

CITY OF HASTINGS AIRPORT ADVISORY BOARD MINUTES  
Wednesday, September 20, 2017, 11:30 a.m.  
Hastings Municipal Airport Terminal Building Conference Room  
3300 West 12<sup>th</sup> Street, Hastings, Nebraska

**CALL TO ORDER**

Chairman Aaron Schardt called the meeting to order at 11:42 a.m.

**1 - ROLL CALL for QUORUM**

**PRESENT**

Aaron Schardt, Chairman  Matt Kuhr  Michelle Lubken  Chris Thom  Paul Hamelink,  
Council Member

*\*Chairman Schardt advised that due to a family medical emergency Chris Thom is unable to attend the meeting.*

**ABSENT**

Aaron Schardt, Chairman  Matt Kuhr  Michelle Lubken  Chris Thom  Paul Hamelink,  
Council Member

**OTHERS PRESENT**

David L. Wacker, Airport Manager, Jack Newlun, Assistant Airport Manager, Eric Johnson with Kirkham Michael, Deb Bergmann, City of Hastings Engineering, Jim Howsden, Airport Facility Technician, Janet Johnson, Recording Secretary

Public – Harold Korb. Airport Tenants/Glen Bredthauer, Gary Clonch-Classic Flyers, Paul Dunning, Luke Meyers & Mitchell Krull-Meyers Aerial Service, LLC

**2 – MOTION TO ADOPT CURRENT AGENDA**

Moved by Hamelink to adopt the current agenda for Wednesday, September 20, 2017 meeting.  
Second: Kuhr

Ayes: Schardt, Kuhr, Lubken & Hamelink Nays: None Absent: Thom

Motion carried.

**3 – APPROVAL of MINUTES (July 19, 2017)**

Moved by Lubken to approve the minutes from the July 19, 2017 meeting.  
Second: Hamelink.

Ayes: Kuhr, Schardt, Lubken & Hamelink Nays: None Absent: Thom

Motion carried.

#### **4 - PUBLIC NOTICE**

Official Notice of the Hastings Airport Advisory Board meeting was published in the Hastings Tribune on **Thursday, September 14, 2017.** A copy of the meeting was posted at City Hall and the Hastings Municipal Airport. Pursuant to the Nebraska Revised Statue Section 84-1412, the public is advised that a copy of today's agenda and all reproducible written material which will be discussed at today's meeting is located in the lobby of the Hastings Airport Terminal Building, and that a current copy of the Nebraska Open Meeting Act is posted on the **west wall of the Airport Technician's office** in the terminal building which is accessible to members of the public. The meeting is open to the public with a copy of the agenda kept current and available at the City Engineering office, 220 N. Hastings Avenue, Hastings, Nebraska, Monday – Friday, 8:00 a.m. – 5:00 pm. and is posted on the City website.

#### **5 – Update on 6-Place Hangar Project – City Staff**

*Dave Wacker gave an update on the progress of the new hangar construction. The goal for completion was October 1, 2017 with occupancy November 1, 2017. To establish hangar rates, final costs are still to be compiled, taking into consideration an October 1 insurance settlement. The recommended hangar rates based on fair market value & recovery costs must be submitted to the City Council for approval.*

*Broken asphalt on the south spray pad – Apron #2 was replaced as part of the project. Not part of the project but to provide for better drainage & maintenance concrete will be poured to move water out of the area.*

*Schardt expressed pilot concerns regarding plane access of a hangar doorway with the existing ¾" lift on the west side of the new hangar. In agreement, Wacker & Johnson, KM stated the contractor will remedy the issue of the lift prior to occupancy.*

*Discussion regarding a new hangar maintained for overnight rentals. The Hastings overnight hangar rental fee \$15/night is currently under market value. Amenities requested by pilots are individual hangars that offer electricity & insulated/heated. The demand increases during projected inclement weather. Wacker advised there was a budget request, not funded, providing separate electric meters on all hangars. The consensus was to rent all the new hangars long term. **\*\*\*Further discussion of hangar options & fees deferred to Agenda / Item #7 Airport Hangar Policies & Leases\*\*\****

#### **6 – Update on Terminal Area ALP Master Plan – Eric Johnson, Kirkham Michael**

*On 7/19/17 - Eric Johnson provided ALP (Airport Layout Plan,) ground & runway maps to facilitate in the discussion and illustration of possible changes. Group discussion continued of schematics & the process for amendment to the ALP.*

*To aid in the follow-up discussion, Eric Johnson distributed copies of the Terminal Area Plan Map (P.11) & **Draft SCOPE OF WORK** for Hastings Municipal Airport Terminal Plan Update (dated September 20, 2017) discussed Anna Lannin, NDOT, Division of Aeronautics.*

*Following consultation with Lannin, NDOT, Division of Aeronautics the estimated cost of the update is \$31,000 representing a 400-hour effort versus \$200,000 for a full-scale ALP update. Wacker concurred that the amount is reasonable for a plan that would be eligible for future federal funding. The City would upfront the cost, which is reimbursable although it may be 5 or 6 years down the road. The reimbursed dollar amount depends on the project. Federal projects are 90/10. The consultant*

Kirkham Michael will follow FAA guidelines in the preparation of the ALP update. Johnson, KM recommended the formation of an advisory committee including local pilots, the Airport Advisory Board, interested city council members & commercial tenants to suggest additional alternatives.

Moved by Kuhr to recommend the City Council move forward with the **Scope of WORK for Hastings Municipal Airport Terminal Plan Update** as presented with an hourly rate and a "not to exceed" clause (ref. costs) the formation of an advisory committee including local pilots, the Airport Advisory Board, city council members & commercial tenants & hold advertised public meetings/hearings. Second: Schardt.

Ayes: Schardt, Hamelink & Kuhr Nays: None Absent: Thom & \*Lubken (due to work emergency)

**Motion carried.**

### **7 – Airport Hangar Policies & Leases – Discussion**

For advisory board members review, a copy of the 'Hangar Lease Agreement' including Exhibit 'A' – Rules & procedures was emailed to the five (5) Airport Advisory Board members on September 19, 2017 per the request of Aaron Schardt, Chairman. In addition, Schardt distributed copies of the 'Current US Inflation Rates: 2006-2017 / US Inflation Calculator' & Wacker distributed current airport hangar maps.

The current airport hangar lease drafted in 2004 was a collaboration of advisory board chairman Floyd Lindstrom, Airport Manager Dave Wacker, City Engineer & then City Attorney Mike Sullivan. The documents later reviewed by the current City Attorney Dave Ptak.

Items included in the discussion:

- recommendations regarding lease & policies
- reference to the 2016 Blair Airport Survey (attached.) Fremont is currently gathering information for a hangar rate study, copy requested when complete
- possibility of hangar rents tied to inflation, market, availability
- need for a methodology for increasing rents on a regular basis

The consensus was hangar rates be reviewed annually during the budget process w/regular increases effective October 1 of each new fiscal year. Square footage/wing space, improved vs unimproved hangar space & market availability are factors to consider in determining the hangar fee schedule.

Wacker shared the lease agreement is submitted to FAA, NDA & to the City's insurance company. A proposed hangar fee schedule needs Council approval. Annual hangar rate increases would be included in the FY Annual Fee Resolution as part of the annual budget process. Rates would then become effective October 1 of the new fiscal year.

Moved by Kuhr to recommend that the recommendations to Airport Lease Agreement & Exhibit 'A' Policies & Procedures as discussed here (attachment provided by A Schardt) be sent to the City Attorney for further review & comment. Second: Hamelink

Ayes: Schardt, Hamelink & Kuhr Nays: None Absent: Thom & Lubken

**Motion carried.**

## **8 – Discussion of Airport Management Structure – Paul Hamelink**

*Dave Wacker introduced an addition to the airport team, Deborah Bergmann, Environmental Engineering Assistant.*

*Bergmann's first priority is the drafting of an RFP for an FBO (Fixed Based Operator.) She will be working with pilots, Airport Advisory Board members & the members of HAA. The RFP will address desired services of an FBO including: fuel truck services, aircraft maintenance, flight instruction & aircraft rentals. The RFP for a new FBO to be reviewed by the City Council, City Administrator & the Mayor.*

*In addition, Bergmann will make contact & develop working relationships with HEDC, Hastings Chamber of Commerce, the business community - eating establishments (ref. services/hours,) hotels/motels (ref. lodging & shuttle service availability) & businesses offering vehicle rentals/transportation. Bergmann's focus is to promote awareness & the importance of a partnership between businesses & the Hastings Municipal Airport, which will enhance economic development opportunities available for the City of Hastings.*

*Regarding the proposed timeframe, Wacker advised the Engineering department continues to manage the airport facilities as instructed by the Mayor in a September 19 meeting. Hamelink shared the RFP is moving actively forward. Hamelink referenced a recent Tribune article. The airport is a great City asset, an important community resource, need to determine how to best utilize the facility & maximize the business, industrial & economic opportunities.*

*Airport Advisory Board members welcomed Ms. Bergmann. She shared her credentials: served in the U.S. Air Force, 1981-1985, bachelor's degree, industrial engineering & master's degree, business administration, Northrop Grumman Ship Building, Industrial Engineering, 1999-2011, currently City of Hastings Engineering-EPA Mandates (EPA Second Street Sub-site & Water Management.)*

## **9 – Public Comments**

***No comments from the public & airport tenants in attendance.***

## **NEXT MEETING**

***Wednesday, November 15, 2017 at 11:30 a.m.***

## **ADJOURNMENT**

*There being no further business, Schardt moved to adjourn at 1:04 p.m. Second: Kuhr.*

***Ayes: Schardt, Kuhr & Hamelink      Nays: None      Absent: Lubken & Thom***  
***Motion carried.***

Respectfully submitted,

  
Janet Johnson, Recording Secretary

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Matt Kuhr, Airport Advisory Board Secretary

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Aaron Schardt, Airport Advisory Board Chairman

Airport Advisory Board Minutes of September 20, 2017 Approved: \_\_\_\_\_