

MINUTES
Nebraska Aeronautics Commission
August 9, 2024

The Nebraska Aeronautics Commission held their regular meeting at the Grant Municipal Airport, Terminal Building, 76190 Hwy 61, Grant, Nebraska. The legal ad was published in the July 29 and July 30 editions of the Lincoln Journal Star and Grant Tribune Sentinel newspapers and is posted on the website <https://dot.nebraska.gov/aeronautics>. The Commission Book and Public Meetings Act were also posted on the website. Chairperson Scott Tarry called the meeting to order at 1:00 p.m. MDT. Commissioners Michael Cook, Jon Large and Dick Trail attended. Also present were Director Jeremy Borrell, Deputy Director/Legal Counsel Andre Aman, Engineering Division Davey Jones, and NAVAIDS Division Manager Marcy Meyer. Engineering Division Manager Anna Lannin will participate Webex. Commissioner Tom Trumble was absent.

Public Comment

Carri Hoffart, City of Fremont, presented the hangar loan request for hangar rehabilitation at the Fremont Municipal Airport. Due to a scheduling conflict, she will be unable to present later in the meeting. The requested hangar loan would fund improvements in three separate areas: repair of the exterior of Hangar B, reskin the older T-hangar, and replacement of a section of taxilane to improve drainage. The city engineers reviewed the hangars to ensure they are structurally sound. Carri provided photographs and a cost breakdown.

Approval of Minutes

Motion by Commissioner Cook to approve the minutes of the May 3, 2024, meeting. Second by Commissioner Trail. Roll call vote. All voted aye. Motion carried.

Aeronautics Director's Report

Director Borrell thanked the Grant Municipal Airport and Mr. Edward Dunn for his tour of the airport, informational brief, and for hosting the Aeronautics Commission Meeting. Updates to the current staffing efforts was provided. Division is awaiting responses to the last remaining vacant positions and is optimistic based on the candidates. Neligh AWOS commissioning was completed and attended by Director Borrell and Marcy Meyer. Nebraska System Plan has been accepted by FAA and is pending final corrections before completion prior to October Aeronautics Commission meeting. Recently made significant progress in data entry into the MJ online system through a partnership with Vocational Rehab. Efforts to update the Division's website capabilities are ongoing. Provided a brief overview of the efforts surrounding the State Aid Grant Program and FAA Reimbursable agreement. Closed with discussion surrounding the recent updated timeline from the FAA surrounding Title IV requirements for the Division of Aeronautics and GA airports in Nebraska.

Report of State Funds Available

Andre Aman presented a written report of state funds available.

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PROJECT GRANT FUND

Funds available April 30, 2024		\$2,848.94
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Commission Actions (5/03/2024 meeting)		
None		
Subtotal		\$0.00
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Other Actions		
Bloomfield SA9 - return excess funds allocated 10/20/23	\$155,610.00	
Subtotal		\$155,610.00
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Funds available July 31, 2024		\$158,458.94
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<i>Funds available at August 2023 meeting: \$4,058.94</i>		

AERONAUTICS CAPITAL IMPROVEMENT FUND (Neb. Rev. Stat. §81-703)

Funds Available April 30, 2024		3,068,396.62
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Commission Actions (5/03/2024 meeting)		
Gordon - top trees in runway 04 approach	(\$12,750.00)	
Subtotal		(\$12,750.00)
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Other Actions		
None		
Subtotal		0.00
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Receipts		
May	\$158,138.28	

June	\$122,085.68	
July	\$59,442.01	
Subtotal		339,665.97

Funds available July 31, 2024		3,395,312.59
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Funds available at August 2023 meeting: \$0

***** Consistent with state statute 81-703, allocations from this fund will be made at the discretion of the NDOT Director upon the recommendation of the Commission**

STATE OWNED AIRFIELDS (SOA) DIVERSION GRANT FUND

Funds available April 30, 2024		\$0.00
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Commission Actions (5/03/2024 meeting)

None

Funds available July 31, 2024		\$0.00
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Funds available at August 2023 meeting: \$0

SEAL COAT GRANT FUND (Pavement Preservation Program)

Funds available April 30, 2024		\$405,792.18
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Commission Actions (5/03/2024 meeting)

None

Subtotal		\$0.00
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Other Actions

None

Subtotal		\$0.00
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Funds available July 31, 2024		\$405,792.18
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Funds available at August 2023 meeting: \$405,792.18

HANGAR REVOLVING LOAN FUND

Funds available March 31, 2024		\$136,714.17
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Commission Actions (5/03/2024 meeting)

None

Subtotal \$0.00

Other Actions

Lexington storage hangar - return excess funds	297,626.00	
Seward 10-Place T hangar - return excess funds	281,894.00	
Subtotal		\$579,520.00

Receipts

April	\$16,975.00	
May	\$16,975.00	
June	\$16,975.00	
July (\$60,000 is the Harvard Loan annual repayment)	\$76,975.00	
Subtotal		\$127,900.00

Funds available July 31, 2024	\$844,134.17
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Funds available at August 2023 meeting: \$1,933,260.17

Total amount in Hangar Loan fund: \$3,768,360

FUEL STORAGE LOAN FUND

Funds available March 31, 2024	\$295,199.91
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Commission Actions (5/03/2024 meeting)

Allocation - Nebraska City	(262,500.00)	
Subtotal		\$262,500.00

Other Actions

None		
Subtotal		\$0.00

Receipts

April	\$0.00	
May	\$0.00	
June	\$240.00	
July	\$240.00	
Subtotal		\$480.00

Funds available July 31, 2024	\$33,179.91
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Funds available at August 2024 meeting: \$318,996.91

Total amount in Fuel Storage fund: \$336,500

NON-PRIMARY ENTITLEMENT TRANSFER PROGRAM

Funds available April 30, 2024		\$836.75
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Commission Actions (5/03/2024 meeting)		
None		\$0.00
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Funds Disbursed		
Pender Village	-\$100.00	
Subtotal		-\$100.00
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Funds available July 31, 2024		\$736.75

Motion by Commissioner Large to accept the report of State Funds. Second by Commissioner Trail. Roll call vote. All voted aye. Motion carried.

Prioritization Methodology Brief

Davey Jones presented.

State Aid Grant Program

Jeremy Borrell presented the State Aid Grant Program.

Motion by Commissioner Cook to accept the State Aid Grant Program. Second by Commissioner Large. Roll call vote. All voted aye. Motion carried. Approved subject to editing as required.

Reimbursable Agreement for FAA Flight Check/Fund Allocation

Jeremy Borrell presented.

Motion by Commissioner Large to accept the Reimbursable Agreement for FAA Flight Check/Fund Allocation. Second by Commissioner Trail. Roll call vote. All voted aye. Motion carried.

Federal Project Requests

The following projects were provided to the Commission for their review and approval prior to forwarding them to the FAA with requests for funding, as required by State Statutes. The FAA considers the request for future federal funding as funds become available. No state funds are requested at this time.

Beatrice B-03

Scope: 10 Unit T-Hangar, Hangar Approaches & Taxilanes
Total Estimated Cost: \$3,310,000

With an increase in hangar space demand for general aviation aircraft, Beatrice Municipal Airport intends to build a 10-Unit T-Hangar with a 41.5' wide hangar doors on the south side of the existing T-Hangar development. Additionally, various surrounding taxilanes and hangar pavements are experiencing distresses and will be either reconstructed or rehabilitation as part of this project. The proposed development will follow the Airport's approved ALP.

North Platte B-06

Scope: Improve Terminal Building
Total Estimated Cost: \$1,400,000

Project scope includes installation of a passenger boarding bridge. Project costs are based on an actual bid price. The installation of a boarding bridge adds new capabilities, enhances the customer experience and level of service at the airport, and improves accessibility.

Theadford R-04

Scope: Runway 11/29 Widening from 60 Feet to 75 feet
Total Estimated Cost: \$2,730,000

Through the updating of the ALP and Narrative Report for the airport it was determined and approved by the FAA that the current existing critical aircraft was determined to be A/B-II (small). The existing runway does not meet the requirements of the existing critical aircraft.

Theadford X-01

Scope: Construct Rwy 29 Partial Parallel Taxiway
Total Estimated Cost: \$1,380,000

A partial parallel taxiway is recommended for the primary runway to eliminate back taxiing on the runway. A parallel taxiway will improve the overall safety at the airport, allowing for safe and orderly traffic movements around the airport.

Theadford X-02

Scope: Construct Rwy 11 Partial Parallel Taxiway
Total Estimated Cost: \$1,980,000

A partial parallel taxiway is recommended for the primary runway to eliminate back taxiing on the runway. A parallel taxiway will improve the overall safety at the airport, allowing for safe and orderly traffic movements around the airport.

Theadford B-04

Scope: Construct Terminal Building
Total Estimated Cost: \$1,050,000

The existing terminal building is old and in need of updating, a new terminal would provide pilots modern amenities that would improve the overall pilot experience.

NDA M21

Scope: Update of the Pavement Maintenance Program (PCI Inspections)

Total Estimated Cost: \$125,000

The Nebraska Department of Transportation, Aeronautics Division, proposes to inspect Nebraska public-use airports to determine the pavement condition in 2026. The selected airports were last inspected in 2023 and it is recommended that Pavement Condition Index (PCI) inspections be conducted every three years. The results of the pavement inspection will be incorporated into the Division's Capital Improvement Plan and will provide recommendations for federal funding of future rehabilitation projects.

Motion by Commissioner Tarry to approve the CIP data sheets and forward them to the FAA. Second by Commissioner Cook. Roll call vote. All voted aye. Motion carried.

Hangar Loan Requests

Beatrice

Scope: Construct T-hangar With Taxilanes & Approaches

Representative: Dennis Schmitt, Airport Manager

Total Estimated Cost: \$132,400

With an increase in hangar space demand for general aviation aircraft, Beatrice Municipal Airport intends to build a 10-Unit T-Hangar, with 41.5' wide hangar doors on the South side of the existing T-Hangar development. Additionally, various surrounding taxilanes and hangar pavements are experiencing distresses and will be either reconstructed or rehabilitation as part of this project.

Move to recalculate costs into hangar eligible costs for Revolving Hangar Program and other costs and reconsider this project at October meeting for a Revolving Hangar Loan and a State grant to match the Federal Funds. Motion by Commissioner Large. Second by Commissioner Tarry. Roll call vote. All voted aye. Motion carried.

Cambridge

Scope: Construct Storage Hangar

Representatives: Eric Eisenhart, Authority Chairman and Wesley Hock, Airport Manager

Total Estimated Cost: \$514,400

The airport needs additional hangar space for aircraft maintenance and storage of large itinerant and based aircraft.

4,332

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Move to recalculate costs into hangar eligible costs for Revolving Hangar Program and other costs and reconsider this project at October meeting for a Revolving Hangar Loan and a State grant to match the federal funds. (Taxiways, grading and drainage) Motion by Commissioner Cook. Second by Commissioner Trail. Roll call vote. All voted aye. Motion carried.

Fremont

Scope: Hangar Rehabilitation

Total Estimated Cost: \$244,260

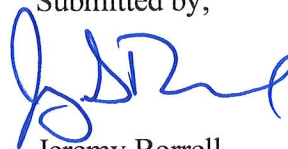
The City of Fremont is working towards repairing our existing assets and look forward to planning for future growth. Fremont has a lot to offer both business and aviation folks alike and we strive to continue to better ourselves and foster a love for aviation and flying in general. We have hangars that are solid in construction, and with a bit of work will be around for many years to come.

Move by Commissioner Cook to approve \$244,260 for all three options presented by Fremont's request. Second by Commissioner Trail. Roll call vote. All voted aye. Motion carried.

The next meeting is tentatively set for Friday, October 18, 2024, at 1:00 pm CDT, at Grand Island, Nebraska. Motion by Commissioner Cook to adjourn the meeting. Second by Commissioner Trail. Roll call vote. All voted aye. Motion carried.

The meeting adjourned at 2:48 p.m. MDT.

Submitted by,



Jeremy Borrell
Director

STATE AID GRANT PROGRAM

VI. APPLICATION. THE AIRPORT SPONSOR MUST APPLY FOR FUNDING ON A FORM PROVIDED BY AERONAUTICS.

- A. APPLICATION. A grant application form entitled "Request for a State Aid Project Application Form" is available from the Aeronautics website or by mail upon request to Aeronautics.

A completed application consists of the form, sketches, photos, supporting information, and letters of support.

The Aeronautics Engineering Division will respond with recommendations and requirements. Additional information may be requested from the sponsor.

B. DEADLINES AND ALLOCATION DATES

1. Applications for state aid are **due September 1**. Submission can be electronic or by mail.
2. Project hearings will be held at the Aeronautics Commission meeting in October.
3. Exceptions. The items listed below may be presented at any regularly scheduled Commission meeting. Complete applications are due two weeks before the meeting.
 - a) An emergency. Note that missing the standard deadlines does not constitute an emergency.
 - b) An increase to a previous state allocation.
4. Availability of State Funds. State funds will be available upon Commission approval as soon as the airport sponsor has completed steps A-I listed in Section VII.
5. One-year deadline for projects to be underway. State funds will be automatically withdrawn, without prejudice, if a state project does not have an executed construction contract one year after the allocation of state funds. For land acquisition projects, the legal notice to landowners must be sent within one year. Airport sponsors can request Commission approval for an extension to the one-year deadline if circumstances warrant it.

State funds allocated to a federal project can be carried into the next fiscal year if the project has been delayed due to unforeseen federal funding delays that are no fault of the sponsor. For these projects, the funds will expire two years from the allocation date. As stated for state projects, the sponsor can request an extension past the two-year deadline.

VII. HOW THE PROGRAM WORKS.

- A. APPLICATION is made to Aeronautics on the form referenced in Section IV.

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B. COMMISSION APPROVAL. The Nebraska Aeronautics Commission must approve all projects. Sponsors must generally present their request for aid to the Aeronautics Commission. If a Sponsor is unable to attend, either in-person or virtually, Aeronautics staff may present a project on behalf of a sponsor.

C. STATE PRIORITIZATION METHODOLOGY MATRIX. Aeronautics runs every proposed project through the currently approved state prioritization methodology matrix. The resulting ranking of projects is used by the Nebraska Aeronautics Commission to assist in allocating state grant funds.

D. LAND ACQUISITION. The sponsor must follow FAA guidelines if the airport is eligible for future federal funds. Aeronautics has a handout available on these guidelines. If the airport is not eligible for federal funds, the land must be appraised, and the appraisal must be acceptable to Aeronautics.

Once the land has been purchased, the sponsor must provide in a copy of the recorded deed and either proof of title insurance or a title opinion showing the city or county as owner. Aeronautics can reimburse for the land costs only after approving these documents. No construction can begin on the new property until Aeronautics approves the title insurance document of the title opinion.

E. ENGINEER, ARCHITECT or CONSULTANT

1. Selection. Aeronautics has no formal selection requirements. Aeronautics suggests that the sponsor contact two or more consultants before hiring a qualified consultant.
2. Contract. A written contract is required, and sample contracts are available. Aeronautics must approve the contract if the costs are to be eligible.
3. Eligible Costs. Only the consulting work related to eligible construction items, or the approved scope of work is eligible for reimbursement. If ineligible construction items are built, a prorated share of the engineering costs also will be ineligible. If a construction item is designed but not built, the engineering design costs for that item are ineligible.

F. PLANS, SPECIFICATIONS AND MAINTENANCE PLAN. Aeronautics requires plans and specifications for all construction contracts exceeding \$49,999. A maintenance plan for the item being built is required for all paving projects.

1. Standard Specifications. For state-aid only projects, Aeronautics recommends using the NDOT Standard Specifications for Highway Construction and the Aeronautics general provisions.
2. Preparation. The sponsor must hire a registered engineer or architect with the appropriate qualifications to prepare these. The plans and specifications must be

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approved by Aeronautics before advertisement.

3. Maintenance Plan. Aeronautics will prepare a maintenance plan for the new pavement, to include the anticipated maintenance items, estimated costs and the years in which the maintenance should occur. The sponsor can use this plan or submit their own plan, which must be approved by the Aeronautics Engineering Division. A condition in the state grant agreement requires the sponsor to follow the plan.

G. BIDDING. For construction contracts estimated to exceed \$49,999, the airport sponsor must advertise for bids in the local paper. Aeronautics generally recommends that the project is advertised three times. For smaller contracts, the sponsor may solicit informal bids. The sponsor opens the bids and then sends Aeronautics a bid tabulation with their intent to award the contract subject to Aeronautics concurrence.

H. STATE GRANT AGREEMENT. Aeronautics will prepare a state grant based on known prices, after receipt of the:

1. bids on a construction project; or
2. signed consultant contract on a planning project; or
3. appraisals on a land project.

If the prices are higher than the original estimate, the sponsor can request additional funds from the Commission at their next regularly scheduled meeting. Requests for additional funds cannot exceed fifteen percent (15%) of the original allocation and must be thoroughly justified. The amount approved by the Commission cannot be exceeded by Aeronautics.

I. EXECUTED CONTRACT. Aeronautics must concur in the award of contract. The signed contract must be bound with the proposal, bonds, specifications, etc. and one copy sent to Aeronautics.

J. PAYING FOR THE PROJECT. The sponsor pays all costs as the work progresses. Aeronautics reimburses the sponsor upon receipt of the following documents.

1. Engineering, Testing and Construction Charges. For state-aid only grants, these billings must be on Aeronautics' progress estimate form. A copy of the estimates, signed by the project engineer, must be sent to Aeronautics for approval. Aeronautics will check the estimates against the terms of the contract. Aeronautics recommends that the sponsor not pay these costs until Aeronautics has approved them.

- a) Engineering & Testing. Billings based on actual charges and unit costs must be supported with time sheets, car logs, receipts, etc. If testing is billed separately, a contract with the laboratory is required.

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- b) Construction. Aeronautics will check that time limitations and test results comply with the contract.
 - c) Change Orders. Changes to any contract must have Aeronautics approval or the costs may not be eligible. Change orders should be approved prior to implementation of the change. Failure to do so will affect eligibility.
2. Other Charges. Generally, one copy of an itemized statement is required.
- a) Publication. Proof of publication is required.
 - b) Legal. The statement must itemize the dates worked, who did the work, what was done, how many hours were worked on that date and the rate per hour. Expenses also must be itemized.
 - c) Appraisal. A contract and itemized statement are required.
3. Aeronautics Administration. Aeronautics administrative charges are actual staff time and expenses spent on each project. These charges can vary considerably depending on the project's complexity. Aeronautics does not bill the administrative costs but subtracts them from the state grant funds. These costs are eligible for reimbursement. **NO CHARGES FOR STAFF TIME WILL BE MADE FOR WORK DONE ON PROJECTS AFTER JULY 1, 2023.**
4. Summary of Project Costs. Aeronautics will prepare a Summary of Project Costs when sufficient charges are accumulated. The Statement will list all project costs submitted to date, ineligible costs, and the state's share of these costs. Aeronautics subtracts their project specific expenses from the state's share instead of billing the sponsor separately. The sponsor must return the signed Statement before state funds can be forwarded.

All funds are sent electronically to the Sponsor's designated bank account. The Sponsor completes a form provided by Aeronautics identifying the account. It normally takes 5 to 7 working days from receipt of the Statement of Cost until the funds are sent.

K. PROJECT CLOSE OUT.

1. Final Construction Progress Estimates must include:
- a) As-built plans (one set).
 - b) Explanation of overruns and underruns.
 - c) Final working/calendar day count.

STATE AID GRANT PROGRAM

- d) As-built airport layout plan, if necessary.
2. Upon receipt of these items, Aeronautics will send a Certificate of Completion and Release to the contractor for signature. The contractor also must send in a Department of Labor Form 16 showing payment of all unemployment insurance. Aeronautics will not approve the final estimate until receipt of all items.
3. Final Costs. After all final construction estimates are approved, Aeronautics will send a worksheet to the sponsor listing all grant costs. The sponsor will have 30 to 45 days to submit any additional costs previously overlooked. The sponsor also must send in copies of the cancelled checks (front & back) written for the grant.
4. Project Overruns. If costs have exceeded the approved state funds, the sponsor may request from the Commission an increase in funding of up to fifteen percent (15%). Overruns must be carefully and thoroughly justified.
5. Final Statement of Cost. The sponsor's signature on this shows their agreement of the settlement of all costs. Aeronautics will close the grant when the final funds are sent to the sponsor.
6. Grant Closeout. State-aid only grants are officially closed by vote of the Aeronautics Commission.