



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | May 15, 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 May 15, 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, and Administrative Assistant Debra Potratz.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Paul Strege from Mead & Hunt; David Scoggins from Boys Scouts of America.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

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

- **Minutes from Regular Meeting held on April 16, 2014.**
- **RESOLUTION NO. 14-32: CLAIMS NO. 2996-3000.**
- **RESOLUTION NO. 14-33: 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.*

PRESENTATION BY BOY SCOUTS OF AMERICA: Pawnee District Chair David Scoggins presented a PowerPoint on the Wright Brothers Flyer and formally asked the board to consider accepting a replica of the Wright Flyer as a donation to be displayed in new Passenger Terminal. Board will take request into consideration.

**FINANCIAL REPORTS | APRIL 2014**

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses should be at 58.33%
  - Operating Income is at 64.46% | \$186,810.32 | YTD \$705,850.40
  - Operating Expenses is at 48.85% | \$104,800.50 | YTD \$716,014.33
  - Total Operating Income/Loss is at 2.74% | \$82,009.82 | YTD (\$10,163.93)
  - Total Net Income/Loss is at 22.94% | (\$24,650.11) | YTD (\$895,002.84)
- Past Dues Report: (Aging over 30 days) \$5,732.44 as of today.
- Covered Parking Report: 41 transactions with a net revenue of \$1,015.11 | YTD \$8,102.93
- Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
  - Jet A & 100LL
    - 99,679 gallons delivered | YTD 859,307
  - Fuel Flowage
    - \$5,482.35 fuel flowage received | YTD \$47,261.89
  - Diesel
    - 812 gallons delivered | YTD 3,224
  - Unleaded
    - 497.90 gallons delivered | YTD 2,196.60
  - Fuel Flowage
    - \$72.04 fuel flowage received | YTD \$298.12

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 56 Mrs. Schimmer will be contacting board committees to meet twice within the next 30 days to review the  
 57 2014-15 budget so the full board can approve at the July 9<sup>th</sup> meeting.  
 58

59 **ACTIVITY REPORTS | APRIL 2014**  
 60 **Air Traffic Activity Report by Executive Director Mike Olson:**

Central Nebraska Regional Airport

Itinerant Operations	Apr 2013	Apr 2014	% Change
Air Carrier	45	28	(38)
Air Taxi	250	233	(7)
Civil Aviation	747	588	(21)
Military	116	76	(34)
<b>Total OPS</b>	<b>1158</b>	<b>925</b>	<b>(20)</b>
<b>Local Operations</b>			
Civil	298	308	3
Military	74	40	(46)
<b>Total LCL</b>	<b>372</b>	<b>348</b>	<b>(6)</b>
<b>TOTAL TRF</b>	<b>1530</b>	<b>1273</b>	<b>(17)</b>

61  
 62 **Enplanement Report by Executive Director Mike Olson:**

	2014	2014	2013	
	Apr	Load Factor %	Apr	+/- %
Allegiant	2,353	90%	2,315	2%
American	1,797	67%	1,647	9%
Charters	96		145	-34%
Mo. Emp	4,246		4,107	3%
<b>Yr to Date</b>	<b>19,761</b>		<b>18,349</b>	<b>8%</b>

63  
 64 **Operations Report by Operations Manager/Security Coordinator Doug Brown:**

- 65 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant
- 66 flights and ARFF for American Eagle daily flights and one Charter flight.
- 67 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and
- 68 Transportation Security Administration procedures.
- 69 • Spraying weeds in park and airside areas and started third round of mowing.
- 70 • Painted walls and preparing to tear out carpet and install tiles in Building A (Future TSA Office).
- 71 • Repaired roof on Building 113A (LifeTeam) and Building 2B (GI Clean Community System).
- 72 • Performed preventative maintenance on all HVAC units.
- 73 • Performed preventative maintenance on all gates and hanger doors, and made repairs to door on
- 74 T-Hanger F.
- 75 • Filled in holes and ruts on Airport Operations Area.
- 76 • Made repairs to plow mount on AIR 65 (2008 Intl Dump Truck/Snow Plow).
- 77 • Operations Manager Doug Brown conducted the Annual Tabletop Airport Emergency Plan with 35
- 78 in attendance from 20 different agencies. Executive Director Mike Olson commended Doug for an
- 79 outstanding job directing the Tabletop.
- 80 • Completed Annual Fire Extinguisher Training for Fixed Base Operator and Authority personnel.
- 81 • Maintenance personnel attended and completed the Annual ARFF Burn training in Kearney, NE.
- 82 • Numerous other daily projects completed and scheduled.

83  
 84 **Construction & Planning Report.** Mead & Hunt representative Paul Strege reported Phase I of the Parking  
 85 Lot project is substantially complete with landscaping, seeding, mulching and installation of sprinkler system

86 yet to be finalized. Discussion of what barriers will be in place to keep public from driving off and not paying  
87 for parking. Barrier options such as shrubbery and installing a 4 ft. fence around the lot were discussed.  
88 There was also discussion on how to deter vandalism in the open paid parking lots.  
89

90 Concrete has been poured to Gate 22 located by the 5-Unit Hangers. The structural framing for the bi-fold  
91 hanger doors arrived and doors will be installed by May 30<sup>th</sup>. A change order for an additional hydrant for  
92 the 5-Unit Hanger project has been submitted as a resolution for board consideration.  
93

94 The advertisement for bid for the Passenger Terminal and General Aviation Terminal will be published May  
95 28<sup>th</sup> and June 4<sup>th</sup> with the bid opening on June 26, 2014. A pre-bid meeting will be held June 11<sup>th</sup>. The  
96 grant application for construction of passenger terminal is due July 11<sup>th</sup> and the reimbursable agreement  
97 with FAA to review cables relocation due to terminal building replacement will be approved at special board  
98 meeting on May 23, 2013. The demolition for the Administration building is slated for mid-September.  
99

100 There was discussion of demolishing current terminal and constructing a more efficient building rather than  
101 renovating current terminal for the future Administration/TSA site. It was also suggested to renovate  
102 Building 2 or construct new where Building A currently stands. The plan to use the parking garage for a  
103 snow removal equipment building was not feasible so Mr. Olson suggested keeping the garage and  
104 incorporating it into the paid parking lot plan since passengers will have to pay for parking anyway. It was  
105 suggested to relocate the parking garage on the north side of lot just west of the geothermal field or move  
106 to where the current terminal stands.  
107

108 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-34: HANGER LEASE AGREEMENT**  
109 **WITH L&D AIRCRAFT LLC FOR BUILDING 87M, HANGER M.**  
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111 *Motion by Mr. Quant second by Mr. Hobbs authorizing the Executive Director to execute Hanger Lease*  
112 *Agreement with L&D Aircraft LLC for Building 87M, Hanger M located at 2125 Mirage Street, Grand Island,*  
113 *NE 68801 at the Central Nebraska Regional Airport as outlined in Exhibit A. Lease term is on a month-to-*  
114 *month basis commencing June 1, 2014. Rent is \$216/month plus \$10/month for utilities.*  
115

116 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-35: LEASE AGREEMENT EXTENSION**  
117 **WITH KB AG REPAIR FOR BUILDING 670 LOCATED 3810 SKY PARK ROAD, GRAND ISLAND, NE.**  
118

119 *Motion by Mr. Caldwell second by Mr. Cook to authorize the Executive Director to execute Lease*  
120 *Agreement Extension with KB Ag Repair for Building 670 located at 3810 Sky Park Road, Grand Island,*  
121 *NE 68801 at the Central Nebraska Regional Airport as outlined in Exhibit A. Lease term has been*  
122 *extended for five (5) years commencing September 1, 2014 and terminating August 31, 2019. Rent*  
123 *September 1, 2014 through August 31, 2017 is \$3,278.18/ month. Commencing September 1, 2017 rent*  
124 *will be \$3,376.53/month. Commencing September 1, 2014 the Fire & Extended Coverage Insurance will*  
125 *be \$211.67/month and shall be adjusted in accordance with 8.03 of the Lease Agreement. Upon roll call,*  
126 *motion was approved with a 5-0 vote.*  
127

128 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-36: LEASE AGREEMENT**  
129 **EXTENSION WITH J&S SALES FOR BUILDING 854 LOCATED 1850 CITATION WAY, GRAND**  
130 **ISLAND, NE.**  
131

132 *Motion by Mr. Cook second by Mr. Quandt to authorize the Executive Director to execute Lease*  
133 *Agreement Extension with J&S Sales for Building 854 located at 1850 Citation Way, Grand Island, NE*  
134 *68801 at the Central Nebraska Regional Airport as outlined in Exhibit A. Lease term has been extended*  
135 *for one (1) year commencing July 1, 2014 and terminating June 30, 2015. Rent will be \$393.38/month*  
136 *plus \$41.85/month for Fire and Extended Coverage Insurance. Upon roll call, motion was approved with*  
137 *a 5-0 vote.*  
138

139 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-37: CHANGE ORDER NO. 5 FROM**

140 **B-D CONSTRUCTION INCORPORATED FOR THE 5-UNIT AIRCRAFT HANGER CONSTRUCTION,**  
141 **TAXIWAY AND TAXILANE IMPROVEMENTS PROJECT (NO. 08261-121090.01) FOR AN ADDITIONAL**  
142 **FIRE HYDRANT.**

143  
144 *Motion by Mr. Caldwell, second by Mr. Quandt authorizing the Executive Director to accept Change Order*  
145 *No. 5 from B-D Construction Incorporated for the 5-Unit Aircraft Hanger Construction, Taxiway and*  
146 *Taxilane Improvements Project (No. 08261-121090.01) for an Additional Fire Hydrant. Reason for*  
147 *Change: Based on discussions with the City of Grand Island, a fire hydrant needs to be added to the*  
148 *project to provide adequate fire protection around the new 5-Unit Hanger. Existing hydrants in the area*  
149 *are too far away from the building location and do not provide proper access for fire protection. Addition*  
150 *of one fire hydrant in the proposed location will also provide fire protection for any future development in*  
151 *the area. Description of work added: Work to be added to the project includes installing 200 feet of 8”*  
152 *Ductile Iron water main and a fire hydrant with valve and tee. This Change Order will increase Contract*  
153 *sum by \$24,800. The new contract sum, including this Change Order will be \$766,578.47 with a*  
154 *completion date of May 30, 2014. Upon roll call, motion was approved with a 5-0 vote*  
155

156 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-38: LEASE AGREEMENT WITH**  
157 **THOMAS F. WERNER AND LYNNE R. WERNER FOR BUILDING 87N – HANGER N.**

158  
159 *Motion by Mr. Quandt second by Mr. Hobbs authorizing the Executive Director to execute Hanger Lease*  
160 *Agreement with Thomas F. Werner and Lynne R. Werner for Building 87N, Hanger N located at 2125*  
161 *Mirage Street, Grand Island, NE 68801 at the Central Nebraska Regional Airport as outlined in Exhibit A.*  
162 *Lease term is on a month-to-month basis commencing June 1, 2014. Rent is \$216/month plus \$10/month*  
163 *for utilities. Upon roll call, motion was approved with a 4-0 vote with Mrs. Werner abstaining.*  
164

165 **EXECUTIVE DIRECTOR'S REPORT:**

166 Mr. Olson attended the Allegiant Airport Conference in Las Vegas, NV on April 30-May 2, 2014 and reported  
167 the Central Nebraska Regional Airport received a good report from Allegiant. Allegiant also gave an update  
168 on what is new in the industry.

169  
170 On Tuesday, May 13<sup>th</sup> the airport hosted an American Red Cross blood drive and collected 18 pints.  
171 Participants enjoyed cookies donated by Eileen's Colossal Cookies and sandwiches donated by  
172 Afternooners.

173  
174 **ANNOUNCEMENTS:**

- 175 a) A Special Board meeting will be held Friday, May 23, 2014.  
176 b) Nebraska National Guard GI Readiness Center open house/ribbon cutting is scheduled for May  
177 27, 2014 at 10:00 a.m.  
178 c) Cruise Night at the Airport May 28<sup>th</sup> from 5-8 p.m. Afternooners will have chicken fried steak dinner  
179 for \$9.99.  
180 d) Next Board Meeting is June 11, 2014.

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182 **EXECUTIVE SESSION:**

183 *Motion by Mr. Cook, second by Mr. Hobbs to go into Executive Session to discuss airline, lease, and*  
184 *personnel negotiations. Upon roll call, motion was approved with a vote of 5-0 and Board went into*  
185 *Executive Session at 9:47 a.m.*

186  
187 *Motion by Mr. Caldwell, second by Mr. Hobbs to come out of Executive Session with no decisions being*  
188 *made and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 5-0 and Board*  
189 *came out of Executive Session and into Regular Session at 10:00 a.m.*

190  
191 **ADJOURNMENT:**

192 *Motion by Mr. Quandt second by Mr. Cook to adjourn the meeting. Upon roll call, motion was approved with*  
193 *a vote of 5-0 and meeting was adjourned at 10:15 a.m.*

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195 **HALL COUNTY AIRPORT AUTHORITY**

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Debra Potratz | Administrative Assistant

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Lynne Werner | Board Chair

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Brian Quandt | Board Secretary/Treasurer

(SIGNATURES ON FILE)