

WAYNE MUNICIPAL  
AIRPORT AUTHORITY  
AGENDA  
April 9, 2018  
5:30 p.m.

1. Call to Order

Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the east wall of the Airport Terminal Meeting Room.

The Airport Authority reserves the right to adjourn into executive session as per Section 84-1410 of the Nebraska Revised Statutes.

Public Comments - Anyone desiring to speak on an agenda item is invited to do so, and should limit themselves to three minutes after being recognized by the Chair.

2. Pledge of Allegiance

3. Approval of Minutes

4. Approval of Claims

5. Resolution 2018-1 A RESOLUTION ADOPTING AND APPROVING THE EXECUTION OF AN AGENCY AGREEMENT WITH THE DEPARTMENT OF TRANSPORTATION- DIVISION OF AERONAUTICS OF THE STATE OF NEBRASKA FOR PROJECT X04 TO BE SUBMITTED BY THE DIVISION TO THE FEDERAL AVIATION ADMINISTRATION TO OBTAIN FEDERAL ASSISTANCE FOR THE DEVELOPMENT OF THE AIRPORT

6. New Business

7. Old Business

- Parallel Taxiway to Runway 17/35 Paving & lighting
- FAA obstacle antenna tower- update
- Height restriction grain elevator-update
- Chicken Show- flyer
- Crack & Joint Sealing-update

8. Airport Managers comments

9. Member comments

10. Other business

11. Adjourn

WAYNE MUNICIPAL AIRPORT AUTHORITY

March 12, 2018

5:30 P.M.

The regular meeting of the Airport Authority of the City of Wayne was called to order at the Nancy Braden Terminal Building on the above date and time by Chairman Tom Schmitz. The following members were present: Tom Schmitz, Carl Rump, Travis Meyer and David Ley. Also, attending the meeting were Beth Porter Airport Authority Treasurer, Kyle Dahl Airport Authority Attorney, and Tom Becker Airport Manager and FBO, Karma Schulte, Jim Hoffman, Sandy Hoffman, Joel Hansen, Jared Heithold, Matt Sharer, Rick Gathje and Dave Zach.

Rump moved and Meyer 2<sup>nd</sup> to approve the minutes of the February 12, 2018 meeting. Roll was called with the following results: Yeas: Rump, Schmitz, Meyer and Ley. Nays: None. The Chairman declared the motion carried.

Meyer moved and Rump 2<sup>nd</sup> to accept all the claims presented as of March 12, 2018. Roll was called with the following results: Yeas: Rump, Schmitz, Meyer and Ley. Nays: None. The Chairman declared the motion carried.

Ley moved and Rump 2<sup>nd</sup> to approve hanger lease of IFC Inc. Roll was called with the following results: Yeas: Rump, Schmitz, Meyer and Ley. Nays: None. The Chairman declared the motion carried.

Meyer moved and Ley 2<sup>nd</sup> that the annual airport fly-in be held Sunday July 15<sup>th</sup> in connection with Wayne Chicken Days Celebration. Roll was called with the following results: Yeas: Rump, Schmitz, Meyer and Ley. Nays: None. The Chairman declared the motion carried.

The antenna tower and grain elevator height issues were tabled requesting more information.

Ley moved and Meyer 2<sup>nd</sup> that we limit purchase of aviation gas carried off premises to 10 gallons. Roll was called with the following results: Yeas: Rump, Schmitz, Meyer and Ley. Nays: None. The Chairman declared the motion carried.

Rump moved and Ley 2<sup>nd</sup> that we update our aviation gas payment processor at a cost of \$1,045, as per QTPod Option 1 proposal. Roll was called with the following results: Yeas: Rump, Schmitz, Meyer and Ley. Nays: None. The Chairman declared the motion carried.

Ley moved and Rump 2<sup>nd</sup> that sign up for NDOT crack & joint sealing program. Roll was called with the following results: Yeas: Rump, Schmitz, Meyer and Ley. Nays: None. The Chairman declared the motion carried.

There being no further business, Chairman Schmitz adjourned the meeting at 6:44 PM.

David R. Ley, Secretary

WAYNE AIRPORT AUTHORITY  
BANK SUMMARY  
CHECKING ACCOUNT  
MARCH 31, 2018

PREVIOUS BALANCE 294,781.23

DEPOSITS:

Interest on checking account	110.43
Avgas	3,998.61
Land rent	22,432.72
County Treasurer	3,521.25

30,063.01

TOTAL AVAILABLE 324,844.24

CLAIMS:

Claims Paid FEBRUARY 11,979.40

BOOK BALANCE AS OF MARCH 31, 2018 312,864.84

Plus Outstanding Checks 0.00

Less Outstanding Deposits 0.00

BANK BALANCE AS OF MARCH 31, 2018 312,864.84

WAYNE MUNICIPAL  
AIRPORT AUTHORITY  
April 9, 2018

Ck #7365	American Broadband – Telephone .....	91.58
Ck #7366	Appeara – Rugs & mops.....	59.00
Ck #7367	Becker Flying Service – Managers contract.....2,000.00 Less FBO lease.....(100.00) Less storage bldg.....(61.00).....	1,839.00
Ck #7368	Bomgaars –Bulbs and flags .....	75.75
Ck #7369	Century Link – DSL.....	88.99
Ck #7370	City of Wayne AWOS.....26.88 Apron lighting.....63.21 House.....231.09 Terminal/hangar.....868.46 Shop.....133.34 Office & irrigation.....98.31 Ads & notices.....14.32 Treasurer's Fee.....500.00 Insurance.....1902.55.....	3838.16
EFT	Department of Aeronautics – Terminal/Hangar.....1,182.00 AWOS.....383.33.....	1,565.33
Ck #7371	Gill Hauling- trash .....	55.00
Ck #7372	Jim Hoffman – Digital TV .....	48.19
Ck #7373	Northeast Nebr. Insurance Agency- Business package.....	9,928.00
Ck #7374	Northeast Power – Electricity PAPI's .....	79.84
EFT	Verizon – Cell phone .....	90.98
Ck #7375	Wisner West- Diesel .....	114.00
	TOTAL .....	\$17,873.82

# NEBRASKA

Good Life. Great Journey.

## DEPARTMENT OF TRANSPORTATION

March 6, 2018

Tom Schmitz, Chairman  
Wayne Airport Authority  
P.O. Box 8  
Wayne, NE 68787-0008

Subject: Wayne Municipal Airport  
Wayne, Nebraska  
AIP Project No. XO4 (Parallel Taxiway)  
Agency Agreement

Dear Mr. Schmitz,

Enclosed are three copies of an agency agreement for this project. This agreement allows the department to act as the airport sponsor's agent for this project, as required by state law. Two copies of a resolution for this project are also enclosed for the city's action. Please **return two signed agreements and one resolution** for this project.

If you have any questions, please contact me (402-471-7930) [bryan.deherder@nebraska.gov](mailto:bryan.deherder@nebraska.gov)

Sincerely,

DEPARTMENT OF TRANSPORTATION  
Division of Aeronautics



Bryan DeHerder, E.I.  
Engineering Division

Kyle Schneweis, P.E., Director

### Department of Transportation

1500 Highway 2  
PO Box 94759  
Lincoln, NE 68509-4759

[dot.nebraska.gov](http://dot.nebraska.gov)

OFFICE 402-471-4567

FAX 402-479-4325

NDOT.ContactUs@nebraska.gov

### Aeronautics Division

3431 Aviation Road, Ste. 150  
PO Box 82088  
Lincoln, NE 68501

OFFICE 402-471-2371

FAX 402-471-2906

### Navigational Aids Office

Kearney Municipal Airport  
5065 Airport Road  
Kearney, NE 68847

OFFICE 308-865-5696

FAX 308-865-5697

Resolution No. \_\_\_\_\_

EXTRACT FROM THE MINUTES OF AN OFFICIAL MEETING OF THE WAYNE AIRPORT  
AUTHORITY OF WAYNE, NEBRASKA, SPONSOR OF WAYNE MUNICIPAL AIRPORT,  
HELD ON

\_\_\_\_\_.

The following resolution was introduced by \_\_\_\_\_, read in full, seconded by  
\_\_\_\_\_ and considered:

A RESOLUTION ADOPTING AND APPROVING THE EXECUTION OF AN  
AGENCY AGREEMENT WITH THE DEPARTMENT OF TRANSPORTATION-  
DIVISION OF AERONAUTICS OF THE STATE OF NEBRASKA FOR PROJECT  
NO. XO4 TO BE SUBMITTED BY THE DIVISION TO THE FEDERAL  
AVIATION ADMINISTRATION TO OBTAIN FEDERAL ASSISTANCE FOR  
THE DEVELOPMENT OF THE AIRPORT:

Be it resolved by the Chair(man) and members of the Wayne Airport Authority of Wayne,  
Nebraska, that:

1. The Airport Authority shall enter into an Agency Agreement with the Division of  
Aeronautics for Project No. XO4 for the purpose of obtaining Federal assistance  
in the development of the Airport and that such agreement shall be set forth  
hereinbelow.
2. The Chair(man) of the Airport Authority is hereby authorized and directed to  
execute said Agency Agreement on behalf of the Airport Authority, and the  
Secretary is hereby authorized to attest said execution.
3. The said agreement, referred to hereinabove, is inserted in full and attached  
herewith, and made a part hereof as Exhibit "O".

Upon calling for a vote on the resolution, \_\_\_\_ voted yea, and \_\_\_\_ voted nay, and the resolution  
therefore was declared passed and approved on \_\_\_\_\_.

ATTEST: \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

## AGENCY AGREEMENT

### Project No. X04

This is an agreement between the Wayne Airport Authority of Wayne, Nebraska, hereinafter referred to as the "Airport Sponsor" and the Nebraska Department of Transportation- Division of Aeronautics, hereinafter referred to as the "Division," made and entered into in accordance with, and for the purpose of, complying with the laws of the State of Nebraska.

The Airport Sponsor desires to develop the Wayne Municipal Airport and to use federal airport aid funds available for that purpose. Therefore, the Airport Sponsor hereby designates the Division as its agent in accordance with §3-124 and §3-239, Neb. Rev. Stat. (Reissue 2016), and the Division hereby accepts such designation and agrees to act as the agent of the Airport Sponsor.

It is mutually understood and agreed between the parties that the Airport Sponsor has submitted to the Division its proposed project for the development of said airport, and that such project has been approved by the Division, in accordance with §3-239, Neb. Rev. Stat. (Reissue 2016).

The Airport Sponsor hereby warrants, undertakes and agrees that if the Federal Aviation Administration makes a grant offer, and the Airport Sponsor executes a Grant Agreement, it will develop and manage said airport in the manner set forth in the Grant Agreement and abide by the conditions, rules and regulations of the Federal Aviation Administration.

The terms and conditions of this Agency Agreement and the respective duties, undertakings and agreements of the parties with respect to this Agency Agreement and with respect to the project of airport development, are as follows:

- A. The Division shall accept, receive, receipt for, and disburse all funds granted by the United States for airport aid in accordance with federal laws, rules and regulations and in accordance with §3-101 to §3-154 and §3-239, Neb. Rev. Stat. (Reissue 2016), as the agent of the Airport Sponsor.
- B. Upon receipt of such federal funds, the Division shall deposit them in the State Treasury, according to law, and shall cause disbursement to be made therefrom as follows:

FIRST: If the Division advances funds to the Airport Sponsor as the equivalent of the United States' share of allowable project cost, the Division shall reimburse itself for any such advancement out of such federal funds thereafter received.

SECOND: The Division shall cause the balance of such federal funds due the Airport Sponsor to be paid promptly to the Airport Sponsor.

- C. The Division shall maintain accurate records of all the funds received and expended by it in connection with the project. These records shall be open to inspection by the Airport Sponsor, the Federal Aviation Administration and their authorized representatives in the offices of the Division at all reasonable times.

**EXHIBIT "O"**

- D. The Airport Sponsor reserves the right, power and authority to execute the Application for Federal Assistance, the federal Grant Agreement, all construction and engineering contracts, all agreements related to the purchase of land and all amendments to these items. Aside from the matters so reserved, the Division shall, as agent for the Airport Sponsor, process, execute and submit to the Federal Aviation Administration all papers, forms and documents required by that agency for the approval, carrying out and completion of the project.
  
- E. The Airport Sponsor agrees to reimburse the Division for its administrative costs of furnishing all services performed by it as agent of the Airport Sponsor, including, but not limited to, the services set forth in the attached Exhibit A, "Administrative Services". Division administrative costs charged to the project are considered allowable costs for federal and state participation. These costs will be charged according to the "Schedule of Fees and Charges" shown in the attached Exhibit B, which schedule shall be subject to change upon notification in writing by the Division to the Airport Sponsor.

As used herein, the following words, terms and phrases shall have the meanings herein given:

"Application for Federal Assistance" means the document prepared as the formal application submitted to the Federal Aviation Administration for a grant of federal funds.

"Develop" means to plan, construct or improve the airport as defined in the Application for Federal Assistance.

"Project" means a plan of action for the accomplishment of specific airport developments.

"Grant Agreement" means the contract between the United States of America and the Airport Sponsor in which the Federal Aviation Administration, on behalf of the United States, agrees to pay a portion of the allowable costs of the project.

Executed by the Nebraska Department of Transportation- Division of Aeronautics this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

**RESOLUTION  
DO NOT SIGN**

\_\_\_\_\_  
Director

Executed by the Wayne Airport Authority of Wayne, Nebraska, this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**RESOLUTION  
DO NOT SIGN**

\_\_\_\_\_  
Secretary

**RESOLUTION  
DO NOT SIGN**

\_\_\_\_\_  
Chairman

**EXHIBIT A**  
**AGENCY AGREEMENT**  
**ADMINISTRATIVE SERVICES**

1. Conduct airport site inspections.
2. Review and secure federal approval of Airport Layout Plans (ALP).
3. Prepare and process CIP Data Sheets and related documents used to request an allocation of federal funds, if requested by the Sponsor.
4. Assist in the preparation and processing of Environmental Impact Statements and other environmental studies.
5. Review and process land acquisition documents, title opinions, sponsor certifications and audit reports.
6. Prepare an independent cost analysis of consultant costs, if requested by the Sponsor.
7. Prepare a Disadvantaged Business Enterprise (DBE) Program, if requested by the Sponsor and represent the Sponsor in the DBE Unified Certification Program.
8. Review, process, and secure federal approval of all contracts and agreements, change orders and amendments to these agreements.
9. Attend pre-design conferences and conduct design (plan-in-hand) inspections.
10. Review and process the plans, specifications, special provisions and contract documents.  
Provide U.S. Labor Department wage rate determinations.
11. Attend pre-bid and pre-construction conferences.
12. Prepare and secure execution of Applications for Federal Assistance and associated documents.  
Prepare and process program changes.
13. Process Grant Agreements and amendments.
14. Review periodic pay estimates and forward federal funds to the Airport Sponsor.
15. Prepare applications, requests, transfers or letters of credit for Grant Agreement payments.
16. Conduct or participate in periodic and final inspections.
17. Prepare and/or process other federal documents not otherwise specifically covered above.

# EXHIBIT "0"

## EXHIBIT B AGENCY AGREEMENT SCHEDULE OF FEES AND CHARGES

- A. Salary Costs. Charges will be the monthly rate worked times an overhead/benefits factor for the following positions:

Engineer VI	Engineering Associate (all)*
Engineer V	Engineering Aide (all)*
Engineer IV	Accountant (all)
Engineer III	Accounting Clerk*
Engineer II*	Attorney (all)
Engineer I*	Drafter (all)*

The overhead/benefits factor will be determined annually based on an audit performed in accordance with OMB Circular A87, "Cost Principles for State, Local and Indian Tribal Governments".

\* Employees in these positions receive time and one half for time worked over 40 hours per week.

- B. Living Costs and Outside Expenses. Actual.

Charges will be actual expenses and shall include meals, lodging, telephone calls, etc. normally paid by Division.

- C. Materials, Supplies, & Rental Equipment. Actual.

Charges will be actual costs and shall be charged in accordance with invoices, billings, contracts or agreements.

- D. Transportation. Actual.

Charges will be those established by Division policy for all users for operating a state automobile or using a state aircraft.

# Wayne Municipal Airport Fly-In

Saturday, July 14, 2018 and Sunday, July 15, 2018

## Saturday

- Coffee and Rolls 7:00 a.m. to 10:00 a.m.
- Free Young Eagle plane rides 8:30 a.m. to 2:00 p.m. (depending on weather)
  - Sponsored by the EAA Chapter 291 from Martin Field, South Sioux City, Nebraska
- Discovery flights available for a fee for those interested in taking flying lessons

## Sunday: Fly-In

- **Food** served 9:00 a.m. to 1:00 p.m. (Fly-In's Eat Free)
- **Crowing Motors Car Show** 9:00 a.m. to 1:00 p.m.
- **Poker Run** for motorcycles and cars 1:00 p.m.
  - Sign-in starts at 11:30 a.m. at the airport
  - Contact Mick Kemp at 402-369-0610 or [mkemp@inebraska.com](mailto:mkemp@inebraska.com) for more info

## SPONSORS

Wayne Airport Authority, Becker Flying Services, Wayne Chicken Show  
Elevation 1430' --- 42°14'23"N 96°59'01"W  
CTAF UNICOM 122.8 --- 120.125 AWOS

The Annual Wayne Chicken Show has something for all ages  
[www.chickenshow.com](http://www.chickenshow.com)

For airport fly-in information contact  
Beth Porter at 402-375-1733 or [bporter@cityofwayne.org](mailto:bporter@cityofwayne.org)  
Wayne Airport 402-375-1984



**Beth Porter - RE: Crack & Joint Sealing**

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**From:** Curtis Christianson <cchristianson@olssonassociates.com>  
**To:** Beth Porter <bporter@cityofwayne.org>  
**Date:** 3/19/2018 11:14 AM  
**Subject:** RE: Crack & Joint Sealing

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Beth,

I would venture to say that the information/quantities that you have for runway, taxiway/taxilane, and apron are from when those sections of pavement were asphalt. In 2010/2011/2012 all of those portions, less the taxilanes to the hangars, were reconstructed with concrete pavement. And this upcoming project we will reconstruct the taxilanes to the hangar with concrete as well. So essentially, I would say that the quantities that you have are not correct

I agree with Jim that we need to keep up on having the cracks/joints sealed, however I have some reservations with having the NDOT completing the crack/joint filling on concrete pavement. When the NDOT does the crack/joint sealing they do not keep the material within the joints. Their process leaves an "over band" of joint sealant material on the surface. Basically they use a squeegee behind the joint sealant applicator and it leaves approximately 2" of material, on both sides of the joint, on the surface of the pavement. The FAA will fund a project to complete crack and joint sealing. And if that is done, then we can specify that the material is kept within the joints, and you will only have to pay 10% of the total cost. However, I would say that with the current project and the potential upcoming project for the north portion of the parallel taxiways, you will probably be 4-5 years out. I will look at the joints when I come up for the pre-con meeting and see where you are at with needing a sealing project.

Thanks.

Curtis Christianson, PE | Airports | Olsson Associates  
601 P Street | Lincoln, NE 68508 | cchristianson@olssonassociates.com  
TEL [402.474.6311](tel:402.474.6311) | DIR [402.458.5989](tel:402.458.5989) | CELL [402.560.7567](tel:402.560.7567) | FAX [402.474.5063](tel:402.474.5063)



 Please consider the environment before printing this e-mail.

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**From:** Beth Porter <bporter@cityofwayne.org>  
**Sent:** Friday, March 16, 2018 10:00 AM  
**To:** Curtis Christianson <cchristianson@olssonassociates.com>  
**Subject:** Crack & Joint Sealing

Curt,

I have some questions on the crack & joint sealing at the airport and I'm not sure who to reach out to- hopefully you can help or send me in the right direction!

I have attached the current contract for 2018 and also the most recent contracts from when we had this done (2014 & 1999). The board has approved having this done and instructed me to check with Jim on what needs done. Jim said all of the runways need to be taken care but not the taxi lanes between hangars and approaches as that is part of the upcoming project.

Is the information from the 1999 contract still valid? It lists runway 4/22 8400'; runway 17/35 75', taxiway 400', and ramp 2800'.

Thank you for your help.

Beth Porter

Finance Director

City of Wayne

402-375-1733