



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | April 8, 2015

The Regular Meeting of the Hall County Airport Authority (HCAA) Board was held at the Airport Authority Administration Conference Room located at 3855 Sky Park Road, Grand Island, Nebraska 68801 on April 8, 2015. Pursuant to proper legal notice, Board Vice-Chair Quandt called the meeting to order at 8:03 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.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

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

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Chair Lynne Werner 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: Gary Frisch from Midwest Air Traffic Control Service, Robert Kapsner from Mead & Hunt, and Vince Dugan, Zach Thompson, Tina Wieczorek, Deb Peers, and Aaron Hall from Trego/Dugan Aviation of Grand Island.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting held March 11, 2015.
- RESOLUTION 15-27: CLAIMS 3065-3070.
- RESOLUTION NO. 15-28: REIMBURSEMENT FOR EXPENDITURES RELATED TO GENERAL AVIATION TERMINAL CONSTRUCTION.
- RESOLUTION NO. 15-29: REIMBURSEMENT FOR EXPENDITURES RELATED TO AIRPORT PARKING LOT EXPANSION – PHASE 2.

*Motion by Caldwell, second by Setlik to approve the Consent Agenda. Upon roll call, motion was approved with a 3-0 vote.*

FINANCIAL REPORTS | MARCH 2015

Financial Reports by Human Resource/Accounting Manager Annette Schimmer:

The 2015-16 budget process will begin in May.

- Operating Income and Operating Expenses.
  - Operating Income is at 63.57% | \$136,739.10 | YTD \$701,606.12
  - Operating Expenses is at 45.27% | \$100,179.35 | YTD \$675,754.92
  - Total Operating Income/Loss is at (6.64%) | \$36,559.75 | YTD \$25,851.20
  - Total Net Income/Loss is at 26.98% | \$92,678.87 | YTD (\$751,911.06)
- Past Dues Report: (Aging over 30 days) \$10.00 as of today.
- Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
  - Jet A & 100LL     ▪ 135,345.00 gallons delivered | YTD 712,361.00
  - Fuel Flowage     ▪ \$7,443.98 fuel flowage received | YTD \$39,179.86
  - Diesel            ▪ 784.00 gallons delivered | YTD 3,104.00

55 Unleaded                   ▪ 0.00 gallons delivered | YTD 1,500.00  
 56 Fuel Flowage               ▪ \$43.12 fuel flowage received | YTD \$253.22  
 57

58 **ACTIVITY REPORTS | MARCH 2015**

59 Air Traffic Activity Report: Midwest Air Traffic Control Tower Manager Gary Frisch presented reports on air  
 60 traffic activity and traffic comparison from airports in Nebraska, Kansas, South Dakota, and Iowa. A  
 61 Runway Safety Action Team (RSAT) meeting will be held June 10<sup>th</sup> from 9-11 a.m. in the Authority  
 62 Administration Board room. The Midwest Air Traffic Control contract has been extended for another five  
 63 years.  
 64

Central Nebraska Regional Airport

Itinerant Operations	Mar 2014	Mar 2015	% Change
Air Carrier	54	54	-
Air Taxi	268	261	(3)
Civil Aviation	630	958	52
Military	175	87	(50)
Total OPS	1127	1360	21
Local Operations			
Civil	480	342	(29)
Military	78	52	(33)
Total LCL	558	394	(29)
TOTAL TRF	1685	1754	4

65  
 66 Enplanement Report: Executive Director Mike Olson.

	2015	2015	2014	
	Mar	Load	Mar	+/- %
		Factor %		
Allegiant	3,846	89%	3,884	-1%
American	2,113	75%	1,979	7%
Charters	97	-	0	100%
Mo. Emp	6,056	-	5,863	3%
<b>Yr to Date</b>	<b>16,181</b>	-	<b>15,680</b>	<b>3%</b>

67  
 68 Operations Report by Operations Manager/Security Coordinator Doug Brown:

- 69 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant
- 70 flights, provided ARFF for American Airline daily flights, extra Allegiant flights and one charter.
- 71 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and
- 72 Transportation Security Administration procedures.
- 73 • Performed monthly preventative maintenance on equipment.
- 74 • Performed preventative maintenance on all building HVAC units.
- 75 • Received approved updates back from FAA on the Airport Security Program (ASP).
- 76 • Planning a "Shooter in the Terminal" drill to be held Tuesday, July 21 at 8 a.m. Currently writing
- 77 procedures for airport, airlines and tower.
- 78 • Removed remaining trees along ammunition bunker fence line.
- 79 • Developing a severe weather policy for airport operations.
- 80 • A table-top Airport emergency plan review will be conducted Tuesday, May 5<sup>th</sup> at the Nebraska
- 81 Law Enforcement Training Center.
- 82 • Re-keyed farm gate locks for new agriculture tenants.
- 83 • Replaced operator on Gate 8.
- 84 • Repaired concrete on Runway 17/35.
- 85 • Replaced hinges on Building 2A (Trego-Dugan Aviation) hangar door.

- 86 • Started replacing barbed wire fence along golf course.
- 87 • Sprayed weeds and filled in ruts.
- 88 • Painted and cleaned runway and taxiway signs.
- 89 • Annual Wildlife Training will be held April 22<sup>nd</sup> per FAA Part 139 requirement.
- 90 • Maintenance staff will attend the annual ARFF Burn training in Kearney on May 21<sup>st</sup> and 22<sup>nd</sup>.
- 91 • Replaced portable air condition unit in IT room in Building A (TSA).
- 92 • Provided construction support as needed.
- 93 • Numerous other daily projects and repairs completed and scheduled.

94  
95 Construction & Planning Report. Mead & Hunt representative Robert Kapsner reported good progress has  
96 been made on the passenger terminal. The last load of structural steel will be delivered today and metal  
97 deck, underground plumbing and electricity is completed. Interior masonry work around baggage claim  
98 has started. The foundation for the front canopy is being poured and steel columns will be erected. The  
99 sanitary sewer is being installed around perimeter. Project is about a week behind schedule but is expected  
100 to get back on track.

101  
102 The foundation is completed at the General Aviation terminal. Steel should be delivered next week and  
103 underground plumbing and electricity will be completed next week.

104  
105 Marketing Report: Brad Mellema, Executive Director from the Grand Island Convention & Visitor's Bureau  
106 (GICVB), showed a brief video of a touch screen kiosk for the new passenger terminal. The kiosks will allow  
107 a user, through a touch screen interface, to view a variety of information about the area attractions. Kiosks  
108 would be placed at Grand Island Convention and Visitors Bureau properties to provide information about  
109 the region parks, airport information, attractions, shopping, dining and other relevant information to the  
110 visitors. Nanonation, a company from Lincoln, NE would use the state tourism commission kiosk software  
111 template but customize it with airport information. Staff at the GICVB would manage design and content  
112 and sell advertising to be placed on kiosk. Currently no businesses within the community have committed  
113 for placement of kiosks (i.e. Conestoga Mall, Heartland Events Center, etc.). It is not known if kiosks already  
114 purchased for passenger terminal will be able to be utilized for this or whether new kiosks need to be  
115 purchased. The Board would like to see the number of kiosks, community placement and traffic numbers  
116 in those areas, set up costs, monthly fees, percentage of income, and structure of selling ads. A formal  
117 business plan has not been developed or negotiated with GICVB at this time.

118  
119 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-30: EXTENSION OF LEASE**  
120 **AGREEMENT WITH NOVA TECH INCORPORATED FOR BUILDING 803 LOCATED AT 1971 CITATION**  
121 **WAY.**

122  
123 *Motion by Caldwell, seconded by Setlik authorizing the Executive Director to execute Extension of Lease*  
124 *Agreement with Nova Tech Incorporated, for Building 803, located at 1971 Citation Way, Grand Island,*  
125 *Nebraska. Lease extension is for one (1) year commencing July 1, 2015 and terminating June 30, 2016.*  
126 *Rent is \$315.75/month. Upon roll call, motion was approved with a 3-0 vote.*

127  
128 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-31: HANGAR LEASE AGREEMENT**  
129 **WITH BRIAN FISCHER FOR BUILDING 86H, T-HANGAR H.**

130  
131 *Motion by Setlik, seconded by Caldwell authorizing the Executive Director to execute Hangar Lease*  
132 *Agreement with Brian Fischer, for Building 86 H, T-Hangar H located at the Central Nebraska Regional*  
133 *Airport in Grand Island, Nebraska. Lease commences April 1, 2015 and is on a month-to-month basis.*  
134 *Rent is \$106/month, plus \$10/month for utilities. Upon roll call, motion was approved with a 3-0 vote.*

135  
136 EXECUTIVE DIRECTOR'S REPORT: On April 1<sup>st</sup> Allegiant issued a travel advisory, alerting travelers to  
137 the possible pilot strike, and their options. On April 2<sup>nd</sup> Allegiant announced that a federal judge had issued  
138 a temporary restraining order and the International Brotherhood of Teamsters, representing Allegiant Air  
139 pilots, would comply with it.

140 Executive Director asked for volunteers to serve on the selection committee for Request for Qualifications  
141 for Architectural/Engineering & Construction Administration Services. The committee will be comprised of  
142 two board members and two members from the community and the Executive Director. Board Member  
143 Caldwell volunteered and Board Member Quant recommended Keith Kurz for a community member. One  
144 more board member and community member will need to be selected.

145  
146 On May 24<sup>th</sup>, the Executive Director went before the City Council for concurrence with the Essential Air  
147 Service recommendation. Mayor Jensen was very complimentary of the airport.

148  
149 A Board photo will be taken before the May 13<sup>th</sup> board meeting at 7:30 a.m. by the CNRA monument sign.  
150

151 ANNOUNCEMENTS:

- 152 a) Next Board Meeting May 13, 2015.
- 153 b) A Blood Drive will be held May 21, 2015 at the Nebraska Law Enforcement Training Center.

154  
155 EXECUTIVE SESSION:

156 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline negotiations and lease*  
157 *negotiations. Upon roll call, motion was approved with a vote of 3-0 and Board went into Executive Session*  
158 *at 9:26 a.m.*

159  
160 *Motion by Caldwell, second by Setlik to come out of Executive Session with no decisions being made and*  
161 *reconvene to Regular Session. Upon roll call, motion was approved with a vote of 3-0 and Board came out*  
162 *of Executive Session and into Regular Session 10:14 a.m.*

163  
164 ADJOURNMENT:

165 *Motion by Caldwell, second by Setlik to adjourn the meeting. Upon roll call, motion was approved with a*  
166 *vote of 3-0 and meeting was adjourned at 10:15 a.m.*

167  
168 HALL COUNTY AIRPORT AUTHORITY

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171 \_\_\_\_\_  
172 Debra Potratz | Administrative Assistant

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174  
175 \_\_\_\_\_  
176 Lynne Werner | Board Chair

177 \_\_\_\_\_  
178 Ken Caldwell | Board Secretary/Treasurer

179 (SIGNATURES ON FILE)