MINUTES
Regular Board Meeting
April 17, 2024 - 8:00 a.m.

Hall County Airport Authority
3579 Sky Park Road
Grand Island, NE 68801

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

CALL TO ORDER

Pursuant to due call and notice thereof, the Regular Meeting of the Hall County Airport Authority Board was held at the Airport Authority Board Room located at 3579 Sky Park Road, Grand Island, Nebraska 68801 on April 17, 2024. Notice of Meeting was given in the *Grand Island Independent* on April 10, 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

None

PLEDGE OF ALLEGIANCE

Recited in unison

REVIEW AND APPROVAL OF CONSENT AGENDA

a. Minutes from Regular Meeting on March 20, 2024
b. Resolution 24-17: Payment of Claims 4040-4048

Motion by Werner, second by Victor to approve the Regular Board Meeting minutes and the Consent Agenda. Upon roll call vote, the 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 March 2024 3rd Month of 2nd Qtr: 50.00%	Current Amount March	YTD Amount Oct 23 - Sep 24	Yearly Budget Amount	YTD %	Remaining Budget Amount
Operating Income	$215,686.26	$1,137,602.56	$2,219,440.00	51.26%	$1,081,837.44
Operating Expenses	$199,713.97	$1,512,616.57	$2,957,420.00	51.15%	$1,444,803.43
Total Operating Income/(Loss)	**$15,972.29**	**($375,014.01)**	**($737,980.00)**	**50.82%**	**($362,965.99)**
Tax Levy - Bond	$36,079.53	$353,090.21	$1,470,000.00	24.02%	$1,116,909.79
Tax Levy - General	$6,153.39	$90,154.15	$344,515.00	26.17%	$254,360.85
Tax Levy - General Fund Designated for Air Service Development	$9,490.19	$59,114.82	$300,000.00	19.70%	$240,885.18
Net Income/(Loss)	**($45,053.38)**	**($36,790.11)**	**($592,390.00)**	**6.21%**	**($555,599.89)**

ACTIVITY REPORTS/GENERAL DISCUSSION

Reports Printed as Received

Air Traffic Activity Report

No Report. Executive Director Olson gave a briefing on Control Tower staffing. The Control Tower has an interim manager on site for the next year. Unfortunately, it's been a revolving door. Hopefully we will have a report next month.

Enplanement/Deplanement Reports

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
Mar 2024	2,709	9	9	18	0	88%	3,144	62	0	76%	332	2	0	**6,185**	**17,039**
Mar 2023	2,708	9	9	18	0	87%	2,830	62	0	73%	178	1	0	**5,716**	**16,608**
+/- %	0%	0%	0%	0%		1%	11%	0%	0	4%	0%	0%	0	8%	3%

Operations Report

Presented by Operations Manager Wes Harris

- Daily monitoring and assisting Watts on lighting project
- Received and implemented new Spill Prevention Plan for SWPPP
- Finishing servicing of winter equipment
- Ground and repainted closed section Taxiway Alpha
- Annual driver testing for Part 139
- Conducted monthly ARFF, Part 139, TSA, and safety training
- 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

- Addressing inbound work orders.
- Start to spray around buildings and rock beds.
- Trim trees around parking islands remove unwanted trees.

- Terminal entrance carpet replacement complete.
- Working with Ebrel plumbing to resolve sewer issue clean communities building.
- Pick trash around grounds.
- Prep mowers, trimmers and blowers for summer.
- Parking gate repairs.
- Snow removal equipment stored for summer.
- Allo fiber run into com room.
- Inside outside window cleaning terminal.
- Several backflows inspected.
- Baggage door motor replacement scheduled for 4/16/2024
- Two furnaces to be replace one each Gro rite and Trego GSE building due to cracked heat exchangers.
- Two 90-day employee performance ratings complete.

Project Report

Benesch Report presented by Executive Director Olson

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

- Watts Electric Started Construction In Phase 3 On April 1st. Project Anticipated To Be Completed Early July.
- Watts Anticipates To Complete Phase 3 Work On Thursday, April 18th, Which Is 1 Calendar Day In Advance Of Contracted Duration. Crews Will Be Moving To Phase 1 Next.
- Through 3 Weeks Of The 15 Weeks Of Construction, Project Nearly 20% Completed.
- Watts Crews Aided Wes And Team Troubleshoot Existing (Non-Project Related) Circuitry Issues For Various Existing Circuits. Watts Has Requested A Single Calendar Day Back To The Contract Due To Project Operational Impacts. Benesch Deems Additional Calendar Day Request As Justified. A No Net Cost Change Order Will Be Executed To Provide Requested Calendar Day Increase.
- 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 Has Been Executed.
- All Equipment/Materials For The Project Have Been Delivered To Watts' Warehouse.
- First Payment For Work Completed To Be Executed At The Very Beginning Of May To Be For Roughly $500K.

Federally Funded (AIP-052) – Snow Removal Equipment (SRE) Facility

- Design Currently On-going During 2024. Target Bid Opening In Late January/Early February of 2025
- Completed Vision/Pre-Design Conference (HCAA/Davis Design/Benesch) in Late March.
- Next Meeting Will Be With Davis Design to Talk About Details for Each Area/Room Inside the Building.
- Submitted BIL Grant Application for Engineering Only Grant. Official Grant Offer from FAA Currently Pending.

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).

Terry Brow With Benesch Coordinating Constructor's Construction Schedule. Currently Targeting Mid-May Start.

Tenant Update

Chris Bruns with Trego Dugan gave a report. Fuel flowage for Quarter 1 was a little light but did see a substantial increase from last month and hopefully that trend continues. Audit for Allegiant went well and pre-audit for American Airlines went well. Mr. Bruns introduced new FBO manager, Blaise Sharkey. He's been with Trego Dugan for a month now and comes with many years of managing FBOs. Trego Dugan received bids in Florida and North Carolina. This is extensive expansion to air ground handling operation. Big announcement coming Friday concerning Amazon operation and cargo. Executive Director Olson requested black lining around storage fence needs to be cleaned up, cargo carts need to be off the road and stored. Mr. Bruns appreciated the heads up and said he would get on it.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-18: PROPOSAL, SCOPE OF SERVICES AND FEES FOR CORE CPAS, PC TO CONDUCT ANNUAL AUDIT FOR FISCAL YEARS ENDING SEPTEMBER 30, 2024-2026.

Motion by Quandt second by Cook, authorizing the Executive Director to retain Core CPAs, PC 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 $24,250 for 2024; $26,250 for 2025; and $28,500 for 2026. The Audit Breakdown is listed below.

Service	*2024*	*2025*	*2026*
Financial Audit	*$15,500*	*$17,000*	*$18,750*
Single Audit	*$5,750*	*$6,000*	*$6,250*
PFC Audit	*$3,000*	*$3,250*	*$3,500*
Total	*$24,250*	*$26,250*	*$28,500*

Upon roll call vote, the motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-19: AGREEMENT WITH DAVIS DESIGN TO PROVIDE DESIGN SERVICES FOR THE UNMANNED EXIT PROJECT IN THE PASSENGER TERMINAL.

Motion by Victor second by Quandt, authorizing the Executive Director the Executive Director to execute an agreement with Davis Design to provide design services for the Unmanned Exit project in the Passenger Terminal located at 3773 Sky Park Road. The scope of services includes coordinating the design of a dual path, dual compartment, unmanned security exit to be integrated into the existing exit passage, completion of field verification of existing conditions to determine proper fit, development of construction documents, assistance in evaluating bids, and construction administrative services. Compensation shall be a lump sum *of $35,200. Upon roll call vote, the motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.*

EXECUTIVE DIRECTOR'S REPORT

Executive Director Olson

a. Legislative Update

Congress has until June to get a 5-year reauthorization done. Technically, it's 7 months expired from previous reauthorization. They are making good progress. There may be some debate on a few issues, but the funding has been bumped up to $4 billion, up from $3.5 billion in previous years, with more onus on smaller airports. The Contract Tower program will get more funds. The essential air service program is concerning in that they talked about airports within 175 miles of a medium or large hub that do have EAS that those airports would have a 5% cost share. That would cost us about $250,000 a year on a $5 million a year contract. In talking with congressional delegation, they don't think this will get across the finish line. The LEO program has been a source of contention for us as far as the funding. This is not in the current administration's budget for next year. Congress is working to get this back in the budget. There is no funding after April 30, 2024. We will be responsible for funding through the end of September. Since Congress is not going to pay that reimbursement, we are looking at doing a flexible response plan where the police department has to respond within 15 minutes. This would save us a lot of money and still be within the TSA parameters. Will have to work with TSA on this. Total reimbursement we are paying the city for the LEO program is about $4,000 per month. We have a contract with the city where they pay half. There has been some push back on moving the retirement age of pilots from age 65 to 67. There has been zero progress on the 1,500 hour pilot rule, but substantial support in substituting those 1,500 hours for simulator time. This will all get flushed out in the AIP reauthorization.

ANNOUNCEMENTS

a. Next Board Meeting is Thursday, May 16, 2024
b. Election primaries at Admin Building on May 14, 2024
c. Red Cross blood drive at Terminal on May 23, 2024
d. Move June 19 board meeting due to Federal holiday. Look at Tuesday, June 18.

EXECUTIVE SESSION

Motion by Quandt, second by Victor, to go into Executive Session at 8:45 a.m. to discuss airline, lease, contract, and personnel negotiations. Upon roll call vote, the motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

Motion by Victor, second by Cook to come out of Executive Session with no decisions being made and reconvene to Regular Session at 9:55 a.m. Upon roll call vote, the motion was adopted with 5 Aye votes: Cook, Werner, O'Neill, Victor, Quandt.

ADJOURNMENT
Meeting was adjourned at 9:57 a.m.

HALL COUNTY AIRPORT AUTHORITY

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Maggie McDermott, Office Manager

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

(SIGNATURES ON FILE)