



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | July 9, 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 July 9, 2014. Pursuant to proper legal notice, Board Chair Werner called the meeting to order at 8:01 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 BOARD MEMBER(S) ABSENT: None.

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, Tina Wieczorek from Trego/Dugan Aviation of Grand Island, Bob Beran from Dana F. Cole Company, Chad Wiles from Hausmann Construction, Mark Moravec from Chief Construction, Tracy Overstreet from the Grand Island Independent, Steve White from NTV.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

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

- **Minutes from the Regular Meeting held June 11, 2014 and Minutes from the Study Session held June 26, 2014.**
- **RESOLUTION 14-40: CLAIMS 3001-3006.**
- **RESOLUTION 14-50: CLAIMS 3007-3012.**
- **CORRECTION ON RESOLUTION 14-45: LEASE EXTENSION AGREEMENT WITH CMG ENTERPRISE LLC FOR STORAGE BUNKERS 306 & 308 LOCATED AT 2563 AMMUNITION WAY, GRAND ISLAND, NE TO LEASE AMOUNT OF \$100.00/MONTH.**
- **RESOLUTION NO. 14-51: REIMBURSEMENT FOR EXPENDITURES RELATED TO AIRPORT PARKING LOT EXPANSION – PHASE 2.**
- **RESOLUTION NO. 14-52: REIMBURSEMENT FOR EXPENDITURES RELATED TO AIRPORT PASSENGER TERMINAL BUILDING – PHASE 2 CONSTRUCTION.**

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

**FINANCIAL REPORTS | JUNE 2014**

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses should be at 75.00%
  - Operating Income is at 81.60% | \$88,673.05 | YTD \$893,471.12
  - Operating Expenses is at 64.12% | \$108,613.26 | YTD \$939,776.53
  - Total Operating Income/Loss is at 12.49% | (\$19,940.21) | YTD (\$46,305.41)
  - Total Net Income/Loss is at 21.80% | \$105,265.20 | YTD (\$850,521.47)
- Past Dues Report: (Aging over 30 days) \$5,374.36 as of today.

- 54 • Covered Parking Report: 151 transactions with a net revenue of \$2,974.31 | YTD \$14,140.39
- 55 • Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
- 56     Jet A & 100LL     ▪ 140,754.00 gallons delivered | YTD 1,126,291.00
- 57     Fuel Flowage     ▪ \$7,741.47 fuel flowage received | YTD \$61,946.01
- 58     Diesel             ▪ 775.00 gallons delivered | YTD 3,999.00
- 59     Unleaded          ▪ 0.00 gallons delivered | YTD 2,696.80
- 60     Fuel Flowage     ▪ \$42.63 fuel flowage received | YTD \$325.63

61  
62 **ACTIVITY REPORTS | JUNE 2014**

No Report on Air Traffic Activity.

63 **Enplanement Report by Executive Director Mike Olson:**

	2014	2014	2013	
	June	Load Factor %	June	+/- %
Allegiant	3,046	92%	2,858	7%
American	2,100	79%	1,763	19%
Charters	0		149	-100%
Mo. Emp	5,146		4,770	8%
Yr to Date	29,708		28,023	6%

64  
65 Mr. Olson stated American Eagle is now operated by Envoy.

66  
67 **Operations Report by Operations Manager/Security Coordinator Doug Brown:**

- 68 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant
- 69 flights and ARFF for American Eagle daily flights and one military flight.
- 70 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and
- 71 Transportation Security Administration procedures.
- 72 • Continuous mowing, spraying weeds, and landscaping of airport property.
- 73 • Finished painting and laying tile in Building A (Future TSA Offices).
- 74 • Repaired floor drains in Building 2B (GI Clean Community System).
- 75 • Updates to Airport Certification Manual were submitted and approved.
- 76 • Preparing for the annual insurance inspection scheduled for August 12-13, 2014; and for the
- 77 Federal Aviation Administration Part 139 inspection scheduled for August 20-22, 2014.
- 78 • Installing taxiway warning signs in preparation of Part 139 inspection.
- 79 • Updating the Airport's Wildlife Hazard Management Program.
- 80 • Installed Taxiway "A" sign and painted stripes and driving lines near 5-Unit Hanger.
- 81 • Gate 22 (by 5-Unit Hanger) is operational and the DSX Security System is updated to control Gate
- 82 22 and Gate 24 (by T-Hangers).
- 83 • Repaired door hinges on Building 2A (Trego/Dugan Aviation).
- 84 • Installed new meter box for north lift station.
- 85 • Numerous other daily projects completed and scheduled.

86  
87 **Construction & Planning Report.** Mead & Hunt representative Paul Strege reported bids for both terminal  
88 were received and opened on June 26, 2014. Three bids were received for the Passenger Terminal from  
89 Hausmann, Boyd Jones and Sampson. Hausmann Construction came in with the lowest base bid of  
90 \$13,956,000 including Alternate Bid Items 1 through 3 (Passenger Boarding Bridge, Exterior Wayfinding,  
91 and Terminal Canopy). Even though the lowest base bid amount came in about 3% higher than consultants  
92 had anticipated, Mr. Olson stated this puts the airport in a good position because FAA has seen bids 20%  
93 to 30% higher than consultant's estimates. The reason for higher bids stems from the shortage of skilled  
94 trades and with the economy rebounding construction companies are getting a lot more work.

95  
96 Mr. Olson explained the three sources of funding for the project. Of that \$14 million, \$2.3 million will come  
97 from airport entitlement funds, \$8.6 million will come from Federal Aviation Administration (FAA)

98 discretionary funds, and the remaining \$3 million will come through local bonds. The project award will be  
99 dependent upon receipt of federal and local funding. Mr. Olson is traveling to Washington, DC next week  
100 to meet with Congressman Smith and Senator Fischer about discretionary funds.

101  
102 Asbestos abatement in the Administration & Radar buildings needs to be completed, and the FAA cables  
103 relocated before the notice to proceed can be issued for the construction of the passenger terminal.

104  
105 Two bids were received for the General Aviation Terminal from Howard Immel and Chief Industries with  
106 Chief Industries submitting the lowest base bid of \$1,078,000, which came in 12% above consultants  
107 estimate. The bid award for the General Aviation Terminal is still pending.

108  
109 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14:53: LANDING RATE INCREASE**  
110 **EFFECTIVE OCTOBER 1, 2014.**

111  
112 Executive Director stated the last increase was in 2004. Signatory airlines are those who have  
113 agreements with the Authority, for example Allegiant and American Eagle. Non-Signatory airlines are  
114 those with no agreement with the airport.

115  
116 *Motion by Mr. Cook second by Mr. Quandt to approve the Landing Rate Increase effective October 1,*  
117 *2014. For Signatory Airlines the Rate will increase from \$0.72 to \$0.90 per 1,000 pounds maximum*  
118 *landing weight. For Non-Signatory Airlines the Rate will Increase from \$0.98 to \$1.25 per 1,000 pounds*  
119 *maximum landing weight. Upon roll call, motion was approved with a 5-0 vote.*

120  
121 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-54: BUDGET FOR FISCAL YEAR 2014-**  
122 **2015.**

123  
124 *Motion by Mr. Caldwell second by Mr. Hobbs to the budget for fiscal year 2014-2015, subject to formal*  
125 *adoption of the 2014-2015 budget in accordance with state auditor requirements. Upon roll call, motion*  
126 *was approved with a 5-0 vote.*

127  
128 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-55: PRELIMINARY LEVY**  
129 **ALLOCATION FROM HALL COUNTY BOARD.**

130  
131 *Motion by Mr. Quandt, seconded by Mr. Caldwell resolving that the Board's tax request for budget year*  
132 *2014-2015 is: General Fund – Operations \$192,680; and General Fund Designated for Air Service*  
133 *Development \$250,000. Total tax request \$442,680. Upon roll call, motion was approved with a 5-0 vote.*  
134

135 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-56: INCREASE IN RESTRICTED**  
136 **FUNDS BY 1% FOR FISCAL YEAR 2014-2015.**

137  
138 Bob Beran from Dana F. Cole Company stated as the airport grows more revenue is taken in, and those  
139 revenues are considered restricted. In order for the Authority to take in more money and continue with  
140 increased revenues and expenditures, it is recommended and proper for the Authority board to approve  
141 the additional 1% in order for the airport to increase revenues and cash reserves for growth and inflation.  
142 A 2.5% increase is allowed each year with an extra 1% of which the Board will be voting on.

143  
144 *Motion by Mr. Caldwell second by Mr. Cook approving a 1% increase in Restricted Funds for Fiscal Year*  
145 *2014-2015 in accordance with the State Allowable Increase in Base Limitation (Statute 13-519). Action*  
146 *requires 75 percent majority approval of board. Upon roll call, motion was approved with a 5-0 vote.*  
147

148 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-57: LEASE AGREEMENT WITH BEL-**  
149 **WOOD BUILDINGS INCORPORATED FOR BUILDING 846 AND WEST HALF OF BUILDING 854**  
150 **LOCATED AT 1818 CITATION WAY, GRAND ISLAND, NE.**

151  
152 *Motion by Mr. Quandt second by Mr. Hobbs authorizing the Executive Director to execute Lease*  
153 *Agreement with Bel-Wood Buildings Incorporated for Building 846 and West Half of Building 854 located*

154 at 1818 Citation Way, Grand Island, NE. Lease term shall be for three (3) years commencing October 1,  
155 2014 and terminating September 30, 2017. Rent is \$1,349.52/month, plus \$178.31/month for fire and  
156 extended coverage insurance. Rent for any holdover period commencing October 1, 2017 shall be  
157 \$1,500/month. Upon roll call, motion was approved with a 5-0 vote.

158  
159 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-58: PROPOSAL FOR**  
160 **ARCHITECTURAL SERVICES FOR CNRA MASTER PLANNING PROJECT NO. 1437 FROM WILKINS**  
161 **HINRICHS STOBER ARCHITECTS L.L.C.**

162  
163 *Motion by Mr. Caldwell second by Mr. Cook authorizing the Executive Director to execute Proposal for*  
164 *Architectural Services for CNRA Master Planning Project No. 1437 from Wilkins Hinrichs Stober*  
165 *Architects LLC from Kearney, NE. The proposal will provide professional planning services for the long*  
166 *range planning and budget estimating of work to be completed at the Central Nebraska Regional Airport*  
167 *to support the new terminal buildings being built on the site. Long Range Planning and Budget Estimates*  
168 *will be provided for a future Covered Parking Structure, a Stand-alone Administration Building, a Snow*  
169 *Removal Equipment (SRE) Cold Storage Building and a Rental Car Wash. Planning shall include working*  
170 *with the Airport Administration on the site selection of the new Covered Parking Structure, Administration*  
171 *Building, SRE Building and Car Wash. Budget estimates will also be provided for the demolition of the*  
172 *existing terminal and car wash. The proposed fee will include up to three additional trips to the site. This*  
173 *lump sum fee proposal of \$13,500 shall include all direct reimbursable expenses. This fee is for rough*  
174 *budget estimates only. Architectural Planning Services shall be completed within six (6) weeks following*  
175 *the Notice to Proceed. Architectural design services to complete the work shall be negotiated at a later*  
176 *date. Upon roll call, motion was approved with a 5-0 vote.*

177  
178 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-59: AWARD BID FOR PASSENGER**  
179 **TERMINAL CONSTRUCTION AIP PROJECT NO. 3-31-0034-37/38 TO HAUSMANN CONSTRUCTION.**

180  
181 *Motion by Mr. Caldwell second by Mr. Quandt authorizing the Executive Director to accept the Bid from*  
182 *Hausmann Construction from Lincoln, NE in the amount of \$13,956,000 for construction of new*  
183 *Passenger Terminal Construction AIP Project No. 3-31-0034-37/38 in the amount of \$13,956,000 with*  
184 *Alternate Bid Items 1 through 3 (Passenger Boarding Bridge, Exterior Wayfinding, and Terminal Canopy).*  
185 *The project award will be dependent upon receipt of federal and local funding. Upon roll call, motion was*  
186 *approved with a 5-0 vote.*

187  
188 **EXECUTIVE DIRECTOR'S REPORT:**

189 Mr. Olson will be heading to Washington, DC July 15 & 16, 2014 to meet with the congressional delegates.  
190 If grant funds are received before the next board meeting, a special meeting will need be held to approve  
191 the grand award.

192  
193 **ANNOUNCEMENTS:**

- 194 a) Hall County Board Budget meeting is July 23<sup>rd</sup> at 1:15 p.m. at the Hall County Administration  
195 Building.  
196 b) Next Board Meeting is August 13, 2014.

197  
198 **EXECUTIVE SESSION:**

199 *Motion by Mr. Quandt, second by Mr. Cook to go into Executive Session to discuss airline and lease*  
200 *negotiations. Upon roll call, motion was approved with a vote of 5-0 and Board went into Executive Session*  
201 *at 8:57 a.m.*

202  
203 *Motion by Mr. Cook, second by Mr. Quandt to come out of Executive Session with no decisions being made*  
204 *and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 5-0 and Board came*  
205 *out of Executive Session and into Regular Session at 9:35 a.m.*

206  
207 **ADJOURNMENT:**

208 *Motion by Mr. Quandt second by Mr. Caldwell to adjourn the meeting. Upon roll call, motion was approved*  
209 *with a vote of 5-0 and meeting was adjourned at 9:40 a.m.*

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211 HALL COUNTY AIRPORT AUTHORITY

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215 \_\_\_\_\_  
Debra Potratz | Administrative Assistant

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Lynne Werner | Board Chair

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Brian Quandt | Board Secretary/Treasurer

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221  
222 (SIGNATURES ON FILE)