

GORDON AIRPORT AUTHORITY

MEETING AGENDA

THURSDAY, APRIL 02, 2020; 6:00PM

COUNCIL CHAMBERS @ GORDON AUDITORIUM

I. ROLL CALL

II. ACKNOWLEDGEMENT AND POSTING OF OPEN MEETINGS ACT

III. APPROVE MINUTES FROM FEBRUARY 06, 2019 MEETING

IV. FINANCIAL REPORTS: FEBRUARY & MARCH 2020

V. AVIATION FUEL SALES: FEBRUARY & MARCH 2020

VI. QTPOD: MS300 SELF-SERVE FUEL TERMINAL UPDATE

VII. REFINANCING OF BONDS & ADDITIONS

VIII. HIGHWAY 27 IMPROVEMENT PROJECT

IX. FAA GRANT & RUNWAY, TAXIWAY & APRON PROJECT

X. HANGAR #3 REPAIRS

XI. ADJOURNMENT

GORDON AIRPORT AUTHORITY MEETING
Conference Room, 311 North Oak St., Gordon, NE 69343
Thursday, February 06, 2020; 6:00PM

Notice of the meeting was given in advance by publication in the Sheridan County Journal Star, the designated method for giving notice as shown by the affidavit of publication on file in the City Clerk's office. Agendas of the meeting were distributed to all Airport Authority members prior to the meeting and a copy was available to the public. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

A regular meeting of the Gordon Airport Authority was called to order by Chairman Mark Kruger at 6:05 p.m., February 06, 2020, in the Conference Room of the Gordon Community Building.

Roll call was taken. Present: Roger Bowman, Mark Kruger, Doug Woodbeck and Airport Manager Glen E. Spaugh.

Absent: Eric Halverson and Bill Nickolisen

Guests: No guests were present.

Chairman Mark Kruger made an announcement that a copy of the Open Meetings Act was available.

The regular meeting minutes from December 05, 2019 were presented and reviewed.

Motion by Mr. Bowman, 2nd by Mr. Woodbeck, to approve the meeting minutes from December 05, 2019. Roll call vote: Ayes all.

The financial reports for December 2019 and January 2020 were presented, including the Budget to Actual comparison. Some of the impacting factors were snow removal, the FAA Grant billing and advertising for bids related to the grant.

Motion by Mr. Woodbeck, 2nd by Mr. Kruger, to approve the financial reports for December 2019 and January 2020. Roll call vote: Ayes all.

The aviation fuel sales for December 2019 and January 2020 were reviewed. The airport sold a total of 7,229.33 gallons of fuel for 2019. This was the highest volume of sales in the last eighteen (18) years of tracking.

A discussion followed about increasing the retail price to \$4.50 per gallon. The change in price will need to take place after the new QTPod fuel terminal is installed since the current communication lines are not functional from the SiteMinder software, in the Deputy City Clerk's office, to the airport. The lines have been tested and all connections at the airport are good, but the data lines in the office are outdated.

Motion by Mr. Bowman, 2nd by Mr. Woodbeck, to increase the price of fuel to \$4.50 a gallon. Roll call vote: Ayes all.

We received notice that the present QTPod Self-Service Fuel Terminal is being phased out and will not have support after June 30, 2020. The quote for a new M4000 system is \$12,795.00 after a \$1,995 trade-in credit for parts from the M3000. The first choice from the Authority would be a cellular connection instead of the other options which included hard-wired ethernet or wireless internet.

It was determined to move ahead with an upgrade to the fueling system, but more information needs to be provided from QTPod prior to completion of the contract. Airport Manager, Glen Spaugh, will follow-up with Matt Duncan at QTPod.

The Main Hangar will have only one (1) lessee as of March 1, 2020 due to the departure of Apollo Medflight. They were on a month-to-month lease while offering support to the Pine Ridge Hospital. The two open areas in the hangar will be offered to other pilots, leaving one area open for transient pilots.

Airport Manager Glen Spaugh was in contact with Dustin Waugh about the hangar door replacements on units 4-7. There had been a misunderstanding as to the start date so Dustin will begin the process of building the doors. There was agreement that all three (3) could be installed and then the Airport would pay for the 2019/2020 doors and the last one in 2021.

The possibility of refinancing the bonds, that we already have in place, and adding the cost of the doors, plus the previously mentioned QTPod system, was discussed. Depending on the interest rate, the airport could realize a savings with the new financing. This item will require further research before a decision is made.

Kevin Ensor, with KLJ Engineering, was inquiring about the location of the Batch Plant. It was determined that Location #1 would be the best. However, there was a question about the possibility of driving on the runway to transfer all resources to the appropriate areas.

During the last heavy snowstorm there was leaking from the roof/ceiling on the west side of Hangar #3. This has been an ongoing issue that will need to be investigated.

Motion for adjournment of the Gordon Airport Authority by Mr. Woodbeck at 7:12PM, 2nd by Mr. Kruger. Roll call vote: Ayes all.

I, the undersigned, City Manager for the City of Gordon, Nebraska hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Gordon Airport Authority on February 06, 2020; that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continuously current and available for inspection at the office of the City Clerk; that such subjects were contained in said minutes of the Gordon Airport Authority from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification of the time and place of said meeting and the subjects to be discussed at said meeting.

/s/ Glen E. Spaugh
City Manager & Airport Manager

FEBRUARY AIRPORT BILLS LIST

| | | | |
|---------|------------------------|-------------------------|------------|
| EFTPS | AIRPORT CHECKING | TRANSFER - MONTHLY AWOS | \$383.33 |
| EFTPS | FNBO | CREDIT CARD FEE | \$96.15 |
| EFTPS | NE DEPT OF AERONAUTICS | NDB/AWOS/LOAN PYMNT | \$913.33 |
| INS1083 | SECURITY 1ST INSURANCE | LIABILITY INS | \$2,732.00 |
| 6994 | PAYROLL FUND | SALARIES | \$336.68 |
| 6995 | ARMSTRONG EXT SERVICE | EXTINGUISHER INSPECT | \$803.50 |
| 6996 | AIRPORT AUTHORITY MM | FUEL TRANSFER | \$1,418.51 |
| 6997 | FIRE & ICE MECHANICAL | REPAIRS: FURNACE BLOWER | \$319.14 |
| 6998 | GREAT PLAINS COMM | PHONE | \$193.99 |
| 6999 | NPPD | ELECTRICITY | \$384.82 |
| 7000 | QUILL | SUPPLIES | \$67.99 |
| 7001 | SHERIDAN CO JOURNAL | PRINT & PUBLISH | \$28.20 |
| 7002 | TRUE VALUE | SUPPLIES | \$19.99 |
| 7003 | WESTCO | TIRES FOR COURTESY VAN | \$184.92 |
| 7004 | ARLIN SCHERBARTH | REFUND HANGAR RENT | \$550.00 |
| 7005 | PAYROLL FUND | SALARIES | \$358.26 |

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| TOTAL FEBRUARY BILLS | \$8,790.81 |
| LESS TRANSFERS | \$1,801.84 |
| FEBRUARY BILLS | \$6,988.97 |



| | |
|-----------------------------|----------|
| Checking & Savings Balances | 3/2/2020 |
| Airport Bonds | \$0.00 |
| Sinking Fund (FAA Project) | \$0.00 |
| AWOS | \$0.00 |
| Checking | \$0.00 |
| Money Market | \$0.00 |
| TOTAL = | \$0.00 |

MARCH AIRPORT BILLS LIST

| | | | |
|---------|------------------------|-------------------------|-------------|
| EFTPS | AIRPORT CHECKING | TRANSFER - MONTHLY AWOS | \$383.33 |
| EFTPS | FNBO | CREDIT CARD FEE | \$250.17 |
| EFTPS | NE DEPT OF AERONAUTICS | NDB/AWOS/LOAN PYMNT | \$913.33 |
| INS1085 | SECURITY 1ST INSURANCE | GENERAL LIABILITY | \$2,145.00 |
| EFTPS | AIRPORT CHECKING | FUEL TRANSFER | \$8,178.00 |
| 7006 | PAYROLL FUND | SALARIES | \$294.67 |
| 7007 | KLJ, INC | ESTIMATE #3 | \$13,293.92 |
| 7008 | AIRPORT AUTHORITY MM | FUEL TRANSFER | \$1,374.07 |
| 7009 | GREAT PLAINS COMM | PHONE | \$193.99 |
| 7010 | NPPD | ELECTRICITY | \$287.87 |
| 7011 | SHERIDAN CO JOURNAL | PRINT & PUBLISH | \$29.81 |
| 7012 | SANDHILL OIL CO | AV FUEL | \$8,178.00 |
| 7013 | PAYROLL FUND | SALARIES | \$537.01 |

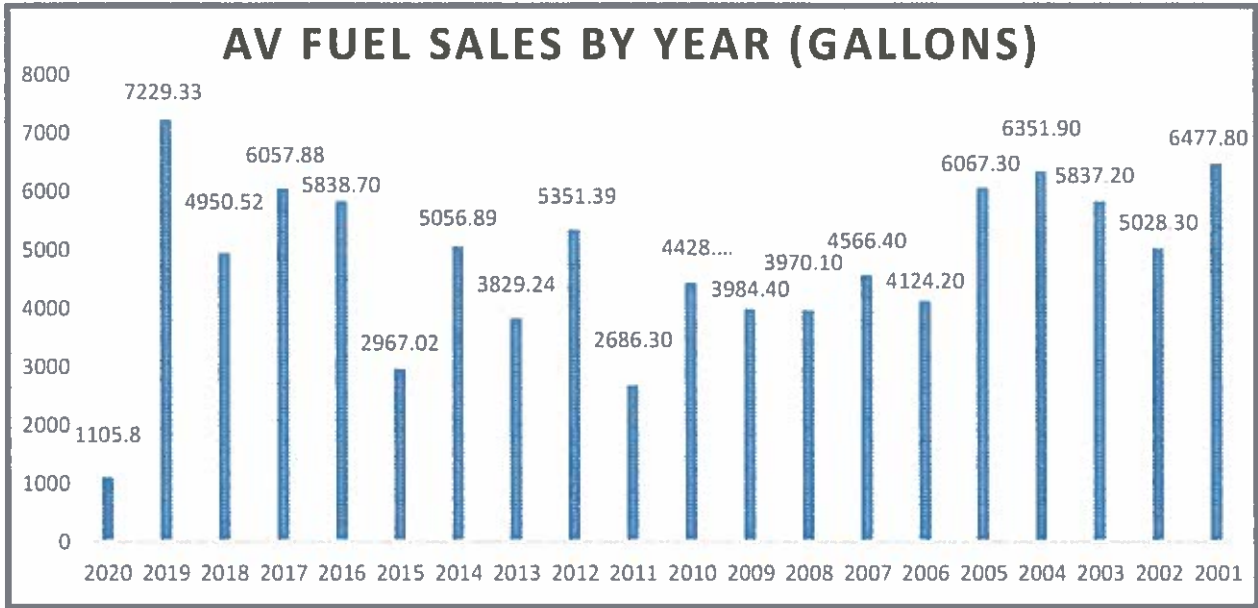


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| TOTAL MARCH BILLS | \$36,059.17 |
| LESS TRANSFERS | \$9,935.40 |
| MARCH BILLS | \$26,123.77 |

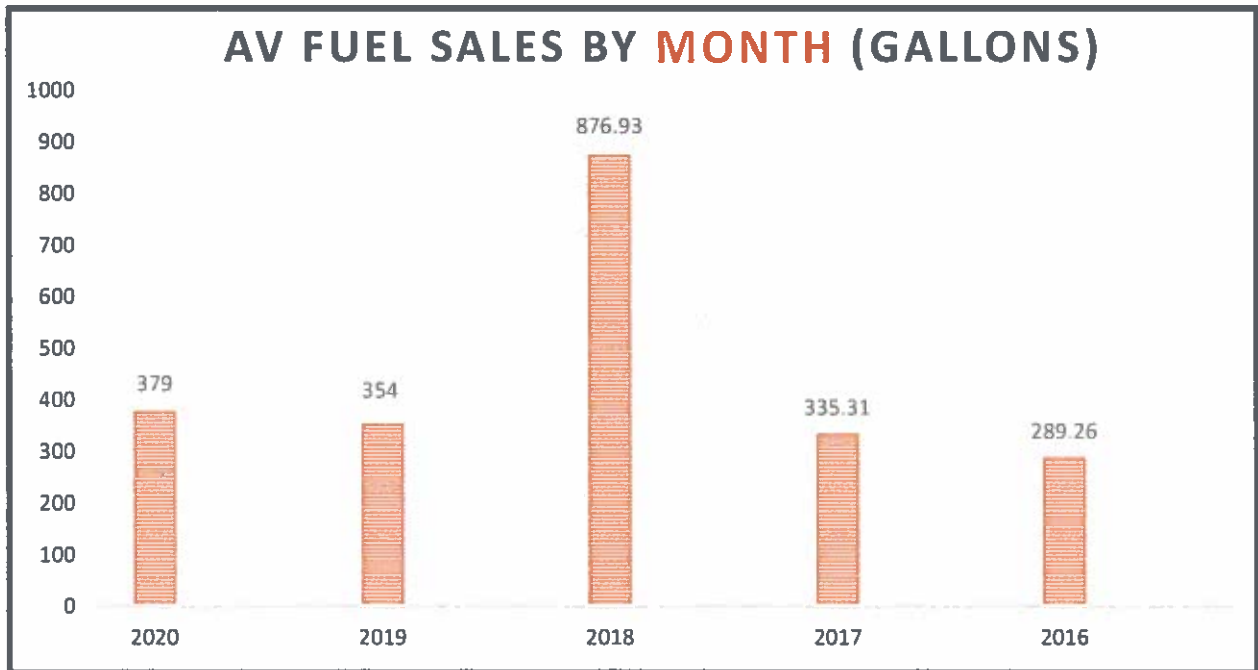
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|-----------------------------|--------------------|
| Checking & Savings Balances | 3/30/2020 |
| Airport Bonds | \$9,801.99 |
| Sinking Fund (FAA Project) | \$11,210.80 |
| AWOS | \$14,265.00 |
| Checking | \$8,000.00 |
| Money Market | \$3,592.00 |
| TOTAL = | \$46,869.79 |

4100 - AIRPORT PROPOSED BUDGET FOR 2018-2019

| Gordon Municipal Airport | | BUDGETED | ACTUAL | Over / Under | Notes | % |
|--------------------------|---------------------------------|--------------------|------------------|----------------------|-----------------------------------|---------------|
| Code | Revenues | 2019-2020 | March-20 | | 6 Months (50.0% of year) | |
| 4800 | Property Tax | 27,745 | 6,461 | -21,284 | Includes \$15,000 from City | 23.29% |
| 4815 | Apron Grant (Apron / Taxiway) | 1,500,000 | 121,828 | -1,378,172 | | 8.12% |
| 4816 | Airport Loan Proceeds | | | 0 | | #DIV/0! |
| 4820 | Hangar Rental | 16,875 | 13,285 | -3,590 | | 78.73% |
| 4830 | Farmland Rental | 5,000 | | -5,000 | | 0.00% |
| 4835 | Miscellaneous Sales | 100 | 16 | -84 | Sale of Dirt, etc. | 16.00% |
| 4840 | Gas Sales | 29,250 | 9,675 | -19,575 | \$4.50 per gallon x 6,500 gallons | 33.08% |
| 4845 | Interest Income | 120 | 45 | -75 | Savings Account | 37.50% |
| 4870 | Misc. Income / Fund Raisers | 500 | | -500 | Special Events | 0.00% |
| | Total Income | 1,579,590 | 151,310 | -1,428,280 | | 9.58% |
| | Cash to Balance Budget | 16,870 | | -16,870 | | 0.00% |
| | TOTAL REVENUES | \$1,596,460 | \$151,310 | -\$1,445,150 | | 9.48% |
| | Expenses | BUDGETED | ACTUAL | Over / Under | | |
| 7200 | Salaries & Wages | 10,000 | 5,827 | -4,173 | City employee work @ Airport | 58.27% |
| 7210 | Fica | 620 | 360 | -260 | Social Security | 58.06% |
| 7217 | Pension | 150 | | -150 | City employee pension | 0.00% |
| 7220 | Medfica | 145 | | -145 | Medicare | 0.00% |
| 8220 | Legal Expense | 500 | 165 | -335 | FAA Grant documents | 33.00% |
| 8221 | Engineering | 11,385 | | -11,385 | KLJ/FAA Grant Project | 0.00% |
| 8224 | AWOS Maintenance | 4,600 | 2,300 | -2,300 | \$383 a month | 50.00% |
| 8225 | Inspection Fees -SFM | 50 | | -50 | NDOA Weights Certification | 0.00% |
| 8226 | Schools & Workshops | 50 | | -50 | | 0.00% |
| 8240 | Postage | 50 | 21 | -29 | Cert. letters and lease mailings | 42.00% |
| 8241 | Print & Publishing | 360 | 544 | 184 | Newspaper notices | 151.11% |
| 8242 | Dues | 25 | 10 | -15 | NE Assoc. of Airport Officials | 40.00% |
| 8245 | Credit Card Fees | 2,780 | 1,978 | -802 | Credit Card Processing | 71.15% |
| 8250 | Electricity | 3,950 | 1,813 | -2,137 | 5% increase over LY | 45.90% |
| 8251 | Heating Fuels (Propane) | 500 | | -500 | Beguin Propane | 0.00% |
| 8252 | Telephone & Communications | 3,000 | 1,168 | -1,832 | Great Plains Comm. | 38.93% |
| 8270 | Insurance | 7,640 | 5,013 | -2,627 | Security First Insurance | 65.62% |
| 8281 | Repairs Equipment / Fuel Pump | 1,000 | 286 | -714 | | 28.60% |
| 8282 | Repairs Shop Equipment | 200 | | -200 | | 0.00% |
| 8283 | Repairs Communications Equip. | 200 | | -200 | Non-AWOS (Beacon Repair) | 0.00% |
| 8284 | Building Maint. / Hangar Repair | 5,500 | 1,139 | -4,361 | Incl. \$4,500 for Hangar #7 door | 20.71% |
| 8289 | Repairs Other & Crack Filling | 500 | | -500 | | 0.00% |
| 8300 | Office Supplies | 100 | 174 | 74 | | 174.00% |
| 8301 | Janitorial Supplies | 150 | | -150 | | 0.00% |
| 8302 | Chemicals | 1,200 | | -1,200 | Weed Control | 0.00% |
| 8303 | Gas, Diesel, and Oil | 21,250 | 12,215 | -9,035 | 5,000 gallons @ \$4.25 a gallon | 57.48% |
| 8305 | Vehicle/Courtesy Car Expenses | 250 | | -250 | Dodge Caravan | 0.00% |
| 8319 | Miscellaneous | 1,000 | 570 | -430 | | 57.00% |
| 8343 | Rental Expense - NDB Charge | 1,920 | 960 | -960 | Beacon Tower: \$160 / month | 50.00% |
| 8352 | Security System | 200 | | -200 | | 0.00% |
| 8367 | Airport Apron / Taxiways | 1,500,000 | 149,703 | -1,350,297 | FAA Grant Funds (In/Out) | 9.98% |
| 8368 | Hangar #1 Door Loan Payment | 4,440 | 2,220 | -2,220 | \$370 a month / No interest loan | 50.00% |
| 8380 | Bond Principal | 10,000 | | -10,000 | 2003 Bond | 0.00% |
| 8390 | Bond Interest | 2,745 | 1,372 | -1,373 | 2003 Bond | 49.98% |
| | TOTAL EXPENSES | \$1,596,460 | \$187,838 | (\$1,408,622) | | 11.77% |



February Fuel Sales: 376.60 ... March Fuel Sales: 379.00



For the month of March 2016 - 2020



Airport Improvement Program (AIP) Project No. 3-31-0031-09-2019

Good morning Steve, we held the meeting and there were only two participants in attendance: Sharpe Enterprises, Inc. (previous low bidder) and a representative from Hughey and Phillips lighting. During this meeting we followed the agenda attached to Addendum No. 1 and the only question posed was the anticipated construction start date which is currently shown in the bidding documents as "on or before June 1st". If acceptable, we plan to issue an addendum if additional questions or requests for clarification are received.

Although this was not a mandatory meeting the lack of attendance was concerning. After the meeting, I called the previous second low bidder to inquire why they did not participate. Paul Reed Construction indicated that they had concerns obtaining a concrete batch plant and would only consider submitting a bid if they could complete all of the concrete work unrestricted as one phase.

I think it would be a good idea to try to increase competition if possible. Glen indicated that he would talk to the Airport Authority at the regularly scheduled meeting next week to determine if closing the taxiways and access to the apron for the entire construction duration would be an acceptable option.

Kevin Ensor PE



303-643-3877 Office 6238 Extension
720-883-1565 Mobile
400 Inverness Parkway, Suite 425
Englewood, CO 80112
www.kljeng.com

GORDON AIRPORT AIP 3-31-0031-009/010

| | |
|------------------|------------------------------------------------------------------------------------|
| March | 26th, 1:30 PM (Pre-Bid Web Meeting) |
| April | 9th, 1:30 PM (Bid Opening) |
| May | Construction Prep / materials ordered |
| June | 1st, Construction begins for Reconstruct Taxiway (45 days) |
| July | Reconstruct Taxiway completion, (20 days) Reconstruct Apron |
| August | Complete Apron Reconstruction, (10 days) Reconstruct Taxi Lane |
| September | Rehab of 4/22 (5 days) Seal-Coat |
| October | 31st, completion of Apron & Taxilane markings / Seeding & Mulching / Close project |

Start work within 10 days of 'Notice to Proceed'

Total of (80) days on the calendar, as listed above

Created: March 20, 2020