



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | June 11, 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 June 11, 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, Secretary/Treasurer Brian Quandt, Ken Caldwell and Joe Cook.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Vice-Chair Larry Hobbs.

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 and Rich Lundeen from Mead & Hunt, Zach Thompson 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 May 15, 2014 and Special Meeting held May 23, 2014.**
- **RESOLUTION NO. 14-41: REIMBURSEMENT FOR EXPENDITURES RELATED TO AIRPORT PARKING LOT EXPANSION – PHASE 2.**
- **RESOLUTION NO. 14-42: REIMBURSEMENT FOR EXPENDITURES RELATED TO AIRPORT PASSENGER TERMINAL BUILDING – PHASE 2 CONSTRUCTION.**

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

**FINANCIAL REPORTS | MAY 2014**

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses should be at 66.67%
  - Operating Income is at 73.50% | \$98,947.67 | YTD \$804,798.07
  - Operating Expenses is at 57.07% | \$120,482.27 | YTD \$836,496.60
  - Total Operating Income/Loss is at 8.55% | (\$21,534.60) | YTD (\$31,698.53)
  - Total Net Income/Loss is at 24.49% | (\$60,795.83) | YTD (\$955,798.67)
- Past Dues Report: (Aging over 30 days) \$5,703.92 as of today.
- Covered Parking Report: 127 transactions with a net revenue of \$3,063.15 | YTD \$11,166.08
- Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
  - Jet A & 100LL
    - 126.230.00 gallons delivered | YTD 985,537.00
  - Fuel Flowage
    - \$6,942.65 fuel flowage received | YTD \$54,204.54
  - Diesel
    - 0.00 gallons delivered | YTD 3,224
  - Unleaded
    - 500.20 gallons delivered | YTD 2,696.80
  - Fuel Flowage
    - \$27.51 fuel flowage received | YTD \$325.63

55 ACTIVITY REPORTS | APRIL 2014  
 56 Air Traffic Activity Report by Executive Director Mike Olson:  
 Central Nebraska Regional Airport

Itinerant Operations	May 2013	May 2014	% Change
Air Carrier	38	36	(5)
Air Taxi	290	289	0
Civil Aviation	606	727	20
Military	166	154	(7)
Total OPS	1100	1206	10
Local Operations			
Civil	180	426	137
Military	86	60	(30)
Total LCL	266	486	83
TOTAL TRF	1366	1692	24

57  
 58 Enplanement Report by Executive Director Mike Olson:

	2014	2014	2013	
	May	Load Factor %	May	+/- %
Allegiant	2,708	91%	2,778	-3%
American	2,093	74%	2,030	3%
Charters	0		96	-100%
Mo. Emp	4,801		4,904	-2%
Yr to Date	24,562		23,253	6%

59  
 60 Operations Report by Operations Manager/Security Coordinator Doug Brown:

- 61 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant
- 62 flights and ARFF for American Eagle daily flights and two Army Reserve Charter flights.
- 63 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and
- 64 Transportation Security Administration procedures.
- 65 • Continuous mowing and landscaping of airport property.
- 66 • Finished painting and laying tile in Building A (Future TSA Offices).
- 67 • Repaired door on Hanger F (Orthopedic Aviation Services LLC).
- 68 • Repairing roof on Building 113A (Lifeteam).
- 69 • Repaired floor drains in Building 2B (GI Clean Community System).
- 70 • Updates to Airport Certification Manual were submitted and approved.
- 71 • The annual insurance inspection is scheduled for August 12-13, 2014.
- 72 • The Federal Aviation Administration Part 139 inspection is scheduled August 20-22, 2014.
- 73 • Grand Island Fire Department inspected all Airport buildings for fire and safety issues. Only minor
- 74 discrepancies were noted and staff is in the process of making corrections and preparing for the
- 75 re-inspection.
- 76 • Electrical repairs were made to Building 852 (Custom Classic Eight Trucks).
- 77 • Staff installed conduit to run cable for DSX security system from Gate 22 (5-Unit Hanger) to Building
- 78 2A (Trego/Dugan Aviation).
- 79 • Electricity was ran to Gate 22 (5-Unit Hanger).
- 80 • Numerous other daily projects completed and scheduled.

81  
 82 Construction & Planning Report. Mead & Hunt representative Paul Strege reported they will be meeting  
 83 with BD Construction and with Diamond Engineering for a walk through on projects. On the 5-Unit Hanger  
 84 BD Construction is in the process of changing out the locks due to all doors were keyed the same, removing  
 85 the dirt pile, and they still need to install the hydrant.

86  
87 Advertisement for Bids for the Passenger Terminal and General Aviation Terminal have been published. A  
88 pre-bid meeting will be held today at 1 p.m. in the conference room. Bid opening for both projects is June  
89 26<sup>th</sup> at 2 p.m. Mead & Hunt has received interest from seven general contractors for the passenger terminal  
90 and eight general contractors for the general aviation terminal.

91  
92 Mead & Hunt and Authority staff have been working on the grant for the Passenger Terminal and will submit  
93 application before the July 11<sup>th</sup> deadline.

94  
95 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-43: LEASE EXTENSION AGREEMENT**  
96 **WITH ROGUE MANUFACTURING, INC., FOR BUILDING 109 LOCATED AT 3821 SKY PARK ROAD,**  
97 **GRAND ISLAND, NE.**

98  
99 *Motion by Mr. Quandt second by Mr. Caldwell authorizing the Executive Director to execute Lease*  
100 *Extension Agreement with Rogue Manufacturing, Inc., for Building 109 located at 3821 Sky Park Road,*  
101 *Grand Island, NE. Lease term shall be extended for two (2) years commencing July 1, 2014 and terminating*  
102 *June 30, 2016. Rent is \$928.82/month plus \$87/month for insurance. Tenant is granted a two (2) year*  
103 *option to renew lease effective July 1, 2016 with rent during the option term being \$956.69. To exercise*  
104 *this option, tenant must provide written notice to the Authority at least ninety (90) days prior to*  
105 *commencement of the option term. Upon roll call, motion was approved with a 4-0 vote.*

106  
107 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-44: SECOND ADDENDUM TO STORGE**  
108 **BUNKER LEASE AGREEMENT WITH JOHN SCHROEDER DBA SHROEDER FUR COMPANY FOR**  
109 **BUNKER 302 LOCATED AT 2563 AMMUNITION WAY, GRAND ISLAND, NE.**

110  
111 *Motion by Mr. Caldwell second by Mr. Quandt to authorize the Executive Director to execute Second*  
112 *Addendum to Storage Bunker Lease Agreement with John Schroeder DBA Schroeder Fur Company for*  
113 *Bunker 302 located at 2563 Ammunition Way, Grand Island, NE. Lease term commences July 1, 2014 and*  
114 *terminates June 30, 2015. Rent is \$125.00/month. Upon roll call, motion was approved with a 4-0 vote.*

115  
116 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-45: LEASE EXTENSION AGREEMENT**  
117 **WITH CMG ENTERPRISE LLC, FOR STORAGE BUNKERS 306 & 308 LOCATED AT 2563**  
118 **AMMUNITION WAY, GRAND ISLAND, NE.**

119  
120 *Motion by Mr. Caldwell second by Mr. Cook to authorize the Executive Director to execute Lease Extension*  
121 *Agreement with CMG Enterprise, LLC for Bunkers 306 & 308 located at 2563 Ammunition Way, Grand*  
122 *Island, NE. Lease term commences July 1, 2014 and terminates June 30, 2015. Rent is \$175.00/month.*  
123 *Upon roll call, motion was approved with a 4-0 vote.*

124  
125 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-46: COMPLETE SPORTS COVERAGE**  
126 **CONTRACT FOR 2014-15 WITH GI FAMILY RADIO.**

127  
128 *Motion by Mr. Caldwell second by Mr. Quandt authorizing the Executive Director to accept the Complete*  
129 *Sports Coverage Contract for 2014-15 with GI Family Radio. Commercial time will be included on Husker*  
130 *Sports Coverage – Football, Basketball, Volleyball, Baseball, and Sports Nightly; Pro Sports Coverage –*  
131 *Chiefs Football and Danger Football; and Local Sports Coverage – High School Sports. The Authority will*  
132 *receive an additional 200 free thirty-second commercials to be used at their discretion. Contract term is*  
133 *June 2014 through May 2015. Fee is \$683.00/month for a total cost of \$8,196.00. Upon roll call, motion*  
134 *was approved with a 4-0 vote.*

135  
136 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-47: MARKETING CAMPAIGN**  
137 **AGREEMENT WITH NRG MEDIA, LLC.**

138  
139 *Motion by Mr. Quandt second by Mr. Cook authorizing the Executive Director to accept the Marketing*  
140 *Campaign Agreement with NRG Media, LLC. 107.7 The Island with play forty (40) thirty-second*  
141 *commercials monthly from 6 am to 7 pm; a full-page ad placed in the 2014-15 sports guide; the Nebraska*

142 *State Fair Daily Live Updates; and banner ad linked to 107.7 The Island's website. Fee for 107.7 The Island*  
143 *is \$416/month for a cost of \$4,992/year. Y102 Nebraska's Hot Country will play thirty (30) thirty-second*  
144 *commercials monthly from 6 am to 7 pm; Nebraska State Fair Daily Live Updates; Husker Harvest Day*  
145 *Daily Live Updates; and banner ad linked to Y102 Nebraska's Hot Country's website. Fee for Y102*  
146 *Nebraska's Hot Country is \$416/month for a cost of \$4,992/year. Agreement term is June 2014 through*  
147 *May 2015. Total cost of both markets is \$9,984.00. Upon roll call, motion was approved with a 4-0 vote.*  
148

149 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-48: ABC FOX BRAND BUILDER**  
150 **AGREEMENT WITH KHGI-KWNB TV.**  
151

152 *Motion by Mr. Cook second by Mr. Quandt authorizing the Executive Director to accept the ABC FOX Brand*  
153 *Builder Agreement with KHGI-KWNB TV. Agreement includes: KHGI-NTV will run 30 commercials per*  
154 *month and KFXL-FOX will run 25 commercials per month for a total of 55 guaranteed announcements per*  
155 *month; Free production of two (2) television commercials; 10,000 page views a month for CNRA web tile*  
156 *ad on www.nebraska.tv; Commercial can be viewed on NTV video player on Nebraska.tv NTVFMI; and*  
157 *Quarterly 3-4 minute live appearance on NTV's Good Life. Agreement term is July 2014 through June*  
158 *2015. Fee is \$1,290/month for a total cost of \$15,480. Upon roll call, motion was approved with a 4-0 vote.*  
159

160 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-50: PROPOSAL FOR**  
161 **ARCHITECTURAL SERVICES FROM WILKINS HINRICHS STOBER ARCHITECTS LLC FROM**  
162 **KEARNEY, NE, FOR THE CNRA MASTER PLANNING PROJECT NO. 1437.**  
163

164 The Board would like to meet with Wilkins Hinrichs Stober Architects to review existing buildings, analyze  
165 space, determine and prioritize needs, and formulate a plan to implement options.  
166

167 *Motion by Mr. Caldwell second by Mr. Quandt authorizing the Executive Director to accept Proposal for*  
168 *Architectural Services from Wilkins Hinrichs Stober Architects LLC from Kearney, NE, for the CNRA Master*  
169 *Planning Project No. 1437. This proposal is to provide professional planning services for budget estimating*  
170 *of work to be completed at the Central Nebraska Regional Airport. Budget estimates will be provided for a*  
171 *future stand-alone Administration Building, a Snow Removal Equipment (SRE) Cold Storage Building, a*  
172 *Rental Car wash bay, and Removal of Existing Covered Parking Garage and identify possible uses of the*  
173 *existing structure. Estimates will also be provided for the renovation of a portion of an existing hanger for*  
174 *possible Administration Office use, and the demolition of the existing car wash bay and passenger terminal*  
175 *building. The proposal fee will include one (1) additional trip to the site. Lump sum of proposal is \$6,500*  
176 *and fees shall include all direct reimbursable expenses. This fee is for rough budget estimates only.*  
177 *Architectural Services shall be completed within thirty (30) calendar days following Notice to Proceed.*  
178 *Architectural design services to complete the work shall be negotiated at a later date. Upon roll call, motion*  
179 *failed with a 0-4 vote.*  
180

181 EXECUTIVE DIRECTOR'S REPORT: Executive Director Mike Olson and Operations Manager Doug  
182 attended the 86<sup>th</sup> Annual AAAE Conference & Exposition in San Antonio, TX on May 18-21, 2014. Along  
183 with the sessions, this was a good opportunity to visit with the vendors and network with others in the  
184 industry.  
185

186 Mr. Olson will be attending the Federal Aviation Administration Contract Tower Program Workshop in  
187 Washington, DC June 23-25, 2014. While there he is scheduled to meet with the congressional delegates.  
188

189 Over 60 vehicles cruised out for the Airports first car show of the season on May 28<sup>th</sup>. Afternooners  
190 awarded gift certificates for best – show, engine, interior, paint, bike and ugliest news vehicle. This is the  
191 airports 7<sup>th</sup> year of hosting car shows. The next car show is August 20<sup>th</sup>.  
192

193 Authority Attorney Ron Depue stated Debra & Steven Dornhoff's had filed a claim a while back and the  
194 claims statues provide if no action is taken the claim can be withdrawn and it is typically done as the initial  
195 step for filing a law suit over the matter. The Authority has received notice that the claim was withdrawn.  
196 Should a law suit be filed the insurance company will provide defense council and defend the claim. At that

197 time the Authority would have no comment of any nature and matter would be referred to the liability insurer  
198 to handle accordingly.

199  
200 ANNOUNCEMENTS:

- 201 a) Next Board Meeting is July 9, 2014. This is a very critical meeting as the board will approve the  
202 2014-15 Budget and terminal bids.  
203 b) Hall County Board Budget meeting is July 23<sup>rd</sup> at 1:15 p.m. at the Hall County Administration  
204 Building.

205  
206 EXECUTIVE SESSION:

207 *Motion by Mr. Cook, second by Mr. Quandt to go into Executive Session to discuss airline and lease*  
208 *negotiations, but no personnel negotiations. Upon roll call, motion was approved with a vote of 4-0 and*  
209 *Board went into Executive Session at 9:14 a.m.*

210  
211 *Motion by Mr. Cook, second by Mr. Quandt to come out of Executive Session with no decisions being made*  
212 *and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 4-0 and Board came*  
213 *out of Executive Session and into Regular Session at 9:35 a.m.*

214  
215 ADJOURNMENT:

216 *Motion by Mr. Quandt second by Mr. Caldwell to adjourn the meeting. Upon roll call, motion was approved*  
217 *with a vote of 4-0 and meeting was adjourned at 9:40 a.m.*

218  
219 HALL COUNTY AIRPORT AUTHORITY

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221  
222  
223 \_\_\_\_\_  
224 Debra Potratz | Administrative Assistant

225  
226 \_\_\_\_\_  
227 Lynne Werner | Board Chair

\_\_\_\_\_   
Brian Quandt | Board Secretary/Treasurer

228  
229  
230 (SIGNATURES ON FILE)