



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | July 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 July 8, 2015. 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.

REVIEW OF AGENDA.

PUBLIC REQUEST TO SPEAK ON AGENDA: None.

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

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: Joe Cook

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, HR/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: Matt Dubbe and Robert Kapsner from Mead & Hunt, Zach Thompson from Trego/Dugan Aviation of Grand Island, Bob Beran from Dana F. Cole & Company, Brad Mellema from Grand Island Convention and Visitors Bureau, and Barry Caughlin and Scott Eastman from Nanonations.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting held June 17, 2015.
- RESOLUTION 15-49: CLAIMS 3085-3091.

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

**CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-50: REVISION OF EMPLOYEE CELL PHONE ALLOWANCE POLICY EFFECTIVE OCTOBER 1, 2015.**

*Motion by Setlik, seconded by Quandt authorizing the Board Chair to approve the Revision of the exempt employee Cell Phone Allowance Policy by changing the amount to Operation Manager's reimbursable amount from \$75/month to \$100/month effective October 1, 2015. Exempt employees whose job duties include frequent use of a cell phone shall receive an allowance towards costs. The Authority will terminate all existing cell phone plans inclusive (except the Transportation Security Administration Security Emergency cell phone), and transfer current mobile phone numbers to employee's private plan. If employee chooses to obtain a new phone number, Authority must be notified of new number. Employees will be responsible of selecting their own wireless plan and carrier and must be available 24/7 as business dictates. The Authority will not reimburse employee for any early termination fees for any existing personal accounts. The following amounts will be reimbursed on a monthly basis: Executive Director - \$100/month, Operations Manager-\$100/month, Assistant Operations Manger-\$50/month, Human Resource/Accounting Manager-\$50/month. Upon roll call, motion was approved with a 4-0 vote.*

54 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-51: APPROVE BUDGET FOR FISCAL**  
55 **YEAR 2015-2016.**

56  
57 Bob Beran from Dana F. Cole & Company met several times with Executive Director Olson and  
58 HR/Accounting Manager Schimmer to prepare budget, plan out Bond Funding, and review revenues for the  
59 operations fund. Beran cautioned the Board about the decline in reserves and advised to improve the  
60 revenue stream if possible.

61  
62 Executive Director commended Schimmer for doing a great job preparing the budget and appreciated the  
63 input from Mr. Beran and the Board.

64  
65 *Motion by Caldwell, seconded by Setlik, approving the budget for fiscal year 2015 - 2016, subject to formal*  
66 *adoption of the 2015-2016 budget in accordance with state auditor requirements. Upon roll call, motion was*  
67 *approved with a 4-0 vote.*

68  
69 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-52: PRELIMINARY LEVY**  
70 **ALLOCATION FROM HALL COUNTY BOARD OF SUPERVISORS.**

71  
72 *Motion by Caldwell, seconded by Setlik WHEREAS, Nebraska Statute 77-3443 (3) requires all political*  
73 *subdivisions subject to county levy authority to submit a preliminary request for levy allocation to the county*  
74 *board; and WHEREAS, the Hall County Board is the levy authority for the Hall County Airport Authority*  
75 *(Board). NOW, THEREFORE BE IT RESOLVED that the following is said Board's tax request for budget*  
76 *year 2015-2016: General Fund – Operations - \$192,680, General Fund Designated for Air Service*  
77 *Development - \$250,000, for a total of \$ 442,680. BE IT FURTHER RESOLVED that said Board has Bonds*  
78 *for \$6,895,000 dollars, and Bond Anticipation Notes of \$7,745,000 that are not included in the above tax*  
79 *request as allowed by law. Upon roll call, motion was approved with a 4-0 vote.*

80  
81 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-53: INCREASING RESTRICTED**  
82 **FUNDS BY 1% FOR FISCAL YEAR 2015-2016.**

83  
84 Mr. Beran stated as the airport grows more revenue is taken in, and those revenues are considered  
85 restricted. In order for the Authority to take in more money and continue with increased revenues and  
86 expenditures, it is recommended and proper for the Authority Board to approve the additional 1% in order  
87 for the airport to increase revenues and cash reserves for growth and inflation. A 2.5% increase is  
88 allowed each year with an extra 1% of which is what the Board will be voting on.

89  
90 *Motion by Setlik, seconded by Quandt authorizing approving a 1% increase in Restricted Funds for Fiscal*  
91 *Year 2015-2016 in accordance with the State Allowable Increase in Base Limitation (Statute 13-519).*  
92 *Action requires 75% majority approval of board. Upon roll call, motion was approved with a 4-0 vote.*

93  
94 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-54: ENGAGEMENT LETTER**  
95 **BETWEEN THE HALL COUNTY AIRPORT AUTHORITY AND DANA F. COLE & COMPANY, LLP, FOR**  
96 **THE FISCAL YEAR 2015-2016 BUDGET MEETINGS AND BUDGET.**

97  
98 *Motion by Quandt, seconded by Setlik authorizing the Board Chair to execute the Engagement Letter*  
99 *between the Hall County Airport Authority and Dana F. Cole & Company, LLP for the Fiscal Year 2015-16*  
100 *Budget Meetings and Budget Documents. Charges to the Airport Authority will be based on the work as*  
101 *required at regular standard rates plus any other direct expenses, but will not exceed \$1,075. Additional*  
102 *charges and reimbursement for travel expenses will be rendered if requested to attend any board meetings.*  
103 *Upon roll call, motion was approved with a 4-0 vote.*

104  
105 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-55: AUTHORIZING THE SELECTION**  
106 **OF RYDER, ROSACKER, MCCUE & HUSTON INCURANCE AGENCY TO PROVIDE INSURANCES**  
107 **FOR THE HALL COUNTY AIRPORT AUTHORITY.**

109 *Motion by Quandt seconded by Caldwell authorizing the selection of Ryder, Rosacker, McCue and Huston*  
110 *Insurance from Grand Island, NE, as sole agency to provide General Liability Insurance, Property*  
111 *Insurance, Inland Marine Insurance, Auto Insurance, Excess Auto Liability (Umbrella) Insurance, and*  
112 *Workman's Compensation Insurance effective September 13, 2015; and Public Officials Liability and*  
113 *Employment Practices Liability Insurance effective January 20, 2016. The Executive Director is authorized*  
114 *to execute necessary documents to effectuate the purchase of said insurance. Upon roll call, motion was*  
115 *approved with a 4-0 vote.*

116  
117 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-56: AGREEMENT WITH MIDWEST AIR**  
118 **TRAFFIC CONTROL (ATC) SERVICE INCORPORATED.**  
119

120 *Motion by Setlik seconded by Quandt Authorizing the Executive Director to execute Agreement with*  
121 *Midwest Air Traffic Control (ATC) Service, Inc., to provide air traffic control services at the Central Nebraska*  
122 *Regional Airport (CNRA). Term of Agreement commences July 1, 2015 through June 30, 2020 pursuant to*  
123 *Federal Aviation Administration (FAA) contract number DTFAWA-15-C-00019. In accordance with Central*  
124 *Nebraska Regional Airport's cost-sharing agreement with the FAA payment to Midwest ATC Service, Inc.,*  
125 *shall be \$6,234/month for the first year of the term July 1, 2015 to June 30, 2016. Upon roll call, motion was*  
126 *approved with a 4-0 vote.*

127  
128 PRESENTATION FROM GRAND ISLAND CONVENTION & VISITORS BUREAU (GICVB) AND  
129 NANONATION: Nanonation representatives Barry Caughlin and Scott Eastman gave a PowerPoint  
130 presentation on signage, interactive, and creative services. Nanonation is a company based out of Lincoln,  
131 NE, has 15 years of experience in marketing solutions, is passionate about building great user experiences,  
132 and provides digital media delivery all over the world. All employees are in-house and support team is  
133 available 24/7.  
134

135 GICVB Executive Director Brad Mellema stated the airport can use the screens already purchased for the  
136 new terminal to display advertisements, messages, photos, videos, etc. GICVB would sell advertising and  
137 combine with their travel guide. The GIVCB and Hall County Airport Authority would partner on costs for  
138 the hardware and software development and enter into an agreement to sell marketing and profit shares.  
139 The GICVB would be in charge of maintaining and making any changes to displays by signing in to  
140 Nanonation and uploading information provided by the Authority.  
141

142 An interactive kiosk was on display and Nanonation gave an overview of the interactive features. Mellema  
143 would like to see these kiosks throughout the community in high traffic areas such as at Bosselman Travel  
144 Center, the Conestoga Mall, Heartland Events Center, etc. GICVB is looking at funding this internally using  
145 Visitor Improvement Funds.  
146

147 Mr. Mellema will present a cost proposal and agreement at the August meeting.  
148

149 **FINANCIAL REPORTS | JUNE 2015**

150 Financial Reports by HR/Accounting Manager Annette Schimmer stated the 2015-16 budget will be  
151 presented to the Hall County Board of Supervisors on July 22<sup>nd</sup> at 1:15 p.m. and board members are invited  
152 to attend.

- 153 • Operating Income and Operating Expenses.
  - 154 ▪ Operating Income is at 88.12% | \$82,908.96 | YTD \$972,520.55
  - 155 ▪ Operating Expenses is at 66.74% | \$97,533.91 | YTD \$996,245.47
  - 156 ▪ Total Operating Income/Loss is at 6.10% | (\$14,840.77) | YTD (\$23,724.92)
  - 157 ▪ Total Net Income/Loss is at (235.30%) | \$15,033.79 | YTD \$6,557,022.87
- 158 • Past Dues Report: (Aging over 30 days) \$232.00 as of today.
- 159 • Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
  - 160 Jet A & 100LL ▪ 107,591 gallons delivered | YTD 1,053,898
  - 161 Fuel Flowage ▪ \$5,917.51 fuel flowage received | YTD \$57,964.39
  - 162 Diesel ▪ 0.00 gallons delivered | YTD 3,104.00
  - 163 Unleaded ▪ 0.00 gallons delivered | YTD 2,011.70
  - 164 Fuel Flowage ▪ \$0.00 fuel flowage received | YTD \$281.36

165  
 166 ACTIVITY REPORTS | JUNE 2015  
 167 Air Traffic Activity Report: Midwest Air Traffic Control Tower report was presented by Executive Director  
 168 Mike Olson.

Central Nebraska Regional Airport

Itinerant Operations	June 2014	June 2015	% Change
Air Carrier	43	40	(7)
Air Taxi	273	293	7
Civil Aviation	771	681	(12)
Military	148	68	(54)
<b>Total OPS</b>	<b>1235</b>	<b>1082</b>	<b>(12)</b>
Local Operations			
Civil	376	188	(50)
Military	72	28	(61)
<b>Total LCL</b>	<b>448</b>	<b>216</b>	<b>(52)</b>
<b>TOTAL TRF</b>	<b>1683</b>	<b>1298</b>	<b>(23)</b>

169  
 170 Enplanement Report: Executive Director Mike Olson reported June was a record breaking month for  
 171 enplanements.  
 172

173 Olson gave a status update on the Essential Air Service (EAS) subsidy rates for airports across the country.  
 174 As of July 1, 2015, Grand Island had the third lowest rate of \$26 per enplaned passenger. The lower cost  
 175 per subsidy, the better the rate.  
 176

177 Olson presented the Federal Aviation Administration (FAA) preliminary report for the total revenue  
 178 enplanement stats for 2014. These stats are used to determine the amount of Airport Improvement  
 179 Program (AIP) passenger entitlement funds apportioned to each eligible primary airport for the next fiscal  
 180 year. For 2014, the FAA reported the Central Nebraska Regional Airport had 61,400 enplanements, versus  
 181 the 60,947 enplanements from our data. Olson stated the difference is due to some of the charter  
 182 companies report boarding's to FAA but not to the airport.  
 183

	2015	2015	2014	184
	June	Load Factor %	June	+/- %
Allegiant	2,969	88%	3,046	-3%
American	2,166	79%	2,049	6%
Charters	0		0	0%
Mo. Emp	5,135		5,095	1%
<b>Yr to Date</b>	<b>31,214</b>		<b>29,822</b>	<b>5%</b>

185  
 186 Operations Report by Operations Manager/Security Coordinator Doug Brown:

- 187 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant  
 188 flights, provided ARFF for American Airline daily flights, extra Allegiant Phoenix flights and will  
 189 provide ARFF for upcoming charter flights.
- 190 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and  
 191 Transportation Security Administration procedures.
- 192 • A "Shooter in the Terminal" drill will be held Tuesday, July 28 from 7:30 a.m. to 11 a.m. Board is  
 193 welcome to attend and observe.
- 194 • Continuous mowing and spraying weeds on airport property.
- 195 • Performed preventative maintenance on equipment.
- 196 • Repaired numerous roof leaks on industrial park buildings.
- 197 • Performed maintenance and repair on beacon.

- 198 • Painted runway and taxiway signs.
- 199 • Preparing to paint runways and taxiways.
- 200 • Fixing hold short lines on all taxiway and runway intersections.
- 201 • Provided maintenance and repair on in-pavement lighting on runway and developed a Preventative
- 202 Maintenance System (PMS) program for those lights.
- 203 • Stucco repairs followed by painting on Building 2A (Trego-Dugan Hangar).
- 204 • Constructing office in Building 2B (GI Clean Community Systems).
- 205 • Provided construction support as needed.
- 206 • Numerous other daily projects and repairs completed and scheduled.
- 207 • Construction workers at the Central Nebraska Regional Airport were treated on July 2, 2015 as the
- 208 A-OK ladies served them sack lunches from Afternooners' and thanked them for a job well
- 209 done. The crew from Hausmann Construction took a break from working on the new Passenger
- 210 Terminal and lined up to receive a sandwich and a drink. The crew was very appreciative to receive
- 211 this Act of Kindness as seen by the smiles as they went through the line. Lunch was also provided
- 212 to Chief Construction crew working on the new General Aviation Terminal.

213  
214 Construction & Planning Report. Mead & Hunt representative Matt Dubbe presented a brief PowerPoint  
215 comparing renderings to current construction photographs of the passenger terminal. Dubbe reported they  
216 have received art work from a local artist and once board selects images they will prepare for installation.  
217 Board Chair Werner asked if the planter in front had water for irrigating plants. Dubbe stated native and  
218 adaptive grasses will be planted and should not need watering once established, but Robert Kapsner will  
219 check to see if area has water access and report back at the August meeting.

220  
221 Attorney Depue asked when the anticipated completion date was going to be. Executive Director Olson  
222 stated at end of August we will know within a two week period of what completion date should be.

223  
224 EXECUTIVE DIRECTOR'S REPORT:

225  
226 Executive Director attended the AAE USCTA Tower Program Workshop in Washington, DC June 22-24,  
227 2015 and met with congressional delegates Senator Ben Sasse, Senator Deb Fischer and Congressman  
228 Adrian Smith.

229  
230 House Transportation and Infrastructure Committee Chairman Bill Shuster (R-Pa.), is pushing to privatize  
231 air traffic control. For years, the FAA has been faced with unstable, unpredictable funding where  
232 interruptions in the funding stream have negatively affected all aspects of the FAA.

233  
234 Executive Director is working through the benchmarks for entering into a Category 3 and talked about  
235 potentially having to have Law Enforcement Officers (LEOs) present during screening and boarding  
236 processes for the airlines. The criteria for an LEO is they must be able to carry a gun and have arresting  
237 authority. There is a federal program that will pay a stipend to help cover some of the costs. The airport  
238 had LEOs in 2007-2009 but ceased service because of costs and it wasn't a requirement at that time.

239  
240 Executive Director asked the Board to consider moving Board meetings to the third Wednesday when  
241 meetings fall early in the month because it makes it difficult to obtain boarding numbers and reports needed  
242 for the Board Packet.

243  
244 ANNOUNCEMENTS:

- 245 a) Wings of Freedom Tour at CNRA July 13-15, 2015.
- 246 b) Present Budget to Hall County Board of Supervisors July 22, 2015 at 1:15 p.m.
- 247 c) Next Board Meeting August 12, 2015.

248  
249 EXECUTIVE SESSION:

250 *Motion by Quandt, second by Setlik to go into Executive Session to discuss airline negotiations, lease*  
251 *negotiations and personnel negotiations. Upon roll call, motion was approved with a vote of 4-0 and Board*  
252 *went into Executive Session at 9:41 a.m.*

253  
254 *Motion by Cook, second by Caldwell to come out of Executive Session with no decisions being made and*  
255 *reconvene to Regular Session. Upon roll call, motion was approved with a vote of 4-0 and Board came out*  
256 *of Executive Session and into Regular Session 10:48 a.m.*

257  
258 ADJOURNMENT:  
259 *Motion by Quandt, second by Setlik to adjourn the meeting. Upon roll call, motion was approved with a vote*  
260 *of 4-0 and meeting was adjourned at 10:49 a.m.*

261  
262 HALL COUNTY AIRPORT AUTHORITY

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264  
265  
266 \_\_\_\_\_  
267 Debra Potratz | Administrative Assistant

268  
269  
270 \_\_\_\_\_  
271 Lynne Werner | Board Chair

\_\_\_\_\_

Ken Caldwell | Board Secretary/Treasurer

272  
273 (SIGNATURES ON FILE)