



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | April 16, 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 April 16, 2014. 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, 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

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Mike Runde from Mead & Hunt; Vince Dugan, Zach Thompson, and Tina Wieczorek from Trego/Dugan Aviation of Grand Island.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- **Minutes from Regular Meeting held on March 19, 2014.**
- **RESOLUTION NO. 14-22: CLAIMS NO. 2989-2995.**
- **RESOLUTION NO. 14-23: REIMBURSEMENT FOR EXPENDITURES RELATED TO AIRPORT PARKING LOT EXPANSION – PHASE 2.**

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

FINANCIAL REPORTS | MARCH 2014

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses should be at 50.00%
 - Operating Income is at 47.40% | \$90,784.10 | YTD \$519,040.08
 - Operating Expenses is at 41.70% | \$100,002.24 | YTD \$611,213.83
 - Total Operating Income/Loss is at 24.87% | (\$9,218.14) | YTD (\$92,173.75)
 - Total Net Income/Loss is at 22.30% | (\$138,201.36) | YTD (\$870,352.73)
- Past Dues Report: (Aging over 30 days) \$108,942.95 as of today.
- Covered Parking Report: 70 transactions with a net revenue of \$1,816.88 | YTD \$7,087.82
- Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
 - Jet A & 100LL ▪ 154,599.00 gallons delivered | YTD 759,628.00
 - Fuel Flowage ▪ \$8,502.95 fuel flowage received | YTD \$41,779.54
 - Diesel ▪ 812.00 gallons delivered | YTD 3,224.00
 - Unleaded ▪ 497.90 gallons delivered | YTD 2,196.60
 - Fuel Flowage ▪ \$72.04 fuel flowage received | YTD \$298.12

ACTIVITY REPORTS | MARCH 2014

Air Traffic Activity Report by Executive Director Mike Olson:

Central Nebraska Regional Airport

Itinerant Operations	Mar 2013	Mar 2014	% Change
Air Carrier	54	54	0
Air Taxi	306	268	(12)
Civil Aviation	863	630	(27)
Military	200	175	(13)
Total OPS	1423	1127	(21)
Local Operations			
Civil	348	480	38
Military	136	78	(43)
Total LCL	484	558	15
TOTAL TRF	1907	1685	(12)

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Enplanement Report by Executive Director Mike Olson:

	2014	2014	2013	
	Mar	Load Factor %	Mar	+/- %
Allegiant	3,884	90%	3,912	-1%
American	1,979	74%	1,828	8%
Charters	0		0	0%
Mo. Emp	5,863		5,740	2%
Yr to Date	15,515		14,242	9%

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Operations Report by Operations Manager/Security Coordinator Doug Brown:

- Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant flights and ARFF for American Eagle daily flights and one Charter flight.
- Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and Transportation Security Administration procedures.
- Completed annual USDA Wildlife training.
- Provided snow/ice removal on runways, taxiways and ramps numerous times.
- Performed general maintenance on all mowers.
- Preparing for installation of Bradley sink in women's restroom in Bldg 101F (Terminal Addition).
- Replaced bathroom sink and fixtures in Bldg 710 (FedEx).
- Due to high winds replaced and repaired siding on Bldg 846 (Bellwood).
- Applied new gravel on industrial park roads.
- Completed logging archive records and blueprints.
- In the process of removing wallpaper and repainting interior of Bldg A (Vacant - future Transportation Security Administration offices).
- Repaired roof on Bldg 100A (HCAA Admin).
- Finished painting interior of Building 101A (Terminal).
- Numerous other daily projects completed and scheduled.

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Construction & Planning Report. Mead & Hunt representative Mike Runde gave an update on projects. All sidewalks have been poured along the west parking lot with infiltration trenching, landscaping and installation of irrigation systems yet to be completed. The east parking lot is slated for landscaping and seeding. For the Gate 8 widening project, pavement has been removed, storm sewer installed and new concrete has been poured with the landscaping yet to be completed. The subgrade for the General Aviation Terminal lot has been prepared and the majority of the concrete has been poured. Once the ground work has been completed light poles will be installed, parking lot stripes will be painted and landscaping completed. The taxiway and taxilane to the 5-Unit Hangers is being prepped for concrete. The majority of the hanger structure has been assembled just waiting on the bi-fold doors to be installed and landscaping

85 completed. Change orders for the 5-Unit Hanger project and the Parking Lot Expansion Phase I are
86 submitted as resolutions for board consideration and approval.
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88 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-24: HANGER LEASE AGREEMENT**
89 **WITH BRADLEY PETERSEN FOR BUILDING 87K, HANGER K.**

90
91 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing Executive Director to execute Hanger Lease*
92 *Agreement with Bradley Petersen for Building 87K, Hanger K located at 2125 Mirage Street, Grand Island,*
93 *NE 68801 at the Central Nebraska Regional Airport as outlined in Exhibit A. Lease term is on a month-to-*
94 *month basis commencing June 1, 2014. Rent is \$216/month plus \$10/month for utilities. Upon roll call,*
95 *motion was approved with a 5-0 vote.*
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97 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-25: LEASE AGREEMENT WITH**
98 **LONNIE L. LOGAN FOR BUILDING 87L – HANGER L.**

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100 *Motion by Mr. Caldwell second by Mr. Quandt authorizing the Executive Director to execute Hanger Lease*
101 *Agreement with Lonnie L. Logan for Building 87L, Hanger L located at 2125 Mirage Street, Grand Island,*
102 *NE 68801 at the Central Nebraska Regional Airport as outlined in Exhibit A. Lease term is on a month-to-*
103 *month basis commencing June 1, 2014. Rent is \$216/month plus \$10/month for utilities. Upon roll call,*
104 *motion was approved with a 5-0 vote.*
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106 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-26: LEASE AGREEMENT WITH**
107 **JEFFREY MITCHEL FOR BUILDING 87 "O" – HANGER "O".**

108
109 *Motion by Mr. Caldwell second by Mr. Cook to authorize the Executive Director to execute Hanger Lease*
110 *Agreement with Jeffrey Mitchell for Building 87 "O", Hanger "O" located at 2125 Mirage Street, Grand Island,*
111 *NE 68801 at the Central Nebraska Regional Airport as outlined in Exhibit A. Lease term is on a month-to-*
112 *month basis commencing June 1, 2014. Rent is \$216/month plus \$10/month for utilities. Upon roll call,*
113 *motion was approved with a 5-0 vote.*
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115 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-27: CHANGE ORDER NO. 2 FROM**
116 **B-D CONSTRUCTION INCORPORATED FOR THE 5-UNIT AIRCRAFT HANGER CONSTRUCTION,**
117 **TAXIWAY AND TAXILANE IMPROVEMENTS PROJECT (NO. 08261-121090.01) FOR CHANGES TO**
118 **THE ELECTRICAL GEAR.**

119
120 *Motion by Mr. Caldwell, second by Mr. Hobbs authorizing the Executive Director to accept Change Order*
121 *No. 2 from B-D Construction Incorporated for the 5-Unit Aircraft Hanger Construction, Taxiway and Taxilane*
122 *Improvements Project (No. 08261-121090.01) for Changes to the Electrical Gear. Reason for Change:*
123 *Changes in the electrical gear installed in the 5-Unit Hanger are required due to a change in the electrical*
124 *service of the building. An electrical transformer was added in place of an existing electrical hand hole. The*
125 *addition of the electrical transformer allows for future expansion around the site. The electrical service for*
126 *the building connects into the new electrical transformer instead of the old electrical hand hole. The change*
127 *provides a better electrical service to the building but does require a change in the electrical gear installed*
128 *in the building. Description of work added: Work to be added to the project includes changes to the*
129 *electrical gear required to be installed in the 5-Unit Hanger building. This Change Order will increase*
130 *Contract sum by \$3,660.47. The new contract sum, including this Change Order will be \$734,758.47 with*
131 *a completion date of May 28, 2014. Upon roll call, motion was approved with a 5-0 vote.*
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133 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-28: CHANGE ORDER NO. 3 FROM B-**
134 **D CONSTRUCTION INCORPORATED FOR THE 5-UNIT AIRCRAFT HANGER CONSTRUCTION,**
135 **TAXIWAY AND TAXILANE IMPROVEMENTS PROJECT (NO. 08261-121090.01) FOR CONNECTION**
136 **TO STORM SEWER.**

137
138 *Motion by Mr. Quandt, second by Mr. Cook authorizing the Executive Director to accept Change Order No.*
139 *3 from B-D Construction Incorporated for the 5-Unit Aircraft Hanger Construction, Taxiway and Taxilane*
140 *Improvements Project (No. 08261-121090.01) for Connection to Storm Sewer. Reason for Change: As-*

141 built information detailing the existing storm structure east of the proposed 5-Unit Hanger incorrectly
142 showed the direction of an existing storm pipe. Instead of heading north, the existing pipe heads north-
143 east. Proposed storm sewer pipe was intended to connect into the existing pipe previously referenced. A
144 field change is required for the new connection into the existing storm structure. This new connection
145 provides a better storm sewer system to drain the area around the 5-Unit Hanger. Description of work
146 added: Work to be added to the project includes concrete demolition and connection to an existing storm
147 sewer structure. This Change Order will increase Contract sum by \$3,510.00. The new contract sum,
148 including this Change Order will be \$738,268.47 with a completion date of May 28, 2014.
149 Upon roll call, motion was approved with a 5-0 vote.
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151 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-29: CHANGE ORDER NO. 4 FROM**
152 **B-D CONSTRUCTION INCORPORATED FOR THE 5-UNIT AIRCRAFT HANGER CONSTRUCTION,**
153 **TAXIWAY AND TAXILANE IMPROVEMENTS PROJECT (NO. 08261-121090.01) FOR CHANGES TO**
154 **DOOR LIFT SYSTEM.**
155

156 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing the Executive Director to accept Change Order*
157 *No. 4 from B-D Construction Incorporated for the 5-Unit Aircraft Hanger Construction, Taxiway and Taxilane*
158 *Improvements Project (No. 08261-121090.01) for Changes to Door Lift System. Reason for Change:*
159 *Based on discussions with the Owner regarding the existing Hanger building that utilizes a cable lift system*
160 *and past experience, a change to the polyester strap system is being considered. Cable lift systems require*
161 *more maintenance, provide less lifting capability, and are difficult to replace. Polyester strap systems close*
162 *the bi-fold doors more quickly, quietly, and perform better over time. Description of work added: Work to*
163 *be added to the project includes changing the 5-Unit Hanger doors lift system from a cable-pulley system*
164 *to a polyester strap system. This Change Order will increase Contract sum by \$3,510.00. The new contract*
165 *sum, including this Change Order will be \$741,778.47 with a completion date of May 28, 2014. Upon roll*
166 *call, motion was approved with a 5-0 vote*
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168 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-30: CHANGE ORDER NO. 2 FROM THE**
169 **DIAMOND ENGINEERING COMPANY FOR THE GRAND ISLAND PARKING LOT EXPANSION PHASE**
170 **I PROJECT (NO. 0826100-121091.01) FOR LANDSCAPING CHANGES; EAST IRRIGATION**
171 **ADDITIONS; AND SOUTHWEST IRRIGATION ADDITIONS.**
172

173 *Motion by Mr. Cook, second by Mr. Caldwell authorizing the Executive Director to accept Change Order*
174 *No. 2 from The Diamond Engineering Company for Parking Lot Expansion Phase I Project (No. 08261-00-*
175 *121091.01) for Landscaping Changes; East Irrigation Additions; and Southwest Irrigation Additions.*
176 *Reason for Change: Based on discussions with the Owner regarding the future maintenance requirements*
177 *of proposed landscaping and existing field conditions, it was determined that the landscaping plan could be*
178 *simplified. By removing some shrubs in the East detention cells, less maintenance will be required in these*
179 *areas and money could be saved. Changing the limits of the proposed irrigation system was also discussed*
180 *with the Owner. In order to provide a well maintained and aesthetically pleasing border around the project,*
181 *irrigation was added to the East and Southwest detention cell limits. Description of work: Work to be*
182 *removed from the project includes changes to the Landscaping plan including removing shrubs in the East*
183 *detention cells, changing from bioswale amended soil to native sand. Work to be added to the project*
184 *includes expanding the limits of spray irrigation to include the Northeast and Southeast detention cell limits,*
185 *Northeast ditch along Baron Lane, and Southwest detention cell. This Change Order will increase Contract*
186 *sum by \$16,770.34. The new contract sum including this Change Order will be \$1,938,234.81 with a*
187 *completion date of April 15, 2014. Upon roll call, motion was approved with a 5-0 vote*
188

189 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-31: TASK ORDER NO. 8 –**
190 **AMENDMENT NO. 1 TO PROFESSIONAL SERVICE AGREEMENT WITH MEAD & HUNT**
191 **INCORPORATED FOR THE PARKING LOT EXPANSION – PHASE I, HANGER 113 APRON**
192 **REHABILITATION AND GATE 8 ENTRANCE ROAD WIDENING PROJECT (NO. 08261-00-121091.02)**
193 **FOR AN ADDITIONAL TWENTY (20) DAYS OF CONSTRUCTION ADMINISTRATION SERVICES.**
194

195 *Motion by Mr. Quandt, second by Mr. Caldwell authorizing the Executive Director to accept Task Order No.*
196 *8 – Amendment No. 1 to Professional Service Agreement with from Mead & Hunt Incorporated for the*

197 *Parking Lot Expansion – Phase I, Hanger 113 Apron Rehabilitation and Gate 8 Entrance Road Widening*
198 *Project (No. 08261-00-121091.02) for an Additional Twenty (20) days of Construction Administration*
199 *Services. Construction phase services shall be completed within two (2) months after receipt of Notice to*
200 *Proceed for the lump sum of \$40,192.00 as described in Exhibit A. Upon roll call, motion was approved*
201 *with a 5-0 vote.*

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203 **FIXED BASED OPERATION (FBO) DISCUSSIONS:** The Authority Board, Executive Director, and staff
204 from Trego/Dugan Aviation of Grand Island discussed the events of Sunday, April 13, 2014 where three
205 commercial jets did not depart out of the Central Nebraska Regional Airport. The Executive Director
206 received conflicting reports as to why the flights did not depart. He felt there was a lack of leadership on-
207 site and a lack of communication as to what was going on. Trego/Dugan’s general manager for Grand
208 Island was out of state as was the second in command. Trego/Dugan Aviation of Grand Island reported
209 the reason the flights did not depart was due to the weather and wind conditions. Trego/Dugan’s President
210 Vince Dugan stated per protocol, if winds are in excess of 40 knots deicing operations cease. It was agreed
211 by Trego/Dugan to provide better communication and to notify Authority when management is off-site, the
212 name of second in command, and provide updates on any nonstandard airline ground operation activities.

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214 **EXECUTIVE DIRECTOR’S REPORT:**
215 Attended the AAAE/ACI NA Washington Legislative Conference in Washington, DC 3/26-27/14 and met
216 with congressional delegates on Capitol Hill. Conference covered the latest developments on critical policy
217 issues and discussed strategies to advance the airport industry. Topics included the upcoming FAA
218 reauthorization bill, Passenger Facility Charges (PFC), and pilot shortages due to the 1,500 hour rule.
219 Directed by Congress, the Airline Safety and FAA Extension Act of 2010 called for increased minimum
220 requirements for airline first officers. The new rule mandates that airline first officers hold an air transport
221 pilot (ATP) certificate or the new “restricted ATP.” An ATP certificate requires, among many other
222 qualifications, that the pilot be at least 23 years old and have logged at least 1,500 hours of flight time. The
223 “restricted ATP” requires pilots to be at least 21 years old with 750 flight hours if they are military-trained
224 and qualified, 1,000 flight hours if trained in a four-year college or university-accredited aviation training
225 program leading to a bachelor’s degree, or 1,250 flight hours if trained in a two-year college aviation
226 program leading to an associate’s degree.

227
228 Attended the 19th Annual National Air Service Conference and Ground Handling Workshop in Indianapolis,
229 IN 4/6-8/14. The Air Service Conference provided the latest industry news, trends, and analysis from airline
230 representatives, airport executives and industry consultants. The Ground Handling covered the oversight
231 of such services, how to improve customer service, reduce ground handling costs, diversify revenues and
232 improve operational efficiencies in order to retain and/or attract new air service as well as insights into the
233 benefits and potential drawbacks of providing services as the airport and how those services may be
234 improved and expanded.

235
236 **ANNOUNCEMENTS:**
237 a) Next Board Meeting date was changed to May 15, 2014.
238 b) Blood Drive May 13, 2014 from 10 am – 3 pm in Building A.
239 c) If weather permitting a 6th Steersman Aircraft will be at CNRA Sunday, April 27, 2014 at 6 a.m.

240
241 **EXECUTIVE SESSION:**
242 *Motion by Mr. Quandt, second by Mr. Cook to go into Executive Session to discuss airline, lease, and*
243 *personnel negotiations. Upon roll call, motion was approved with a vote of 5-0 and Board went into*
244 *Executive Session at 9:41 a.m.*

245
246 *Motion by Mr. Caldwell, second by Mr. Hobbs to come out of Executive Session with no decisions being*
247 *made and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 5-0 and Board*
248 *came out of Executive Session and into Regular Session at 10:15 a.m.*

249
250 **ADJOURNMENTS:**
251 *Motion by Mr. Quandt second by Mr. Cook to adjourn the meeting. Upon roll call, motion was approved with*
252 *a vote of 5-0 and meeting was adjourned at 10:20 a.m.*

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254 HALL COUNTY AIRPORT AUTHORITY

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Debra Potratz | Administrative Assistant

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Lynne Werner | Board Chair

_____ Brian Quandt | Board Secretary/Treasurer

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265 (SIGNATURES ON FILE)