

**MINUTES**

Regular Board Meeting  
December 18, 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, Brian Quandt, Joe Cook

**AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT**

Secretary/Treasurer Tim Victor

**AIRPORT AUTHORITY STAFF PRESENT**

Executive Director Mike Olson, Accounting Manager Debbie Hand, Office Manager Maggie McDermott, Operations Manager Wes Harris, Operations Maintenance Supervisor Justin Astrones, Office Assistant Nichole Czaplewski, Accounting Assistant Katrina Timmerman

**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 December 18, 2024. Notice of Meeting was given in the *Grand Island Independent* on December 11, 2024. Board Chair O'Neill called the meeting to order at 8:00 a.m. and announced the location of the Nebraska Open Meetings Act for public viewing.

**REVIEW OF AGENDA**

**PUBLIC COMMENT**

Brett Jones of 4206 Daisy Circle, Grand Island, NE, to speak on resolution 24-62.

**PLEDGE OF ALLEGIANCE**

Recited in unison

**REVIEW AND APPROVAL OF CONSENT AGENDA**

- a. Minutes from Regular Meeting on November 20, 2024
- b. Resolution 24-61: Claims 4134 through 4143

*Motion by Werner, second by Cook to approve the Regular Board Meeting minutes and the Consent Agenda. Upon roll call vote, the motion was adopted with 4 Aye votes: Cook, Werner, O'Neill, Quandt.*

**DISCUSSION AND ACTION AGENDA**

**FINANCIAL REPORT**

Presented by Accounting Manager Hand

| Budget Narrative Ending November, 2024<br>2nd Month of 1st Qtr : 16.67%       | Current Amount<br>November | YTD Amount<br>Oct 24 - Sep 25 | Yearly Budget<br>Amount | YTD %          | Remaining<br>Budget Amount |
|-------------------------------------------------------------------------------|----------------------------|-------------------------------|-------------------------|----------------|----------------------------|
| <b>Operating Income</b>                                                       | \$167,804.26               | \$347,502.36                  | \$2,286,004.00          | 15.20%         | \$1,938,501.64             |
| <b>Operating Expenses</b>                                                     | \$355,475.46               | \$559,997.69                  | \$3,122,935.00          | 17.93%         | \$2,562,937.31             |
| <b>Total Operating<br/>Income/(Loss)</b>                                      | <b>(\$187,671.20)</b>      | <b>(\$212,495.33)</b>         | <b>(\$836,931.00)</b>   | <b>25.39%</b>  | <b>(\$624,435.67)</b>      |
| <b>Tax Levy - Bond</b>                                                        | \$14,366.00                | \$79,213.15                   | \$1,519,000.00          | 5.21%          | \$1,439,786.85             |
| <b>Tax Levy - General</b>                                                     | \$6,298.85                 | \$34,730.26                   | \$344,515.00            | 10.08%         | \$309,784.74               |
| <b>Tax Levy - General Fund<br/>Designated for Air Service<br/>Development</b> | \$0.00                     | \$300,000.00                  | \$300,000.00            | 100.00%        | \$0.00                     |
| <b>Net Income/(Loss)</b>                                                      | <b>(\$906,746.21)</b>      | <b>(\$1,190,479.35)</b>       | <b>(\$958,924.00)</b>   | <b>124.15%</b> | <b>\$231,555.35</b>        |

## ACTIVITY REPORTS/GENERAL DISCUSSION

Reports printed as received

### Air Traffic Activity Report

Presented 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 |                      |
| Nov 2024 | 154                  | 104      | 326               | 93       | 677          | 162              | 32       | 194          | 871                  |
| Nov 2023 | 119                  | 143      | 545               | 85       | 892          | 218              | 2        | 220          | 1,112                |
| %Change  | 29%                  | -27%     | -40%              | 9%       | -24%         | -26%             | 1500%    | -12%         | -22%                 |

### Enplanement/Deplanement Reports

Presented by Executive Director Olson

|        | Allegiant | No. of<br>Flights<br>LAS | No. of<br>Flights<br>IWA | No. of<br>Total<br>Flights | No. of<br>Canceled<br>Flights | Load<br>Factor | American | No. of<br>Flights | No. of<br>Canceled<br>Flights | Load<br>Factor | Charters | No. of<br>Flights | No. of<br>Canceled<br>Flights | Total Monthly<br>Enplanements | Yr to Date |
|--------|-----------|--------------------------|--------------------------|----------------------------|-------------------------------|----------------|----------|-------------------|-------------------------------|----------------|----------|-------------------|-------------------------------|-------------------------------|------------|
| Nov-24 | 2,625     | 9                        | 10                       | 19                         | 0                             | 81%            | 3,028    | 60                | 0                             | 78%            | 0        | 0                 | 0                             | 5,653                         | 61,456     |
| Nov-23 | 2,478     | 9                        | 9                        | 18                         | 0                             | 81%            | 2,654    | 62                | 1                             | 69%            | 30       | 1                 | 0                             | 5,162                         | 59,087     |
| +/- %  | 6%        | 0%                       | 11%                      | 6%                         | 0                             | 0%             | 14%      | -3%               | 0                             | 13%            | 0%       | 0%                | 0                             | 10%                           | 4%         |

### Operations & Facility Report

Presented by Operations Manager Harris

#### Facilities:

- Installed 7 new advertising monitors
- Finished rehab of new security office
- Repaired two exit lane machines in parking lots
- Ellis Electric replaced GPU cord and is working on cable hoist repair
- Completed weekly and monthly PM's
- Carried out numerous small workorders

## 76 Operations:

- 77 • Repaired auto grease system on Wausau Broom
- 78 • Fixed hydraulic leak on Wausau Broom head transfer case
- 79 • Completed recommendations from TSA inspector for security improvements
- 80 • Assisting facilities staff with completing work orders
- 81 • Monthly ARFF and FAA training completed
- 82 • Weekly and monthly Inspections completed
- 83 • Monthly and quarterly maintenance performed on all equipment
- 84 • Numerous other daily projects and repairs completed and scheduled

## 85 **Project Report**

86 Benesch Report Presented by Executive Director Olson

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

- 88 • Substantial Completion Issued For Nov. 15<sup>th</sup>. Punchlist Work Completed.
- 89 • Still Anticipating January 2025 Delivery Of The Runway 17/35 Guard Light Regulator
- 90 • A Few LED Runway And Taxiways Lights Being Sent Back To ADB Safegate (Supplier)
- 91 For Warranty Replacements For Lights Not Functioning.
- 92 • Reimbursement For R.A. With Local FAA Systems Support Center (SCC) Pending.
- 93 Roughly \$9,600 Will Be Reimbursed Due To Not Being Expended By Local SSC Staff.
- 94 • Benesch Continues To Work On FAA Closeout Package.

95 Federally Funded (BIL-052, Engineering Only) - Snow Removal Equipment (SRE) Facility

- 96 • Design Complete.
- 97 • Advertise Project January 9, 2025.
- 98 • Open Bids February 13, 2025. Benesch Letter of Recommendation By March 13,
- 99 2025.
- 100 • HCAA To Approve Bids At March Meeting.
- 101 • Grant Applications (95% Match) To Be Submitted Following Bid Opening (CDS, BIL,
- 102 AIP). By April 1, 2025 Deadline.
- 103 • \$250,000 In State Funds Approved. Can Be Applied To Local Match.
- 104 • Administrative/Office Space Is Non-Eligible For FAA Participation.

105 Locally Funded - Miscellaneous Landside Concrete Paving Upgrades

106 *(Building 700 Concrete Replacement, Building 116 Pavement Replacement, Building 114 GA*

107 *Terminal Added Parking, And Metro Lane Concrete Replacement).*

- 108 • Acceptable Grass Cover Is Only Pending Contractor Work Item.
- 109 • Benesch Working On As-Builts. Early January Submittal Is Anticipated.

110 Final Contractor Pay Request (Retainage) to Be Submitted Once Grass Cover Established.

## 111 **Tenant Update**

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113 Executive Director Olson said he spoke with Chris Bruns from Trego-Dugan Aviation this

114 morning and Mr. Bruns asked him to pass along that they are continuing to buy a lot of

115 ground service equipment to bring to Grand Island to rehab. They're looking forward to

116 getting additional land at CNRA. The airlines are holding up as far as fuel sales, however, in

117 both Grand Island and North Platte, General Aviation is down. Executive Director Olson has

118 heard that from other sources as well.

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Blaise Sharkey from Trego-Dugan Aviation reported that they are doing well with employment now. After Thanksgiving they had a lot of people apply for positions. They have two people now for the airline side, they have two more going through the fingerprinting process. This will be the first time since Mr. Sharkey has been with Trego-Dugan that they have been fully staffed. Their DOD (Department of Defense) inspection was today, and it will be nice to see how Trego-Dugan does. No qualified trainer for pushbacks right now. They have three people that qualify for American Airlines pushbacks.

# **CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-62: REJECT BIDS FOR 2025-2030 AGRICULTURAL LEASE AGREEMENTS.**

*Motion by Cook second by Werner, Due to misunderstanding of lease terms, staff and legal counsel recommend that all bids be rejected and that Agricultural Leases be rebid. The following bids were received after legal publication and bid opening:*

| Tract   | Acres | Name           | Bid Amount   | Yearly Amount |
|---------|-------|----------------|--------------|---------------|
| Tract A | 309 ± | Mark Wiegert   | \$1,501.00   | \$300.20      |
| Tract A | 309 ± | Kevin Hoagland | \$1,500.00   | \$300.00      |
| Tract B | 174 ± | Brett Jones    | \$239,685.00 | \$47,937.00   |
| Tract B | 174 ± | Quandt Farms   | \$231,510.00 | \$46,302.00   |
| Tract C | 91 ±  | Kevin Hoagland | \$10,873.00  | \$2,174.60    |
| Tract D | 252 ± | Rauert Farms   | \$306,600.00 | \$61,320.00   |
| Tract D | 252 ± | Kevin Hoagland | \$260,873.00 | \$52,174.60   |
| Tract E | 192 ± | Mark Wiegert   | \$1,001.00   | \$200.20      |
| Tract E | 192 ± | Kevin Hoagland | \$1,000.00   | \$200.00      |
| Tract F | 87 ±  | Brett Jones    | \$109,185.00 | \$21,837.00   |
| Tract F | 87 ±  | Quandt Farms   | \$102,755.00 | \$20,551.00   |

## **DISCUSSION**

Brett Jones of 4206 Daisy Circle, Grand Island, NE, spoke on resolution 24-62. Mr. Jones stated that on Wednesday, December 11, Maggie McDermott distributed an email with all farm tract bids. On Thursday, December 12, Mrs. McDermott sent another email advising that based on recommendation of legal counsel, all bids will be rejected, and the process will be reinitiated pending board approval. Two reasons cited were as follows: misinformation regarding responsibility for paying farm tract taxes in the event the state would implement taxes, and one bid was inadvertently not read aloud during the bid opening meeting. Mr. Jones said that while he understands the concerns he would like to respectfully raise a few points for clarification. Number one, misinformation regarding taxes. While it is acknowledged there was verbal misinformation shared during the bid reading, all participants were also provided with copies of the proposal to enter into agricultural leases and the agricultural lease agreement. Specifically, Exhibit B, number twelve of the proposal, states in the event of conflict between the proposal and the lease agreement, the lease shall take priority. The lease itself outlined in Exhibit C, number thirteen, the Authority is responsible for paying any

leasehold interest tax, real estate tax, and any other taxes assessed against the leased premises. Given these clear provisions, the lease agreement takes precedence and correctly addresses the matter of tax responsibilities. Item number two, inadvertent omission of a bid. Mr. Jones stated that while he understands a bid was not read aloud during the bid opening meeting, it is important to note that the bid was received and was included on the same bid sheet as another tract that was read aloud. Additionally, it has been repeatedly stated that no bid is final until it has been approved by the board which allows for further review and ensures integrity of the process. With that information, if the bids are rejected and the process has to be redone, Mr. Jones would like to understand how a fair re-bid process can be conducted given that the bids have been shared publicly and are no longer anonymous.

Ron DePue, Hall County Airport Authority attorney, stated that he has been the airport attorney for thirty-one years. Mr. DePue acknowledged that he appreciates Mr. Jones' comment and understands his concerns and that if Mr. Jones is upset at anybody, to be upset at Mr. DePue because that was his recommendation to the board. Mr. DePue said he understands Mr. Jones' position and that it has put everybody in a rough spot because the bids are public knowledge. This happens from time to time. It's not the first time this has happened that bids have been rejected at Mr. DePue's recommendation. His main concern is the integrity of the process as far as how the Authority proceeds. Mr. DePue was not at the bid opening, there was some confusion as to the status of the property tax and obligation to pay. The Authority has never required farm tenants to pay property tax. Mr. DePue wants to clarify in the rebid process if there ever is tax assessed, it's the Airport Authority's obligation rather than any of the farmers that are farming the property. If there's an issue that comes up, like there's a five-thousand-dollar bill that you have to pay every year for five years, that makes a big difference. It's unfortunate that the one bid was missed but again, that comes back to maintaining the integrity of the process, so Mr. DePue's recommendation to the board is to go back to square one and start over. Mr. DePue said he has been doing this for forty-five years and this is his legal recommendation to the board. He also stated that as soon as practical the Authority will start the bid process over, correct any errors, and those will be circulated by the office.

Mr. Jones stated that he was the winner of two farm tracts and how is that fair now that the second guy can come in and know exactly what his bid was. Mr. Jones repeatedly asked how is this fair? It's not his fault that Executive Director Olson didn't read the bid out loud. The bid opening seems like a waste of time.

Mr. DePue said he understands Mr. Jones is upset but the board has made the decision and we're going back to do things right. Everybody has the right to go through the rebid process.

Upon roll call vote, the motion was adopted with 4 Aye votes: Cook, Werner, O'Neill, Quandt.

#### **CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-63: AIRPORT ID/SECURITY BADGES FEE PROPOSAL.**

Motion by Quandt second by Werner, authorizing the Executive Director to implement an updated Airport ID/Security Badge Fee structure. The Airport Staff are requesting rate increases for Airport ID/Security Badges. The cost of issuing these ID's and Security Badges has increased significantly since the airport's security level changed from a Category IV to a

Category III. With the implementation of our new Security software, AirBadge, the time to issue a badge will decrease from 3 weeks to 1 week and we will have the ability to fingerprint in house. The time savings will be a cost savings to our tenants with the new streamlined process. Airport Staff respectfully request the new rates take effect February 1, 2025.

| Proposed Badge Fees            |                        |                                                  |
|--------------------------------|------------------------|--------------------------------------------------|
| BADGE TYPE                     | BADGE COST             | BADGE REFUNDS                                    |
| SIDA Badge                     | \$125.00               |                                                  |
| AOA Badge                      | \$100.00               |                                                  |
| Farmer Badge                   | \$50.00                |                                                  |
| Farm Gate Key                  | \$10.00                |                                                  |
| Lost Farm Gate Key             | \$75.00                |                                                  |
| Replacement/Short Term Renewal | \$10.00                |                                                  |
| Parking Permit                 | \$5.00                 |                                                  |
| Lost Badge - 1                 | \$37.50 + Replacement  | Lost Badges - 1/3 refunded upon return           |
| Lost Badge - 2                 | \$75.00 + Replacement  |                                                  |
| Lost Badge - 3                 | \$150.00 + Replacement |                                                  |
| Non-Returned Badge             | \$250.00               | Non-Returned Badges - \$100 refunded upon return |

Upon roll call vote, the motion was adopted 4 Aye votes: Cook, Werner, O'Neill, Quandt.

#### CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-64: AMENDMENT TO GROUND LEASE AGREEMENT WITH TREGO-DUGAN AVIATION.

Motion by Cook second by Werner, authorizing the Executive Director to execute Amendment to Ground Lease Agreement with Trego-Dugan Aviation entered into on March 15, 2023, for a tract of land consisting of approximately 1.43 acres. It is agreed by and between the parties to amend as follows:

1. Except as set forth herein, the terms and conditions of the Lease shall remain in full force and effect.
2. Section 4.03 shall be amended to read as follows: Upon termination of the Lease, the permitted fencing and gate shall be removed at Tenant's expense.

Upon roll call vote, the motion was adopted with 4 Aye votes: Cook, Werner, O'Neill, Quandt.

#### CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-65: GROUND LEASE AGREEMENT WITH TREGO-DUGAN AVIATION.

Motion by Quandt second by Cook, authorizing the Executive Director to execute the Ground Lease Agreement with Trego-Dugan Aviation for approximately 1.43 acres ± to be used for storage of ground support equipment. Lease Agreement is for a three-year term commencing January 1, 2025 and terminating March 31, 2028. Rent is \$500 per month. Upon roll call vote, the motion was adopted with 4 Aye votes: Cook, Werner, O'Neill, Quandt.

**CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-66: SERVICE AGREEMENT FOR JANITORIAL SERVICES WITH CHRISTENSON CLEANING & RESTORATION.**

*Motion by Quandt second by Werner, authorizing the Executive Director to accept the Service Agreement for Janitorial Services with Christenson Cleaning & Restoration for cleaning of Building 100 (Passenger Terminal Building) located at 3773 Sky Park Road, Grand Island, NE. Service will be six days a week (Monday, Tuesday, Wednesday, Thursday, Friday, Sunday) for (5) hours each day or 30 hours per week. Term shall run from January 1, 2025 through December 31, 2025. Monthly fee will be \$3,386.89. Upon roll call vote, the motion was adopted with 4 Aye votes: Cook, Werner, O'Neill, Quandt.*

**CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-67: CHANGE ORDER NO. 1 FROM CHIEF CONSTRUCTION FOR UNMANNED EXIT LANE.**

*Motion by Cook second by Quandt, authorizing the Executive Director approve Change Order No. 01 from Chief Construction for Unmanned Exit Lane. Reason for Change Order No. 1: Temporary enclosure and door removal. Install one temporary enclosure at the unmanned exit project location. Temporary enclosure to be constructed of cold formed steel framing and 1/2" plywood on both sides. Ceiling of the enclosure to be closed off with plywood. All areas of wall and ceiling inside the temporary enclosure to be painted. Exterior wall of the temporary enclosure to be painted. Install one 3'x7' Hollow metal door and frame. Provide two extra sets of keys to the owner. Remove and disconnect one sliding door. Dispose of the sliding door. Cost is \$8,917.15. Upon roll call vote, the motion was adopted with 4 Aye votes: Cook, Werner, O'Neill, Quandt.*

**CONSIDERATION & APPROVAL OF RESOLUTION NO. 24-68: CHANGE ORDER NO. 1 FOR MASSEY FERGUSON TRACTOR PURCHASE FROM KEARNEY EQUIPMENT, LLC.**

*Motion by Werner second by Cook, authorizing the Executive Director to approve Change Order No. 1 for Massey Ferguson Tractor purchase from Kearney Equipment, LLC. Reason for Change Order No. 1: Adding the front axle suspension will allow the operator to operate the tractor at a more efficient-faster speed with less fatigue/jarring on the operator and the equipment when operating in an off-road environment like the airport is. Cost is \$6,492.00. Upon roll call vote, the motion was not adopted with 1 Aye votes: Werner; 2 Nay votes: Cook, O'Neill; 1 Abstained: Quandt; 1.*

**EXECUTIVE DIRECTOR'S REPORT**

Presented by Executive Director Olson

a. Legislative Update

Executive Director Olson said last night that congress passed a continuing resolution to avoid a government shutdown. State legislators are in special session right now but there is nothing aviation related to this.

**ANNOUNCEMENTS**

a. Next Board Meeting will be Wednesday, January 15, 2025

- b. January Board Meeting will welcome returning board member, Ryan O'Neill, and new board member, Doug Brown
- c. Ryan O'Neill and Doug Brown will be sworn in at the Hall County Courthouse, Courtroom #2, 3<sup>rd</sup> Floor, on January 9 at 8:00 a.m.

### EXECUTIVE SESSION

*Motion by Werner, second by Cook, to go into Executive Session at 9:10 a.m. to discuss airline, lease, contract, and personnel negotiations. Upon roll call vote, the motion was adopted with 4 Aye votes: Cook, Werner, O'Neill, Quandt.*

*Motion by Werner, second by Cook to come out of Executive Session with no decisions being made and reconvening to Regular Session at 9:46 a.m. Upon roll call vote, the motion was adopted with 4 Aye votes: Cook, Werner, O'Neill, Quandt.*

### ADJOURNMENT

Meeting was adjourned at 9:47 a.m.

### HALL COUNTY AIRPORT AUTHORITY

\_\_\_\_\_  
Maggie McDermott, Office Manager

\_\_\_\_\_  
Ryan O'Neill, Board Chair

\_\_\_\_\_  
Tim Victor, Board Secretary/Treasurer

(SIGNATURES ON FILE)