



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 8th.
 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)
Total OPS	1275	1190	(7)
Local Operations			
Civil	234	284	21
Military	44	50	14
Total LCL	278	334	20
TOTAL TRF	1553	1524	(2)

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%
Yr to Date	51,395		49,440	4%

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 3rd. 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 1st. 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.

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EXECUTIVE DIRECTOR'S REPORT:

Executive Director attended the AAAE Parking & Landside Management Workshop in Dallas, TX October 19-20th and stated the conference was geared toward larger airports. Pam Brown and Robert Reiser from SP+ will be presenting at the Planning Session on November 19th. SP+ is the leading provider of professional parking management services.

The Open House and Ribbon Cutting for the General Aviation Terminal was November 3rd. The event was well attended though no media was there. Vince Dugan is very happy with the building.

The Allegiant inaugural flight to Orlando-Sanford Florida was held Saturday, November 7th. A small crowd showed up and news media were in attendance. Executive Director Olson thanked staff for organizing and staffing event. Approximately 30 passengers came in on the flight with 130 passengers flying out.

Planning Session will be held Thursday, November 19th 1-5 p.m. at Home Federal Bank on Stolley Park Road. Ron Depue will be the facilitator. Depue stated this planning session will address the immediate concerns of the airport. Depue would like to discuss the Authority's bonding authority, ability and restrictions. Executive Director Olson stated the immediate issues are the Capital Improvement Plan, paid parking and the Authority Administration building. An agenda will be sent to the Board.

Executive Director Olson stated the Grand Island Convention & Visitor's Bureau received a grant that can be used for the purchase of an informational kiosk to be located in the passenger terminal. Board Chair Werner asked if a kiosk could be placed on secure side was well. Executive Director Olson said he would look into that. Grand Island Convention & Visitor's Bureau Director Brad Mellema will present a kiosk and marketing proposal at the December meeting.

2016 Board meeting schedule was discussed to potentially move the meeting dates to the third Wednesday of the month. A schedule will be developed and presented at the December meeting.

ANNOUNCEMENTS:

Next Board Meeting is December 16, 2015.

EXECUTIVE SESSION:

Motion by Quandt, second by Cook to go into Executive Session to discuss airline, lease, and personnel negotiations. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board went into Executive Session at 9:02 a.m.

Motion by Caldwell, second by Cook to come out of Executive Session with no decisions being made and reconvene to Regular Session. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and Board came out of Executive Session and into Regular Session 9:41 a.m.

ADJOURNMENT:

Motion by Quandt, second by Cook to adjourn the meeting. Upon roll call, motion was approved with a 5 Yes to 0 No vote, and meeting was adjourned at 9:42 a.m.

HALL COUNTY AIRPORT AUTHORITY

Debra Potratz | Administrative Assistant

Lynne Werner | Board Chair

Ken Caldwell | Board Secretary/Treasurer

(SIGNATURES ON FILE)