



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | May 8, 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 May 8, 2013. Pursuant to proper legal notice, Board Chair Werner called the meeting to order at 8:10 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, 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, and Administrative Assistant Debra Potratz.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Zach Thompson from Trego/Dugan Aviation of Grand Island, Dan Smith from DA Davidson & Company, and Jessica Hendricks representative from Congressman Adrian Smith's office.

PUBLIC REQUEST TO SPEAK ON AGENDA: Jessica Hendricks, 1811 W. Second St. Grand Island, NE, requested to speak on Agenda Item #11 Resolution 13-31.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- **Minutes from Regular Rescheduled Meeting and Study Session both held on April 18, 2013.**
- **RESOLUTION NO. 13-25: CLAIMS NO. 2901-2906.**
- **RESOLUTION NO 13-26: REIMBURSEMENT RESOLUTION FOR EXPENDITURES RELATED TO BUILDING 113A (LIFETEAM).**
- **RESOLUTION NO 13-27: 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. Caldwell, second by Mr. Cook to approve the Consent Agenda. Upon roll call, motion was approved with a 5-0 vote.

FINANCIAL REPORTS | APRIL 2013:

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses should be at 58.33%
 - Operating Income is at 66.75% | \$136,775.40 | YTD \$702,562.40
 - Operating Expenses is at 48.40% | \$93,612.52 | YTD \$696,750.21
 - Total Operating Income/Loss is at -1.50% | \$43,162.88 | YTD \$5,812.19
 - Total Net Income/Loss is at 1.48% | \$20,346.98 | YTD (\$79,663.34)
- Past Dues Report: (Aging over 30 days) \$6,521.41 remaining as of 5/7/13.
- Covered Parking Report: 59 transactions with a net revenue of \$1,693.06.

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- Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
 - Jet A & 100LL ▪ 100,963.00 gallons delivered | YTD 805,998.00
 - Fuel Flowage ▪ \$5,552.97 fuel flowage received | YTD \$44,329.89
 - Diesel ▪ 821.00 gallons delivered | YTD 2,821.00
 - Unleaded ▪ 365.00 gallons delivered | YTD 2,272.10
 - Fuel Flowage ▪ \$65.23 fuel flowage received | YTD \$280.11

In preparation for the FY 2013-14 budget, meetings will be scheduled with board members throughout the process.

The Budget meeting with the Hall County Board of Supervisors is scheduled for Monday, July 15, 2013 at 9:35 a.m. The Authority Board is encouraged to attend.

ACTIVITY REPORTS | APRIL 2013:

Air Traffic Activity Report by Executive Director Mike Olson:
Central Nebraska Regional Airport

Itinerant Operations	Apr 2012	Apr 2013	% Change
Air Carrier	45	36	(20)
Air Taxi	250	224	(10)
Civil Aviation	747	656	(12)
Military	116	108	(7)
Total OPS	1158	1024	(12)
Local Operations			
Civil	298	160	(46)
Military	74	40	(46)
Total LCL	372	200	(46)
TOTAL TRF	1530	1224	(20)

BOND REFINANCING – Dan Smith from DA Davidson & Company gave an update on bond refinancing. Mr. Smith will prepare the documents to refinance Bonds 2003B, 2003C, 2007A, and 2007C and place on June’s agenda for approval.

Operations Report by Operations Manager/Security Coordinator Doug Brown:

- Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant flights and ARFF for American Eagle daily flights.
- Conducted weekly Safety/Security and ARFF training.
- Continue with general repairs to Bldg 101A (Terminal).
- Continue with remodel in Bldg 113A for LifeTeam.
- Provided snow removal for commercial flights.
- Numerous roof repairs on administration, terminal and hanger buildings.
- Repairs made to office glass doors on north side of Bldg 100C (TSA).
- Ordered taxiway cross over signs for farmers.
- USDA Wildlife training was conducted May 6th per Federal Aviation Administration requirement.
- Repaired fence and gates around airport perimeter.
- City repaired water main break north side of Bldg 2B (GI Area Clean Comm Sys).
- Placed new gravel on maintenance and industrial park roads.
- Sprayed weeds around terminal and Arrasmith Park.
- Mass Causality Drill was held May 4th. Executive Director Mike Olson thanked Operations Manager/Security Coordinator Doug Brown and Operations Secretary Carole Harmon for organizing drill.

- Car Show will be held May 22nd from 5-8 pm.
- Numerous other daily projects and repairs completed and scheduled.

Enplanement Report by Executive Director Mike Olson:

	2013	2013	2012	
	Apr	Load Factor %	Apr	+/- %
Allegiant	2,315	87	2,608	-12
American	1,647	74	1,700	-3
Charters	145		272	-47
Mo. Emp	4,107		4,580	-10
Yr to Date	18,349		19,420	-6

Mr. Olson distributed the Central Region Passenger Airport report from Mead & Hunt. In 2012, the Grand Island Airport ranked 11th out of 34 airports for the highest number of enplanements. This report includes airports from Iowa, Kansas, Missouri and Nebraska.

Construction & Planning Report by Mead & Hunt Project Manager Paul Strege: Via telephone conference call, Mr. Strege gave an overview on Airport projects.

General Aviation Terminal Building: Engineers from Mead & Hunt are modifying bid specifications to lower the costs for the General Aviation Terminal project. The Board requested Mead & Hunt provide a list of changes that were made to the GA Terminal and receive a draft of the proposal before bid spec is published. Board will look into the options of re-advertising bid in June with a July opening, or bidding both the General Aviation Terminal and Passenger Terminal as separate projects at the same time next spring.

Parking Lot Project: The advertisement for bids for the Parking Lot project will be published May 7th & 14th. A pre-bid meeting will be held May 22nd with the bid opening on June 4th. Bid recommendations will be placed on June's agenda for consideration and approval.

5-Unit Aircraft Hanger Project: An illustration of the 5-Unit Aircraft Hanger was distributed to give the Board an idea of the appearance and dimensions of the hanger unit. The pre-fabricated units will include electricity, lights, outlets, a bi-fold door with a walk-thru door, and a possible walk-thru door on backside. Project should be completed by end of year.

Runway Extension Project: Mead & Hunt will prepare a scope for design and construction administration grant for the Runway Extension project and submit to Federal Aviation Administration.

CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-29: AMENDMENT TO HANGER LEASE AGREEMENT WITH LONNIE L. LOGAN.

The reason Mr. Logan requested to relocate to T-Hanger L is due to the asphalt in broken up and in bad condition in front of T-Hanger M.

Motion by Mr. Quandt, seconded by Mr. Caldwell authorizing the Executive Director to execute the Amendment to Hanger Lease Agreement with Lonnie L. Logan to change from Building 114M T-Hanger M to Building 114L T-Hanger L. Amendment is effective May 1, 2013 and terminates June 30, 2013. Upon roll call, motion was approved with a 5-0 vote.

CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-30: TASK ORDER #7 TO PROFESSIONAL SERVICES AGREEMENT WITH MEAD & HUNT, INC., FOR SCOPE AND SERVICES FOR THE 5-UNIT AIRCRAFT HANGER PROJECT FOR DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS, AND CONSTRUCTION ADMINISTRATION.

144 *Motion by Mr. Caldwell, second by Mr. Cook authorizing the Executive Director to execute the Task Order*
145 *#7 to Professional Services Agreement with Mead & Hunt, Inc., for Scope and Services for the 5-Unit*
146 *Aircraft Hanger Project for Design Development and Construction Documents, and Construction*
147 *Administration. The project shall be completed within six (6) months after receipt of the Notice to Proceed.*
148 *The total consideration for design and construction phase services shall be provided for the lump sum of*
149 *\$94,731.00. Upon roll call, motion was approved with a 5-0 vote.*

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151 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-31: FEDERAL AVIATION**
152 **ADMINISTRATION GRANT AGREEMENT 3-31-0034-037-2013 TO IMPROVE TERMINAL BUILDING**
153 **(PHASE 1 – ENGINEERING SERVICES) ALL AS MORE PARTICULARLY DESCRIBED IN THE**
154 **PROJECT APPLICATION FOR DESIGN AND CONSTRUCTION ADMINISTRATION.**

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156 *Motion by Mr. Caldwell, second by Mr. Quandt authorizing the Board Chair to execute the Federal*
157 *Aviation Administration Grant Agreement 3-31-0034-037-2013 to Improve Terminal Building (Phase 1 –*
158 *Engineering Services) all as more particularly described in the Project Application for Design and*
159 *Construction Administration. The FAA Share (85.20% eligible, then 90%) is \$1,284,929.00; Local Share is*
160 *\$390,775.00, so total for AIP 37 is \$1,675,704.00. Upon roll call, motion was approved with a 5-0 vote.*

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162 On behalf of Congressman Smith, Representative Jessica Hendricks congratulated the airport on
163 receiving the grant and for the continued growth and success the airport is experiencing. Congressman
164 Smith was here two weeks ago for a tour and Executive Director Mike Olson was able to showcase the
165 projects that are slated to take place. The Board thanked Congressman Smith for his continued support.

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167 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-32: TASK ORDER #6 FOR**
168 **PROFESSIONAL SERVICES AGREEMENT WITH MEAD & HUNT, INC., / MEAD & HUNT**
169 **ARCHITECTURE, FOR SCOPE AND SERVICES TO PROVIDE PROFESSIONAL**
170 **ARCHITECTURAL/ENGINEERING SERVICES, AND CONSTRUCTION ADMINISTRATION FOR THE**
171 **GRI PASSENGER TERMINAL BUILDING PROJECT.**

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173 *Motion by Mr. Caldwell, second by Mr. Quandt to ratify the Executive Director's execution of Task Order*
174 *#6 for Professional Services Agreement with Mead & Hunt, Inc., / Mead & Hunt Architecture, for Scope*
175 *and Services to provide Professional Architectural/Engineering Services, and Construction Administration*
176 *for the GRI Passenger Terminal Building Project. Phases include Pre-Design, Schematic Design, Design*
177 *Development, Construction Documents, Permit Processing and Bid Assistance (Design Phase), and*
178 *Construction Administration (Construction Phase). Design services shall be provided for the lump sum of*
179 *\$1,145,027.00. Construction Administration services shall be provided on an Actual Cost incurred plus a*
180 *fixed payment of \$51,629.00 and the total charges shall not exceed \$520,677.00. Upon roll call, motion*
181 *was approved with a 5-0 vote.*

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183 EXECUTIVE DIRECTOR'S REPORT: Executive Director Mike Olson reported since we are in the cost
184 share program, our tower will remain open until the end of the year. Those 149 towers at small airports
185 not in the cost share program, Congress gave the Federal Aviation Administration authorization to find
186 money in other accounts to fund the contract tower program through September 30th. A number of
187 lawsuits are still pending against the Federal Aviation Administration Administrator Michael Hureta.
188 Executive Director Mike Olson is scheduled to attend the AAAE/USCTA Save Contract Towers Fly-In
189 Workshop in Washington, DC June 10-12, 2013.

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191 The emergency exercise drill took place without incident and a list of participating organizations /agencies
192 was distributed. A debriefing was held following the drill and another meeting is scheduled in two weeks
193 to go over drill.

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195 ANNOUNCEMENTS:

- 196 a) Blood Drive on May 15th.
197 b) Car Show on May 22nd 5-8 pm.
198 c) Next Board Meeting on Thursday, June 13, 2013

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200 EXECUTIVE SESSION:

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202 *Motion by Mr. Quandt, second by Mr. Hobbs to go into Executive Session to discuss lease and airline*
203 *negotiations. Upon roll call, motion was approved with a vote of 5-0 and Board went into Executive*
204 *Session at 8:50 a.m.*

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206 *Motion by Mr. Caldwell, second by Mr. Cook to come out of Executive Session with no decisions being*
207 *made and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 5-0 and*
208 *Board came out of Executive Session and into Regular Session at 10:10 a.m.*

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210 ADJOURNMENT:
211 *Motion by Mr. Quandt, second by Mr. Hobbs to adjourn the meeting. Upon roll call, motion was approved*
212 *with a vote of 5-0 and meeting was adjourned at 10:15 a.m.*

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214 HALL COUNTY AIRPORT AUTHORITY

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219 Debra Potratz | Administrative Assistant

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223 Lynne Werner | Board Chair

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226 Brian Quant | Board Secretary/Treasurer

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(SIGNATURES ON FILE)