



HALL COUNTY AIRPORT AUTHORITY | MINUTES
Regular Meeting | December 10, 2014

The Regular Meeting of the Hall County Airport Authority (HCAA) Board was held at the Airport Authority Conference Room located at 3855 Sky Park Road, Grand Island, Nebraska 68801 on December 10, 2014. Pursuant to proper legal notice, Board Chair Werner called the meeting to order at 8:05 a.m., and announced location of the Nebraska Open Meeting Act for public viewing.

The Pledge of Allegiance was said in unison.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

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, Operations Manager/Security Coordinator Doug Brown, Human Resource/Accounting Manager Annette Schimmer, and Administrative Assistant Debra Potratz.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Paul Strege and Robert Kapsner from Mead & Hunt, newly elected Board member Michelle Setlik.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- **Minutes from the Regular Meeting held November 12, 2014.**
- **RESOLUTION 14-97: CLAIMS 3037-3041.**
- **RESOLUTION NO. 14-98: REIMBURSEMENT FOR EXPENDITURES RELATED TO AIRPORT PARKING LOT EXPANSION – PHASE 2.**
- **RESOLUTION NO. 14-99: REIMBURSEMENT FOR EXPENDITURES RELATED TO AIRPORT PASSENGER TERMINAL – 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.

President Werner presented a plaque to out-going Board Member Larry Hobbs to recognize his years of dedication and service on the Hall County Airport Authority Board from 2009-2014.

FINANCIAL REPORTS | NOVEMBER 2014

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- Operating Income and Operating Expenses.
 - Operating Income is at 15.68% | \$82,904.99 | YTD \$173,032.78
 - Operating Expenses is at 13.23% | \$130,086.53 | YTD \$197,537.02
 - Total Operating Income/Loss is at 6.30% | (\$47,181.54) | YTD (\$24,504.24)
 - Total Net Income/Loss is at 19.40% | (\$601,634.29) | YTD (\$540,753.88)
- Past Dues Report: (Aging over 30 days) \$5,568.96 as of today.
- Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
 - Jet A & 100LL ▪ 109,324.00 gallons delivered | YTD 225,588.00
 - Fuel Flowage ▪ \$6,012.82 fuel flowage received | YTD \$12,407.34
 - Diesel ▪ 824.00 gallons delivered | YTD 824.00
 - Unleaded ▪ 0.00 gallons delivered | YTD 500.00

54 Fuel Flowage ▪ \$45.32 fuel flowage received | YTD \$72.82
55

56 A public notice of new Passenger Facility Charge (PFC) Application for the Hall County Airport Authority
57 has been posted on the Authority's web site giving the public 45 days to comment. The airlines have been
58 notified as well. Projects proposed for the new PFC funding are: 1) Terminal Area Master Plan (AIP 3-31-
59 0034-034), 2) Conduct Environmental Assessment (AIP 3-31-0034-035), 3) Improve Terminal Building –
60 Phase I Engineering Services (AIP 3-31-0034-037), and 4) Improve Terminal Building (Approximately
61 33,725 sq. ft. Phase 2 Construction (AIP 3-31-0034-038). The Authority has collected the majority of the
62 applications for the Passenger Facility Charge (PFC) Application No. 3 which was estimated to expire May
63 2016. Work has begun on the PFC Application No. 4 which will be submitted to the FAA to review on
64 December 26, 2014.
65

66 The 2014 and 2013 audit will be reviewed by the Finance Committee and be presented at the January 14,
67 2015 meeting for approval.
68

69 ACTIVITY REPORTS | NOVEMBER 2014

70 Air Traffic Activity Report: Executive Director Mike Olson.
71

Central Nebraska Regional Airport

Itinerant Operations	Nov 2013	Nov 2014	% Change
Air Carrier	34	38	12
Air Taxi	253	241	(5)
Civil Aviation	662	489	(26)
Military	114	74	(35)
Total OPS	1063	842	(21)
Local Operations			
Civil	466	269	(42)
Military	93	45	(52)
Total LCL	559	314	(44)
TOTAL TRF	1622	1156	(29)

72
73 Enplanement Report: Executive Director Mike Olson

	2014	2014	2013	
	Nov	Load Factor %	Nov	+/- %
Allegiant	2,777	90%	2,357	18%
American	1,895	71%	1,787	6%
Charters	0		0	0%
Mo. Emp	4,672		4,144	13%
Yr to Date	54,112		50,740	7%

74
75
76 Kearney Regional Airport (EAR) will not reach 10,000 enplanements by the end of the year, and as a result
77 will not receive a \$1 million subsidy from the U.S. Department of Transportation. The airport has received
78 that subsidy for the last three years which goes toward capital improvements.
79

80 Boutique Air, Aerodynamics Inc., and Via Air submitted bids to provide service at the Kearney, North Platte
81 and Scottsbluff airports.
82

83 In November, Kearney chose to recommend Aerodynamics Inc., for service at Kearney Regional Airport
84 over Great Lakes. Aerodynamics, headquartered in Beachwood, Ohio, has proposed 50-seat passenger

85 service with two inbound and two outbound flights Monday through Friday, with one inbound and one
86 outbound flight on Saturday and Sunday, to and from Denver.
87

88 At \$3.86 million, Aerodynamics' bid for service was greater than Great Lakes, but it estimated more
89 enplanements per year and has a lower per-passenger federal subsidy. Aerodynamics expects to have
90 16,800 enplanements per year with a \$114 subsidy per person.
91

92 The U.S. Department of Transportation has issued Great Lakes Airlines to extend its service at Kearney
93 Regional Airport while Kearney waits for federal approval of the airline to replace Great Lakes. The order
94 issued Wednesday, also sets temporary rates for Great Lakes to continue providing Essential Air Service
95 at the Kearney, North Platte and Scottsbluff airports through March 31. Aerodynamics previously planned
96 to begin service in Kearney March 1, but may be delayed depending on the DOT's timeline. Aerodynamics
97 currently operates only charter flights and will need to obtain a certificate to provide commercial daily
98 service.
99

100 Operations Report by Operations Manager/Security Coordinator Doug Brown:

- 101 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant
102 flights, provided ARFF for American Eagle daily flights, extra Allegiant flights to Phoenix-Mesa, AZ
103 and one General Aviation charter. From December 18th to January 4th Allegiant has flights every
104 day.
- 105 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and
106 Transportation Security Administration procedures.
- 107 • Performed quarterly Fuel Farm inspection.
- 108 • Performed quarterly Precision Approach Path Indicator (PAPI) calibration on Runway 35.
- 109 • Worked on hangar door cable on Building 113B (Trego/Dugan Aviation Hangar).
- 110 • Repaired roof on Building 850 (CMG Enterprise).
- 111 • Repaired insulation in ceiling on Building 109 (Rogue).
- 112 • Changed out front assembly on AIR 54 (1988 Wasp Belt Loader Model A1771D S/N 27640).
- 113 • Provided construction support as needed.
- 114 • Numerous other daily projects and repairs completed and scheduled.
- 115 • The Transportation Security Administration inspector conducted an onsite audit December 7th &
116 8th. No discrepancies were noted.
117

118 Construction & Planning Report. The Administration Building and Covered Garage have been razed and
119 the construction crew is working on the foundation and footings for the new passenger terminal. The
120 Automated Surface Observing System (ASOS) will be temporarily relocated into the old radar building and
121 then permanently moved into Building 90 (Vault).
122

123 A pre-bid meeting for the Parking Lot Phase 2 will be held February 11, 2015 and bids will be opened on
124 February 25th. Bids will be placed on the March 11th meeting for consideration and approval with
125 construction slated for July.
126

127 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-100: AIA AGREEMENT BETWEEN**
128 **HALL COUNTY AIRPORT AUTHORITY AND CHIEF CONSTRUCTION COMPANY FOR**
129 **CONSTRUCTION OF GENERAL AVIATION TERMINAL BUILDING.**
130

131 *Motion by Mr. Caldwell, second by Mr. Cook authorizing the Executive Director to execute the AIA*
132 *Agreement between Hall County Airport Authority and Chief Construction Company for Construction of*
133 *General Aviation Terminal Building, to be located at 3853 Sky Park Road, Grand Island, NE 68801. The*
134 *Contract Documents consist of this Agreement, Conditions of the Contract, Drawings, Specifications,*
135 *Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and*
136 *Modifications issued after execution of this Agreement. The Contractor shall fully execute the Work*
137 *described in the Contract Documents. The date of commencement is September 26, 2014 and Contractor*
138 *shall achieve Substantial Completion of the entire Work not later than 456 days from the date of*
139 *commencement or January 4, 2016. Liquidated damages for each day beyond substantial completion shall*

140 be \$2,500 per day. The Authority shall pay Contractor the Contract Sum of \$1,078,000.00 subject to
141 additions and deductions as provided in the Contract Documents and payments shall be made as outlined
142 in the Payments section of Agreement. Upon roll call, motion was approved with a 5-0 vote.
143

144 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-101: AMENDMENT NO. 2 TO**
145 **PROFESSIONAL SERVICES AGREEMENT BETWEEN HALL COUNTY AIRPORT AUTHORITY AND**
146 **MEAD & HUNT, INCORPORATED.**
147

148 *Motion by Mr. Quandt, second by Mr. Hobbs authorizing the Executive Director to execute Amendment*
149 *No. 2 to Professional Services Agreement between Hall County Airport Authority and Mead & Hunt,*
150 *Incorporated. The Professional Services Agreement dated May 25, 2009, as amended on September 14,*
151 *2011 (Agreement) between Mead & Hunt, Inc. (Consultant) and the Hall County Airport Authority (Owner)*
152 *shall be modified as follows: The Agreement shall remain in force and effect from May 25, 2014, through*
153 *completion of the passenger terminal project. Each Task order shall have a specific schedule. This*
154 *amendment does not affect any additional terms or conditions of the Agreement. Signatures of authorized*
155 *representatives of the Hall County Airport Authority and Mead & Hunt, Inc. shall amend the Agreement*
156 *between the two parties to include the modification described herein. Upon roll call, motion was approved*
157 *with a 5-0 vote.*
158

159 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-102: NON-FEDERAL REIMBURSABLE**
160 **AGREEMENT WITH THE DEPARTMENT OF TRANSPORTATION/FEDERAL AVIATION**
161 **ADMINISTRATION (FAA) AND THE HALL COUNTY AIRPORT AUTHORITY/CENTRAL NEBRASKA**
162 **REGIONAL AIRPORT (SPONSOR) FOR ENGINEERING REVIEW AND INSTALLATION OVERSIGHT**
163 **OF THE RELOCATION OF FAA CABLES AND EQUIPMENT AT THE CENTRAL NEBRASKA**
164 **REGIONAL AIRPORT (GRI) – GRAND ISLAND, NEBRASKA.**
165

166 *Motion by Mr. Caldwell, second by Mr. Quandt authorizing the Executive Director to execute the Non-*
167 *Federal Reimbursable Agreement with the Department of Transportation/Federal Aviation Administration*
168 *(FAA) and the Hall County Airport Authority/Central Nebraska Regional Airport (Sponsor) for Engineering*
169 *Review and Installation Oversight of the Relocation of FAA Cables and Equipment at the Central Nebraska*
170 *Regional Airport (GRI) – Grand Island, Nebraska. The purpose of this Agreement is to support the*
171 *Sponsor's project consisting of demolishing buildings in an area that will be used to construct a new airport*
172 *terminal building at the Central Nebraska Regional Airport. This project will impact several FAA owned*
173 *cables and equipment located in area to be demolished. FAA agrees to relocate the cables to an area not*
174 *impacted by construction of the new terminal building. The Cables to be relocated are identified in Article*
175 *3. Scope in Agreement. This agreement is for cable relocation only, no transferable whole assets or*
176 *improvements will be acquired by the FAA as a result of this agreement. The Sponsor will be responsible*
177 *for disconnecting, removing, storing, relocating, and re-installing cables and equipment according to FAA*
178 *practices and policies, and perform all engineering design and construction activities associated with this*
179 *project. This Agreement provides funding for the FAA to perform site visits, engineering reviews,*
180 *construction oversight, and equipment checkout of FAA impacted facilities. The effective date of this*
181 *Agreement is the date of the last signature and under no circumstances will this Agreement extend 5 years*
182 *beyond its effective date. The estimated FAA cost associated with this Agreement is \$227,761.84. Upon*
183 *roll call, motion was approved with a 5-0 vote.*
184

185 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 14-103: AUTOMATED TELLER MACHINE**
186 **PLACEMENT EXTENSION AGREEMENT WITH PATHWAY BANK OF GRAND ISLAND, NE.**
187

188 *Motion by Mr. Cook, seconded by Mr. Quandt authorizing the Executive Director to execute the Automated*
189 *Teller Machine Placement Extension Agreement with Pathway Bank of Grand Island, NE. Extension shall*
190 *commence December 10, 2014 and terminate March 31, 2016. Upon roll call, motion was approved with*
191 *a 5-0 vote.*
192

193 EXECUTIVE DIRECTOR'S REPORT: Mr. Olson has been busy with all the passenger and general aviation
194 terminal projects and is anticipating a record breaking year with over 60,000 enplanements.
195

196 ANNOUNCEMENTS:

- 197 a) The dates for the 2015 Board Meetings were distributed. Board members are to contact Mr.
198 Olson if they have conflict of interest on any of the dates.
199 b) Next Board Meeting January 14, 2015 – (Election of Officers).
200 c) Blood Drive – December 16, 2014 11 a.m. – 5 p.m. at Grand Island Blood Donation Center
201 located at 404 East 3rd Street.
202 d) Soup Supper – Wednesday, January 20, 2015 from 4:30-7 p.m. at the Afternooners and
203 Passenger Terminal.
204

205 EXECUTIVE SESSION:

206 *Motion by Mr. Quandt, second by Mr. Caldwell to go into Executive Session to discuss airline negotiations*
207 *and lease negotiations. Upon roll call, motion was approved with a vote of 5-0 and Board went into*
208 *Executive Session at 8:46 a.m.*
209

210 *Motion by Mr. Hobbs, second by Mr. Cook to come out of Executive Session with no decisions being made*
211 *and reconvene to Regular Session. Upon roll call, motion was approved with a vote of 5-0 and Board came*
212 *out of Executive Session and into Regular Session at 9:36 a.m.*
213

214 ADJOURNMENT:

215 *Motion by Mr. Cook second by Mr. Caldwell to adjourn the meeting. Upon roll call, motion was approved*
216 *with a vote of 5-0 and meeting was adjourned at 9:37 a.m.*
217

218 HALL COUNTY AIRPORT AUTHORITY

219
220
221
222 _____
223 Debra Potratz | Administrative Assistant

224
225 _____
226 Lynne Werner | Board Chair

227 _____
228 Brian Quandt | Board Secretary/Treasurer

229 (SIGNATURES ON FILE)