

WAYNE MUNICIPAL
AIRPORT AUTHORITY
AGENDA
June 8, 2020
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. New Business

- Discussion/Possible Action Bush Hog Mower

6. Old Business

- Parallel Taxiway to Runway 18/36 Paving & Lighting Update
- Discussion/Possible Action Maintenance Shed/Airport Retreat
- QT Pod Fuel System Update
- Flight Simulator/Club Update

7. Airport Manager Comments

8. Adjourn

WAYNE MUNICIPAL AIRPORT AUTHORITY

May 11, 2020

5:30 P.M.

The regular meeting of the Airport Authority of the City of Wayne was called to order on the above date and time by Chairman Travis Meyer. Pursuant to the Governor's Executive Order No. 20-13, this meeting was held by video/telephone conference. The following members were present: Tom Schmitz, Travis Meyer, Scott Hammer, Mark Putnam and David Ley. Also, attending the meeting were Beth Porter Airport Authority Treasurer, Tom Becker Becker Flying Service, Karma Schulte, Jim Hoffman and Curtis Christensen Olsson Inc.

Hammer moved and Schmitz 2nd to approve the minutes of the April 13, 2020 regular meeting. Roll was called with the following results: Yeas: Schmitz, Meyer, Hammer, Putnam and Ley. Nays: None. The Chairman declared the motion carried.

Ley moved and Schmitz 2nd to accept all the claims presented as of May 11, 2020. Roll was called with the following results: Yeas: Schmitz, Meyer, Hammer, Putnam and Ley. Nays: None. The Chairman declared the motion carried.

Hammer moved and Putman 2nd to approve Resolution 2020-1 A Resolution Adopting And Approving The Execution Of An Agency Agreement With Nebraska Department Of Transportation, Aeronautics Division For Grant No. 3-31-0086-017-2020 To Be Submitted By The Department To The Federal Aviation Administration To Obtain Federal Non-Development Economic Assistance For the Airport Under The Provisions Of The Federal Cares Act. Roll was called with the following results: Yeas: Schmitz, Meyer, Hammer, Putnam and Ley. Nays: None. The Chairman declared the motion carried.

Hammer moved and Schmitz to approve Letter of Recommendation Award for parallel taxiway to runway 18/36 paving and lighting to A & R Construction of Plainview NE. pending FAA and NDDT approval. Roll was called with the following results: Yeas: Schmitz, Meyer, Hammer, Putnam and Ley. Nays: None. The Chairman declared the motion carried.

A special meeting of the authority was set for May 18, 2020 at the airport to discuss action on maintenance shed.

Other matters requiring the attention of the Authority were discussed and it was determined that no further formal actions on these matters were needed.

There being no further business, Chairman Meyer adjourned the meeting at 6:31 PM.

David R. Ley, Secretary

WAYNE MUNICIPAL AIRPORT AUTHORITY

May 18, 2020

6:00 P.M.

A special meeting retreat of the Wayne Municipal Airport Authority was called to order at the Nancy Braden Terminal Building on the above date and time by Chairman Travis Meyer using social distancing. The following members were present: Travis Meyer, Tom Schmitz, Mark Putnam and David Ley. Also attending the meeting were Beth Porter Airport Authority Treasurer, Tom Becker Becker Flying Service, Karma Schulte, Jim Hoffman and Sandy Hoffman.

Proposed Maintenance Shed was the topic of discussion. After discussion it was the consensus that that the following actions should be taken. First, contact NDR Aviation to find out if the hanger program had any possibilities of large hangers. They could be used for airport storage of snow and other equipment. With by fold doors, if large airplanes were based here in the future, we could accommodate them. Second, we should use local architect and get bids on steel extensions on our existing buildings and on stand alone Pole and steel framed steel sided buildings that would be compatible with our existing master plan and height restrictions.

There being no further business Chairman Meyer adjourned the special meeting at 7:07 P.M.

David R. Ley, Secretary

WAYNE AIRPORT AUTHORITY
BANK SUMMARY
CHECKING ACCOUNT
MAY 31, 2020

PREVIOUS BALANCE 85,187.66

DEPOSITS:

| | |
|------------------------------|-----------|
| Interest on checking account | 10.60 |
| Avgas | 2,000.43 |
| County Treasurer | 35,864.61 |
| State of NE | 24,957.81 |
| FAA | 24,316.20 |
| Accounts Receivable | 346.00 |

87,495.65

TOTAL AVAILABLE 172,683.31

CLAIMS:

Claims Paid May 60,591.53

BOOK BALANCE AS OF MAY 31, 2020 112,091.78

Plus Outstanding Checks 1,131.79
Less Outstanding Deposits 0.00

BANK BALANCE AS OF MAY 31, 2020 113,223.57

Airport Money Market Account

| Date | Transaction | Average Rate | Transaction Amount | Balance |
|-------------|---|---------------------|---------------------------|-----------------|
| 3/18/2019 | Opening Balance | | \$ 1,000,000.00 | \$ 1,000,000.00 |
| 3/29/2019 | Interest earned | 1.83 | \$ 702.15 | \$ 1,000,702.15 |
| 4/30/2019 | Interest earned | 1.83 | \$ 1,506.26 | \$ 1,002,208.41 |
| 5/31/2019 | Interest earned | 1.83 | \$ 1,558.85 | \$ 1,003,767.26 |
| 6/28/2019 | Interest earned | 1.83 | \$ 1,510.87 | \$ 1,005,278.13 |
| 7/31/2019 | Interest earned | 1.83 | \$ 1,563.63 | \$ 1,006,841.76 |
| 8/31/2019 | Interest earned | 1.73354 | \$ 1,483.46 | \$ 1,008,325.22 |
| 9/30/2019 | Interest earned | 1.68666 | \$ 1,398.78 | \$ 1,009,724.00 |
| 10/31/2019 | Interest earned | 1.60 | \$ 1,373.02 | \$ 1,011,097.02 |
| 11/19/2019 | Transfer to checking cost of flight simulator | | \$ (92,779.00) | \$ 918,318.02 |
| 11/29/2019 | Interest earned | 1.52 | \$ 1,218.18 | \$ 919,536.20 |
| 12/31/2019 | Interest earned | 1.50 | \$ 1,172.19 | \$ 920,708.39 |
| 1/31/2020 | Interest earned | 1.50 | \$ 1,170.47 | \$ 921,878.86 |
| 2/28/2020 | Interest earned | 1.50 | \$ 1,096.30 | \$ 922,975.16 |
| 3/31/2020 | Interest earned | 1.33225 | \$ 1,042.07 | \$ 924,017.23 |
| 4/30/2020 | Interest earned | 0.88916 | \$ 673.68 | \$ 924,690.91 |
| 5/31/2020 | Interest earned | 0.807 | \$ 632.26 | \$ 925,323.17 |

WAYNE MUNICIPAL
AIRPORT AUTHORITY
June 8, 2020

| | | |
|-----------|---|-----------|
| Ck # 7850 | American Broadband- Telephone | 92.18 |
| Ck # 7851 | Appeara- Rugs & mops..... | 59.00 |
| Ck # 7852 | Becker Flying Service – Managers contract | 3,000.00 |
| | Less FBO lease | (100.00) |
| | Less storage bldg. | (61.00) |
| | | 2,839.00 |
| EFT | Black Hills Energy- Natural gas | 126.59 |
| Ck # 7853 | Bomgaars- Flowers, paint, shears, hose, bolts, sprayer, posts | 363.44 |
| Ck # 7854 | Carhart- Plywood | 134.62 |
| Ck # 7855 | CenturyLink- DSL | 88.99 |
| Ck # 7856 | Chesterman Co- Equipment rental..... | 7.00 |
| Ck # 7857 | City of Wayne | |
| | AWOS | 20.33 |
| | Apron lighting | 17.32 |
| | House..... | 139.10 |
| | Terminal/hangar | 1,042.84 |
| | Shop..... | 92.79 |
| | Office & irrigation..... | 136.54 |
| | Data plan iPad | 40.01 |
| | Ads/notices | 38.18 |
| | Treasurer's Fee | 500.00 |
| | | 2,027.11 |
| EFT | Department of Aeronautics – | |
| | Terminal/Hangar | 1,182.00 |
| | AWOS | 383.33 |
| | | 1,565.33 |
| Ck # 7858 | Heartland Natural Gas- Natural gas..... | 15.06 |
| Ck # 7859 | Helena- Pramitol | 135.00 |
| Ck # 7860 | Jim Hoffman- Digital TV..... | 49.99 |
| Ck # 7861 | Knife River- Project addtl' hangar work | 17,551.75 |
| Ck # 7862 | Olsson-Project 3-31-0086-015 Estimate #8..... | 20,570.00 |

EFT Verizon – Cell phone114.60

TOTAL\$45,739.66

REVOLVING HANGAR PROGRAM

APPROVED 12/7/12

Nebraska DOT / Division of Aeronautics

- I.** **Program Intent.** The Nebraska DOT / Division of Aeronautics (NDOT or “Aeronautics”) and the Nebraska Aeronautics Commission have developed this program to assist municipalities who wish to increase or improve the available hangar space at their public-use airports. Assistance is provided through a no interest loan.

This program is intended to aid and foster aviation interests and activities throughout the state. Hangars at public use airports should be considered public assets. These hangars provide unique capabilities for the community to aid and foster aviation activity. For the benefit of the community, hangars should be owned by the public body that owns and operates the airport. While various lease agreements, even long term, are made with private individuals or firms, the ownership of these facilities must remain in the hands of the public, to manage as a public asset for the community.

II. **Eligibility.**

- A. Who is eligible? Any municipality that operates a public use airport or persons owning privately owned public use airports. A municipality can be an airport authority, city, county or village. Privately owned public use airports must have at least one paved runway, retail sale of aviation fuel and facilities for sheltering, servicing or repair of aircraft.
- B. What is eligible?
1. T-hangars with 40'- 48' wide doors. Larger doors may be eligible upon special approval from the Commission.
 2. Shop and storage hangars.
 3. Ramps - from the hangar door to the edge of the taxiway, including fillets. Maximum eligible dimensions are:
 - a. T-hangars - 15' wide, plus fillets.
 - b. Shop/storage hangars - No greater than the width of the door.
 - c. Length - 27.5'.
 4. Moving an existing hangar to another location on the same airport when that hangar violates state or federal safety or design standards.
 5. Existing Hangar rehabilitation to include re-sheeting roof and side. The supporting structure has been determined to be structurally sound by a licensed structural engineer.

6. Hangar door replacements.
7. Other - finished end units, full or partial floors, electrical service, outlets, lights, stubbed in utilities, other necessary items within 27.5' of the building and engineering fees.
8. Acquiring private hangars is eligible for state funds if no state funds were previously expended for the hangar.
9. Not Eligible - Full utilities such as water & heat (except for electricity), framing, insulation and other miscellaneous interior work.

C. Other conditions that must be met.

1. The hangar must be built on a site that is shown on the currently approved Airport Layout Plan.
2. The hangar building must meet the department's minimum standards (Aeronautics Specification H-40).
3. The sponsor must insure the hangar for the life of the loan agreement.
4. The airport must meet the department's licensing standards, Title 17, Chapter 1 of the Nebraska Administrative Code.

III. Funding and Payments.

- A. NDOT Share. Aeronautics will loan 70% of the eligible costs for new construction and 50% of the eligible costs for existing hangar rehabilitation and/or door replacement, up to the amount approved by the Commission.
- B. Maximum. \$600,000 per airport. The balance of previous agreements plus the new amount can't exceed \$600,000.
- C. Repayment Period. The repayment is based on the total of all loans outstanding under the program. This includes the new program loan amount requested plus the balance on any previous program loans at the time of request.

| <u>Amount due</u> | <u>Repayment Period</u> |
|--|-------------------------|
| 0 - \$600,000 | 10 years |
| Existing Hangar rehabilitation and/or Replacement Doors | 5 years |
| Acquire Private Hangar | 5 years |

- D. Payments. Monthly payments will be billed to the sponsor. The payment amount will be the amount of the new loan agreement divided by the repayment period divided by 12 months per year. No interest or carrying charges will be charged.
- E. Transfer of Ownership Penalty. Should the airport owner transfer ownership of the hangar to a private party within 20 years of the loan allocation date, the airport owner shall pay a penalty to the hangar loan fund the sum of 25% of the total loan amount contributed by the Aeronautics Commission.

IV. Application. Items A-E should be provided on the department's application form. The application must include:

- A. Description of the hangar.
 - 1. T-hangars - standard or nested, number of units, door sizes.
 - 2. Shop/Storage - length & width, number & location of doors, and door sizes.
 - 3. Rehabilitate existing hangar and or replacement doors – describe hangar to be retrofitted and proposed method for reconstruction.
- B. Description of existing hangars, number of hangar spaces on the airport and number of based aircraft. Number of existing hangar spaces not used by aircraft.
- C. Specific information on the demand for more or improved hangar space. Include the hangar waiting list, if applicable. The list should contain the aircraft make/model, "N" numbers, the current location of these aircraft, the address of the current owner and whether these are single or multi-engine.
- D. Estimated cost.
- E. Funding assurance. A statement from the sponsor, their lender or financial agent indicating the amount of money available for the hangar project should be provided.
- F. Sketch of the proposed or existing hangar's location. A partial print of the current ALP is preferred.

V. How the Program Works.

- A. Commission Approval. The airport sponsor or the state airport engineer may present the application to the Aeronautics Commission at the August Commission Meeting. It should be noted that, for consideration at the August Commission Meeting, applications MUST be received at the Aeronautics Lincoln office on or before June 1. The Commission can take one of the following actions.

1. Approve the project and allocate (reserve) funds.
2. Approve the project and place it on the list for future funding. The list will be used when there is not enough money in the hangar fund to allocate funds for the project. When funds become available, Aeronautics will notify the sponsor that it is next on the list. The sponsor can then prepare for bids and proceed with construction.
3. Disapprove the project.

Allocated funds will be withdrawn, without prejudice, if the municipality has not signed a construction contract within eleven months of the Commission's approval or of notification that funds are available.

- B. Priorities. The Commission will use the following priorities as a guide in selecting projects to be approved.

Priority No. 1: Build new buildings or rehabilitate existing buildings at airports that have all existing spaces full and the number of spaces requested \leq the number of planes on waiting list.

Priority No. 2: Build new buildings or rehabilitate existing buildings at airports that have some empty hangars, but the hangars are too small for the size of aircraft.

Priority No. 3: Hangar rehabilitation or hangar door replacement

Priority No. 4: Build new buildings or rehabilitate existing buildings at all other airports.

Tiebreaker: When two or more requests have the same priority, additional consideration will be given to:

1. Airports that have the longest waiting list or most pressing need; and
2. An airport can reduce their requested amount by asking for less than 70% for a new building (or 50% of a building rehabilitation and or door replacement), or by requesting a less expensive building.

- C. Plans & Specifications.

1. T-Hangars, Shop/Storage Hangars and Rehabilitate existing hangar and or Replacement Doors. The sponsor must hire an engineer to prepare the plans and specifications, bid the project and provide on site inspection at critical construction events. Consultants will use the standard Aeronautics consultant agreement. Aeronautics must approve the plans and specifications before advertisement. Engineering costs are eligible under this program.

- D. Bidding. The sponsor opens the bids and then awards the contract subject to Aeronautics' concurrence.
- E. Plan Review. Aeronautics must receive one copy of the building plans and design computations stamped by a Nebraska registered professional engineer. The sponsor's consultant must submit the plans and specifications for review by the State Fire Marshal's office and the plan must meet all state and local electrical code. If the building is to be heated or cooled, the plan must comply with the International Energy Conservation Code (IECC).
- F. Hangar Program Agreement. After the sponsor sends in the building plans, computations and signed contract, Aeronautics will prepare the loan agreement. The agreement states the maximum amount of money that may be advanced and the repayment schedule.
- G. Construction and Funding. The sponsor pays the contractor as construction progresses and sends a copy of the billings to Aeronautics. Aeronautics will reimburse the sponsor for 70% (or 50% for hangar rehabilitation and or replacement doors) of eligible incurred costs. Aeronautics will retain 10% from each reimbursement until the sponsor has completed the "Project Close Out" list described below.
- H. Project Close Out. The following steps are required.
1. The construction is completed and final bills have been submitted.
 2. The sponsor accepts the building and advises Aeronautics in writing.
 3. The sponsor insures the building against fire, hail, and windstorms including extended coverage with loss payable to Aeronautics and the sponsor as their interests may appear. A copy of the insurance certificate must be sent to Aeronautics.
- When all three items have been done, Aeronautics will forward the final 10% due.
- I. Repayment. The conditional sales contract will include the repayment schedule. Aeronautics will begin billing the sponsor when the construction is complete or when the hangar is used for aviation purposes, whichever is first.

It should be noted that, for consideration at the August Commission Meeting, applications MUST be received at the Aeronautics Lincoln office on or before June 1.

HANGAR LOAN APPLICATION
NEBRASKA DOT / DIVISION OF AERONAUTICS

Airport _____
Location _____

Description of Request:

T-Hangar: Number of stalls: _____ Nested or standard: _____
Door sizes: _____

Shop/Storage Hangar: Length _____ x Width _____
Door size: _____

Door Replacement: Number of Doors: _____ Door sizes: _____
Hangar description: _____

Hangar Rehabilitation: Number of Doors: _____ Door sizes: _____
Hangar description: _____

Description / Justification: _____

| Cost Estimate: | <u>Hangar Only</u> | <u>Taxiway Only</u> |
|-----------------------|--------------------|---------------------|
| Construction | _____ | _____ |
| Engineering | _____ | _____ |
| Administration | <u>N/A</u> | <u>\$2,000</u> |
| Total | _____ | _____ |

- _____ Existing hangar information (CONTACT AERONAUTICS FOR DETAILS).
- _____ **Waiting list attached.**
- _____ **Sketch of hangar location attached.**

The sponsor of this airport has or will have sufficient funds for 30% of the hangar costs, 20% of the taxiway costs and 50% of rehabilitation or replacement door costs, as applicable.

Signature

-

-

Beth Porter - RE: Wayne Airport

From: "Lannin, Anna" <anna.lannin@nebraska.gov>
To: Beth Porter <bporter@cityofwayne.org>
Date: 5/28/2020 3:15 PM
Subject: RE: Wayne Airport

Beth,

To answer your questions:

There is an application to apply for a hangar loan. The program and application are on our website. (Let me know if you can't find it.) The hangar loans are allocated during the August Commission Meeting. Note that the program sets an early application deadline but I will accept applications into late July.

The Authority can request a grant for a SRE equipment building through the AIP program funded with non-primary entitlement. There are some restrictions. The Authority's non-primary entitlement funds are being used for the taxiway this year so it would be a couple years before sufficient entitlement would be banked to fund a building. Also, the building would be sized to house AIP eligible snow removal equipment and supplies. Mowing equipment is not considered eligible.

Please let me know of any other questions.

Anna Lannin, P.E.

*Planning and Programming
Aeronautics Division*

Nebraska Department of Transportation

OFFICE [402-471-2371](tel:402-471-2371)
anna.lannin@nebraska.gov
dot.nebraska.gov | [Twitter](#)

From: Beth Porter <bporter@cityofwayne.org>
Sent: Thursday, May 28, 2020 1:09 PM
To: Lannin, Anna <anna.lannin@nebraska.gov>
Subject: Wayne Airport

Anna,

Travis Meyer requested I reach out to you for clarification on what options the Wayne Airport has regarding potentially building more hangars or a maintenance shed. I spoke briefly with Curt Christensen regarding the hangar loan program. What would be the process if the Wayne Airport wanted to apply for Hangar Loan Program? Travis was also wanting to know our possibilities of building a maintenance shed through the AIP program. Curt had told the Board at one time that there were restrictions regarding this. The Board would just to know all their options before proceeding with anything.

Thank you for your help.

Beth Porter
Finance Director
City of Wayne
402-375-1733