



**HALL COUNTY AIRPORT AUTHORITY | MINUTES**  
Regular Meeting | January 9, 2013

The Regular Meeting of the Hall County Airport Authority (HCAA) Board was held at the Airport Authority Conference Room, 3743 Sky Park Road, Grand Island, Nebraska 68801 on January 9, 2013. Pursuant to proper legal notice, Board Chair Werner called the meeting to order at 8:00 a.m., and announced location of the Nebraska Open Meeting Act for public viewing.

**PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was said in unison.

**AIRPORT AUTHORITY BOARD MEMBERS PRESENT:** Chair Lynne Werner, Vice-Chair Larry Hobbs, Secretary/Treasurer Brian Quandt, Ken Caldwell and Joe Cook.

**AIRPORT AUTHORITY STAFF PRESENT:** Executive Director Mike Olson, Human Resource/Accounting Manager Annette Schimmer, Operations Manager/Security Coordinator Doug Brown, Administrative Assistant Debra Potratz.

**LEGAL COUNSEL PRESENT:** Airport Authority Attorney Ron Depue.

**OTHERS PRESENT:** Gary Frisch from Midwest ATC, Zach Thompson from Trego/Dugan Aviation of Grand Island, Jim Roe from Budget Car Rental, and Bob Beran from Dana F. Cole Co.

**PUBLIC REQUEST TO SPEAK ON AGENDA:** None.

**ANNOUNCEMENT AND INTRODUCTION OF ELECTED BOARD MEMBERS:** Joe Cook was elected to the Board for a six-year term. Mr. Cook has lived in Grand Island for over 40 years. He served as a school administrator for 34 years and also worked as a consultant at Adams Central in Hastings, NE. Mr. Cook served over 28 years in the military. He is married and has two children.

Ken Caldwell was re-elected for a six-year term.

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

- Minutes from Regular Meeting on December 12, 2012.
- **RESOLUTION NO. 13-01: CLAIMS NO. 2873-2880b.**
- **RESOLUTION NO. 13-02: REIMBURSEMENT RESOLUTION FOR EXPENDITURES RELATED TO GENERAL AVIATION FBO TERMINAL DESIGN AND CONTRACT ADMINISTRATION PROJECT.**
- **RESOLUTION NO 13-03: REIMBURSEMENT RESOLUTION FOR EXPENDITURES RELATED TO BUILDING 113A (LIFETEAM).**
- **RESOLUTION NO 13-04: REIMBURSEMENT RESOLUTION FOR EXPENDITURES RELATED TO REMOTE PARKING LOT PLUS EAST TERMINAL LOT, RECONSTRUCT BUILDING 113 APRON, AND GATE 8 ENTRANCE ROAD WIDENING FOR TREGO/DUGAN AVIATION OF GRAND ISLAND FBO TERMINAL PROJECT.**

Motion by Mr. Caldwell, second by Mr. Hobbs to approve the Consent Agenda. Upon roll call, motion was approved with a 5-0 vote.

**ELECTION OF OFFICERS:** Motion by Mr. Caldwell, seconded by Mr. Quandt to nominate Mrs. Werner for Chair. Motion by Mrs. Werner, seconded by Mr. Caldwell to nominate Mr. Hobbs for Vice-Chair.

56 Motion by Mrs. Werner, seconded by Mr. Caldwell to nominate Mr. Quandt for Secretary/Treasurer. Upon  
57 roll call, motions were approved with a 5-0 vote.  
58

59 **FINANCIAL REPORTS FOR DECEMBER 2012:** Ms. Schimmer presented the Financial Report.

- 60 • Operating Income and Operating Expenses should be at 25.00%
  - 61 ▪ Operating Income is at 21.47% | \$79,418.76 | YTD \$225,978.78
  - 62 ▪ Operating Expenses is at 18.02% | \$90,231.64 | YTD \$259,454.95
  - 63 ▪ Total Operating Income/Loss is at 8.65% | (\$10,812.88) | YTD (\$33,476.17)
  - 64 ▪ Total Net Income/Loss is at 3.48% | (\$45,706.36) | YTD (\$187,394.50)
  - 65
- 66 • Past Dues Report (Aging over 30 days) | \$10,874.58 remaining as of 1/4/13.
- 67
- 68 • Covered Parking: 50 transactions with a net revenue of \$1,235.33.
- 69 .
- 70 • Fuel Flowage - Trego/Dugan Aviation of Grand Island:
  - 71 Jet A & 100LL ▪ 135,505.33 gallons delivered | YTD 360,683.00
  - 72 Fuel Flowage ▪ \$7,452.78 fuel flowage received | YTD \$19,837.57
  - 73 Diesel ▪ 0.00 gallons delivered | YTD 1200.00
  - 74 Unleaded ▪ 0.00 gallons delivered | YTD 500.10
  - 75 Fuel Flowage ▪ \$0.00 fuel flowage received | YTD \$93.51
  - 76

77 **ACTIVITY REPORT:**

78 **Traffic Activity for December 2012:** Tower Manager Gary Frisch presented the Air Traffic Operations  
79 report. A Runway Safety Action Team (RSAT) meeting will be held January 22<sup>nd</sup> at 1 pm in the Authority  
80 conference room.

**CNRA AIR TRAFFIC OPERATIONS December 2012**

<b>Itinerant Operations</b>	<b>Dec 2011</b>	<b>Dec 2012</b>	<b>% Change</b>
Air Carrier	51	61	20
Air Taxi	254	232	(9)
Civil Aviation	593	427	(28)
Military	89	89	-
<b>Total OPS</b>	<b>987</b>	<b>809</b>	<b>(18)</b>
<b>Local Operations</b>			
Civil	394	168	(57)
Military	32	186	481
<b>Total LCL</b>	<b>426</b>	<b>354</b>	<b>(17)</b>
<b>TOTAL TRF</b>	<b>1413</b>	<b>1163</b>	<b>(18)</b>

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82 **Operations Manager's Report for Dec 2012/Jan 2013:** Operations Manager/Security Coordinator Doug  
83 Brown presented the operations/maintenance report.

- 84 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant  
85 flights and ARFF for American Eagle daily flights.
- 86 • Conducted weekly Safety/Security and ARFF training.
- 87 • Continue with general repairs to Bldg 101A (Terminal).
- 88 • Continue with remodel in Bldg 113A for LifeTeam.
- 89 • Provided snow removal for commercial flights.
- 90 • Repaired hydraulic lines on AIR 9 (1999 Kodiak Broom Truck).
- 91 • Repaired turrets on AIR 21 (2005 Fire Truck - E-One- RESCUE 1).
- 92 • Repaired overhead door on Bldg 113B (Trego/Dugan).
- 93 • Completed maintenance on T-Hanger doors.
- 94 • A second security system/software has been installed for Gate 24 and Gate 7.
- 95 • Numerous other daily projects and repairs completed and scheduled.
- 96

97 **Enplanements for December 2012:** Deferred to Executive Director's report.

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99 **Construction & Planning Update:**

100 Will begin construction Phase II (back half) on the Bldg 113A (LifeTeam) remodel project.

101 Received the closeout on AIP 34 – Terminal Area Master Plan (TAMP).

102 Still awaiting FAA closeout on the Runway Environmental Assessment.

103 Mead & Hunt has completed the final design of Fixed Base Operator (FBO) terminal.

104 Mead & Hunt continues to work on the parking lot expansion project.

105

106 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-05: 2011-12 AUDIT REPORT.** Bob  
107 Beran from Dana F. Cole LLP & Company reported an audit was conducted on Financial Statements.  
108 Auditor issued an unqualified opinion that the financial statements are fairly stated in all material aspects.  
109 One finding was noted in the internal control report due to the limited number of personnel to segregate  
110 accounting duties.

111

112 Mr. Olson commended Mrs. Schimmer on the excellent job preparing the audit data.

113

114 Motion by Mr. Quandt, seconded by Mr. Hobbs authorizing the Board Chair to accept the 2011-2012  
115 Audit Report as presented by Dana F. Cole LLP & Company. Upon roll call, motion was approved with a  
116 5-0 vote.

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118 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-06: REVISED AIRPORT CAPITAL  
119 IMPROVEMENT PLAN (ACIP) 2013-2030.** Mr. Olson gave an overview of the ACIP projects.

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121 Federal Projects:

122 2013 Airline Terminal (Design/Construction Administration)

123 2013 Runway 17/35 Extension (Design/Construction Administration)

124 2014 Construct Airline Terminal (Construction)

125 2016 Runway 17/35 Extension (Construction)

126 2017 Runway Snow Blower

127

128 Other Projects:

129 2013 Construct new FBO Terminal Building

130 2013 Remote Parking Lot (400 Stalls)

131 2013 Construct T-Hanger (5-6 Units)

132 2014 Terminal Parking Lot (323 Stalls)

133 2015 Construct Consolidated Car Rental Facility

134 2016 Remodel Existing Terminal for Administration/TSA/Conference Center

135 2016 Construct 30,000 sq ft Metal Building

136 2016 Demolish South Ramp FBO Terminal Building

137 2017 Upgrade/Expand 42,000 Gallon FBO Fuel Tank Farm

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139 Motion by Mr. Quandt, second by Mr. Caldwell to approve the Revised Airport Capital Improvement Plan  
140 (ACIP) 2013-2030. The ACIP will be sent to the Nebraska Department of Aeronautics (NDA) and the  
141 Federal Aviation Administration (FAA) for approval. Upon roll call, motion was approved with a 5-0 vote.

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143 **EXECUTIVE DIRECTOR'S REPORT:** Mr. Olson reported the airport set an all-time record for  
144 enplanements for the month of December and year end. The enplanement numbers presented at the  
145 meeting were preliminary figures. The following enplanement numbers reflect the official numbers  
146 received following the meeting. Allegiant reported 4,140, American Eagle reported 1,776 and one charter  
147 reported 145 for a total of 6,061 enplanements. This is an all-time monthly record for enplanements. The  
148 airport also set a new passenger record for 2012 with 56,059 boarding's. The last record was set back in  
149 1980 with 51,391. Mr. Olson commented at some point enplanements and percentage of growth will level  
150 off. A press release and chart will be sent to the news media.

151

152 Mr. Olson reported American Eagle began service in Joplin, MO four months before they started service  
153 here. The Essential Air Service (EAS) amount awarded at that time was at \$2.7 million. American Eagle

154 just submitted and was re-awarded an EAS bid for \$342,560. Mr. Olson believes a decrease in EAS  
155 funding for American Eagle service will apply here as well.

156  
157 Last week Mr. Olson met with Regional Planning Commission and discussed the wildlife hazards of  
158 having trees versus bushes around the airport campus. The commission approved request and changes  
159 will go before the city council for approval on January 22<sup>nd</sup>.

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161 A strategic planning session will be held April 18<sup>th</sup> at HyVee. Andy Platz from Mead & Hunt will be there  
162 to mediate.

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164 **ANNOUNCEMENTS:**

- 165 a) Soup Supper - January 22, 2013 from 4:30 -7 pm.  
166 b) Next Board Meeting – Thursday, February 21, 2013.

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168 **EXECUTIVE SESSION:**

169 Motion by Mr. Caldwell, second by Mr. Cook to go into Executive Session to discuss lease and airline  
170 negotiations. Upon roll call, motion was approved with a vote of 5-0 and Board went into Executive  
171 Session at 9:13 a.m.

172  
173 Motion by Mr. Caldwell, second by Quandt to come out of Executive Session with no decisions being  
174 made and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 5-0 and  
175 Board came out of Executive Session and into Regular Session at 10:40 a.m.

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177 **ADJOURNMENT:**

178 Motion by Mr. Hobbs, second by Mr. Cook to adjourn the meeting. Upon roll call, motion was approved  
179 with a vote of 5-0 and meeting was adjourned at 10:45 a.m.

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181 HALL COUNTY AIRPORT AUTHORITY

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186 Debra Potratz | Administrative Assistant

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190 Lynne Werner | Board Chair

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192 Brian Quant | Board Secretary/Treasurer

193  
194 **(SIGNATURES ON FILE)**