

Special Meeting - WAHOO AIRPORT AUTHORITY AGENDA

Monday, January 21, 2019 – 4:30 p.m.

Council Chambers, City Hall, 605 North Broadway, Wahoo

NOTICE IS HEREBY GIVEN that the Wahoo Airport Authority regularly meets on the second Monday of each month in the Council Chamber of City Hall at 605 North Broadway, Wahoo, Nebraska at 4:30 p.m. Notice of special meetings shall be given by posting a notice thereof on the bulletin board in City Hall, U.S. Post Office, and First Bank of Nebraska, at least 24 hours before the special meeting. All meetings are open to the public and the agenda, which is kept continually current, is available for public inspection at the office of the City Clerk at City Hall during normal business hours.

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Announcement of location of Open Meetings Act

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Oath of Office administered to Jay Morrow and Patrick Burke

Call to Order and Roll Call

Election of Officers and Reorganization

1. Chair of the Board
2. Vice Chair of the Board
3. Secretary of the Board
4. Designation of the following: Posting locations of meeting notices; Depository bank for funds; meeting date
5. Authorization for Chairperson to sign Attorney Retainer Agreement

Comments on items not listed on the agenda (no action will be taken on these items)

Action Items

1. Review of Capital Improvement Plan for Wahoo Airport; authorization to submit discussed amendments to said Capital Improvement Plan
2. Maintenance Agreement for Wahoo Airport – report from committee and recommendation for contract
3. Cleaning of FBO Building at Wahoo Airport
4. Approval of Pay Application #2 to M.E. Collins Contracting Project No. 3-310085-012 for \$151,520.99
5. Consideration of policy to allow existing tenants who are selling their aircraft the ability to transfer the lease agreement to the purchaser of the aircraft with approval by the Authority

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Update on Construction Project

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents received
2. Claims
3. Minutes

Adjournment

Next meeting date: Monday, February 11, 2019 at 4:30 p.m.

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Call to Order and Roll Call

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Action Items

1. Capital Improvement Plan for Wahoo Airport; authorization to submit discussed amendments to said Capital Improvement Plan
2. Hay ground lease – determination of terms of future lease agreement
3. Determination of how to proceed with replacement of overhead door in Authority's maintenance hangar

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents received
2. Claims
3. Minutes

Adjournment

Next meeting date: Monday, March 11, 2019 at 4:30 p.m.

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Call to Order and Roll Call

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Action Items

1. Authorize transfer of lease agreement from Gary Cook to Evan Taylor for 2019 Lease period.
2. Acceptance of 2017-18 Financial Statements as audited by BMG, CPAs
3. Maintenance Hangar door replacement
 - a. Approval of contract documents – pending approval from NE Dept of Aeronautics
 - b. Authorize advertising for bids for the project
4. Review of tenant list for outstanding lease documents and delinquency on hangar rent; authorization of action necessary to enforce lease document

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents received
2. Claims
3. Minutes

Adjournment

Next meeting date: Monday, April 8, 2019 at 4:30 p.m.

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WAHOO AIRPORT AUTHORITY AGENDA

Monday, April 15, 2019 – 4:30 p.m.

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Call to Order and Roll Call

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Action Items

1. Maintenance Hangar door replacement
 - a. Approval of contract documents – pending approval from NE Dept of Aeronautics
 - b. Authorize advertising for bids for the project
2. Maintenance Hangar roof replacement
3. Review of tenant list for outstanding lease documents and delinquency on hangar rent; authorization of action necessary to enforce lease document

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents received
2. Claims
3. Minutes

Adjournment

Next meeting date: Monday, May 13, 2019 at 4:30 p.m.

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Call to Order and Roll Call

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Action Items

1. Discussion on construction project – potential issues and plans for addressing (gate installation)
2. Discussion on improvements to the Main Hangar, to be completed by current tenant
3. Review of bid received for Hangar Door for Authority's Maintenance Hangar; action for moving forward

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents received
2. Claims
3. Minutes

Adjournment

Next meeting date: Monday, June 10, 2019 at 4:30 p.m.

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WAHOO AIRPORT AUTHORITY AGENDA

Monday, June 10, 2019 – 4:30 p.m.

Council Chambers, City Hall, 605 North Broadway, Wahoo

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Call to Order and Roll Call

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Action Items

1. Consideration of proposal for addition to the Main Hangar on by Sandhills Aviation and authorization to proceed
2. Decision on whether new request for proposals on engineering is needed (in preparation of large upcoming runway rehab project)

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents received
2. Claims
3. Minutes

Adjournment

Next meeting date: Monday, July 8, 2019 at 4:30 p.m.

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WAHOO AIRPORT AUTHORITY AGENDA

Monday, August 19, 2019 – 4:00 p.m.

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Call to Order and Roll Call

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Action Items

1. Review of the engineer selection process/status in relation to the upcoming runway rehab/replacement project for the Wahoo Airport
2. Review of application for conditional use permit for construction of accessory structure located in the Lake Wanahoo Conservation District
3. Review of application for conditional use permit for entrance sign for Airport
4. Expansion to Wahoo Airport Main FBO Hangar
 - a. Consideration of plans
 - b. Terms of construction agreement
 - c. Amendment to lease agreement
5. Review of application/statement of intent from Frontier Coop to install an additional Jet Fuel tank – double-walled above ground 8,000 gallon tank
6. Report on Pavement Inspection done by the FAA on 8/2/2019

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents received
 - a. Inspection of Corporate Hangar
2. Claims
 - a. Midwest Petroleum for \$5,780.00
3. Minutes of July Meeting

Adjournment

Next meeting date: Monday, September 9, 2019 at 4:30 p.m. (Budget Hearing)

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Call to Order and Roll Call

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Action Items

1. Presentation/Review of plans for improvements/additions to the Main Hangar at the Airport as proposed by Sandhills Aviation
2. Determination of whether or not the Authority will go through engineer selection process for upcoming improvement project (as tabled from 6/10/19 meeting)
3. Review of preliminary budget information; appointment of budget committee to prepare/review final budget for Board consideration

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents received
2. Claims
3. Minutes

Adjournment

Next meeting date: Monday, August 12, 2019 at 4:30 p.m.

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WAHOO AIRPORT AUTHORITY AGENDA – Special Meeting

Monday, September 16, 2019 – 4:30 p.m.

Council Chambers, City Hall, 605 North Broadway, Wahoo

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Call to Order and Roll Call

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Action Items

1. Public Hearing on 2019-20 Budget for the Wahoo Airport Authority; action to approve additional 1% increase in restricted funds budget; action to approve budget
2. Action to authorize Chairperson to sign loan documents for the NE Department of Aeronautics zero-interest loan for the replacement of the door on the Authority's maintenance hangar
3. Agreement with Sandhills Aviation for long-term lease of Main Hangar building
4. Consideration of lease termination for Bill Fleissner for violation of terms of lease
5. Review of Airport Inspection Report conducted by NE Dept of Aeronautics

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents received
2. Claims
3. Minutes

Adjournment

Next meeting date: Monday, October 14, 2019 at 4:30 p.m.

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WAHOO AIRPORT AUTHORITY AGENDA

Monday, October 14, 2019 – 4:30 p.m.

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Call to Order and Roll Call

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Action Items

1. Appeal by tenant to reverse action by the Authority taken on Sept. 16, 2019 to terminate lease
2. Building Lease agreement with Sierra Bravo/Sandhills Aviation for Main Hangar building
3. Requests by Sandhills Aviation for the Authority to address the following:
 - a. Vending machine located in the lobby of the Pilot's Lounge
 - b. Temporary fencing to be used during construction of the addition to the Main Hangar Building
 - c. Parking lot located west of Main Hangar Building
4. Authorization to proceed with necessary improvements to concrete surfacing in areas on the runway caused by ASR
5. Review of lease agreement for Corporate Hangar as for compliance of FAA use of hangar space (potentially).

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Report on contact with property owner about tree line to west of Airport
2. Review of fuel sales, hangar rentals and rents received
3. Claims
4. Minutes

Adjournment

Next meeting date: Tuesday, November 12, 2019 at 4:30 p.m.

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5. Review of lease agreement for Corporate Hangar as for compliance of FAA use of hangar space (potentially).

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

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2. Review of fuel sales, hangar rentals and rents received
3. Claims
4. Minutes

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Tuesday, November 12, 2019 – 4:30 p.m.

Council Chambers, City Hall, 605 North Broadway, Wahoo

NOTICE IS HEREBY GIVEN that the Wahoo Airport Authority regularly meets on the second Monday of each month in the Council Chamber of City Hall at 605 North Broadway, Wahoo, Nebraska at 4:30 p.m. Notice of special meetings shall be given by posting a notice thereof on the bulletin board in City Hall, U.S. Post Office, and First Bank of Nebraska, at least 24 hours before the special meeting. All meetings are open to the public and the agenda, which is kept continually current, is available for public inspection at the office of the City Clerk at City Hall during normal business hours.

Individuals requiring physical or sensory accommodations, individual interpreter service, Braille, large print or recorded material, please contact the ADA Coordinator at City Hall, 605 North Broadway, Wahoo, Nebraska, 68066, telephone 402-443-3222 as far in advance as possible, but no later than 48 hours before the scheduled event.

Announcement of location of Open Meetings Act

(A copy of the Act is posted on the west wall of the Council Chambers for public review. The Act is also available in pamphlet form on request.)

Call to Order and Roll Call

Comments on items not listed on the agenda (no action will be taken on these items)

Action Items

1. Report from Patrick Burke on conversation with the FAA regarding the improper use of the Airport as tabled from October meeting
2. Building Lease Agreement between Wahoo Airport and Sandhills Aviation, LLC
3. 2020 Fee Resolution
4. 2020 Hangar Lease Document

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Report on NDA License Inspection Report and corrective actions
2. Review of fuel sales, hangar rentals and rents received
3. Claims
4. Minutes

Adjournment

Next meeting date: Monday, December 9, 2019 at 4:30 p.m.

"No person in the United States shall, on the grounds of race, color, national origin, age, disability /handicap or sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity provided by the City of Wahoo, whether those programs and activities are federally funded or not. Complaints with regard to this policy must be filed in writing with the City Administrator/Clerk/Treasurer within 180 days of the alleged act of discrimination.

To the extent possible, accommodations will be provided for individuals with disabilities, in general, and interpreters, signers and alternate formatted materials will be provided, if requested. To assist in the City providing these accommodations please contact the Title VI Coordinator at City Hall, 605 North Broadway, Wahoo, Nebraska, 68066, telephone 402-443-3222 as far in advance as possible, but no later than 48 hours before the scheduled event."

WAHOO AIRPORT AUTHORITY AGENDA

Monday, December 9, 2019 – 4:30 p.m.

Council Chambers, City Hall, 605 North Broadway, Wahoo

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Announcement of location of Open Meetings Act

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Call to Order and Roll Call

Comments on items not listed on the agenda (no action will be taken on these items)

Action Items

1. Review of Airport Capital Improvement Plan
2. 2020 Fee Resolution
3. 2020 Hangar Lease document

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Airport Engineer Report and associated actions

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents received
2. Nebraska Aviation Symposium & Aviation Maintenance /IA Renewal Seminar – Jan 22-25, Kearney
2. Claims
3. Minutes

Adjournment

Next meeting date: Monday, January 13, 2020 at 4:30 p.m.

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