



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | January 14, 2015

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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 January 14, 2015 Pursuant to proper legal notice, Board Chair Werner called the meeting to order at 8:07 a.m., and announced location of the Nebraska Open Meeting Act for public viewing.

The Pledge of Allegiance was said in unison.

REVIEW OF AGENDA: Executive Director Mike Olson requested item Number 18 - Resolution 15-11 be pulled from the agenda.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

Elected Board Members Lynne Werner and Michelle Setlik were introduced.

ELECTION OF OFFICERS: *Motion by Caldwell, second by Cook to accept a slate of officers as presented: Chair - Lynne Werner, Vice-Chair – Brian Quandt, and Secretary/Treasurer – Ken Caldwell. Upon roll call, motion was approved with a 5-0 vote.* Board Members were assigned to the following committees: Executive Committee: Lynne Werner, Mike Olson and Ron Depue; Air Side Committee: Brian Quandt and Lynne Werner; Economic Development – Ken Caldwell and Mike Olson; Finance Committee: Ken Caldwell and Lynne Werner; Land Side Committee – Lynne Werner and Ken Caldwell; Marketing Committee – Brian Quandt and Joe Cook; Personnel Committee: Michelle Setlik and Joe Cook; Terminal/Restaurant Committee: Joe Cook and Michelle Setlik.

AIRPORT AUTHORITY BOARD MEMBER(S) PRESENT: Chair Lynne Werner, Vice-Chair Brian Quandt, Secretary/Treasurer Ken Caldwell, Joe Cook and Michelle Setlik.

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: Robert Kapsner from Mead & Hunt, Zach Thompson from Trego/Dugan Aviation of Grand Island, Gary Frisch from Midwest Air Traffic Control Tower, Bob Beran and Lindsey Kluver from Dana F. Cole & Company LLP, Tracy Overstreet from the Grand Island Independent, and Grand Island Mayor Jeremy Jensen.

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

- **Minutes from the Regular Meeting and Study Session held December 10, 2014.**
- **RESOLUTION 15-01: CLAIMS 3042-3051.**
- **RESOLUTION NO. 15-02: REIMBURSEMENT FOR EXPENDITURES RELATED TO AIRPORT PARKING LOT EXPANSION – PHASE 2.**
- **RESOLUTION NO. 15-03: REIMBURSEMENT FOR EXPENDITURES RELATED TO AIRPORT PASSENGER TERMINAL – PHASE 2 CONSTRUCTION.**

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

54 Mayor Jensen stated his first month in office has been a very positive experience and he appreciated the  
 55 invitation to come out and visit with the group. Mayor Jensen commended the Board and staff for the  
 56 airport's growth and success. Executive Director Olson stated the Essential Air Service Bids will be going  
 57 out, and in March or April the Authority will bring their recommendation to the Mayor and City Council for  
 58 approval.

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 60 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-04: AUDIT ENDING SEPTEMBER 30,**  
 61 **2014 AND 2013.**

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 63 Auditor Lindsey Kluver from Dana F. Cole & Company LLP, reported they conducted their field work and  
 64 met with the Finance Committee to go over details of audit. Auditor issued an unmodified opinion for the  
 65 financial statements as of September 30, 2014 and 2013. Ms. Kluver reported staff had everything  
 66 prepared and was very helpful during the audit. The operating revenue was up \$40,000 from last year and  
 67 the net position was down \$36,000. From the auditor's recommendation from last year, the depreciation  
 68 limit was changed from \$500 to \$5,000 which is reflected in the number of capital assets. The hangar loan  
 69 was paid off and the largest impact on the financials was that the Authority bonded this year and paid off  
 70 the BANS.

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 72 A single audit was performed due to the amount of Federal expenditures received from the federal  
 73 government. There were no findings on the single audit and auditors offered an unmodified option.

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 75 *Motion by Quandt, second by Caldwell authorizing the Board Chair to accept the Audit Ending September*  
 76 *30, 2014 and 2013 as presented by Dana F. Cole LLP & Company. Upon roll call, motion was approved*  
 77 *with a 5-0 vote.*

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 79 **FINANCIAL REPORTS | DECEMBER 2014**

80 Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

- 81 • Operating Income and Operating Expenses.
  - 82 ▪ Operating Income is at 23.29% | \$84,029.22 | YTD \$257,062.00
  - 83 ▪ Operating Expenses is at 22.52% | \$138,611.92 | YTD \$336,148.94
  - 84 ▪ Total Operating Income/Loss is at 20.33% | (\$54,582.70) | YTD (\$79,086.94)
  - 85 ▪ Total Net Income/Loss is at 33.06% | (\$380,474.87) | YTD (\$921,228.75)
- 86 • Past Dues Report: (Aging over 30 days) \$0.00 as of today.
- 87 • Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
  - 88 Jet A & 100LL ▪ 130,474.00 gallons delivered | YTD 356,062.00
  - 89 Fuel Flowage ▪ \$7,176.07 fuel flowage received | YTD \$19,583.41
  - 90 Diesel ▪ 774.00 gallons delivered | YTD 1,598.00
  - 91 Unleaded ▪ 0.00 gallons delivered | YTD 500.00
  - 92 Fuel Flowage ▪ \$42.57 fuel flowage received | YTD \$115.39

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 95 **ACTIVITY REPORTS | DECEMBER 2014**

96 Air Traffic Activity Report: Tower Manager Gary Frisch.

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 Central Nebraska Regional Airport

Itinerant Operations	Dec 2013	Dec 2014	% Change
Air Carrier	61	64	5
Air Taxi	232	235	1
Civil Aviation	427	347	(19)
Military	89	42	(53)
Total OPS	809	688	(15)
Local Operations			
Civil	168	118	(30)
Military	186	52	(72)

Total LCL	354	170	(52)
TOTAL TRF	1163	858	(26)

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Enplanement Report: Executive Director Mike Olson reported December was a record month for boarding's for both Allegiant and American Airlines.

	2014	2014	2013	
	Dec	Load Factor %	Dec	+/- %
Allegiant	4,396	89%	4,149	6%
American	2,243	82%	1,899	18%
Charters	196		114	72%
Mo. Emp	6,835		6,162	11%
Yr to Date	<b>60,947</b>		<b>56,902</b>	7%

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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, provided ARFF for American Eagle daily flights, extra Allegiant flights and one Miami Air charter.
- Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and Transportation Security Administration procedures.
- Performed quarterly Fuel Farm and truck inspection.
- Replaced gates at Fuel Farm.
- Airport Security Plan (ASP) was updated and approved.
- In the process of updating the Airport Certification Manual (ACM).
- Applied for the annual deprecation permit.
- Repaired overhead door at Bldg 108A (Car Wash - Thrifty).
- Repaired outside light at Bldg A (TSA).
- Performed quarterly Precision Approach Path Indicator (PAPI) calibration on Runway 35.
- Provided snow removal on ramps, taxiways and runways.
- Provided construction support as needed.
- Numerous other daily projects and repairs completed and scheduled.

Construction & Planning Report. Mead & Hunt representative Robert Kapsner is providing construction administration for the passenger terminal and general aviation terminal. The construction on the passenger terminal is on schedule and the first foundation wall of approximately 200 feet was poured today. The proper protocol for pouring cement in cold weather is being followed. Preparation is underway for the interior column footings pads and anticipating the steel will be delivered February 1<sup>st</sup>. They have very good subcontractors and the project is progressing nicely.

**CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-05: REVISED CAPITAL IMPROVEMENT PLAN 2014-2031.**

*Motion by Quandt, seconded by Cook to approve the Revised Airport Capital Improvement Plan (ACIP) 2014-2031. The ACIP will be sent to the Nebraska Department of Aeronautics (NDA) and the Federal Aviation Administration (FAA) for approval. Upon roll call, motion was approved with a 5-0 vote.*

**CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-06: SMOKING POLICY FOR THE CENTRAL NEBRASKA REGIONAL AIRPORT PASSENGER TERMINAL.**

*Motion by Cook, seconded by Setlik to adopt the following Smoking Policy for the Central Nebraska Regional Airport Passenger Terminal effective January 1, 2015. "The Central Nebraska Regional Airport provides a smoke-free environment. Smoking (including, but not limited to, cigarettes, e-cigarettes, pipes, and cigars) is prohibited in any part of the Terminal and within 20 feet of Terminal. Cigarette butts must*

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141 *be extinguished and disposed of in appropriate containers.” Upon roll call, motion was approved with a 5-*  
142 *0 vote.*

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144 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-07: VEHICLE PARKING AND TOWING**  
145 **POLICY FOR THE CENTRAL NEBRASKA REGIONAL AIRPORT.**

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147 *Motion by Caldwell, second by Cook to adopt the following Vehicle Parking and Towing Policy for the*  
148 *Central Nebraska Regional Airport effective February 1, 2015, as authorized by the County Airport Authority*  
149 *Act.*

- 150 1. *“No person shall park a vehicle in any public area of the Airport except in areas specifically posted*  
151 *and designated for such purpose and in accordance with the posted signage and designated rules*  
152 *regulating parking of vehicles, without the prior approval of the Executive Director.*
- 153 2. *Any vehicle parked contrary to posted signage, or any vehicle which obstructs or interferes with the*  
154 *safe and efficient operation of the Airport may be towed. The legal owner, registered owner or*  
155 *person entitled to possession of a vehicle that has been towed may reclaim the vehicle upon*  
156 *presentation of satisfactory proof of ownership or right of possession to the Towing Company, and*  
157 *paying the actual towing fees arising from the improperly parking of the vehicle.*
- 158 3. *No person shall abandon any vehicle at the Airport. Abandoned vehicles shall be defined as vehicles*  
159 *parked longer than six (6) months without prior approval from the Executive Director. The Hall*  
160 *County Airport Authority will contact the City of Grand Island Police Department to obtain name and*  
161 *address of owner. The Airport Authority will send a registered letter to owner giving them two-weeks*  
162 *to remove vehicle from premises. After that date the vehicle will be towed to a City Impound, and if*  
163 *there is no attempt to retrieve it, the City Impound will take its own action.*
- 164 4. *Central Nebraska Regional Airport assumes no liability to users of the parking facility for damage*  
165 *to vehicles, damage caused by towing of vehicle, loss of property, personal injury, or other damage,*  
166 *loss or injury from any cause whatsoever, and all persons who use the parking facility do so at*  
167 *their own risk.” Upon roll call, motion was approved with a 5-0 vote.*

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169 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-08: REQUEST FROM ALOHA**  
170 **INVESTMENTS LLC DBA AFTERNOONERS TO HOST 2015 CAR SHOWS.**

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172 *Motion by Quandt, second by Caldwell to authorize the Executive Director to approve request from Aloha*  
173 *Investments, LLC, DBA Afternooners to host 2015 Car Shows on Wednesday May 20<sup>th</sup> and Wednesday*  
174 *August 19<sup>th</sup> from 5-8 p.m. Authority will pay for three (3) newspaper advertisements per show with cost*  
175 *not to exceed \$320/show with ads to run on Sunday, Tuesday and Wednesday, and purchase Dash*  
176 *Plaques for participants with cost not to exceed \$150. For each event Afternooners will provide six (6)*  
177 *\$20 gift certificates to be awarded for Best - Paint, Engine, Show, Interior, Bike one other category yet to*  
178 *be decided. During car show Afternooners will offer a dinner special of Chicken Fried Steak including*  
179 *drink for \$9.99. Upon roll call, motion was approved with a 5-0 vote.*

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181 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-09: EXTENSION OF**  
182 **RESTAURANT/LOUNGE MANAGEMENT AGREEMENT WITH ALOHA INVESTMENTS LLC DBA**  
183 **AFTERNOONERS.**

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185 *Motion by Cook, second by Setlik to authorize the Board Chair to Extend Restaurant/Lounge Management*  
186 *Agreement with Aloha Investments, LLC, DBA Afternooners. Term of Agreement shall be extended on a*  
187 *month to month basis from January 1, 2016 until the opening of the new passenger terminal.*  
188 *Upon roll call, motion was approved with a 5-0 vote.*

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190 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-10: AWARD BIDS FOR**  
191 **AGRICULTURAL LEASE AGREEMENTS FOR 2015-2020.**

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193 *Motion by Quandt, second by Caldwell to authorize the Executive Director to execute the 2015-2020*  
194 *Agricultural Lease Agreements with the following bidders:*

	<u>Tract</u>	<u>Name</u>	<u>Bid Amount</u>	<u>Yearly Payment</u>
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198	• Tract A: 309 Acres ±	Robert Nunnenkamp	\$131,325.00	\$26,265.00
199	• Tract B: 176 Acres ±	A&A Farms	\$278,080.00	\$55,616.00
200	• Tract C: 143 Acres ±	Kevin Hoagland	\$64,365.00	\$12,873.00
201	• Tract D: 257 Acres ±	Rauert Farms	\$251,050.00	\$50,210.00
202	• Tract E: 198 Acres ±	Robert Nunnenkamp	\$71,280.00	\$14,256.00
203	• Tract F: 105 Acres ±	A&A Farms	\$173,250.00	\$34,650.00

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205 *The bid amount received for each tract is the total amount of rent to be paid for the entire five year lease*  
206 *term. The first full years rent is due March 1, 2015, and like amount is due and payable March 1 of each*  
207 *lease term year. The Lease Term for the Agricultural Lease Agreements commence March 1, 2015 and*  
208 *terminate February 28, 2020. Upon roll call, motion was approved with a 5-0 vote.*

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210 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-11: CHANGE ORDER NO. 1 FOR AIP**  
211 **NO. 3-31-0034-37/38 PASSENGER TERMINAL PROJECT FROM HAUSMANN CONSTRUCTION.**  
212

213 Resolution 15-11 was pulled from the agenda by Executive Director Mike Olson.  
214

215 EXECUTIVE DIRECTOR'S REPORT: Executive Director Mike Olson gave a year-end review for 2014.  
216 Some of the highlights included: An Open House was held at the City Library to reveal renderings of the  
217 new passenger terminal; The Central Nebraska Regional Airport was awarded "2013 Airport of the Year"  
218 from the Nebraska Department of Aeronautics; An Airport Regional Value Study was completed; 5-Unit  
219 hangar project was completed with 100% occupancy; Airport earned highest rating during annual FAA Part  
220 139 Certification Inspection with no discrepancies, a rating that the airport has consistently earned for the  
221 past 10 years; Added three permanent part-time positions – two Janitorial and one Accounting Assistant;  
222 Chief Construction was awarded bid to construct a new General Aviation Terminal and Hausmann  
223 Construction was awarded bid to construct a new Passenger Terminal; Trego/Dugan Aviation of Grand  
224 Island signed a 20 year lease for the new General Aviation Terminal facility effective following completion;  
225 Received \$9.85 million grant offer from FAA for Passenger Terminal Building, including \$7.5 million in  
226 discretionary funds; The Korean War Hero flight flew out of GRI to Washington, DC and return flight was  
227 greeted with a welcome home ceremony; Maintenance Technician Wes Harris received his AAAE Master  
228 Fire Fighter designation; West parking lot project completed; Relocation of Administration Offices; A Ground  
229 Breaking Ceremony was held for the new Passenger Terminal; Board Member Larry Hobbs retired from  
230 the Authority Board; Board Member Michelle Setlik was elected to the Authority Board; Lynne Werner was  
231 re-elected to the Authority Board; Record breaking year with 60,947 enplanements; and Remembering the  
232 loss of Airport Family Wayne Weiss, Mike McCarty, and Mike Graham.  
233

234 ANNOUNCEMENTS:

- 235 a) Soup Supper is January 20, 2015 from 4:30-7 p.m. at Afternooners in the Passenger Terminal.
- 236 b) Review of 2015 Board meeting dates. June meeting was changed to June 17<sup>th</sup>.
- 237 c) Next Board Meeting February 11, 2015.

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239 EXECUTIVE SESSION:

240 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline negotiations and lease*  
241 *negotiations. Upon roll call, motion was approved with a vote of 5-0 and Board went into Executive Session*  
242 *at 9:05 a.m.*

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244 *Motion by Quandt, second by Cook to come out of Executive Session with no decisions being made and*  
245 *reconvene to Regular Session. Upon roll call, motion was approved with a vote of 5-0 and Board came out*  
246 *of Executive Session and into Regular Session at 10:35 a.m.*

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248 ADJOURNMENT:

249 *Motion by Setlik, second by Caldwell to adjourn the meeting. Upon roll call, motion was approved with a*  
250 *vote of 5-0 and meeting was adjourned at 10:40 a.m.*

251 HALL COUNTY AIRPORT AUTHORITY  
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Debra Potratz | Administrative Assistant

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Lynne Werner | Board Chair

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Ken Caldwell | Board Secretary/Treasurer

(SIGNATURES ON FILE)