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3 HALL COUNTY AIRPORT AUTHORITY | MINUTES  
4 Regular Meeting | September 9, 2015  
5

6 The Regular Meeting of the Hall County Airport Authority (HCAA) Board was held at the Airport Authority  
7 Administration Conference Room located at 3855 Sky Park Road, Grand Island, Nebraska 68801 on  
8 September 9, 2015. Pursuant to proper legal notice, Board Chair Werner called the meeting to order at 8:05  
9 a.m., and announced location of the Nebraska Open Meeting Act for public viewing.

10  
11 The Pledge of Allegiance was said in unison.

12  
13 REVIEW OF AGENDA.

14  
15 PUBLIC REQUEST TO SPEAK ON AGENDA: None.

16  
17 AIRPORT AUTHORITY BOARD MEMBER(S) PRESENT: Chair Lynne Werner, Vice-Chair Brian Quandt,  
18 Secretary/Treasurer Ken Caldwell, Joe Cook, and Michelle Setlik.

19  
20 AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: None.

21  
22 AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, HR/Accounting Manager Annette  
23 Schimmer, Administrative Assistant Debra Potratz, Assistant Operations Manager Steve Magnuson,  
24 Operations Secretary Carole Harmon, Maintenance Technicians Wes Harris and Justin Astrones, and  
25 Seasonal Workers Wayne Vian and Dean Dannehl.

26  
27 LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

28  
29 OTHERS PRESENT: Paul Strege, Robert Kapsner, Marcus Kuhn from Mead & Hunt, Zach Thompson from  
30 Trego/Dugan Aviation of Grand Island, and Bob Beran from Dana F. Cole & Company.

31  
32 REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- 33     ▪ Minutes from the Regular Meeting held August 12, 2015.
- 34     ▪ Minutes from the Special Meeting held August 28, 2015.
- 35     • RESOLUTION 15-68: CLAIMS 3099-3104.

36  
37 *Motion by Quandt, second by Cook to approve the Consent Agenda. Upon roll call, motion was approved*  
38 *with a 5 Yes to 0 No vote.*

39  
40 AWARD OF MEDAL OF EXCELLENCE: Executive Director Mike Olson presented Operations Manager  
41 Doug Brown the 2015 Medal of Excellence received during the Federal Aviation Administration Part 139  
42 Inspection August 19-20, 2015. Mr. Olson stated this is the 10<sup>th</sup> year in a row the Central Nebraska Regional  
43 Airport has received this award and thanked Mr. Brown for his leadership and commended staff on this  
44 achievement.

45  
46 RECOGNITION OF OPERATIONS SECRETARY: Operations Manager/Security Coordinator Doug Brown  
47 presented Operations Secretary Carole Harmon a certificate for completing the Online Certification for Airport  
48 Security Coordinator (ASC) from the American Association of Airport Executives. Harmon took part in the  
49 first online certification course in August and scored 100%. Topics for the course included Rules and  
50 Regulations, Airport Security Program (ASC, ASP requirement and changes), Access Control, Credentialing,  
51 and Incident Management requirements. Course provided the latest information available from the  
52 Transportation Security Administration (TSA) and tools to make an airport function safely and efficiently.

53  
54 FINANCIAL REPORTS | AUGUST 2015

- 55 Financial Reports by HR/Accounting Manager Annette Schimmer.
- 56 • Operating Income and Operating Expenses.
- 57     ▪ Operating Income is at 102.83% | \$76,263.78 | YTD \$1,134,862.00
- 58     ▪ Operating Expenses is at 81.69% | \$97,467.01 | YTD \$1,129,450.21
- 59     ▪ Total Operating Income/Loss is at 21.74% | (\$21,203.23) | YTD (\$84,588.21)
- 60     ▪ Total Net Income/Loss is at (199.44%) | (\$494,667.68) | YTD \$5,557,882.94
- 61 • Past Dues Report: (Aging over 30 days) \$10,239.24 as of today.
- 62 • Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
- 63     Jet A & 100LL     ▪ 88,504 gallons delivered | YTD 1,256,605
- 64     Fuel Flowage     ▪ \$4,867.72 fuel flowage received | YTD \$69,113.28
- 65     Diesel             ▪ 0.00 gallons delivered | YTD 4,001.00
- 66     Unleaded         ▪ 411.50 gallons delivered | YTD 2,940.40
- 67     Fuel Flowage     ▪ \$22.63 fuel flowage received | YTD \$381.78

69 Schimmer provided the Board with an overview of the current status of the Bonds and 2015 BANS.

71 ACTIVITY REPORTS | AUGUST 2015

72 Air Traffic Activity Report: Midwest Air Traffic Control Tower report by Executive Director Mike Olson.

Central Nebraska Regional Airport

Itinerant Operations	Aug 2014	Aug 2015	% Change
Air Carrier	40	31	(23)
Air Taxi	276	258	(7)
Civil Aviation	933	897	(4)
Military	77	60	(22)
<b>Total OPS</b>	<b>1326</b>	<b>1246</b>	<b>(6)</b>
Local Operations			
Civil	286	434	52
Military	20	20	-
<b>Total LCL</b>	<b>306</b>	<b>454</b>	<b>48</b>
<b>TOTAL TRF</b>	<b>1632</b>	<b>1700</b>	<b>4</b>

73  
74 Enplanement Report by Executive Director Mike Olson:

	2015	2015	2014	75
	Aug	Load Factor %	Aug	+/- %
Allegiant	2,614	90%	2,714	-4%
American	2,068	73%	1,794	15%
Charters	0		161	-100%
Mo. Emp	5,647		4,669	21%
<b>Yr to Date</b>	<b>41,543</b>		<b>39,688</b>	<b>5%</b>

76  
77 Operations Report by Operations Manager Doug Brown:

- 78 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant flights, provided ARFF for American Airline daily flights, and extra Allegiant Phoenix flights.
- 79 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and Transportation Security Administration procedures.
- 80 • Continuous mowing and spraying weeds on airport property.
- 81 • Performed preventative maintenance on equipment.
- 82 • Performed quarterly precision approach path indicator (PAPI) inspections.
- 83 • Performed quarterly fuel tank inspection.
- 84 • Resolved draining issue near USAF Hangar 6.
- 85 • Applied gravel and graded industrial roads.

- 88 • Installed a four-barbed wire fence around Dirt Worx to secure site.
- 89 • The Federal Aviation Administration Part 139 inspection was conducted August 19 & 20, 2015 with
- 90 no discrepancies.
- 91 • Car show on August 19<sup>th</sup> attracted approximately 60 cars.
- 92 • Constructing office in Building 2B (GI Clean Community Systems).
- 93 • Provided construction support as needed.
- 94 • Numerous other daily projects and repairs completed and scheduled.
- 95

96 Construction & Planning Report. Mead & Hunt representative Paul Strege gave a brief PowerPoint on the  
97 progress of the Passenger Terminal, General Aviation Terminal, Parking Lot Expansion Phase II Project, and  
98 reviewed the proposed change orders and task order that are on Agenda.  
99

100 Robert Kapsner described how cedar wood will be exposed throughout the entry vestibules inside of terminal.  
101 The two gray block structures on the outside will sport up lighting and plants. A glazing system will be applied  
102 to the canopy structure and a sidewalk and curb will be constructed under the canopy. Photos were shown  
103 of ticket counter and luggage belt areas. Two flat panel displays will be behind ticket counters for airline logo  
104 and flight information. Terminal is 95% water tight and should be weather tight within the next two weeks.  
105 All the concrete flooring has been poured.  
106

107 Strege discussed Mead & Hunts Amendment to Change Order No. 1 for the Engineering Professional  
108 Services Scope of Additional Services for AIP No. 3-31-0034-37 Passenger Terminal Project in the amount  
109 of \$128,194.00. The amendment is due to the design of the FAA cable relocation and additional Construction  
110 Administration to cover contractor's additional days. This change order is eligible for FAA participation and  
111 will be presented at October's meeting.  
112

113 Board Member Quandt asked if there were any substantial or additional change orders foreseen for the  
114 Passenger Terminal. Kapsner stated there should not be any more substantial change orders, just minor  
115 change orders for any procedural changes.  
116

117 Executive Director Olson noted the substantial completion date of the Passenger Terminal would be the end  
118 of December with a grand opening by February 1, 2015.  
119

120 Paul Strege discussed Change Order No. 3 FAA Cable Relocation in the amount of \$160,626 and should  
121 take two weeks to complete. The trenching for cables will affect existing area and Parking Lot Phase II  
122 project. Change Order No. 4 in the amount of \$11,048.00 which addresses the Mechanical Access \$3,950.00,  
123 Site Electrical Revisions -\$3,344.00, Restroom Accessories -\$2,938.00, Trench Drains \$3,494.00 and Roof  
124 Access Ladders \$9,866.00.  
125

126 Marcus Kuhn reported the Parking Lot Project Phase II has started with closing off the north exit road.  
127 Pavement will be removed and subgrade prepared for concrete. A map was shown of the four phases within  
128 this project. Phase 1 – North exit road, Phase 2 – Parking Lot B west of terminal and Passenger Terminal  
129 entrance road, and Phase 3 New Passenger Terminal and Car Rental parking will be completed by end of  
130 November of 2015. Phase 4 - Parking Lot A which is the existing passenger terminal parking will be  
131 completed next spring. During this project Mead & Hunt will designate entrance road to terminal and a  
132 parking and pedestrian route to/from terminal.  
133

134 Executive Director Olson stated this plan has been modified from the initial phasing. The initial plan had the  
135 new passenger terminal operational by winter, which is not the case. In order to maintain parking for the  
136 restaurant, car rentals and airlines in the existing terminal, Olson made the decision to keep Parking Lot A  
137 open until next spring.  
138

139 Strege discussed Schedule 1 from Change Order No. 1 to Parking Lot Project Phase II. Fixed Based Operator  
140 Trego/Dugan Aviation of Grand Island, Inc., requested additional smaller recreational tie-downs. Installation  
141 of 10 Sets of Tie-downs into the existing concrete ramp, removing the existing Service Road pavement  
142 marking, painting new Service Road markings in new location at a cost of \$68,758.00 (for construction and  
143 design and construction administration).

144  
145 Airport Attorney Depue questioned why this wasn't included in the original bid specs for the General Aviation  
146 Terminal. Board Member Quandt questioned why the overall costs weren't for a GA Terminal compiled  
147 instead of just a portion of the project. Executive Director Olson stated because the bid for the GA Terminal  
148 was so high, the decision was made to take any concrete costs for tie-downs and road way out of the bid to  
149 keep costs down. Olson stated the parking lot is not part of the GA Terminal project, it is just the building  
150 itself.

151  
152 The current GA Terminal ramp has 12-14 tie-downs, and the new GA Terminal area has 18 large tie-downs  
153 left from when the guard was here. Board Member Setlik questioned why weren't the tie-downs included in  
154 the bid knowing tie-downs would be needed at new GA Terminal.

155  
156 Airport Attorney Depue stated the Authority has a 20 year agreement with Trego/Dugan Aviation of Grand  
157 Island that provides they pick up the tab for change orders on this project. How is the cost going to be worked  
158 out with Trego/Dugan Aviation of Grand Island on these items? Trego/Dugan Aviation of Grand Island will  
159 not pay \$319,058.77 for these additions, so is the plan that the Authority will absorb the \$319,058.77 and not  
160 receive any contribution from Trego/Dugan Aviation of Grand Island on these requested additions? Depue  
161 stated the Authority went through a lengthy contract negotiation process and came up with an agreement  
162 provided change orders requested by Trego/Dugan Aviation of Grand Island the Authority would finance  
163 during construction and Trego/Dugan Aviation of Grand Island would pick up the tab at the end of the project.  
164 If the Board wants to negotiate a price and pay for additional costs, that is their prerogative. The rent the  
165 Authority is receiving now is already negotiated down and if you amortize it out, it is not enough to cover the  
166 actual Bond payment.

167  
168 Schedule 2 from Change Order No. 1 requests nine additional parking stalls for the GA Terminal in the  
169 amount of \$109,589.39 (for construction and design and construction administration). If approved the GA  
170 Terminal will have a total of 25 parking stalls when completed and employees will park by Gate 4 so stalls by  
171 GA Terminal will be for customers only. The proposal also addresses drainage for periodic pooling of water  
172 by road west of Building 116B.

173  
174 Schedule 3 from Change Order No. 1 requests a 25' concrete entrance road to GA Terminal in the amount  
175 of \$141,058.77 (for construction and design and construction administration). Olson stated the Board can  
176 do nothing, or build the entry road and build additional businesses to north side of roadway.

177  
178 Strege reported on the GA Terminal progress meeting was held with the contractor yesterday. The contractor  
179 is in the process of sanding, polishing and staining the floor to get the finished look. Some interior painting  
180 has been done. Still waiting on some windows and doors as they were ordered in the wrong size.

181  
182 Olson stated Trego/Dugan Aviation of Grand Island, at their cost, is installing a 30 foot sign on airside along  
183 the northeast side of building.

184  
185 The anticipated date for the General Aviation Terminal grand opening is October 15<sup>th</sup> and the tie-downs and  
186 service road painting should be completed by the second week of October.

187  
188 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-69: FINAL APPROVAL OF BUDGET FOR**  
189 **FISCAL YEAR 2015/2016.**

190  
191 Executive Director Olson stated the budget includes the \$30,000 that the Hall County Board of Supervisors  
192 approved for Law Enforcement Officer (LEO) expenses.

193  
194 Bob Beran and Annette Schimmer have been working on the budget for the past three months and Board  
195 members have had the opportunity to review budget. Beran reported the Authority reserves are healthy but  
196 have been down the last couple of years and recommended replenishing operational revenues within the  
197 next several years.

198

199 Beran and Depue sent a letter to the state auditor to clarify and confirm what our bonding authority ability is  
200 as the statues are confusing.

201  
202 *Motion by Quandt, seconded by Setlik approving the budget for fiscal year 2015/2016, subject to formal*  
203 *adoption of the 2015/2016 budget in accordance with state auditor requirements. Upon roll call, motion was*  
204 *approved with a 5 Yes and 0 No vote.*

205  
206 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-70: REJECTION OF TERRORISM AND**  
207 **WAR INSURANCE WITH ACE PROPERTY AND CAUSALITY INSURANCE COMPANY.**

208  
209 *Motion by Cook, seconded by Quandt, authorizing the Board Chair to reject the Terrorism Insurance and War*  
210 *Insurance coverage with Ace Property and Causality Insurance Company for the policy period of September*  
211 *13, 2015 through September 13, 2016. Upon roll call, motion was approved with a 5 Yes to 0 No vote.*

212  
213 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-71: CAR RENTAL CONCESSION**  
214 **EXTENSION AGREEMENT WITH EASY CAR RENTAL INC., DBA BUDGET CAR & TRUCK RENTAL.**

215  
216 *Motion by Setlik, seconded by Cook, authorizing the Executive Director to execute the Car Rental Concession*  
217 *Extension Agreement with Easy Car Rental, Inc. DBA Budget Car & Truck Rental for office/counter space in*  
218 *Building 101D located at 3773 Sky Park Road, 20-parking spaces, and one car wash bay in Building 108 C.*  
219 *Term of Agreement shall be extended from September 30, 2015 until January 31, 2016. Rent for*  
220 *office/counter/parking space shall remain at \$500/month, and \$100/month for 1 (one) car wash bay. Tenant*  
221 *shall pay a Privilege Fee in the amount of ten percent (10%) of Gross Revenues payable in arrears monthly*  
222 *throughout the extended term. Upon roll call, motion was approved with a 5 Yes to 0 No vote.*

223  
224 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-72: CONTRACT AGREEMENT WITH**  
225 **THE DIAMOND ENGINEERING COMPANY FOR THE PARKING LOT EXPANSION PHASE II PROJECT.**

226  
227 *Motion by Caldwell, seconded by Quandt authorizing the Executive Director to execute Contract Agreement*  
228 *with The Diamond Engineering Company for the Parking Lot Expansion Phase II Project. Bid was awarded*  
229 *to Contractor at the March 11, 2015 Authority Board meeting. Contractor shall complete all work as specified*  
230 *or indicated in the Contract Documents. The description of work includes excavation and grading, pavement*  
231 *removal, concrete curb, sidewalk and pavement, culvert and storm sewer, landscaping, and electrical; work*  
232 *shall be completed in One-Hundred (100) calendar days or by December 18, 2015. Contractor shall provide*  
233 *a one (1) year warranty after the date of substantial completion. The contract price for the Parking Lot*  
234 *Expansion Phase II Project is \$1,746,265.95. Upon roll call, motion was approved with a 5 Yes to 0 No vote.*

235  
236 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-73: CHANGE ORDER NO. 01 FOR**  
237 **PARKING LOT EXPANSION PHASE II PROJECT NO. 0826100-121091.03 (DATED SEPTEMBER 4,**  
238 **2015) FROM MEAD & HUNT, INC., FOR CONTRACTOR DIAMOND ENGINEERING FOR**  
239 **CONSIDERATION OF CONSTRUCTION FOR ONE OF, OR A COMBINATION OF SCHEDULE 1:**  
240 **GENERAL AVIATION TERMINAL AIRCRAFT TIE-DOWN EXPANSION FOR \$56,190.00; SCHEDULE 2:**  
241 **GENERAL AVIATION TERMINAL PARKING LOT EXPANSION FOR \$91,734.39; AND SCHEDULE 3:**  
242 **GENERAL AVIATION TERMINAL ENTRANCE ROAD CONSTRUCTION FOR \$122,691.77.**

243  
244 *Motion by Quandt, second by Caldwell to approve Resolution 15-73. Motion amended by Setlik, second by*  
245 *Caldwell to vote on each Schedule independently.*

246  
247 *Authorizing the Executive Director to execute Change Order No. 1 for Parking Lot Expansion Phase II Project*  
248 *No. 0826100-121091.03 (dated September 4, 2015) from Mead & Hunt, Inc., for Contractor Diamond*  
249 *Engineering for Consideration of Construction for one of, or a combination of:*

250  
251 *Schedule 1: Installation of 10 Sets of Tie-downs into the existing concrete ramp, removing the existing*  
252 *Service Road pavement marking, painting new Service Road markings in new location for General Aviation*  
253 *Terminal Aircraft Tie-down Expansion for \$56,190.00. Upon roll call, motion was **approved** with a 5 Yes to 0*  
254 *No vote.*

255  
256 *Schedule 2: Expansion of the existing GA terminal parking lot to the West. New lot would add 9 parking*  
257 *stalls and bring the total parking to 25 stalls for General Aviation Terminal Parking Lot Expansion for*  
258 *\$91,734.39. Upon roll call, motion **failed** with a 1 Yes to 4 No vote.*  
259

260 *Schedule 3: Construction of new 25' wide concrete GA Terminal Entrance Road. Road will connect GA*  
261 *Terminal parking lot to Sky Park Road for General Aviation Terminal Entrance Road Construction for*  
262 *\$122,691.77. Upon roll call, motion **failed** with a 0 Yes to 5 No vote. **Vote Clarification: (1) Yes Vote - Werner.***  
263 ***(4) No Votes – Setlik, Caldwell, Cook and Quandt). 10/14/15 dp.***  
264

265 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-74: TASK ORDER NO. 10 –**  
266 **AMENDMENT NO.1 TO PROFESSIONAL SERVICES AGREEMENT WITH MEAD & HUNT, INC., FOR**  
267 **AIRPORT PARKING LOT EXPANSION – PHASE 2 PROJECT FOR CONSIDERATION OF DESIGN AND**  
268 **CONSTRUCTION ADMINISTRATION SERVICES FOR ONE OF, OR A COMBINATION OF SCHEDULE**  
269 **1: GENERAL AVIATION TERMINAL AIRCRAFT TIE-DOWN EXPANSION, SCHEDULE 2: GENERAL**  
270 **AVIATION TERMINAL PARKING LOT EXPANSION AND/OR SCHEDULE 3: GENERAL AVIATION**  
271 **TERMINAL ENTRANCE ROAD CONSTRUCTION.**  
272

273 *Motion by Quandt, second by Cook to approve Resolution 15-73. Motion amended by Setlik, second by*  
274 *Caldwell to vote on each Schedule independently.*  
275

276 *Authorizing the Executive Director to execute the Task Order No. 10, Amendment No. 1 to Professional*  
277 *Services Agreement with Mead & Hunt, Inc., (effective September 3, 2015) for Construction Administration*  
278 *Services for the Airport Parking Lot Expansion – Phase 2 Project for Consideration of Design and*  
279 *Construction Administration Services for one of, or a combination of:*  
280

281 *Schedule 1: GA Terminal Aircraft Tie-Down Expansion; \$12,568.00. Upon roll call, motion was **approved***  
282 *with a 5 Yes to 0 No vote.*  
283

284 *Schedule 2: GA Terminal Parking Lot Expansion; \$17,855.00. Upon roll call, motion **failed** with a 0 Yes to 5*  
285 *No vote.*  
286

287 *Schedule 3: GA Terminal Entrance Road Construction; \$18,367.00. Upon roll call, motion **failed** with a 0 Yes*  
288 *to 5 No vote.*  
289

290 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-75: CHANGE ORDER NO. 03 FOR AIP**  
291 **NO. 3-31-0034-37/38 PASSENGER TERMINAL PROJECT FROM MEAD & HUNT, INC., FOR**  
292 **HAUSMANN CONSTRUCTION (DATED AUGUST 28, 2015) FOR PERMANENT FEDERAL AVIATION**  
293 **ADMINISTRATION (FAA) AND NATIONAL WEATHER SERVICE (NWS) CABLE AND EQUIPMENT**  
294 **RELOCATION.**  
295

296 *Motion by Setlik, seconded by Cook authorizing the Executive Director to execute Change Order No. 03*  
297 *(dated August 28, 2015) for AIP No. 3-31-0034-37/38 Passenger Terminal Project from Mead & Hunt, Inc.,*  
298 *for Contractor Hausmann Construction in the amount of \$160,626.00, contingent on Federal Aviation*  
299 *Administration's (FAA) approval. The Original Contract sum was \$13,956,000.00, Change Order No. 01*  
300 *increased contract sum in the amount of \$152,299.00 to \$14,108,299.00. Change Order No. 02 increased*  
301 *contract sum in the amount of \$102,556.00 to \$14,210,855.00. Change Order No. 03 will increase contract*  
302 *sum in the amount of \$160,626.00 to \$14,371,481.00. Justification includes: Facilitating relocation of NWS*  
303 *equipment, FTI, ASOS, RVR, and MALSR cables from its temporary location in the old FAA Radar Building*  
304 *(to the west of the new passenger terminal) to the airport electrical vault (to the south). Reason: The FAA*  
305 *reimbursable agreement and approval of final design was not in place to allow for demolition of the existing*  
306 *airport administration building at the project start. As a result, the contractor was required to temporarily*  
307 *relocate equipment and cables to allow the project to progress without delay (Change Order No. 1). The*  
308 *permanent relocation of NWS and FAA facilities will allow for the old FAA radar building to be demolished*  
309 *which is required for the construction of the airport terminal Parking Lot Expansion Project Phase II. The*  
310 *NWS ASOS control unit (rack) will be relocated to the airport electrical vault. The move will consolidate FAA*  
311 *and NWS facilities to a common location, and away from future proposed airport development. The cable*

312 relocation also requires saw cutting, removing, and replacing pavement within the existing airport terminal  
313 parking lot. The terminal parking lot project (not included within this project) is anticipated to be completed  
314 in the Spring of 2016. As a result, backfilling and patching of all trenches within the existing parking lot is  
315 required to maintain a safe passageway for pedestrians and motorists throughout the course of both projects.  
316 Upon roll call, motion was approved with a 5 Yes to 0 No vote.

317  
318 **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 15-76: CHANGE ORDER NO. 04 FOR AIP**  
319 **NO. 3-31-0034-37/38 PASSENGER TERMINAL PROJECT FROM MEAD & HUNT, INC., FOR**  
320 **HAUSMANN CONSTRUCTION FOR MECHANICAL ACCESS, SITE ELECTRICAL REVISIONS,**  
321 **RESTROOM ACCESSORIES, TRENCH DRAINS, AND ROOF ACCESS LADDERS.**

322  
323 *Motion by Cook, seconded by Setlik authorizing the Executive Director to execute Change Order No. 04*  
324 *(dated August 31, 2015) for AIP No. 3-31-0034-37/38 Passenger Terminal Project from Mead & Hunt, Inc.,*  
325 *for Contractor Hausmann Construction in the amount of \$11,048.00, contingent on Federal Aviation*  
326 *Administration's (FAA) approval. The Original Contract sum was \$13,956,000.00, Change Order No. 01*  
327 *increased contract sum in the amount of \$152,299.00 to \$14,108,299.00. Change Order No. 02 increased*  
328 *contract sum in the amount of \$102,556.00 to \$14,210,855.00. Change Order No. 03 increased contract sum*  
329 *in the amount of \$160,626.00 to \$14,371,481.00. Change Order No. 04 will increase the contract sum in the*  
330 *amount of \$11,048.00 to \$14,393,338.00. Justification Includes: Mechanical Access: Increases size of*  
331 *access panels for cabinet unit heaters located in both vestibules. Reason: The cabinet unit heaters at the*  
332 *vestibules was a basis-of-design product. The final selected model required a larger access panel than*  
333 *originally anticipated in order to provide adequate maintenance access. Site Electrical Revisions: This item*  
334 *addresses the removal of fixture "ON" near the car rental parking lot just north of the building. Also, fixtures*  
335 *"OS" near the jet bridge vestibules were relocated just south of their original location. Reason: Review and*  
336 *coordination of submitted jet bridge detailed design shop drawings revealed that two apron light fixtures*  
337 *needed to be relocated south of their existing location to allow for adequate jet bridge operation. Additionally,*  
338 *one light fixture needed to be removed to provide clear access to the car rental parking lot. These changes*  
339 *are necessary to facilitate the movement of passengers and building occupants. Restroom Accessories: This*  
340 *item addresses clarifications and subtractions to scope of work for accessories at restrooms. Reason: The*  
341 *airport identified a supply vendor who would provide free bathroom accessories. These items were therefore*  
342 *removed from the scope of the project. Additionally, the baby changing stations selected by the contractor*  
343 *were larger than necessary and did not meet the design aesthetic of the restrooms. Trench Drains: This item*  
344 *addresses clarification and additions to scope of work for a trench drain inlet system at inbound and outbound*  
345 *baggage tunnels (rooms 137 & 111). Reason: RFI 37 from the contractor revealed that additional clarification*  
346 *and information was needed for the trench drains at inbound and outbound baggage (rooms 137 & 111) Bid*  
347 *documents provided a uniform grade away from the terminal exterior – which was necessary for Alternate*  
348 *Bid Item 4, deduction of inbound and outbound baggage tunnel walls. ABI 4 was not accepted, and as result,*  
349 *baggage cart water runoff within the inbound and outbound baggage tunnels is best collected by a trench*  
350 *drain system. Drainage in this area is essential for the movement of passenger baggage. Roof Access*  
351 *Ladders: This item includes the addition of two exterior wall-mounted roof access ladders. One on the north*  
352 *end of the building near inbound baggage and one on the east wall near the north jet bridge vestibule.*  
353 *Reason: Review and coordination with owner revealed that direct access to the roof was necessary. Winter*  
354 *conditions may be unsuitable for accessing the roof with an extension ladder on the exterior of the facility*  
355 *and therefore fixed ladders are proposed to be added. These changes are essential to the serviceability of*  
356 *the passenger terminal. Upon roll call, motion was approved with a 5 Yes to 0 No vote.*

357  
358 **EXECUTIVE DIRECTOR'S REPORT:**

359 The August 19<sup>th</sup> car show attracted approximately 60 vehicles.

360  
361 Planning session will be scheduled the week of November 16<sup>th</sup>. A survey will be emailed to board to obtain  
362 possible dates.

363  
364 Law Enforcement Officer Update: The County agreed to contribute \$30,000 toward the LEO operation  
365 expenses. TSA representatives Paul Ross and Earl Blasdel along with the Executive Director, met with the  
366 city mayor, city manager, and city police chief to discuss Law Enforcement Officers (LEOs) to staff  
367 commercial flights. Airport will work with the city law enforcement to provide this service starting in February

368 2016. In the interim, the city and county law enforcement will extend brief visits before flights. Board Member  
369 Quandt requested a designated parking stall for LEOs be established near the terminal.

370  
371 ANNOUNCEMENTS:

372 a) Next Board Meeting October 14, 2015.

373  
374 EXECUTIVE SESSION:

375 *Motion by Quandt, second by Setlik to go into Executive Session to discuss airline, lease, and personnel*  
376 *negotiations. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board went into Executive*  
377 *Session at 10:55 a.m.*

378  
379 *Motion by Cook, second by Caldwell to come out of Executive Session with no decisions being made and*  
380 *reconvene to Regular Session. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board*  
381 *came out of Executive Session and into Regular Session 11:19 a.m.*

382  
383 ADJOURNMENT:

384 *Motion by Quandt, second by Cook to adjourn the meeting. Upon roll call, motion was approved with a 5 Yes*  
385 *to 0 No vote, and meeting was adjourned at 11:20 a.m.*

386  
387 HALL COUNTY AIRPORT AUTHORITY

388  
389 \_\_\_\_\_  
390 Debra Potratz | Administrative Assistant

391  
392  
393 \_\_\_\_\_  
394 Lynne Werner | Board Chair

\_\_\_\_\_

Ken Caldwell | Board Secretary/Treasurer

395  
396 (SIGNATURES ON FILE)