HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | March 20, 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 March 20, 2024. Notice of Meeting was given in the *Grand Island Independent* on March 13, 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 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 February 21, 2024.
- RESOLUTION 24-12: Payment of Claims 4029-4039.

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.

DISCUSSION AND ACTION AGENDA:

Financial Report: By Accounting Manager Hand.

Budget Narrative Ending February 2024 **2nd Month of 2nd Qtr : 41.67%**	**Current Amount February**	**YTD Amount Oct 23 - Sep 24**	**Yearly Budget Amount**	**YTD %**	**Remaining Budget Amount**
Operating Income	$174,341.19	$921,916.30	$2,219,440.00	41.54%	$1,297,523.70
Operating Expenses	$317,971.85	$1,312,902.60	$2,957,420.00	44.39%	$1,644,517.40
Total Operating Income/(Loss)	**($143,630.66)**	**($390,986.30)**	**($737,980.00)**	**52.98%**	**($346,993.70)**
Tax Levy - Bond	$86,196.04	$317,010.68	$1,470,000.00	21.57%	$1,152,989.32
Tax Levy - General	$27,211.63	$84,000.76	$344,515.00	24.38%	$260,514.24
Tax Levy - General Fund Designated for Air Service Development	$10,373.44	$49,624.63	$300,000.00	16.54%	$250,375.37
Net Income/(Loss)	**($46,071.57)**	**$8,263.27**	**($592,390.00)**	**-1.39%**	**($600,653.27)**

GRI Air Traffic Operations Report: No report. Executive Director Olson stated the Air Traffic Control Tower has several temps from other cities. They have four people at the Tower now. They are working on getting positions filled.

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
Feb 2024	2,697	9	9	18	0	82%	2,840	59	0	74%	0	0	0	**5,537**	**10,854**
Feb 2023	2,711	8	8	16	0	98%	2,589	54	2	74%	155	1	0	**5,455**	**10,892**
+/- %	-1%	13%	13%	13%		-16%	10%	9%		0%	0%	0%		2%	0%

ACTIVITY REPORTS: Reports Printed as Received

Operations Report: Presented by Operations Manager Wes Harris.

Repaired gate 20 at Sky Park and Airport Rd
Repaired Taxiway lighting circuit on Taxiway Bravo
Replaced skid shoe on MB blower that was lost during snow event
Working with Olssen and Associates on finishing up SWPPP and Spill Prevention Plan
Working with Central Nebraska Upholstery on electrical cable covers for jet bridge. Installed 3/13. Beta Test
Performed quarterly fuel inspection on Trego's trucks and fuel farm.
Finished re-building snow basket for JCB loader
Beginning to service winter equipment and get ready for mowing season.
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) Budget prep.
2) Partial arrival parts for jet bridge.
3) New door opener motors ordered for Baggage claim belt.
4) Weed spray ordered for buildings and plant beds.
5) Slide in sprayer being built from old deicer unit.
6) Adventure bus drywall for door opening complete.
7) Lift rented for terminal high dusting and light globe cleaning.
8) Facility maintenance shop, electrical room and mechanical room cleaned and rearranged.
9) Clean community sewer line work in progress with Ebrel Plumbing.
10) Fids monitor replacement both sides complete one more unit to be purchased for secure direct TV service.
11) RTU and AHU units PM and greased.
12) Flush valve sensors and urinal sensors changed out in all bathrooms where needed.
13) Lamar remodel project inside work complete waiting on window replacements to arrive.
14) Admin front door stop and adjustment rod replaced due to high winds.
15) Staff required to wear safety vests when watching exit gate due to increase in safety related events.
16) 90-day evaluations for two staff members work in progress.
17) JET bridge push back discussion on going.
18) TRI City sewer line y repair complete.

Project Report: Benesch Report presented by Executive Director Olson.

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

- Watts Electric Plans To Begin Project On April 1st. 15 Week Project Duration Anticipated To Be Completed Early July.
- Anticipating Primary Runway 17/35 Shutdown In Mid-May 2024.
- Reimbursable Agreement For Runway 17/35 HIRLs, Runway 13/31 MIRLs, and Runway 35 PAPI FAA Commissioning Flight Inspection Is Being Executed This Week.
- All Equipment/Materials For The Project Have Been Delivered To Watts' Warehouse.
- First Payment For Large Material-On-Hand Request With Watts For Delivered Material Has Been Processed. Anticipating Second Material-On-Hand Request Prior To Starting Construction.

<u>Federally Funded (AIP-052) – Snow Removal Equipment (SRE) Facility</u>

- ***Schedule:*** Design To Occur During Calendar Year 2024. Target Bid Opening In Late January/Early February of 2025
- Geotechnical Drilling & Topographic Survey Was Completed In March.
- Pre-Design Conference Scheduled For March 28th.
- ***Funding:*** Waiting To Hear From FAA On Senator Fischer's THUD Community Development Funds (CDF). Will Supplement The CDF With BIL and/or Entitlement Funds.

<u>Locally Funded – Miscellaneous Landside Concrete Paving Upgrades</u>

(Building 700 Concrete Replacement, Building 116 Pavement Replacement, Building 114 GA Terminal Added Parking, And Metro Lane Concrete Replacement).

- Construction Phase Services Agreement Being Approved At Today's Board Meeting.
- Recommendation For Award Being Approved At Today's Board Meeting.

Constructors Planning To Start Project Sometime In Late Spring/Early Summer.

<u>Tenant Update</u>: Trego-Dugan Project Manager, Chris Bruns, said new FBO Manager, Blaze Sharkey, is going through training right now as well as new Product Supervisor, Blessing. They will be hiring additional staff for GSE operation due to 25% growth in air ground handling and cargo. They had a recent fuel inspection and are working through a few minor findings. They had a good audit with Allegiant recently and expect an audit in the near future with American. Have had great conversations with Mike regarding pushbacks on the airlines. They have the equipment and do it virtually everywhere else.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-13: AWARD BID FOR 2024 LANDSIDE PAVING IMPROVEMENTS TO CONSTRUCTORS, INC.

Motion by Quandt second by Werner, authorizing the Executive Director to award the Bid for the 2024 Landside Paving Improvements to Constructors, Inc. of Lincoln, NE. Bid notice was published February 2nd and 9th with Bid opening on February 22, 2024. One Bid from Constructors, Inc. was received in the amount of $1,208,618.72. Bid consisted of $1,194,368.45 for the Base Bid (Items 1-45) and $14,250.30 for Add Alternative (Items 46-58). Benesch recommends approval of Total Base Bid and Add Alternative for $1,208,618.72. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-14: PROPOSAL AND SUPPLEMENTAL AGREEMENT FOR CONSTRUCTION ENGINEERING SERVICES FOR LANDSIDE PAVING IMPROVEMENTS WITH ALFRED BENESCH & COMPANY.

Motion by Victor second by Cook, authorizing the Executive Director to execute the Proposal and Supplemental Agreement for Construction Engineering Services for Landside Paving Improvements with Alfred Benesch & Company. Engineering services include (1) Building 700 concrete replacement, (2) Building 116 paving replacement, (3) Building 114 GA Terminal (15-25) additional parking stalls, (4) Metro Lane concrete replacement. Benesch estimates time and material fee, with a not to exceed amount of $122,595. The project is locally funded. Schedule assumes construction will begin in April 2024 with a construction duration of 4.5 months (90 working days). Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-15: COMMERCIAL EXCLUSIVE AGREEMENT RIGHT TO LEASE BUILDING 109 WITH JIMMY REED OF BHHS DA-LY REALTY.

Motion by Cook second by Quandt, authorizing the Executive Director to Commercial Exclusive Agreement Right to Lease Building 109 with Jimmy Reed of BHHS Da-Ly Realty. The property at 3821 Sky Park Road will be listed for rent beginning March 20, 2024, and shall continue through September 30, 2024. The lease rate shall be $2,000 per month for a period of not less than 3 years and not more than 10 years. Realtor compensation shall be 1 month's rent for 1 year lease, 2 months' rent for 2 year lease, 3 months' rent for 3 year lease and beyond. Upon roll call vote, motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-16: COMMERCIAL EXCLUSIVE AGREEMENT TO LEASE BUILDING 710 WITH JIMMY REED OF BHHS DA-LY REALTY.

Motion by Quandt second by Victor, authorizing the Executive Director to execute the Commercial Exclusive Agreement to Lease Building 710 with Jimmy Reed of BHHS Da-Ly Realty. The property at 3900 Sky Park Road will be listed for rent beginning March 20, 2024, and shall continue through September 30, 2024. The lease rate shall be $6.00 per square foot for a period of not less than 3 years and not more than 10 years. Realtor compensation shall be 1 month's rent for 1 year lease, 2 months' rent for 2 year lease, 3 months' rent for 3 year lease and beyond. 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. Executive Director Olson noted the Senate Appropriations committee approved and President signed FAA Appropriations bill so now the whole year is funded. All earmarks for community development plans were approved. This included the $3.15 million for our SRE (Snow Removal Equipment) building. The FAA is going to administer it and there are different rules in the fact that it's 100% paid for. Senator Fischer has been a big supporter and proponent of the airport. Of the $482 million across the country, $40 million, was Senator Fischer.

ANNOUNCEMENTS:

a) Next Board Meeting is April 17, 2024.
b) August Board Meeting was moved to Tuesday, August 20, 2024.
c) Hired Office Assistant Nichole Czaplewski.

EXECUTIVE SESSION:

Motion Quandt, second by Cook, to go into Executive Session at 8:55 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 Werner, second by Quandt 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 adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

ADJOURNMENT: Meeting was adjourned at 9:36 a.m.

HALL COUNTY AIRPORT AUTHORITY

Maggie McDermott | Office Manager

Ryan O'Neill | Board Chair

Tim Victor | Board Secretary/Treasurer

(SIGNATURES ON FILE)