisions being made and reconvene to Regular Session at 10:30 a.m. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

ADJOURNMENT: Meeting was adjourned at 10:32 a.m.

HALL COUNTY AIRPORT AUTHORITY

Maggie McDermott | Office Manager

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

(SIGNATURES ON FILE)