



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | October 9, 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 October 9, 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 MEMBER(S) 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, Assistant Operations Manager Steve Magnuson, Operations Secretary Carole Harmon, Maintenance Technicians Chris Evans and Wes Harris, and Seasonal workers Wayne Vian and Dean Dannehl.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Zach Thompson from Trego/Dugan Aviation of Grand Island; Paul Strege, Matt Dubbe, from Mead & Hunt; Gary Frisch from Midwest ATC; and Marvin Scheideler.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- **Minutes from Budget Hearing Meeting and Regular Meeting both held on September 11, 2013.**
- **RESOLUTION NO. 13-73: CLAIMS NO. 2938-2949.**
- **RESOLUTION NO 13-74: 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 13-75: 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.

ACKNOWLEDGEMENT OF RECEIPT OF PROPERTY DAMAGE CLAIMS: The Hall County Airport Authority Board acknowledged the receipt of property damage claims from Shawn Kelley dated September 30, 2013, and Russell Skrdlant dated October 2, 2013, both concerning damage of vehicles.

Airport Attorney Ron Depue recommended no formal action be taken at this time and to refer claims to insurer for decision. After six months if no decision is made or the claimant is dissatisfied with the decision from our insurer, the claimant can withdraw its claim and then proceed and file in court against the Airport Authority.

54
 55 PART 139 AWARD: Board Member Joe Cook on behalf of the Board, presented the Federal Aviation
 56 Administration Part 139 Award to Operations Manager/Security Coordinator Doug Brown and staff. Board
 57 Member Cook accepted the Central Region *Airports Safety Enhancement Award* while attending the 4
 58 States Airport Conference in Kansas City, MO on September 16-17, 2013. It is the Central Nebraska
 59 Regional Airports 9th year in a row to receive this award following their annual Federal Aviation
 60 Administration (FAA) inspection. The airport received a zero discrepancy rating which means there were
 61 no notices of corrective action and is in full compliance with the federal government requirements.

62
 63 FINANCIAL REPORTS | SEPTEMBER 2013:

64 Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- 65 • Operating Income and Operating Expenses should be at 100.00%
 - 66 ▪ Operating Income is at 107.35% | \$80,469.84 | YTD \$1,129,867.65
 - 67 ▪ Operating Expenses is at 96.06% | \$278,004.15 | YTD \$1,382,846.25
 - 68 ▪ Total Operating Income/Loss is at 65.35% | (\$197,534.31) | YTD (\$252,978.60)
 - 69 ▪ Total Net Income/Loss is at (203.64%) | (\$98,386.25) | YTD \$2,791,470.41
- 70 • Past Dues Report: (Aging over 30 days) \$6,797.85 as of today.
- 71 • Covered Parking Report: 31 transactions with a net revenue of \$695.33 | YTD \$17,129.00
- 72 • Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
 - 73 Jet A & 100LL ▪ 111,590.00 gallons delivered | YTD 1,392,043.00
 - 74 Fuel Flowage ▪ \$6,137.45 fuel flowage received | YTD \$76,562.37
 - 75 Diesel ▪ 0.00 gallons delivered | YTD 3,593.00
 - 76 Unleaded ▪ 499.20 gallons delivered | YTD 3,253.00
 - 77 Fuel Flowage ▪ \$27.46 fuel flowage received | YTD \$376.52

78
 79 ACTIVITY REPORTS | SEPTEMBER 2013:

80 Air Traffic Activity Report by Tower Manager Gary Frisch:

Central Nebraska Regional Airport

Itinerant Operations	SEPT 2012	SEPT 2013	% Change
Air Carrier	22	36	64
Air Taxi	245	268	9
Civil Aviation	773	815	5
Military	119	111	(7)
Total OPS	1159	1230	6
Local Operations			
Civil	362	384	6
Military	32	22	(31)
Total LCL	394	406	3
TOTAL TRF	1553	1636	5

81 Tower Manager Gary Frisch also presented an air traffic activity report from other like airports.

82
 83 Enplanement Report by Executive Director Mike Olson: The stats were not available and were sent to
 84 the Board following the meeting.

	2013	2013	2012	
	Sept	Load Factor %	Sept	+/- %
Allegiant	2,496	85	1,583	58%
American	1,965	81	1,882	4%
Charters	0		0	
Mo. Emp	4,461		3,465	29%
Yr to Date	41,641		41,073	1%

- 85
86 Operations Report by Operations Manager/Security Coordinator Doug Brown:
- 87 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant
 - 88 flights and ARFF for American Eagle daily flights.
 - 89 • Conducted monthly ARFF drills and weekly Safety/Security training.
 - 90 • Repairs were made to the taxiway.
 - 91 • Replaced fluorescent light bulbs in Bldg 109 (Rogue Mfg).
 - 92 • Mowing is ongoing.
 - 93 • Prepared equipment for winter operations and in the process of installing snow plows on trucks.
 - 94 • Installed 5,000 gallon liquid deicer bulk tank in Bldg 129 (Maintenance).
 - 95 • In process of painting of Bldg 113A (LifeTeam) & Bldg 113B (Trego/Dugan Aviation Hanger).
 - 96 • Painted trim on Bldg 106 (Fire Station).
 - 97 • Repairs to roof on Bldg 101A (Terminal) were completed by Scarborough Construction.
 - 98 • Installed a Handicapped parking stall at Bldg 113A (LifeTeam).
 - 99 • Completed quarterly fuel farm and truck inspections.
 - 100 • Completed quarterly Precision Approach Path Indicator (PAPI) calibration.
 - 101 • Repaired concrete outside of Bldg 116A (Trego/Dugan Aviation).
 - 102 • Continue working on general repairs to Bldg 101A (Terminal) and airport buildings.
 - 103 • Numerous other daily projects completed and scheduled.

104
105 Construction & Planning Report: Mead & Hunt Representative Paul Strege reported three Bids were
106 received for the 5-Unit Aircraft Hanger Unit and lowest bid was 27% lower than estimate. Along with Bid
107 award, there will be a Change Order for access control to hanger. Construction will begin next week and
108 accommodations were made with Farm Tenant Marvin Scheideler to allow him to get his crop harvested
109 before construction begins.

110
111 The ramp area in front of Bldg 113B (Trego/Dugan Aviation Hanger) is being prepared for concrete paving.

112
113 Mead & Hunt Representative Matt Dubbe provided updates on the imagery of the passenger terminal. As
114 per schedule, the drawings should be completed the middle of March, advertise for bids, and be ready to
115 receive FAA grants by May. Mead & Hunt is working on an expansion terminal design in Manhattan KS,
116 and Board Member Quandt requested a walkthrough viewing of that terminal for comparison purposes.

117
118 **CONSIDERATION AND APPROVAL OF RESOLUTION NO 13-76: LEASE EXTENSION AGREEMENT**
119 **WITH MICHAEL GRAHAM DBA CUSTOM CLASS EIGHT TRUCKS FOR BUILDING 852 LOCATED**
120 **AT 1920 CITATION WAY, GRAND ISLAND, NE.**

121
122 *Motion by Mr. Caldwell, second by Mr. Quandt authorizing the Executive Director to execute Lease*
123 *Extension Agreement with Michael Graham DBA Custom Class Eight Trucks for Building 852 located at*
124 *1920 Citation Way, Grand Island, NE. Term is for three (3) years commencing November 1, 2013 and*
125 *terminating October 31, 2016. Rent is \$849.75/mo., plus \$94.33/mo. for insurance. Upon roll call, motion*
126 *was approved with a 5-0 vote.*

127
128 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-77: LEASE EXTENSION**
129 **AGREEMENT WITH CMG ENTERPRISE, LLC, FOR BUILDING 850 LOCATED AT 1982 CITATION**
130 **WAY, GRAND ISLAND, NE.**

131
132 *Motion by Mr. Quandt, second by Mr. Caldwell authorizing the Executive Director to execute Lease*
133 *Extension Agreement with CMG Enterprise, LLC, for Building 850 located at 1982 Citation Way, Grand*
134 *Island, NE. Term is for one (1) year commencing November 1, 2013 and terminating October 31, 2014.*
135 *Rent is \$1,287.50/mo., plus \$125.83/mo. for insurance. Upon roll call, motion was approved with a 5-0*
136 *vote.*

138 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-78: AWARD BID FOR 5-UNIT**
139 **AIRCRAFT HANGER, TAXIWAY AND TAXILANE CONSTRUCTION TO B-D CONSTRUCTION,**
140 **INCORPORATED FROM COLUMBUS, NE.**

141
142 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing the Executive Director to Award Bid for 5-Unit*
143 *Aircraft Hanger, Taxiway and Taxilane Construction to B-D Construction, Incorporated from Columbus,*
144 *NE.*

145 *The Hall County Airport Authority invited bids according to plans and specifications on file, and were*
146 *received, opened, and reviewed on September 18, 2013. Three bidders submitted a bid in accordance*
147 *with the terms of the advertisement and all other statutory requirements. After bids were analyzed, B-D*
148 *Construction, Inc., was found to be the lowest responsive bid in the amount of \$693,862.00. Work*
149 *includes assembly of 5-unit aircraft hangar, taxiway and taxilane construction, including: excavation and*
150 *grading, pavement removal, concrete curb sidewalk and pavement, culvert and storm sewer, landscaping*
151 *and electrical. Project will be completed 120 calendar days after award. Upon roll call, motion was*
152 *approved with a 5-0 vote.*

153
154 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-79:**
155 **CHANGE ORDER NO. 1 FROM B-D CONSTRUCTION INC., FOR THE 5-UNIT AIRCRAFT HANGER,**
156 **TAXIWAY AND TAXILANE CONSTRUCTION (PROJECT NO. 08261-121090.01).**

157
158 *Motion by Mr. Cook, second by Mr. Caldwell authorizing Executive Director to accept Change Order No. 1*
159 *from B-D Construction Inc., for 5-Unit Aircraft Hanger, Taxiway and Taxilane Construction (Project No.*
160 *08261-121090.01). Reason for Change: The work added will improve the future tenant access by*
161 *upgrading the existing gravel road to concrete, changing the existing 4 ft. tall by 18 ft. wide swing gate to*
162 *an 8 ft. tall by 18 ft. wide gate with operator, card reader, and loop control. Also the existing 4 ft. tall fence*
163 *bordering the gate will be improved to an 8 ft. tall fence with three stranded barbed wire. Description of*
164 *Work Added: Work to be added to the project includes the bid items and quantities required to upgrade*
165 *the future tenant access to the 5-Unit Aircraft Hanger as outlined in Change Order No. 1. Access is*
166 *upgraded by adding a 16 ft. wide concrete road and 18 ft. gate with operator, card reader, and loop*
167 *control. Contract sum will be increased \$37,236.00. The original sum was \$693,862.00 and will be*
168 *increased to \$731,098.00. The completion date of February 10, 2014 will remain unchanged. Upon roll*
169 *call, motion was approved with a 5-0 vote.*

170
171 **EXECUTIVE DIRECTOR'S REPORT:**

172
173 The Airport Authority participated in the Harvest of Harmony parade. AIR 21 Fire Truck (Rescue 1) | 2005
174 displayed two banners with pictures of Allegiant and American aircraft stating "Nebraska Youth Are Taking
175 Flight". Over 1,000 koozies and luggage tags, and candy were given out.

176
177 The website administrators provided raw data on visitors and hits to the Central Nebraska Regional Airport's
178 website. The numbers reflect that investing in a good website does pay off.

179
180 Executive Director Mike Olson received information from the CNRA survey and will present findings at next
181 board meeting. A survey participant was selected and received a \$100 VISA gift card.

182
183 The Board reviewed their top-10 selections in each category of the SWOT (Strengths, Weakness,
184 Opportunity and Threats) Analysis. The top five common themes will be determined and discussed at next
185 month's meeting.

186
187 **ANNOUNCEMENTS:**

- 188 a) Next Board Meeting is November 13, 2013.
189 b) A tentative schedule for the 2014 board meetings was distributed.

190
191 **EXECUTIVE SESSION:**

192 *Motion by Mr. Quandt, second by Mr. Hobbs to go into Executive Session to discuss airline and contract*
193 *negotiations, and Kelley and Skrdlant property damage claims. Upon roll call, motion was approved with a*
194 *vote of 5-0 and Board went into Executive Session at 9:35 a.m.*
195

196 *Motion by Mr. Quandt, second by Mr. Hobbs to come out of Executive Session with no decisions being*
197 *made and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 5-0 and Board*
198 *came out of Executive Session and into Regular Session at 10:20 a.m.*
199

200 ADJOURNMENT:

201 *Motion by Mr. Caldwell, second by Mr. Cook to adjourn the meeting. Upon roll call, motion was approved*
202 *with a vote of 5-0 and meeting was adjourned at 10:25 a.m.*
203

204 HALL COUNTY AIRPORT AUTHORITY
205
206

207 _____
208 Debra Potratz | Administrative Assistant
209

210 _____
211 _____
212 Lynne Werner | Board Chair

Brian Quandt | Board Secretary/Treasurer

213
214 (SIGNATURES ON FILE)
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