



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | November 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 November 13, 2013. Pursuant to proper legal notice, Board Chair Werner called the meeting to order at 8:04 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 Ken Caldwell.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: 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: Jason Hansen from Trego/Dugan Aviation of Grand Island; Matt Dubbe, Mike Runde, Tom Sarbaugh, and Rich Lundeen from Mead & Hunt, Chad Nabity from Hall County Regional Planning, and Jeff Hinrichs from Wilkins-Hinrichs-Stober Architects.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

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

- **Minutes from Regular Meeting held on October 9, 2013.**
- **RESOLUTION NO. 13-80: CLAIMS NO. 2950-5956.**
- **RESOLUTION NO 13-81: 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 13-82: 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 4-0 vote.*

AIRPORT ZONING – Hall County Regional Planning Director Chad Nabity reported the Airport Zoning Act LB140 was passed in May of 2013 and offers commonality from county to county. With the increase of the approach zone from 3 miles to 10 miles, the zone now encompasses multiple counties - Hall, Merrick, Hamilton and Howard. The Hall County Airport Authority will begin the process of creating a joint airport zoning board for interjurisdictional planning. Through this process, each county will have to adopt their own zoning regulations relating to the Central Nebraska Regional Airport and any other airport in their jurisdiction.

54 FINANCIAL REPORTS | OCTOBER 2013:

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

- 56 • Operating Income and Operating Expenses should be at 8.33%
  - 57 ▪ Operating Income is at 7.47% | \$81,813.67 | YTD \$81,813.67
  - 58 ▪ Operating Expenses is at 3.82% | \$56,051.30 | YTD \$56,051.30
  - 59 ▪ Total Operating Income/Loss is at (6.95) | \$25,762.37 | YTD 25,762.37
  - 60 ▪ Total Net Income/Loss is at 11.46% | (\$447,161.80) | YTD (\$447,161.80)
- 61 • Past Dues Report: (Aging over 30 days) \$6,600.68 as of today.
- 62 • Covered Parking Report: 46 transactions with a net revenue of \$1,219.53 | YTD \$1,219.53
- 63 • Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
  - 64 Jet A & 100LL ▪ 111,020.00 gallons delivered | YTD 111,020.00
  - 65 Fuel Flowage ▪ \$6,106.10 fuel flowage received | YTD \$6,106.10
  - 66 Diesel ▪ 0.00 gallons delivered | YTD 0.00
  - 67 Unleaded ▪ 0.00 gallons delivered | YTD 0.00
  - 68 Fuel Flowage ▪ \$0.00 fuel flowage received | YTD \$0.00

70 ACTIVITY REPORTS | OCTOBER 2013:

71 Air Traffic Activity Report by Executive Director Mike Olson:

Central Nebraska Regional Airport

Itinerant Operations	OCT 2012	OCT 2013	% Change
Air Carrier	31	44	42
Air Taxi	279	306	10
Civil Aviation	642	898	40
Military	112	50	(55)
Total OPS	1064	1298	22
Local Operations			
Civil	196	278	42
Military	98	82	(16)
Total LCL	294	360	22
TOTAL TRF	1358	1658	22

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

	2013	2013	2012	
	Oct	Load Factor %	Oct	+/- %
Allegiant	2,639	91	2,438	8%
American	2,079	82	1,931	8%
Charters	237		0	
Mo. Emp	4,955		4,369	13%
Yr to Date	46,596		45,442	3%

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76 Mr. Olson distributed a passenger update from Mead & Hunt. This report listed all central region  
77 passenger airports in Nebraska, Iowa, Missouri and Kansas. Out of 34 airports, the Central Nebraska  
78 Regional Airport (CNRA) ranked 11<sup>th</sup> for number of total number of enplanements through June 2013,  
79 ranked third lowest one way air fare with average cost of \$144 and ranked the lowest in the fare-average-  
80 yield.

81

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

- 83 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant  
84 flights and ARFF for American Eagle daily flights.

- 85 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and  
86 Transportation Security Administration procedures.
- 87 • Performed maintenance on all snow and ice equipment in preparation of inclement weather.
- 88 • Repaired roof on Bldg 853 (GroRite).
- 89 • Continue with general repairs to Bldg 101A (Terminal) and airport buildings.
- 90 • Numerous other daily projects completed and scheduled.

91  
92 Construction & Planning Report: Mead & Hunt Representative Mike Runde reported on current projects.  
93 The west parking lot is 90% complete and will offer 375 parking stalls. The east parking lot is 98% complete  
94 and will be open for parking next week adding 119 parking stalls for passengers. The reconstruction of  
95 ramp in front of Bldg 113B (Trego/Dugan Aviation Hanger) is 100% complete. The utilities were installed  
96 under the Fixed Based Operator (FBO) building and construction will begin on the parking lot. The Gate 8  
97 access road widening project has not been started but should only take two weeks to complete.

98  
99 Mead & Hunt Representative Matt Dubbe reported the design of the entrance road to passenger terminal  
100 is the final portion of the parking lot project. An imagery update of the passenger terminal was presented.  
101 A materials board and stone samples were displayed. The pallet is easy to maintain, timeless and durable.  
102 The Board provided suggestions on terminal design and these options and cost will be presented at the  
103 next board meeting.

104  
105 **CONSIDERATION AND APPROVAL OF RESOLUTION NO 13-83: HALL COUNTY AIRPORT**  
106 **AUTHORITY MARKETING COMMITTEE AUTHORIZATION POLICY.**

107  
108 *Motion by Mr. Caldwell, second by Mr. Quandt, subject to approval from the Executive Director, the Hall*  
109 *County Airport Authority Marketing Committee is authorized to approve marketing expenditures up to Five*  
110 *Thousand Dollars (\$5,000.00) project, provided cumulative marketing expenditures do not exceed the*  
111 *annual marketing budget. The Authority Board must authorize all marketing expenditures in excess of*  
112 *\$5,000.00 and all projects not approved by the Executive Director. Upon roll call, motion was approved*  
113 *with a 4-0 vote.*

114  
115 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-84: MARKETING AGREEMENT WITH**  
116 **PAPPAS TELECASTING OF CENTRAL NEBRASKA DBA KHGI/KWNB TV NTV FOR**  
117 **DEVELOPMENT OF AIR SERVICE COMMERCIAL AND ADVERTISING.**

118  
119 *Motion by Mr. Quandt, second by Mr. Caldwell authorizing the Executive Director to execute Marketing*  
120 *Agreement with Pappas Telecasting of Central Nebraska DBA KHGI/KWNB TV NTV for Development of*  
121 *a 30-Second Air Service Commercial and Advertising on KHGI+ABC, KFXL+FOX effective 11/14/13 –*  
122 *12/22/13. Total cost for commercial development and 69 advertisements is \$10,000. Upon roll call,*  
123 *motion was approved with a 4-0 vote.*

124  
125 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-85: AGREEMENT WITH MIDWEST**  
126 **AIR TRAFFIC CONTROL (ATC) SERVICE, INC. FOR 2013-14.**

127  
128 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing the Executive Director to execute Agreement*  
129 *with Midwest Air Traffic Control (ATC) Service, Inc., to provide air traffic control services at the Central*  
130 *Nebraska Regional Airport (CNRA). Term of Agreement is from October 1, 2013 through September 30,*  
131 *2014. In accordance with CNRAs cost-sharing agreement with the Federal Aviation Administration (FAA),*  
132 *payment to Midwest ATC Service, Inc., is \$6,197.00/month. Upon roll call, motion was approved with a 4-*  
133 *0 vote.*

134  
135 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 13-86: TASK ORDER #9 TO**  
136 **PROFESSIONAL SERVICES AGREEMENT WITH MEAD & HUNT, INC., TO PROVIDE SERVICES FOR**  
137 **THE AIRPORT PARKING LOT EXPANSION – PHASE 2**

138  
139 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing the Executive Director to execute the Task Order*  
140 *#9 to Professional Services Agreement with Mead & Hunt, Inc., to Provide Services for the Airport Parking*

141 *Lot Expansion – Phase 2. Project consists of the construction of the airline passenger terminal parking lot*  
142 *and vehicle loop road east of Sky Park Road. The vehicle parking lot east of Metro Street is also included*  
143 *as part of the project. The services shall be provided for the lump sum of \$268,314.00. Upon roll call,*  
144 *motion was approved with a 4-0 vote.*

145  
146 EXECUTIVE DIRECTOR'S REPORT:

147  
148 Results from the CNRA survey were distributed and reviewed. One was a Nebraska map depicting counties  
149 and a list of the states where participants were from. The other showed statistics from the questions on the  
150 survey.

151  
152 The top-5 selections of the SWOT (Strengths, Weakness, Opportunity and Threats) analysis was tabled.

153  
154 The 2014 Board Meeting Schedule was approved.

155  
156 ANNOUNCEMENTS:

- 157 a) Next Board Meeting December 11, 2013.  
158 b) Study Session -Tuesday, January 7, 2014 from 4-7 p.m.  
159 c) Soup Supper - January 14, 2014 from 4:30-7 p.m.

160  
161 EXECUTIVE SESSION:

162 *Motion by Mr. Quandt, second by Mr. Hobbs to go into Executive Session to discuss airline, contract and*  
163 *personnel negotiations. Upon roll call, motion was approved with a vote of 4-0 and Board went into*  
164 *Executive Session at 10:32 a.m.*

165  
166 *Motion by Mr. Caldwell, second by Mr. Hobbs to come out of Executive Session with no decisions being*  
167 *made and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 4-0 and Board*  
168 *came out of Executive Session and into Regular Session at 11:25 a.m.*

169  
170 ADJOURNMENT:

171 *Motion by Mr. Quandt second by Mr. Hobbs to adjourn the meeting. Upon roll call, motion was approved*  
172 *with a vote of 4-0 and meeting was adjourned at 11:30 a.m.*

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174 HALL COUNTY AIRPORT AUTHORITY

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179 Debra Potratz | Administrative Assistant

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183 Lynne Werner | Board Chair  
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185 Brian Quandt | Board Secretary/Treasurer

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184  
185 (SIGNATURES ON FILE)