



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | March 13, 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 March 13, 2013. Pursuant to proper legal notice, Board Chair Werner called the meeting to order at 8:05 a.m., and announced location of the Nebraska Open Meeting Act for public viewing.

The Pledge of Allegiance was said in unison.

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

AIRPORT AUTHORITY BOARD MEMBERS ABSENT: Ken Caldwell.

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

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Gary Frisch from Midwest Air Traffic Control, Zach Thompson from Trego/Dugan Aviation of Grand Island, Bob McFarland from the Hall County Board of Supervisors and Paul Strege from Mead & Hunt, Inc.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- **Minutes from Regular Rescheduled Meeting on February 25, 2013.**
- **RESOLUTION NO. 13-12: CLAIMS NO. 2883-2893.**
- **RESOLUTION NO 13-13: REIMBURSEMENT RESOLUTION FOR EXPENDITURES RELATED TO BUILDING 113A (LIFETEAM).**
- **RESOLUTION NO 13-14: REIMBURSEMENT RESOLUTION FOR EXPENDITURES RELATED TO REMOTE PARKING LOT + 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. Quandt, second by Mr. Hobbs to approve the Consent Agenda. Upon roll call, motion was approved with a 4-0 vote.

FINANCIAL REPORTS | FEBRUARY 2013:

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses should be at 41.67%
 - Operating Income is at 40.17% | \$92,480.92 | YTD \$422,831.61
 - Operating Expenses is at 34.45% | \$120,181.15 | YTD \$495,906.43
 - Total Operating Income/Loss is at 18.88% | (\$27,700.23) | YTD (\$73,074.82)
 - Total Net Income/Loss is at 3.36% | (\$38,912.65) | YTD (\$180,860.27)

- 54 • Past Dues Report: (Aging over 30 days) \$7,424.10 remaining as of 3/6/13. Mrs. Schimmer
55 reported the case went to court and the Judge requested both attorneys' do a statement of
56 events. Mrs. Schimmer will contact General Collection to get an update on the case.
57
- 58 • Covered Parking Report: 51 transactions with a net revenue of \$1,175.70.
59 .
- 60 • Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
61 Jet A & 100LL ▪ 104,653.00 gallons delivered | YTD 562,136.00
62 Fuel Flowage ▪ \$5,755.92 fuel flowage received | YTD \$30,917.48
63 Diesel ▪ 0.00 gallons delivered | YTD 2,000.00
64 Unleaded ▪ 441.00 gallons delivered | YTD 1,409.00
65 Fuel Flowage ▪ \$24.25 fuel flowage received | YTD \$187.51
66

67 ACTIVITY REPORTS | FEBRUARY 2013:

68 Air Traffic Activity Report by Tower Manager Gary Frisch:
69 Central Nebraska Regional Airport

Itinerant Operations	Feb 2012	Feb 2013	% Change
Air Carrier	40	34	(15)
Air Taxi	227	267	18
Civil Aviation	582	499	(14)
Military	95	85	(11)
Total OPS	944	885	(6)
Local Operations			
Civil	134	254	90
Military	132	96	(27)
Total LCL	266	350	32
TOTAL TRF	1210	1235	2

70
71 Operations Report by Operations Manager/Security Coordinator Doug Brown:

- 72 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant
73 flights and ARFF for American Eagle daily flights.
- 74 • Conducted weekly Safety/Security and ARFF training.
- 75 • Continue with general repairs to Bldg 101A (Terminal).
- 76 • Continue with remodel in Bldg 113A for LifeTeam.
- 77 • Provided snow removal for commercial flights.
- 78 • Numerous other daily projects and repairs completed and scheduled.

79
80 Enplanement Report by Executive Director Mike Olson:

	2013	2013	2012	
	Feb	Load Factor %	Feb	+/- %
Allegiant	2,279	92	2,570	-11
American	1,843	82	1,982	-7
Charters	129		149	-13
Mo. Emp	4,251		4,701	-10

81
82 Construction & Planning Report by Executive Director Mike Olson:
83 Paul Strege from Mead & Hunt gave an update on airport projects.
84

85 The advertisement for bids for the General Aviation Terminal building has been published and Mead &
86 Hunt has received interest from potential bidders. A pre-bid meeting will be held March 14th at 10 am in

87 the Authority board room. Mead & Hunt will submit a bid recommendation to the Board for approval at
88 the April meeting. Mead & Hunt is looking at a November 20, 2013 completion date for a 29,000 sq ft
89 General Aviation Terminal Building.
90

91 The Passenger Terminal plans have had some minor changes on the programming front and Mead &
92 Hunt have been working with the Federal Aviation Administration (FAA) in terms of the prioritization
93 schedule. FAA would like to see design and construction administration services be combined into a
94 single grant. This will allow the airport to move forward with the design for both terminal and runway.
95 Airfield projects typically rank higher than terminal projects. This will allow the terminal project to move
96 forward and once it is completed, the airport will be able to start construction on the runway extension.
97 The airport will be able to use any past entitlements for the terminal design and the grant will be
98 submitted to FAA sometime next week.
99

100 The Runway Extension design will begin this year and Mead & Hunt is working on the instrument
101 approach procedure development and aeronautical survey. These requirements take about 24 months to
102 complete. The FAA has issued a Finding of No Significant Impact/Record of Decision (FONSI/ROD) for
103 the improvements identified at the Central Nebraska Regional Airport, Grand Island, Nebraska for the
104 17/35 Runway Extension Project. This means the project has been cleared for design. Mr. Olson noted
105 the grant entitlements for 2013 will be used for the planning of the runway extension project.
106

107 A layout of the Remote Parking Lot Project design was presented. Mr. Strege and Mr. Olson met with the
108 City of Grand Island to discuss how to best handle the issue of pedestrian crossing across Sky Park Road
109 to the terminal. In February the city conducted a traffic survey on vehicle count and speed which varied
110 from 20-81 mph. The excessive speed poses a safety concern for the pedestrians. A pedestrian
111 activated cross walk will be installed for the crossing Sky Park Road, plus additional road signage will be
112 placed prior to the crosswalk area. The entrance into and exit out of the parking lot will be on the north
113 side of Baron Road between Sky Park Road and Academy Road. The placement of a toll booth will be in
114 the middle of the single entrance/exit area. Various barriers will be designed around parking lot to
115 prevent vehicles exiting other than through the toll booth gate. Other features around remote parking lot
116 included detention basins for storm water runoff. Construction of this project will begin this spring and
117 should be completed in three months. This remote parking lot will provide 500 parking stalls for
118 passengers.
119

120 A new entrance road will be reconstructed to accommodate traffic to the new General Aviation Terminal
121 building and to Gate 8.
122

123 Five rectangular hanger units measuring 48'x40' will be constructed southeast of the current south T-
124 Hangers. The doors to these units will face to the west. Years ago this site was established for this
125 purpose but the concrete on the taxi-lane and apron is in bad shape and needs to be replaced.
126

127 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-15: DISADVANTAGED BUSINESS**
128 **ENTERPRISE (DBE) PROGRAM.**
129

130 Mr. Olson commented since the airport receives federal aid entitlement dollars we have to develop a DBE
131 program. Currently the Nebraska Department of Aeronautics performs this function for the airport. Every
132 time the airport does a construction project a DBE needs to be approved.
133

134 *Motion by Mr. Hobbs, seconded by Mr. Quandt authorizing the Executive Director to adopt the*
135 *Disadvantaged Business Enterprise (DBE) Program. Upon roll call, motion was approved with a 4-0 vote.*
136

137 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-16: OTHER TRANSACTION**
138 **AGREEMENT HSTS01-13-H-CKP124 WITH THE DEPARTMENT OF HOMELAND**
139 **SECURITY/TRANSPORTATION SECURITY ADMINISTRATION.**
140

141 *Motion by Mr. Cook second by Mr. Quandt authorizing the Executive Director to execute the Other*
142 *Transaction Agreement HSTS01-13-H-CKP124 with the Department of Homeland Security/Transportation*
143 *Security Administration regarding Use of Space and Cost Reimbursement at Transportation Security*

144 Administration Security Checkpoints and Baggage Areas relating to the Central Nebraska Regional
145 Airport. Term commences March 1, 2013 and terminates February 28, 2014. Transportation Security
146 Administration reimbursement costs to the Hall County Airport Authority are \$784.98/yr for electricity and
147 \$4,714.08/yr for Janitorial Services for a total obligated amount of \$5,499.06. Upon roll call, motion was
148 approved with a 4-0 vote.

149

150 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-17: ESSENTIAL AIR SERVICE (EAS)**
151 **REQUEST FOR GRAND ISLAND, NE.**

152

153 Mr. Olson reported two EAS bids were received. One from American Airlines to Dallas/Fort Worth, TX,
154 and the other from Sovereign Air Inc. to Denver, CO. Per the Department of Transportation (DOT),
155 Sovereign Air Inc. does not have Economic Authority, making this proposal invalid.

156

157 *Motion by Mr. Quandt, second by Mr. Cook that the Hall County Airport Authority makes the following*
158 *recommendation to the Department of Transportation (DOT) for air service for the Central Nebraska*
159 *Regional Airport under the EAS program: Air service with American Airlines from the Central Nebraska*
160 *Regional Airport in Grand Island, NE (GRI) to Dallas/Fort Worth International Airport (DFW) in Dallas/Fort*
161 *Worth, TX, providing 13 round trips/weekly on a (44 or 50 seat) regional jet. The annual Federal subsidy*
162 *would be \$1,837,021. The Hall County Airport Authority agrees to waive the right to hold in American*
163 *Airlines upon issuance of 120 days notice to terminate service. Upon roll call, motion was approved with a*
164 *4-0 vote.*

165

166 EXECUTIVE DIRECTOR'S REPORT:

167 On March 5th the airports and contract towers were notified that effective in April the towers would be
168 closing unless certain requirements were met. Mr. Olson contacted our congressional delegates
169 expressing his concern on the potential affects to our airport. A senator from Kansas submitted an
170 amendment to fund towers until the end of the fiscal year which would be September. Mr. Olson will send
171 a news release to the media stating the Central Nebraska Regional Airport will remain open and the
172 flights with American Airlines and Allegiant will not be disrupted. With this said, the tower is still a vital
173 part of the airport flight operations. The tower was one of the key factors why the Nebraska Army
174 National Guard selected Grand Island over Kearney was because Grand Island had a tower and Kearney
175 did not.

176

177 Mr. Olson reported ten years ago this month, Grand Island was selected as the site to build a new
178 Nebraska Army National Guard helicopter base. This facility is located just east of the Central Nebraska
179 Regional Airport and is a tremendous asset to the community. Last summer ground was broke to
180 construct a new Nebraska Armory facility.

181

182 Mr. Olson will be presenting at the AAAE Conference in Reno, NV on May 19th. The presentation will be
183 on "Small Locations - Bid Destinations; Small Airports Leading the Way".

184

185 Mr. Olson will be attending the AAAE/ACI-NA Washington Legislative Conference March 20th & 21st and
186 has meetings scheduled with Congressman Adrian Smith, Senator Deb Fischer, and Senator Mike
187 Johnson.

188

189 Mr. Olson will be meeting with the Nebraska State Senators in Lincoln, NE on March 18th.

190

191 Mr. Olson reported LifeTeam plans to have a ribbon cutting ceremony and open house at the end of
192 March. A Business After Hours social event will be held at a later date.

193

194 ANNOUNCEMENTS:

- 195 a) Next Board Meeting – April 10, 2013.
- 196 b) Strategic Planning Session – April 18, 2013

197

198 EXECUTIVE SESSION:

199 *Motion by Mr. Quandt, second by Mr. Hobbs to go into Executive Session to discuss lease and airline*
200 *negotiations. Upon roll call, motion was approved with a vote of 4-0 and Board went into Executive*
201 *Session at 9:15 a.m.*
202

203 *Motion by Mr. Hobbs, second by Mr. Cook to come out of Executive Session with no decisions being*
204 *made and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 4-0 and*
205 *Board came out of Executive Session and into Regular Session at 9:55 a.m.*
206

207 ADJOURNMENT:

208 *Motion by Mr. Hobbs, second by Mr. Cook to adjourn the meeting. Upon roll call, motion was approved*
209 *with a vote of 4-0 and meeting was adjourned at 10:00 a.m.*
210

211 HALL COUNTY AIRPORT AUTHORITY
212

213

214

215 _____
Debra Potratz | Administrative Assistant
216

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219 _____
Lynne Werner | Board Chair
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221

222

(SIGNATURES ON FILE)

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224

Brian Quant | Board Secretary/Treasurer