



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | September 11, 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 September 11, 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 MEMBER(S) PRESENT: Chair Lynne Werner, Vice-Chair Larry Hobbs, Secretary/Treasurer Brian Quandt, and Joe Cook.

AIRPORT AUTHORITY BOARD MEMBER(S) 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: Zach Thompson from Trego/Dugan Aviation of Grand Island; Paul Strege, Matt Dubbe, Tom Sarbaugh and Brett Berry from Mead & Hunt; and Gary Frisch from Midwest ATC.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

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

- **Minutes from Regular Meeting on August 14, 2013.**
- **RESOLUTION NO. 13-66: CLAIMS NO. 2931-2937.**
- **RESOLUTION NO 13-67: 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 13-68: REIMBURSEMENT RESOLUTION FOR EXPENDITURES RELATED TO 5-UNIT AIRCRAFT HANGER PROJECT.**

*Motion by Mr. Quandt, second by Mr. Cook to approve the Consent Agenda. Upon roll call, motion was approved with a 4-0 vote.*

**FINANCIAL REPORTS | AUGUST 2013:**

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses should be at 91.67%
  - Operating Income is at 99.71% | \$82,988.64 | YTD \$1,049,397.81
  - Operating Expenses is at 76.75% | \$82,279.99 | YTD \$1,104,842.10
  - Total Operating Income/Loss is at 14.32% | \$708.65 | YTD (\$55,444.29)
  - Total Net Income/Loss is at -210.82% | \$2,665,069.18 | YTD \$2,889,856.66. These numbers reflect the collection of Bond revenue funds. Bond revenue funds are collected one year in arrears in April, May, and October.
- Past Dues Report: (Aging over 30 days) \$7,387.60 as of today.
- Covered Parking Report: 55 transactions with a net revenue of \$1,539.52 | YTD \$15,659.38

- 56 • Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
- 57 Jet A & 100LL ▪ 141,852.00 gallons delivered | YTD 1,280,453.00
- 58 Fuel Flowage ▪ \$7,801.86 fuel flowage received | YTD \$70,424.92
- 59 Diesel ▪ 0.00 gallons delivered | YTD 3,593.00
- 60 Unleaded ▪ 0 gallons delivered | YTD 2,753.80
- 61 Fuel Flowage ▪ \$0.00 fuel flowage received | YTD \$349.06
- 62

63 ACTIVITY REPORTS | AUGUST 2013:

64 Air Traffic Activity Report by Tower Manager Gary Frisch:

Central Nebraska Regional Airport

Itinerant Operations	AUG 2012	AUG 2013	% Change
Air Carrier	34	44	29
Air Taxi	279	296	6
Civil Aviation	869	1063	22
Military	132	112	(15)
Total OPS	1314	1515	15
Local Operations			
Civil	402	482	20
Military	178	84	(53)
Total LCL	580	566	(2)
TOTAL TRF	1894	2081	10

65 Executive Director requested an air traffic activity report of like airports to be presented to the Board.

66 Enplanement Report by Executive Director Mike Olson:

	2013	2013	2012	
	Aug	Load Factor %	Aug	+/- %
Allegiant	2,610	90	1,931	35%
American	1,863	74	1,774	5%
Charters	240		227	6%
Mo. Emp	4,713		3,932	20%
Yr to Date	37,180		37,608	-1%

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

- 69 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant
- 70 flights and ARFF for American Eagle daily flights, plus two Charter flights to Wendover and Laughlin.
- 71 • Conducted Weekly Safety/Security and ARFF training.
- 72 • Repaired wind sock on Runway 13-31.
- 73 • Replaced discontinued T-12 fluorescent light bulbs with T-5 and T-8 fluorescent light bulbs in Bldg 109
- 74 (Rogue Mfg) and will continue updating light bulbs throughout industrial buildings.
- 75 • Completed painting of runways and taxiways.
- 76 • Mowing and weed spraying is ongoing.
- 77 • Made repairs on AIR 54 (1988 Wasp Belt Loader Model A1771D S/N 27640) and AIR 83 (1997 Wasp
- 78 Belt Loader Model A1771 S/N 113-298).
- 79 • Installed a 4,400 gallon bulk liquid deicer tank in Bldg 129 (Maintenance).
- 80 • Replaced the clutch on AIR 36 (IH Farmall Super A Tractor - Sprayer).
- 81 • Bldg 113B (Trego/Dugan Aviation Hanger) is being prepped for primer and paint.
- 82 • Roof repairs were made on to Bldg 101A (Terminal) and Bldg 109 (Rogue Mfg).
- 83 • Federal Aviation Administration Part 139 inspection was completed on August 22<sup>nd</sup> & 23<sup>rd</sup> with no
- 84 discrepancies.
- 85 • The insurance inspection was completed on August 27<sup>th</sup> & 28<sup>th</sup> with no discrepancies.
- 86 • Numerous other daily projects completed and scheduled.
- 87
- 88

89  
90 Executive Director Mike Olson commended staff for an excellent job preparing for and assisting with the  
91 inspections.

92  
93 Construction & Planning Report: Mead & Hunt Representative Paul Strege reported the parking lot project  
94 has begun and is going smoothly. Downtime has been minimal due to rain and the removal of a cement  
95 foundation. Reconstruction of ramp in front of Bldg 113B (Trego/Dugan Aviation Hanger) has started and is  
96 proceeding as scheduled. A pre-bid meeting for the 5-Unit Aircraft Hanger project is scheduled today at 11 am.

97  
98 Mr. Dubbe distributed the passenger terminal schematic design report and displayed a preliminary material  
99 and finishes board consisting of contemporary materials that go well with the design. The passenger terminal  
100 is a very unique and distinctive building and the Mead & Hunt design team Matt Dubbe, Paul Strege, Tom  
101 Sarbaugh and Brett Berry all were instrumental in bringing this cohesive design together.

102  
103 The PowerPoint covered the derivation of design, the schematic design component, sustainability goals, the  
104 terminal schedule and construction phases, project goals, and showed a virtual tour of the inside of the terminal  
105 building. Mr. Dubbe requested feedback from the Board.

106  
107 **CONSIDERATION AND APPROVAL OF RESOLUTION NO 13-69: FINAL APPROVAL OF BUDGET FOR**  
108 **FISCAL YEAR 2013/2014.**

109  
110 *Motion by Mr. Cook, second by Mr. Quandt to approve the budget for fiscal year 2013/2014, subject to formal*  
111 *adoption of the 2013/2014 budget in accordance with state auditor requirements. Upon roll call, motion was*  
112 *approved with a 4-0 vote.*

113  
114 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-70: AIRLINE OPERATING AGREEMENT**  
115 **AND TERMINAL LEASE EXTENSION WITH ALLEGIANT AIR LLC BETWEEN THE CENTRAL**  
116 **NEBRASKA REGIONAL AIRPORT IN GRAND ISLAND, NE AND PHOENIX-MESA GATEWAY AIRPORT**  
117 **IN MESA, AZ.**

118  
119 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing the Board Chair to approve the Airline Operating*  
120 *Agreement and Terminal Lease Extension with Allegiant Air LLC, for service between the Central Nebraska*  
121 *Regional Airport in Grand Island, Nebraska and Phoenix-Mesa Gateway Airport in Mesa, Arizona. The term*  
122 *of this agreement is extended for two (2) years and commences October 14, 2013 and terminates October*  
123 *13, 2015. Terms of the Air Service Incentive Program is outlined in Exhibit "B". Rent remains at \$500/month*  
124 *for use of 179 sq. ft. of ticket counter space and 525 sq. ft. of baggage makeup and office space in Building*  
125 *101C located at 3773 Sky Park Road, Grand Island, NE, as outlined in Exhibit "C". Upon roll call, motion*  
126 *was approved with a 4-0 vote.*

127  
128 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-71: CHANGE ORDER NO. 1 FROM**  
129 **DIAMOND ENGINEERING COMPANY PROJECT NO. 0826100-121091.01 FOR THE GRAND ISLAND**  
130 **PARKING LOT EXPANSION PHASE I.**

131  
132 *Motion by Mr. Cook, second by Mr. Quandt authorizing Executive Director to accept Change Order No. 1*  
133 *from Diamond Engineering Company for Project No. 0826100-121091.01 for the Grand Island Parking Lot*  
134 *Expansion Phase I. Reason for Change: The foundation is within the limits of the proposed East concrete*  
135 *parking lot and needs to be removed in order to prepare the subgrade for concrete paving. The foundation*  
136 *was buried; therefore it was not included in the project removals. Description of Work Added: After stripping*  
137 *the topsoil from the Schedule 1 Phase A project area for the East parking lot location; Hooker Brothers*  
138 *Construction discovered a buried concrete footing foundation. The dimensions of the foundation are roughly*  
139 *a 96'x24' rectangle, with some interior footings as well. The proposed added work would include removing*  
140 *the entire concrete foundation and hauling to it to the Airport's north stockpile location, then backfilling and*  
141 *compacting the location. Contract sum will be increased \$7,500.00. The original sum was \$1,913,964.47*  
142 *and will be increased to \$1,921,464.47. The contract time will remain unchanged with completion date of*  
143 *December 3, 2013. Upon roll call, motion was approved with a 4-0 vote.*

144  
145 EXECUTIVE DIRECTOR'S REPORT:

146 On September 5<sup>th</sup> the Airport hosted a ribbon cutting ceremony and celebrated Allegiant's 5<sup>th</sup> year providing  
147 air service to Las Vegas, Nevada. The event drew members from the community and various news media  
148 reporters. Board Chair Lynne Werner spoke during the ceremony and Executive Director Mike Olson  
149 recognized Gary Trego from Trego/Dugan Aviation of Grand Island for their success with the ground handling  
150 and ticketing services for Allegiant. Representatives from Allegiant were not in attendance.  
151

152 Banners are displayed in the terminal inviting passengers to go to the Central Nebraska Regional Airport's  
153 website [www.flygrandisland.com](http://www.flygrandisland.com) to participate in a survey. The air service survey will be on the website  
154 through September 25<sup>th</sup> and participants will be eligible to win a \$100 VISA card. The purpose of the survey  
155 is to aid in the regional economic impact study being conducted by Dr. Dave Byers. The study will be completed  
156 in November.  
157

158 The Board is to review the SWOT (Strengths, Weakness, Opportunity and Threats) Analysis that was  
159 developed at the April 2013 Board Study Session. The analysis will be discussed and defined during the  
160 regular monthly meetings.  
161

162 Executive Director Mike Olson, Operations Manager/Security Coordinator Doug Brown and Board Member  
163 Joe Cook will be attending the 4 States Airport Conference in Kansas City, MO September 16-17, 2013.  
164

165 **ANNOUNCEMENTS:**

166 a) Next Board Meeting is October 9, 2013.  
167

168 **EXECUTIVE SESSION:**

169 *Motion by Mr. Quandt, second by Mr. Hobbs to go into Executive Session to discuss lease, airline and*  
170 *personnel negotiations. Upon roll call, motion was approved with a vote of 4-0 and Board went into Executive*  
171 *Session at 9:30 a.m.*  
172

173 *Motion by Mr. Quandt, second by Mr. Hobbs to come out of Executive Session with no decisions being made*  
174 *and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 4-0 and Board came*  
175 *out of Executive Session and into Regular Session at 10:30 a.m.*  
176

177 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-72: UPDATED EMPLOYMENT**  
178 **CONTRACT BETWEEN THE HALL COUNTY AIRPORT AUTHORITY AND MICHAEL J. OLSON.**  
179

180 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing the Board Chair to approve the updated*  
181 *Employment Contract between the Hall County Airport Authority and Michael J. Olson. Salary at the*  
182 *annualized rate of One-Hundred Four Thousand Five-Hundred Dollars and No Cents (\$104,500.00) payable*  
183 *bi-weekly at the rate of Four Thousand Nineteen Dollars and Twenty-three Cents (\$4,019.23) effective*  
184 *October 1, 2013 through September 30, 2015. Upon roll call, motion was approved with a 4-0 vote.*  
185

186 **ADJOURNMENT:**

187 *Motion by Mr. Cook, second by Mr. Hobbs to adjourn the meeting. Upon roll call, motion was approved with a*  
188 *vote of 4-0 and meeting was adjourned at 10:45 a.m.*  
189

190 **HALL COUNTY AIRPORT AUTHORITY**  
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194 \_\_\_\_\_  
195 Debra Potratz | Administrative Assistant  
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199 Lynne Werner | Board Chair

200 \_\_\_\_\_  
201 Brian Quandt | Board Secretary/Treasurer

(SIGNATURES ON FILE)