



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | February 14, 2014

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 February 14, 2014. 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, Administrative Assistant Debra Potratz, Assistant Operations Manager Steve Magnuson, Operations Secretary Carole Harmon, Maintenance Technicians Chris Evans and Wes Harris.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Paul Strege from Mead & Hunt and Gary Frisch from Midwest Air Traffic Control Tower.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- **Minutes from Regular Meeting held on January 16, 2014.**
- **RESOLUTION NO. 14-10: CLAIMS NO. 2974-2979.**

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

Mr. Quandt arrived at 8:03 a.m.

FINANCIAL REPORTS | JANUARY 2014

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses should be at 33.33%
 - Operating Income is at 27.05% | \$55,366.65 | YTD \$296,224.91
 - Operating Expenses is at 26.14% | \$98,510.92 | YTD \$383,099.67
 - Total Operating Income/Loss is at 23.44% | (\$43,144.27) | YTD (\$86,874.76)
 - Total Net Income/Loss is at 19.39% | (\$346,764.72) | YTD (\$756,629.10)
- Past Dues Report: (Aging over 30 days) \$7,119.23 as of today.
- Covered Parking Report: 55 transactions with a net revenue of \$1,347.09 | YTD \$4,511.16
- Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
 - Jet A & 100LL ▪ 119,295.00 gallons delivered | YTD 491,391.00
 - Fuel Flowage ▪ \$6,561.23 fuel flowage received | YTD \$27,026.51
 - Diesel ▪ 0.00 gallons delivered | YTD 1,528.00
 - Unleaded ▪ 0.00 gallons delivered | YTD 1001.60
 - Fuel Flowage ▪ \$0.00 fuel flowage received | YTD \$139.11

ACTIVITY REPORTS | JANUARY 2014

55 Air Traffic Activity Report by Tower Manager Gary Frisch.

Central Nebraska Regional Airport

Itinerant Operations	Jan 2013	Jan 2014	% Change
Air Carrier	34	42	24
Air Taxi	287	297	3
Civil Aviation	622	495	(20)
Military	139	189	36
Total OPS	1,082	1,023	(5)
Local Operations			
Civil	406	178	(56)
Military	144	158	10
Total LCL	550	336	(39)
TOTAL TRF	1,632	1,359	(17)

56
57

Enplanement Report by Executive Director Mike Olson:

	2014	2014	2013	
	Jan	Load Factor %	Jan	+/- %
Allegiant	2,950	91%	2,191	35%
American	1,966	77%	1,958	0%
Charters	95		102	-7%
Mo. Emp	5,011		4,251	18%
Yr to Date	5,011		4,251	18%

58
59

Operations Report by Operations Manager/Security Coordinator Doug Brown:

- 60 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant flights and ARFF for American Eagle daily flights. Two Charters are scheduled for February 15th and 25th.
- 62 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and Transportation Security Administration procedures.
- 63 • Snow removal was provided three times throughout the month.
- 64 • Preventative maintenance was conducted on equipment.
- 65 • Filters were replaced on all HVAC units.
- 66 • Removed fence and closed off parking for overflow area West of Building 106 (Fire Station).
- 67 • Changed out fuses and cleaned up connections in Building 2A (Trego/Dugan Aviation) and 2B (GI Clean Community Systems).
- 68 • Continue with general repairs to Building 101A (Terminal) and airport buildings.
- 69 • Numerous other daily projects completed and scheduled.

70

71 Construction & Planning Report. Mead & Hunt representative Paul Strege reported three (3) bids for the General Aviation Terminal were received and opened on February 5th. All bids came in higher than anticipated. The reason for the higher costs were driven by the subcontractors. Bids will be placed on the March agenda for consideration whether to award or reject. The Authority and Fixed Base Operator Trego/Dugan Aviation of Grand Island will meet to reach an agreement on terms of lease.

72

73 Contractors brought out a frost remover machine in preparation to pour concrete next week for the 5-Unit Aircraft Hanger. Once this is completed they will begin erecting the structure.

74

75 On March 4-5, 2014, Paul Strege, Mike Olson, and Annette Schimmer will be meeting with the Federal Aviation Administration in Kansas City, MO to talk about the Passenger Terminal funding. Board members are welcome to attend this meeting. The goal is to receive all the discretionary funds this year. The Federal

76

86 Aviation Administration considers our passenger terminal a high profile project and they will do what they
87 can to get it funded.
88

89 The Executive Director plans on attending the AAAE/ACI NA Washington Legislative Conference the end
90 of March and meet with the congressional delegates to talk about airport projects.
91

92 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-11: PROPOSAL AND AGREEMENT**
93 **FOR AIR SERVICE CONSULTING WITH MEAD & HUNT, INC.**

94
95 Executive Director reported the last passenger demand analysis was completed in 2009, and prior to that
96 in 2006. The analysis conducted in 2009 was paramount in getting American Airlines here.
97

98 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing Executive Director to execute Proposal and*
99 *Agreement for Air Service Consulting Services with Mead & Hunt, Inc. Proposal as outlined in "Exhibit A"*
100 *includes Scope of Services, Compensation, and Authorization to complete a Passenger Demand Analysis*
101 *for the Central Nebraska Regional Airport (GRI). Mead & Hunt will provide a draft of the Passenger*
102 *Demand Analysis within 90 days after contract is signed for the lump sum of \$14,175. Upon roll call,*
103 *motion was approved with a 5-0 vote.*
104

105 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-12: HANGER LEASE AGREEMENT**
106 **WITH ORTHOPEDIC AVIATION SERVICES LLC FOR BUILDING 86F – T-HANGER F.**

107
108 *Motion by Mr. Caldwell second by Mr. Cook to approve Hanger Lease Agreement with Orthopedic*
109 *Aviation Services LLC for Building 86F – T-Hanger F. Lease term is on a month-to-month basis*
110 *commencing March 1, 2014. Rent is \$106/month plus \$10/month for utilities. Upon roll call, motion was*
111 *approved with a 5-0 vote.*
112

113 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-13: AGREEMENT FOR**
114 **PROFESSIONAL SERVICES WITH OLSSON ASSOCIATES TO SURVEY FARM TRACTS C & E.**

115
116 *Motion by Mr. Quandt second by Mr. Caldwell to authorize the Executive Director to execute Agreement*
117 *for Professional Services with Olsson Associates, Inc., to complete survey to revise acres in Farm Tracts*
118 *C & E as a result of the Remote Parking Lot project in Tract C, and the CNRA Monument Sign and 5-Unit*
119 *Aircraft Hanger projects in Tract E. The Authority shall pay Olsson Associates \$900 for services and*
120 *anticipate completion 3 weeks after receipt of notice to proceed. Upon roll call, motion was approved with*
121 *a 5-0 vote.*
122

123 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-14: INCREASE OF CAPITALIZATION**
124 **LIMIT.**

125
126 This recommendation was made by auditor Bob Beran from Dana F. Cole & Company LLP in Audit report
127 ending September 30, 2013.
128

129 *Motion by Mr. Cook, second by Mr. Quandt authorizing the Board Chair to increase the Capitalization*
130 *Limit from \$500 to \$5,000 effective October 1, 2013. All Tangible assets that have useful lives in excess*
131 *of one year and costs of \$5,000 or more will be capitalized. Property and equipment are stated at cost.*
132 *Major expenditures for property and those which substantially increase useful lives are capitalized.*
133 *Maintenance, repairs, and minor renewals are expensed as incurred. When assets are retired or*
134 *otherwise disposed of, their costs and related accumulated depreciation are removed from the accounts*
135 *and resulting gains or losses are included in income. Upon roll call, motion was approved with a 5-0 vote.*
136

137 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-15: GROUND LEASE AGREEMENT**
138 **WITH SCHIMMER CONSTRUCTION LLC, DBA DIRT WORX.**

139
140 *Motion by Mr. Caldwell second by Mr. Cook to authorize the Executive Director to execute the Ground*
141 *Lease Agreement with Schimmer Construction LLC, DBA Dirt Worx for 2 ± acres by the dump site as*

142 outlined in Exhibit A. Area will be used for crushing and storage of concrete. Rent is \$500/mo. and term of
143 lease is on a month-to-month basis commencing February 11, 2014. *Upon roll call, motion was approved*
144 *with a 5-0 vote.*

145
146 EXECUTIVE DIRECTOR'S REPORT:

- 147 a) The Central Nebraska Regional Airport received the 2013 Airport of the Year Award from the
148 Nebraska Department of Aeronautics (NDA) January 23rd at the Nebraska Aviation Symposium in
149 Kearney. This was the fifth time in eight years this airport has been the recipient of this award. At
150 the banquet Annette Schimmer accepted the award on behalf of the Authority and during Board
151 meeting presented the award to Board Chair Werner.
- 152 b) Attended the Mead & Hunt Air Service Development Conference held in Daytona, FL January 21-
153 23, 2014. At the conference the Central Region Airports ranking report was presented. Grand
154 Island ranked 11th out of 34 airports for the highest number of enplanements. This report includes
155 airports from Iowa, Kansas, Missouri and Nebraska. Grand Island has been trailing Manhattan,
156 KS for a while. Mr. Olson reported Allegiant started service in Manhattan in November but
157 ceased service after six weeks.
- 158 c) Attended 25th Annual Airport Finance & Administration Conference held in Orlando, FL January 26-
159 29, 2014. Since this conference was geared more toward larger airports, staff will forego attending
160 this one and attend conferences that are geared towards smaller airports. Executive Director stated
161 he will be sending the Operations Manager to the AAAE Annual Conference in San Antonio, TX in
162 May to network and meet the vendors. There was discussion of a Board member attending the
163 annual conference also.
- 164 d) Attended the Grand Island Chamber of Commerce banquet on February 6th. Cindy Johnson
165 mentioned the airport's success and many people were very complimentary of the airport.
- 166 e) Presented a PowerPoint presentation to the NDA on February 7th. Following presentation Mr.
167 Olson expressed his appreciation for the receipt of the 2013 Airport of the Year award and relayed
168 that staff takes this award seriously as it a validation of their hard work and dedication.

169
170 ANNOUNCEMENTS:

- 171 a) Next Board Meeting March 19, 2014.

172
173 EXECUTIVE SESSION:

174 *Motion by Mr. Caldwell, second by Mr. Hobbs to go into Executive Session to discuss airline and personnel*
175 *negotiations. Upon roll call, motion was approved with a vote of 5-0 and Board went into Executive Session*
176 *at 9:14 a.m.*

177
178 *Motion by Mr. Quandt, second by Mr. Hobbs to come out of Executive Session with no decisions being*
179 *made and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 5-0 and Board*
180 *came out of Executive Session and into Regular Session at 10:09 a.m.*

181
182 ADJOURNMENT:

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

185
186 HALL COUNTY AIRPORT AUTHORITY

187
188
189
190 _____
191 Debra Potratz | Administrative Assistant

192
193
194 _____
195 Lynne Werner | Board Chair

196 _____
197 Brian Quandt | Board Secretary/Treasurer

198
199 (SIGNATURES ON FILE)