



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | June 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 June 13, 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.

The Pledge of Allegiance was said in unison.

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

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

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: John Earl from Trego/Dugan Aviation of Grand Island, Paul Strege from Mead & Hunt.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

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

- **Minutes from Regular Meeting on May 8, 2013.**
- **RESOLUTION NO. 13-33: CLAIMS NO. 2907-2914.**
- **RESOLUTION NO 13-34: REIMBURSEMENT RESOLUTION FOR EXPENDITURES RELATED TO BUILDING 113A (LIFETEAM).**
- **RESOLUTION NO 13-35: 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. Hobbs, second by Mr. Cook to approve the Consent Agenda. Upon roll call, motion was approved with a 3-0 vote.*

**FINANCIAL REPORTS | MAY 2013:**

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses should be at 66.67%
  - Operating Income is at 76.02% | \$97,564.55 | YTD \$800,126.95
  - Operating Expenses is at 56.34% | \$114,347.33 | YTD \$811,097.54
  - Total Operating Income/Loss is at 2.83% | (\$16,782.78) | YTD (\$10,970.59)
  - Total Net Income/Loss is at -2.43% | \$210,574.90 | YTD \$130,911.56
- Past Dues Report: (Aging over 30 days) \$6,488.71 as of today.
- Covered Parking Report: 92 transactions with a net revenue of \$1,624.61 | YTD \$10,396.46
- Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
  - Jet A & 100LL ▪ 113,421.00 gallons delivered | YTD 919,419.00
  - Fuel Flowage ▪ \$6,238.16 fuel flowage received | YTD \$50,568.05
  - Diesel ▪ 0.00 gallons delivered | YTD 2,821.00

56 Unleaded                   ▪ 0.00 gallons delivered | YTD 2,272.10  
 57 Fuel Flowage               ▪ \$0.00 fuel flowage received | YTD \$280.11  
 58

59 The Budget meeting with the Hall County Board of Supervisors is scheduled for Monday, July 15, 2013 at  
 60 9:35 a.m. The Authority Board is encouraged to attend.  
 61

62 BOND REFINANCING –Due to the increased percentage of bond rates, the Authority is not going to  
 63 refinance at this time. Dan Smith from DA Davidson & Company has the documents prepared and ready  
 64 to submit should interest rates drop. HR/Accounting Manager received the 2014 Bond debt schedule.  
 65

66 ACTIVITY REPORTS | MAY 2013:

67 Air Traffic Activity Report by Executive Director Mike Olson:

Central Nebraska Regional Airport

Itinerant Operations	May 2012	May 2013	% Change
Air Carrier	38	38	-
Air Taxi	255	290	14
Civil Aviation	741	606	(18)
Military	92	166	80
Total OPS	1126	1100	(2)
Local Operations			
Civil	447	180	(60)
Military	53	86	62
Total LCL	500	266	(47)
TOTAL TRF	1626	1366	(16)

68  
 69 Operations Report by Operations Manager/Security Coordinator Doug Brown:

- 70 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant
- 71 flights and ARFF for American Eagle daily flights. Allegiant added an additional weekly flight to
- 72 Phoenix on Tuesday starting June 18<sup>th</sup> for four weeks, plus a charter is scheduled for June 18<sup>th</sup>.
- 73 • Mowing of airport grounds.
- 74 • Repaired sprinklers around terminal and throughout Arrasmith Park.
- 75 • Performed routine maintenance on all equipment.
- 76 • Transportation Security Administration Security Drill will be held June 19<sup>th</sup>. This drill will be held
- 77 every three years following the Emergency Exercise Drill.
- 78 • Repaired fence and gates around airport perimeter.
- 79 • Began painting taxiways and runways.
- 80 • Conducted weekly Safety/Security and ARFF training.
- 81 • Installed new taxiway cross over signs for farmers.
- 82 • Car Show held May 22<sup>nd</sup> attracted 40 exhibitors.
- 83 • Continue to provide general repairs to Terminal and airport building.
- 84 • Numerous other daily projects and repairs completed and scheduled.

85  
 86 Enplanement Report by Executive Director Mike Olson:

	2013	2013	2012	
	May	Load Factor %	May	+/- %
Allegiant	2,778	93	2,588	7%
American	2,030	83	2,054	-1%
Charters	96		0	
Mo. Emp	4,904		4,642	6%
Yr to Date	23,253		24,062	-3%

87

88 Construction & Planning Report: Mead & Hunt Project Manager Paul Strege gave an overview of airport  
89 projects.

90  
91 General Aviation Terminal Project. Engineers from Mead & Hunt met with Executive Director Mike Olson  
92 and Vince and Traci Dugan from Trego/Dugan Aviation to modify bid specifications to lower the costs for  
93 the General Aviation Terminal. Bid specs will be ready by end of July. Board needs to decide whether to  
94 rebid now or bid both the General Aviation Terminal and Passenger Terminal as separate projects at the  
95 same time next spring.

96  
97 Parking Lot Expansion Phase I. Three bids for the project were received and opened on June 4<sup>th</sup>. Mead &  
98 Hunt reviewed documents and presented their recommendation to the Board for approval. The bid includes  
99 the following projects: East and West parking lots, entrance road, Sky Park turning lane, Hanger 113 ramp  
100 construction, road widening for Gate 8 access, FBO civil site improvements, and irrigation system.  
101 Construction is slated to start mid to late July.

102  
103 5-Unit Aircraft Hanger. The design should be completed by the end of July with bids going out in August,  
104 and construction starting in September.

105  
106 Runway Extension Project: Mead & Hunt will assist with the preparation of the Grant Application due July  
107 26<sup>th</sup>, plus submit reimbursable agreement to Federal Aviation Administration.

108  
109 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-36: HANGER LEASE AGREEMENT**  
110 **WITH RODGER J. SCHMIT FOR BUILDING 125, USAF #5 EAST HALF.**

111  
112 *Motion by Mr. Cook, seconded by Mr. Hobbs authorizing the Executive Director to execute the Hanger*  
113 *Lease Agreement with Rodger J. Schmit for Building 125, USAF Hanger #5, East Half. Hanger Lease*  
114 *Agreement commences July 1, 2013 and is on a month-to-month basis. Rent is \$106/mo. plus \$10/mo. for*  
115 *utilities. Upon roll call, motion was approved with a 3-0 vote.*

116  
117 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-37: LEASE AGREEMENT EXTENSION**  
118 **WITH SHIRLEY LAMB DBA J&S SALES FOR BUILDING 854 LOCATED AT 1850 CITATION WAY,**  
119 **GRAND ISLAND, NE.**

120  
121 *Motion by Mr. Hobbs, seconded by Mr. Cook authorizing the Executive Director to execute the Lease*  
122 *Extension Agreement with Shirley Lamb DBA J&S Sales for Building 854 located at 1850 Citation Way,*  
123 *Grand Island, NE. Lease Extension Agreement commences July 1, 2013 and terminates June 30, 2014.*  
124 *Rent is \$381.92/mo. plus \$36.75 for insurance. Upon roll call, motion was approved with a 3-0 vote.*

125  
126 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-38: AWARD BID FOR PARKING LOT**  
127 **EXPANSION PHASE I TO DIAMOND ENGINEERING COMPANY.**

128  
129 *Motion by Mr. Hobbs, seconded by Mr. Cook authorizing the Executive Director to Award Bid for the Parking*  
130 *Lot Expansion Phase I to Diamond Engineering Company. The Hall County Airport Authority invited bids*  
131 *according to plans and specifications on file, and were received, opened, and reviewed on June 4, 2013.*

132  
133 *Three bidders submitted a bid in accordance with the terms of the advertisement and all other statutory*  
134 *requirements. After bids were analyzed, Diamond Engineering Company of Grand Island, NE was found*  
135 *to be the lowest responsive bid in the amount of \$1,913,964.47. The contract amount includes:*

136  
137 *Schedule 1 | \$1,492,022.51 East Parking Lot, West Parking Lot, Entrance Road, Sky Park Turning Lane.*

138 *Schedule 2 | \$206,939.14 Hanger 113 Ramp Construction.*

139 *Schedule 3 | \$32,549.72 Gate 8 Access Road Widening.*

140 *Schedule 4 | \$145,082.89 FBO Civil Site Improvements.*

141 *Alternate 5-1 | \$37,370.21 Irrigation System.*

142 *Upon roll call, motion was approved with a 3-0 vote.*

143

144 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-30: TASK ORDER #8 TO**  
145 **PROFESSIONAL SERVICES AGREEMENT WITH MEAD & HUNT, INC., FOR SCOPE AND SERVICES**  
146 **FOR**

147  
148 *As corrected on Resolution (Task Order #7 should read Task Order #8), Motion was made by Mr. Cook,*  
149 *second by Mr. Hobbs authorizing the Executive Director to execute the Task Order #8 to Professional*  
150 *Services Agreement with Mead & Hunt, Inc., for Scope and Services to Provide Construction Administration*  
151 *Services for the Parking Lot Expansion – Phase I, Hanger 113 Apron Rehabilitation and Gate 8 Entrance*  
152 *Road Widening Project. Project design phase services shall be completed within six (6) months, after*  
153 *receipt of Notice to Proceed. The services shall be provided for the lump sum of \$268,150.00. Upon roll*  
154 *call, motion was approved with a 3-0 vote.*

155  
156 **EXECUTIVE DIRECTOR'S REPORT:**

157 Executive Director Mike Olson attended the 85<sup>th</sup> Annual AAAE Conference & Exposition in Reno, NV May  
158 19-22, 2013. He presented a PowerPoint titled "Small Community – Big Destinations" to approximately 120  
159 attendees.

160  
161 Executive Director attended the AAAE/USCTA Save Contract Towers Fly-In Workshop in Washington, DC  
162 June 10-12, 2013. The control towers are still in limbo and it is uncertain whether the cost share towers  
163 will be safe after the end of the fiscal year in September. There was discussion of a 90/10 cost share which  
164 would be less than the 20% the Authority currently pays. Midwest Air Traffic Control will provide Authority  
165 with figures of what it would cost for the Authority to fund tower even though the Board is not in favor of this  
166 option.

167  
168 While in Washington, DC, Executive Director met with Senator Deb Fischer.

169  
170 **ANNOUNCEMENTS:**

- 171 a) Blood Drive on May 15<sup>th</sup> exceed goal by 27% with 19 Pints collected.  
172 b) Check out Airport's new website [www.flygrandisland.com](http://www.flygrandisland.com).  
173 c) Next Board Meeting on Friday, July 12, 2013 (Approve FY 2013-14 Budget).

174  
175 **EXECUTIVE SESSION:**

176  
177 *Motion by Mr. Hobbs, second by Mr. Cook to go into Executive Session to discuss lease, airline and*  
178 *personnel negotiations. Upon roll call, motion was approved with a vote of 3-0 and Board went into*  
179 *Executive Session at 8:50 a.m.*

180  
181 *Motion by Mr. Hobbs, second by Mr. Cook to come out of Executive Session with no decisions being made*  
182 *and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 3-0 and Board came*  
183 *out of Executive Session and into Regular Session at 9:35 a.m.*

184  
185 **ADJOURNMENT:**

186 *Motion by Mr. Cook, second by Mr. Hobbs to adjourn the meeting. Upon roll call, motion was approved with*  
187 *a vote of 3-0 and meeting was adjourned at 9:40 a.m.*

188  
189 **HALL COUNTY AIRPORT AUTHORITY**

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193 \_\_\_\_\_  
194 Debra Potratz | Administrative Assistant

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197 \_\_\_\_\_  
198 Lynne Werner | Board Chair

199 \_\_\_\_\_  
200 Brian Quant | Board Secretary/Treasurer

(SIGNATURES ON FILE)