



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | August 14, 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 August 14, 2013. Pursuant to proper legal notice, Board Chair Werner called the meeting to order at 8:03 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, Joe Cook, 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, and Operations Secretary Carole Harmon.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Zach Thompson from Trego/Dugan Aviation of Grand Island; Michael Runde from Mead & Hunt; Gary Frisch from Midwest ATC; and Debra Potratz.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- **Minutes from Regular Meeting on July 12, 2013.**
- **RESOLUTION NO. 13-55: CLAIMS NO. 2922-2930.**
- **RESOLUTION NO 13-56: 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.**
- **RESOLUTION NO 13-57: REIMBURSEMENT RESOLUTION FOR EXPENDITURES RELATED TO 5-UNIT AIRCRAFT HANGER PROJECT.**

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

FINANCIAL REPORTS | JULY 2013:

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses should be at 83.33%
 - Operating Income is at 91.82% | \$95,052.18 | YTD \$966,409.17
 - Operating Expenses is at 71.03% | \$107,947.96 | YTD \$1,022,562.11
 - Total Operating Income/Loss is at 14.51% | (\$12,895.78) | YTD (\$56,152.94)
 - Total Net Income/Loss is at -16.40% | (\$23,775.56) | YTD \$224,787.48
- Past Dues Report: (Aging over 30 days) \$7,150.60 as of today.
- Covered Parking Report: 63 transactions with a net revenue of \$1,784.88 | YTD \$14,750.00
- Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
 - Jet A & 100LL ▪ 102,773.00 gallons delivered | YTD 1,138,601.00
 - Fuel Flowage ▪ \$5,652.52 fuel flowage received | YTD \$62,623.06
 - Diesel ▪ 772.00 gallons delivered | YTD 3,593.00

56 Unleaded ▪ 0 gallons delivered | YTD 2,753.80
 57 Fuel Flowage ▪ \$42.46 fuel flowage received | YTD \$349.06
 58

59 ACTIVITY REPORTS | JULY 2013:
 60 Air Traffic Activity Report by Tower Manager Gary Frisch:

Central Nebraska Regional Airport

Itinerant Operations	JULY 2012	JULY 2013	% Change
Air Carrier	36	36	-
Air Taxi	250	273	9
Civil Aviation	914	979	7
Military	86	92	7
Total OPS	1286	1380	7
Local Operations			
Civil	771	412	(47)
Military	67	90	34
Total LCL	838	502	(40)
TOTAL TRF	2124	1882	(11)

61
 62 Enplanement Report by Executive Director Mike Olson:

	2013	2013	2012	
	July	Load Factor %	July	+/- %
Allegiant	2638	91	2,852	-8%
American	1806	71	1986	-9%
Charters	0		0	0%
Mo. Emp	4444		4838	-8%
Yr to Date	32,467		33,676	-4%

63
 64
 65 Operations Report by Operations Manager/Security Coordinator Doug Brown:

- 66 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant
 67 flights and ARFF for American Eagle daily flights. Have a Wendover and Laughlin Charter flight
 68 next week.
- 69 • 95% complete on painting runways and taxiways. Will finish up this week.
- 70 • Mowing ongoing.
- 71 • Weed spraying ongoing.
- 72 • Removed sprinklers and electrical boxes in the south park so work could begin on parking lot
 73 construction.
- 74 • Hangar 113 is being prepped for primer and paint.
- 75 • Roof repairs to Terminal are ongoing. Roof is getting bad on the old Terminal.
- 76 • Performed roof repairs on the Gro-rite and Nebraska Mushroom buildings.
- 77 • Repaired the overhead door in the baggage claim area at the Terminal.
- 78 • Put new nonskid coating on the ADA Ramp for the winter months. Turned out very nice.
- 79 • Filled ruts and holes in the runways and taxiways.
- 80 • Getting everything ready for FAA Part 139 inspection next week on Thursday and Friday, August
 81 22nd and 23rd.
- 82 • The insurance inspection is the following week on Tuesday and Wednesday, August 27th and
 83 28th.
- 84 • Weekly Safety/Security and ARFF training.
- 85 • Continued working on general repairs to terminal and airport buildings.

86
 87

88 Construction & Planning Report: Mike Olson gave an update on the projects and then Mead & Hunt
89 Resident Engineer Michael Runde gave an update on parking lot project.

90
91 Mike Olson stated FBO Terminal has been redesigned and value engineered. Will re-bid this winter with
92 construction starting next April. Terminal – at next meeting on September 11th, Matt Dubbe will be
93 attending and will show some conceptual designs of the shell of the new Terminal. 5-Unit Hangar –
94 advertisement for bids will be going out next week and will be awarded in October. Runway extension
95 has been put on hold until at least next spring or summer.

96
97 Mike Olson introduced Mike Runde as the resident construction administrator from Mead & Hunt's
98 Madison, Wisconsin office explaining that Mike Runde is in a unique position in that he designed the
99 project and gets to see it through construction. Mike Runde explained the project is divided into 4 pieces.
100 The first piece is the largest piece, the parking lots. Second piece is the ramp reconstruction in front of
101 Hangar 113. The third piece is the 8-foot wide lane being added to the Gate 8 access road. The last
102 piece is the parking lot for the FBO building. The project was started last week on Monday, removing
103 trees and some pipe. They have begun stripping and removing top soil across the street. The biggest
104 change to the schedule is to begin the ramp reconstruction earlier so it will be done before bad weather.
105 This was discussed at the pre-construction meeting. Going off of the schedule submitted to him, Mike
106 Runde said the completion date should be November 27th.

107
108 Mike Olson asked Mike Runde to talk about how many parking spaces are being added. Mike Runde
109 said there will be a loss of a few parking spaces on the west end of the south parking area during
110 construction because of overlap. In the west lot across the street there will be 531 stalls added. In the
111 east lot there will be 119 stalls. Mike Olson said the plan for this winter will be using only the east half of
112 the west lot and close off the west half of the lot. Mike Olson said we need to get the 119 space lot
113 completed first and then the Hangar 113 ramp done.

114
115 Brian Quandt asked about the design for the pedestrian crosswalk from the west lot. Mike Olson met with
116 the City and likely it will be a school crossing, flashing yellow lights to the south and north. Mike is going
117 to work with the City in getting the speed limit lowered to 35 mph. Mike Runde said the lights can be
118 continuously flashing or button activated. Brian Quandt stated he thought the button activated would be
119 better because if it is continuously flashing, daily drivers by the airport would get accustomed to the lights
120 and wouldn't pay as much attention. Mike Olson said he is also going to talk to the Police Chief about
121 more coverage in this area too. Also, during this process Sky Park Road will be closed for a couple days
122 to add a storm pipe underneath the road. There will be a detour set up for the time it is closed.

123
124 There was a question from Ron Depue about drainage. Mike Runde explained drainage will be to the
125 west ditch and also to two new detention ponds on the west side of the road and also a large detention
126 pond to the southwest of the bigger lot. Not a lot of drainage will be in the ditch but mainly to the two
127 ponds alongside the road. Mike Olson added all snow from snow removal will be pushed to the
128 southwest drainage pond. He also added that the southwest drainage pond will be landscaped nicely.

129
130 **CONSIDERATION AND APPROVAL OF RESOLUTION NO 13-58: ENGAGEMENT LETTER WITH**
131 **DANA F. COLE & COMPANY, LLP FOR FISCAL YEAR 2012-13 AUDITS.**

132
133 Chair Lynne Werner asked if the cost was the same as last year and Annette Schimmer said there was a
134 slight increase.

135
136 *Motion by Mr. Caldwell, second by Mr. Hobbs to authorize the Board Chair to execute the Engagement*
137 *Letter between the Hall County Airport Authority and Dana F. Cole & Company, LLP for fiscal year 2012-*
138 *13 Audit. Upon roll call, motion was approved with a 5-0 vote.*

139
140 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-59: ENGAGEMENT LETTER WITH**
141 **DANA F. COLE & COMPANY, LLP FOR FISCAL YEAR 2013-14 BUDGET MEETINGS AND BUDGET**
142 **DOCUMENTS.**

144 *Motion by Mr. Caldwell, second by Mr. Quandt authorizing the Board Chair to execute the Engagement*
145 *Letter between the Hall County Airport Authority and Dana F. Cole & Company, LLP for Fiscal Year 2013-*
146 *14 Budget Meetings and Budget Documents. Upon roll call, motion was approved with a 5-0 vote.*
147

148 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-60: CONSENT TO BKEP**
149 **MATERIALS, L.L.C., A TEXAS LIMITED LIABILITY COMPANY, TO ENCUMBER AND PLEDGE ITS**
150 **LEASEHOLD INTERESTS IN THE LEASED PREMISES.**

151
152 *Motion by Mr. Quandt, second by Mr. Caldwell authorizing the Board Chair to consent to BKEP Materials,*
153 *L.L.C., a Texas Limited Liability Company, to encumber and pledge its leasehold interests in the Leased*
154 *Premises which include Building 800 located at 4112 Academy Road, Grand Island, Nebraska; Building*
155 *809/Industrial Site located at 1809 Fairchild Lane, Grand Island, Nebraska; and Building 804 located at*
156 *1913 Citation Way, Grand Island, Nebraska.*

157
158 *Ron Depue added this is just standard operating procedure. They are changing lenders and secured*
159 *leasehold interest is collateral for loans. We've done this in the past as well.*

160
161 *Upon roll call, motion was approved with a 5-0 vote.*
162

163 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-61: ADDENDUM TO LEASE**
164 **AGREEMENT WITH JOHN SCHROEDER DBA SCHROEDER FUR COMPANY FOR BUNKER 302**
165 **LOCATED AT 2563 AMMUNITION WAY, GRAND ISLAND, NE.**

166
167 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing the Executive Director to execute the Addendum*
168 *to the Lease Agreement with John Schroeder DBA Schroeder Fur Company adding Bunker 304 located*
169 *at 2563 Ammunition Way, Grand Island, NE. Upon roll call, motion was approved with a 5-0 vote.*
170

171 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-62: LEASE EXTENSION AGREEMENT**
172 **WITH GRAND ISLAND AREA CLEAN COMMUNITY SYSTEM, INC FOR BUILDING #2B LOCATED AT**
173 **3661 SKY PARK ROAD, GRAND ISLAND, NE.**

174
175 *Motion by Mr. Caldwell, second by Mr. Quandt authorizing the Executive Director to execute Lease*
176 *Extension Agreement with Grand Island Area Clean Community System for Building #2B located at 3661*
177 *Sky Park Road, Grand Island, NE. Upon roll call, motion was approved with a 5-0 vote.*
178

179 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-63: LICENSE AGREEMENT WITH**
180 **DIAMOND ENGINEERING COMPANY (“DIAMOND”) TO USE AND OCCUPY PART OF BUILDING**
181 **#106 (FIRE STATION) LOCATED 3817 SKY PARK ROAD, GRAND ISLAND, NE.**

182
183 *Motion by Mr. Cook, second by Mr. Caldwell authorizing the Executive Director to execute License*
184 *Agreement with Diamond Engineering Company to use and occupy part of Building #106 (Fire Station)*
185 *located at 3817 Sky Park Road, Grand Island, NE as an office area in conjunction with Diamond's duties*
186 *as general contractor on the current parking lot project.*

187
188 *Ron Depue clarified that this was a non-exclusive, temporary usage agreement which is why it is called a*
189 *license agreement instead of a lease agreement.*

190
191 *Upon roll call, motion was approved with a 5-0 vote.*
192

193 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-64: AIRLINE OPERATION**
194 **AGREEMENT AND TERMINAL LEASE WITH AMERICAN AIRLINES.**

195
196 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing the Board Chair to execute the Airline Operation*
197 *Agreement and Terminal Lease with American Airlines. The term of this agreement commences July 1,*
198 *2013 and terminates on June 30, 2015. Upon roll call, motion was approved with a 5-0 vote.*
199

200 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-65: REJECTION OF TERRORISM**
201 **INSURANCE WITH ACE PROPERTY AND CASUALTY COMPANY.**

202
203 *Motion by Mr. Cook, second by Mr. Caldwell authorizing the Board Chair to reject the terrorism insurance*
204 *coverage with Ace Property and Casualty Insurance Company for the policy period of September 13,*
205 *2013 through September 13, 2014.*

206
207 **EXECUTIVE DIRECTOR'S REPORT:**

208 Mike Olson stated he attended the AAAE Great Lakes Chapter Annual Meeting in Rapid City, SD. He
209 thanked the Board for letting him go. He was a guest speaker and talked about strategic planning. If
210 anyone would like a copy of his presentation just contact him. Updates to the AIP handbook were
211 discussed at the meeting. Updates to minimum standards were also discussed. Also, something he
212 thought was really informative was a presentation by Signature Flight Support on engaging the
213 customers. They talked about some of the things they do and the success they've had with their
214 customer service. It was very enlightening. Mike said it was a good conference.

215
216 Mike Olson talked about the airport's website. Next week sometime there will be an air service survey on
217 the website. The survey period is going to go through September 30th. There will be a drawing at the end
218 of the survey for a \$100 VISA card. Encourage participation with friends. Annette will be sending out an
219 email blast about the survey. We will be doing some advertising driving people to our Website to
220 complete the survey along with the September 5th Allegiant 5-Year Anniversary Celebration. We really
221 want to take advantage of our website driving people to it to get information, etc.

222
223 **ANNOUNCEMENTS:**

- 224 a) Next Board Meeting is September 11, 2013.
225 b) September 5th, celebrating 5th anniversary with Allegiant. Live remote starting at 9:00-9:30 am
226 and The Island radio station providing advertising. There will be a drawing for a \$500 travel
227 voucher. We'll have cake and a ribbon cutting with the Chamber at 10:00 am. A few people from
228 Allegiant have been invited.
229 c) Car Show Wednesday, 8/21, 5:00 pm – 8:00 pm. in the parking lot.

230
231 **EXECUTIVE SESSION:**

232 *Motion by Mr. Quandt, second by Mr. Cook to go into Executive Session to discuss lease, airline and*
233 *personnel negotiations. Upon roll call, motion was approved with a vote of 5-0 and Board went into*
234 *Executive Session at 8:55 a.m.*

235
236 *Motion by Mr. Quandt, second by Mr. Hobbs to come out of Executive Session with no decisions being*
237 *made and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 5-0 and*
238 *Board came out of Executive Session and into Regular Session at 9:30 a.m.*

239
240 **ADJOURNMENT:**

241 *Motion by Mr. Cook, second by Mr. Caldwell to adjourn the meeting. Upon roll call, motion was approved*
242 *with a vote of 5-0 and meeting was adjourned at 9:40 a.m.*

243
244 **HALL COUNTY AIRPORT AUTHORITY**

245
246
247
248 _____
249 Carole Harmon | Operations Secretary

250
251
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253 Lynne Werner | Board Chair

254
255 _____
256 Brian Quandt | Board Secretary/Treasurer

(SIGNATURES ON FILE)