



HALL COUNTY AIRPORT AUTHORITY | MINUTES  
Regular Meeting | November 12, 2015

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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 November 12, 2015. Pursuant to proper legal notice, Board Chair Werner called the meeting to order at 7:59 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, Joe Cook, and Michelle Setlik.

AIRPORT AUTHORITY BOARD MEMBER(S) ABSENT: None.

AIRPORT AUTHORITY STAFF PRESENT: Executive Director Mike Olson, Operations Manager Doug Brown, HR/Accounting Manager Annette Schimmer, and Administrative Assistant Debra Potratz.

LEGAL COUNSEL PRESENT: Airport Authority Attorney Ron Depue.

OTHERS PRESENT: Paul Strege, Robert Kapsner, Marcus Kuhn, and Mike Runde from Mead & Hunt, Gary Frisch from Midwest Air Traffic Control Service.

REVIEW AND APPROVAL OF ADMINISTRATIVE CONSENT AGENDA:

- Minutes from the Regular Meeting held October 14, 2015.
- RESOLUTION 15-87: CLAIMS 3116-3120.

*Motion by Setlik, second by Caldwell to approve the Consent Agenda and minutes from the October 14, 2015 Regular Board meeting. Upon roll call, motion was approved with a 5 Yes to 0 No vote.*

Executive Director Olson recognized and honored all Veterans in attendance.

FINANCIAL REPORTS | OCTOBER 2015

Financial Reports by HR/Accounting Manager Annette Schimmer.

- Operating Income and Operating Expenses.
  - Operating Income is at 6.57% | \$82,676.83 | YTD \$82,676.83
  - Operating Expenses is at 3.78% | \$61,760.74 | YTD \$61,760.74
  - Total Operating Income/Loss is at (5.58%) | \$20,916.09 | YTD \$20,916.09
  - Total Net Income/Loss is at (0.55%) | \$32,526.18 | YTD \$32,526.18
- Past Dues Report: (Aging over 30 days) \$1,331.81 as of today.
- Fuel Flowage Report: Trego/Dugan Aviation of Grand Island
 

Jet A & 100LL	▪ 96,786.00 gallons delivered   YTD 96,786.00
Fuel Flowage	▪ \$5,323.23 fuel flowage received   YTD \$5,323.23
Diesel	▪ 300.00 gallons delivered   YTD 300.00
Unleaded	▪ 484.20 gallons delivered   YTD 484.20
Fuel Flowage	▪ \$43.13 fuel flowage received   YTD \$43.13

55 Schimmer reported on the 2015BANS/2016 Bond Budget and reviewed the ineligible/unknown expenses and  
 56 the timeline for issuing 2016 Bonds. The Change Orders outlined in red will be proposed at the December  
 57 meeting. A Finance Committee meeting will be held December 8<sup>th</sup>.  
 58

59 **ACTIVITY REPORTS | SEPTEMBER 2015**

60 Air Traffic Activity Report: Midwest Air Traffic Control Tower report by Tower Manager Gary Frisch.  
 Central Nebraska Regional Airport

Itinerant Operations	Oct 2014	Oct 2015	% Change
Air Carrier	47	33	(30)
Air Taxi	293	282	(4)
Civil Aviation	830	800	(4)
Military	105	75	(29)
<b>Total OPS</b>	<b>1275</b>	<b>1190</b>	<b>(7)</b>
Local Operations			
Civil	234	284	21
Military	44	50	14
<b>Total LCL</b>	<b>278</b>	<b>334</b>	<b>20</b>
<b>TOTAL TRF</b>	<b>1553</b>	<b>1524</b>	<b>(2)</b>

61  
 62 Enplanement Report by Executive Director Mike Olson:

	2015	2015	2014	63
	Oct	Load Factor %	Oct	+/- %
Allegiant	2,541	87%	3,053	-17%
American	2,444	86%	2,154	13%
Charters	0		96	-100%
Mo. Emp	4,985		5,303	-6%
<b>Yr to Date</b>	<b>51,395</b>		<b>49,440</b>	<b>4%</b>

64  
 65 Executive Director Olson reported that the U.S. Department of Transportation received bids from United  
 66 Airlines and American Airlines to serve Sioux City, Iowa under the Essential Air Service Program. Current  
 67 carrier American Airlines submitted a proposal for \$1,261,601 in annual subsidies. United Airlines submitted  
 68 a proposal for \$324,159 annually and said they could potentially offer a flight to Denver if there is success  
 69 with the Chicago flights out of Sioux Gateway Airport in Sioux City, Iowa. Both proposals include two daily  
 70 flights to Chicago O'Hare.  
 71

72 Operations Report by Operations Manager Doug Brown:

- 73 • Provided Aircraft Rescue and Fire Fighting (ARFF)/Direct Ramp Observation (DRO) for Allegiant  
 74 flights, provided ARFF for American Airline daily flights, and Charter flights. The Laughlin Charter  
 75 flight flew out on Veteran' Day. The Windover Charter return was postponed due to high winds as  
 76 deicing efforts cease with winds in excess of 40 mile an hour.
- 77 • Conducted monthly ARFF drills and weekly training held on Part 139 Training, Safety, and  
 78 Transportation Security Administration procedures.
- 79 • Performed preventative maintenance on all snow removal equipment and provided snow removal as  
 80 needed.
- 81 • HW Lochner Engineering from Kansas City, MO is working on the Airports Pavement Certification  
 82 Number (PCN). The PCN is a Standardized Method of Reporting Airport Pavement Strength and is  
 83 a requirement of the Federal Aviation Administration (FAA).
- 84 • Repairs were made to AIR 21 2005 Fire Truck (RESCUE 1).
- 85 • Repaired hydraulic cylinder on AIR 9 (1999 Kodiak Broom Truck).
- 86 • Repaired air tanks on AIR 4 (1998 Oshkosh Dump Truck/Snow Plow).
- 87 • Concrete project has been completed at Buildings 847, 853, & 855 (Gro-Rite).
- 88 • Removed old fence in northwest field on Farm Tract D (Rauert).
- 89 • New overhead hydraulic door was installed on Bldg 113B (Trego/Dugan Aviation Hanger).

- 90 • New road was constructed to Bldg 90 (electrical vault).
- 91 • Repaired hot water heater in Bldg 101 (Passenger Terminal).
- 92 • Tracking repairs with subcontractors on Bldg 114 (General Aviation Terminal).
- 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 stated the General Aviation  
97 Terminal grand opening was held on November 3<sup>rd</sup>. A Change Order for the General Aviation Terminal for  
98 approximately \$23,000 will be presented at the December's meeting. Items included are for site irrigation,  
99 washroom accessories, security door revision, water lateral testing and chlorination, site revisions to be  
100 reimbursed by Trego/Dugan Aviation of Grand Island, 4" high aluminum plate letters for address and street  
101 address on building, and credit for bathroom accessories and shrubs for landscaping. The majority of this  
102 change order is due to the water service line to building. The service line had to be redone several times  
103 due to failing water tests and water pressure. The problem was an existing water valve not holding pressure.  
104 Diamond Engineering installed the water line and valve during the Parking Lot Phase I project and line was  
105 then extended during the General Aviation Terminal project. Board Vice-Chair Quandt questioned why this  
106 cost was not under warranty. Strege stated it was complicated due to the valve did not get replaced but is  
107 very touchy and if not set just right it won't hold pressure. The city had to administer this test and took several  
108 attempts to find the problem. During this process the contractor replaced an elbow and a joint within the water  
109 service line. The costs are for troubleshooting the problem from O'Hara Plumbing; a sub under Chief  
110 Construction. Executive Director Olson stated additional ramp lighting would be added to this change order  
111 as current lighting does not cover the entire ramp at a cost of around \$5,000.

112  
113 Airport Attorney Depue stated Trego/Dugan Aviation of Grand Island signed off on Statement of Lease  
114 Commencement effective November 1, 2015.

115  
116 Passenger terminal: Robert Kapsner stated a moisture barrier had be applied to floor in preparation of  
117 installing the terrazzo floor and the process should take 11 weeks to complete. External metal panels are  
118 being installed and should be completed by mid-December. Masonry is complete and stonework on canopy  
119 will begin next week. Tile is being installed on the restroom floors and walls, and the marble tile by fire place  
120 and entry to TSA screening will be installed within the next couple of weeks. Painting of the interior has  
121 started. The Transportation Security Administration will be receiving a CT80 baggage inspection system and  
122 delivered around February 1<sup>st</sup>. The boarding bridge will arrive middle of December and will take four days to  
123 install. Installation of the metal roof panels is making progress, but is being hindered by high winds.

124  
125 Strege stated the FAA cables have been relocated and the Radar Building has been demolished. An  
126 Amendment for Mead & Hunt's Design and Construction for cable relocation will be submitted at the  
127 December meeting. The FAA has approved this Amendment.

128  
129 A Change Order for \$150,000 for the restaurant will be submitted in December as well. Negotiations have  
130 not been vetted by the contractors so this is just a starting point. Mead & Hunt will talk to Francis Keene from  
131 Midwest Restaurant Supply and will go over pricing with Hausmann Construction. Of that \$150,000, Strege  
132 feels confident that \$30,000 will be FAA eligible. This Change Order is for casing, walls, hood, ruff-ins for  
133 plumbing and electrical, overhead door, and walk through door. Kapsner is going through all the numbers to  
134 make sure they are accurate and not missing anything. Board Vice-Chair Brian Quandt noticed there is no  
135 storage for restaurant equipment and supplies and asked what can be done to alleviate this problem.  
136 Executive Director Olson stated supplies could be stored in the mechanical/electrical room and could move  
137 the old storage shed to the north side of the new terminal.

138  
139 Fire hydrant in the middle of sidewalk under canopy will be moved and gray sprinkler pipe in entry vestibules  
140 will be painted black.

141  
142 Parking Lot Extension Phase II: The main focus is the passenger terminal entrance loop roadway and Kuehn  
143 discussed the phasing of the parking lot projects. A walkway will be established for the passengers coming  
144 from the west parking lot. Kuehn stated they finished the storm sewer and ready to prepare subgrade for  
145 pavement. Diamond Engineering will install the tie down hooks this week and paint tie down markings next  
146 week. Board asked Mead & Hunt to focus on constructing and completing terminal entrance loop road,  
147 center parking lot, and walkway for pedestrians.

148  
149 EXECUTIVE DIRECTOR'S REPORT:  
150  
151 Executive Director attended the AAAE Parking & Landside Management Workshop in Dallas, TX October  
152 19-20<sup>th</sup> and stated the conference was geared toward larger airports. Pam Brown and Robert Reiser from  
153 SP+ will be presenting at the Planning Session on November 19<sup>th</sup>. SP+ is the leading provider of professional  
154 parking management services.  
155  
156 The Open House and Ribbon Cutting for the General Aviation Terminal was November 3<sup>rd</sup>. The event was  
157 well attended though no media was there. Vince Dugan is very happy with the building.  
158  
159 The Allegiant inaugural flight to Orlando-Sanford Florida was held Saturday, November 7<sup>th</sup>. A small crowd  
160 showed up and news media were in attendance. Executive Director Olson thanked staff for organizing and  
161 staffing event. Approximately 30 passengers came in on the flight with 130 passengers flying out.  
162  
163 Planning Session will be held Thursday, November 19<sup>th</sup> 1-5 p.m. at Home Federal Bank on Stolley Park  
164 Road. Ron Depue will be the facilitator. Depue stated this planning session will address the immediate  
165 concerns of the airport. Depue would like to discuss the Authority's bonding authority, ability and restrictions.  
166 Executive Director Olson stated the immediate issues are the Capital Improvement Plan, paid parking and  
167 the Authority Administration building. An agenda will be sent to the Board.  
168  
169 Executive Director Olson stated the Grand Island Convention & Visitor's Bureau received a grant that can be  
170 used for the purchase of an informational kiosk to be located in the passenger terminal. Board Chair Werner  
171 asked if a kiosk could be placed on secure side was well. Executive Director Olson said he would look into  
172 that. Grand Island Convention & Visitor's Bureau Director Brad Mellema will present a kiosk and marketing  
173 proposal at the December meeting.  
174  
175 2016 Board meeting schedule was discussed to potentially move the meeting dates to the third Wednesday  
176 of the month. A schedule will be developed and presented at the December meeting.  
177  
178 ANNOUNCEMENTS:  
179 Next Board Meeting is December 16, 2015.  
180  
181 EXECUTIVE SESSION:  
182 *Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel*  
183 *negotiations. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board went into Executive*  
184 *Session at 9:02 a.m.*  
185  
186 *Motion by Caldwell, second by Cook to come out of Executive Session with no decisions being made and*  
187 *reconvene to Regular Session. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board*  
188 *came out of Executive Session and into Regular Session 9:41 a.m.*  
189  
190 ADJOURNMENT:  
191 *Motion by Quandt, second by Cook to adjourn the meeting. Upon roll call, motion was approved with a 5 Yes*  
192 *to 0 No vote, and meeting was adjourned at 9:42 a.m.*  
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194 HALL COUNTY AIRPORT AUTHORITY  
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Debra Potratz | Administrative Assistant  
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202 Lynne Werner | Board Chair  
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Ken Caldwell | Board Secretary/Treasurer  
204 (SIGNATURES ON FILE)