

WAHOO CITY COUNCIL AGENDA
Monday, July 21, 2025 - 4:30 PM
Council Chambers, City Hall, 605 N Broadway, Wahoo, NE 68066

NOTICE IS HEREBY GIVEN that the Mayor and Council of the City of Wahoo meet on the second and fourth Tuesdays of each month at the Wahoo Public Library, 637 N Maple Street Wahoo, Nebraska, at 7:00 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 FirstBank of Nebraska, at least 24 hours before the special meeting. All Council 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.

{{Name: Agenda Item Name}}

Announcement of location of Open Meetings Act

Call to Order and Roll Call

Airport Engineer Report and associated actions

Items related to Project # 3-31-0085-18 - 2026 Combination Hangar Project

1. Approval of Pay application #1 and #2 to Kirkham-Michael \$14,493.05

Action Items

1. Action regarding proposed use of Wahoo Airport for powered paragliding.
2. 2026 State Aid Grant Program through State of Nebraska Department of Aeronautics (application due 9/1/2025)
3. Action regarding NASAO membership - paid by State of Nebraska
4. Action to show support for letter from NDOT Aeronautics to Patrick Lantis dated 6/9/25 for USDA to comply with all the requirements provided in said letter
5. Direction to staff regarding seeing Request for Proposals for office space in the FBO.
6. Action regarding seeking bids for hay contract
7. Approval of tower lease with L3Harris Technologies, Inc.
8. Resolution to authorize request of property tax allocation from City of Wahoo

Chairperson's Report and associated actions

Maintenance Contractor Report and associated actions

Ex-Officio Report and associated actions

1. Review of fuel sales, hangar rentals and rents recieved.
2. Claims submitted for payment and acceptance of prior month bank reconciliation
3. Minutes

Adjournment

Next meeting date:

We would like to come to the July 21st Airport Authority (or city council) meeting to discuss our PPG infrequent use of the airport. Please put us on your agenda.

Powered [paragliding](#), also known as paramotoring or PPG, is a form of [ultralight aviation](#) where the pilot wears a back-pack motor (a [paramotor](#)) which provides enough thrust to take off using a paraglider. It can be launched in still air, and on level ground, by the pilot alone—no assistance is required.

PPG is governed under Federal Aviation Regulation (FAR) Part 103 which covers all ultralights, powered single occupant aircraft weighing under 254 pounds. FAR Part 103 is written to protect the general public, not the flying individuals.

We are a small group of operators (less than 10) who want to periodically (when our other flying locations are unavailable) operate from the Wahoo Airport.

Our flying is limited to very conservative weather conditions and we fly only in early mornings or late evenings (when thermal activity doesn't exist).

We would use the field very infrequently and with very few PPG operators, and of course, we would not operate out of the field during the Crop Dusting Season.

All of our pilots have received PPG ground school and flight training through a certified instructor, and have completed proficiency flight ratings and passed knowledge tests developed by the United States Powered Paragliding Association (USPPA). This training includes, but is not limited to: aviation law (FAR Part 103 & Advisory Circular 103-7), aerodynamics, airspace regulation, wind & weather, safety, motor and wing maintenance, and more. In addition, several of our PPG pilots have extensive experience as certified light aircraft pilots and skydivers and/or have completed multiple hours of flight training.



We would also like to request vehicular access to the tarmac and permission to park/unload/load equipment at the edge of the tarmac adjacent to a takeoff/landing zone as depicted on the attached map.

kent irwin and Al Heuton



IMPORTANT ANNOUNCEMENT: THE STATE AID GRANT PROGRAM HAS BEEN REVISED FOR FY2026!

Attention Airport Sponsors & Consultants:

This announcement is to inform you that the **State Aid Grant Program has been revised for FY2026**, with updates approved by the Nebraska Aeronautics Commission on May 16, 2025. We encourage you to review the revised Program carefully to understand the updated eligibility requirements, evaluation criteria, and application procedures.

The State Aid Grant Program offers two funding opportunities:

- Stand-Alone Grants for eligible airport projects.
- Federal Match Grants to supplement FAA-funded projects.

Important note: Submission of an application does not guarantee an award.

How to Apply:

1. **Review the Revised Program:** Please review the attached revised State Grant Program to ensure your project meets the updated program requirements.
2. **Complete the Application Form:** Fill out the attached Application Form with complete and accurate project information. Incomplete submissions may delay processing.
3. **Prepare Supporting Documents:** Include project plans, cost estimates, letters of support, and any other materials that demonstrate the feasibility and benefits of your project.
4. **Submit Your Application:** Email your completed application form and supporting documents to: ndot.aeroengineering@nebraska.gov
Include your project name in the subject line and label all attachments clearly.
5. **Deadline:** Applications must be submitted by **September 1, 2025**.

All State Aid Grant Program documents are available on the Aeronautics website: <https://dot.nebraska.gov/aeronautics/>)

If you have any questions or need further assistance, please call us at 402-471-2371. We are here to help you through the application process.

Sincerely,

NDOT Division of Aeronautics

NEBRASKA

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DEPARTMENT OF TRANSPORTATION



STATE AID GRANT PROGRAM Commission Approved May 16, 2025

Nebraska Department of Transportation
(NDOT) Division of Aeronautics

STATE AID GRANT PROGRAM

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STATE AID GRANT PROGRAM

I. PROGRAM OVERVIEW AND INTENT

The intent of the State Aid Grant Program is to assist in the development of public-use aviation facilities in Nebraska. This program includes state aid provided as part of a federally funded project.

The Nebraska Aeronautics Commission has two types of funds to allocate state grants: the Project Grant Fund, funded through the aviation fuels tax, and the Aeronautics Capital Improvement Fund, funded through a tax on the sales and use of aircraft.

Primary airports with scheduled, non-subsidized, commercial service are eligible to receive up to \$250,000 allocation in state aid per year in recognition of the substantial economic impact these facilities have in generating the funds used to provide state grants. Note: This allocation will be evaluated based on available funds for a given year.

Project approval and funding limits are determined by the Nebraska Aeronautics Commission. The Commission has the right to fund projects outside the scope of this program at their discretion.

II. WHO IS ELIGIBLE?

- A. ANY MUNICIPALITY operating a public-use airport. A municipality can be an airport authority, city, county, or village.
- B. Airports must have a current state license and have no licensing violations unless the request being made is to correct licensing violations.

III. WHAT IS ELIGIBLE?

To be eligible for the state aid program, the following requirements should be met:

- The project is reasonably consistent with the Nebraska System Plan for the development of the area in which the airport is located.
- The project can be completed without undue delay on the sponsor's part.
- The sponsor has sufficient funds to cover their share of the project.

The following are examples of eligible and ineligible projects. This is only a partial listing of projects. For questions on whether a project would be eligible for funding under this program, contact NDOT, Division of Aeronautics at 402-471-2371 or NDOT.AeroEngineering@nebraska.gov

STATE AID GRANT PROGRAM

A. ELIGIBLE UNDER THIS PROGRAM

1. All federal grants (AIP, BIL, etc.) are eligible for state grant matching funds, apart from hangars, fuel storage, access roads and parking lots.
2. Grading, paving, and pavement rehabilitation, including seal coating and crack sealing of runways, taxiways, and aprons.
3. Lighting of eligible paved or graded items, including a vault, electrical equipment, beacon, standby generator, reflective markers, airport lighting, etc.
4. Visual Navigational Aids (Nav aids) - PAPI, REIL, ALS, etc. and AWOS. Emphasis will be placed on nav aids for instrument runways and on those needed for obstacle clearance.
5. Airport layout plans (ALP), Environment Assessment Reports (EA), and other planning studies.
6. Obstruction mitigation or removal of objects in the runway protection zones and objects violating state licensing or Part 77 obstruction standards.* Includes the relocation of roads to allow necessary airport development.
7. Land and easement acquisition for all airport developments, including fencing and relocation.
8. Administration and terminal buildings - public-use areas only. Areas rented or reserved for private use are not eligible. Airport offices such as the manager's office or the authority's meeting room are eligible. The eligible amount will be determined by prorating the actual square feet of each area.
9. Related Items (listed below) are eligible at the same rate of participation as the item to which they are related.
 - a) Consulting and other fees, such as engineering, testing, advertising, administrative and legal fees. These fees are only eligible when the project they are related to is completed within a reasonable time. Typically, the fees are not reimbursed until after the construction/acquisition contracts are executed.
 - b) Related construction items like pavement repairs, utility relocation, incidental fencing, marking, seeding, drainage structures, ducts, etc.
10. Preliminary engineering for large projects (greater than \$1,000,000) to include 30% design, scope, pavement section and cost estimate. There are no guarantees of future funding to complete the project.

STATE AID GRANT PROGRAM

B. NOT ELIGIBLE UNDER THIS PROGRAM

Not eligible under state-aid only grant program:

- a. Security (TSA Part 1542) and guidance signs (FAR Part 139).
- b. Vehicles (SRE and ARFF) and associated buildings.
- c. Passenger lifts for commuter aircraft.
- d. Emergency Repairs. Note: Missing the standard deadline does not constitute an emergency.
- e. Other regular maintenance items to include tree trimming and removal on airport property.
- f. Paving access roads and parking lots and other landside needs.
- g. Runway development not shown on an approved ALP.
- h. Previously funded obstruction mitigation or removal. *
- i. Previously completed projects.
- j. Hangars. **
- k. Fuel storage. **

* The Aeronautics Commission will fund obstruction removal only once per area. For example, if a tree is removed as an obstruction but later regrows, removal will not be funded a second time.

** Hangars and Fuel storage are eligible under the state loan programs.

IV. FUNDING LIMITS.

State grants typically reimburse eligible project expenses at the following percentages:

- State Projects: up to 90% state funds
- State Projects acquiring land, terminal buildings or preliminary engineering: up to 50% state funds.
- Federal Projects: up to 2% state matching funds

State aid-only grants, funds are limited to \$250,000 per airport per fiscal year, except that runway rehabilitation/re-construction for state-aid only projects are limited to \$1,000,000. State matching funds requests allocated for a federal project are limited to a total of \$100,000. A federal project includes the entire scope of the federal grant. Multiple federal grants which are used to finance the same scope of work are considered one project.

A federally funded project with the same scope of work can receive funding for different phases (e.g., engineering and construction), but the total funding is capped at \$100,000. Multiple grant

STATE AID GRANT PROGRAM

applications are allowed, but the total awarded cannot exceed this cap. Funding for one phase does not guarantee funding for future phases.

These provisions do not affect the primary airport allocations outlined in Section I.

V. GENERAL REQUIREMENTS AND CONDITIONS.

- A. The existing airport and the proposed project must meet the Aeronautics licensing standards. The airport must have an approved airport layout plan (ALP), and the proposed project must follow the ALP. If not, 25% of state funds will be withheld from the sponsor until this is corrected.
- B. Any work completed prior to Commission approval must be essential to the development of the requested project and comply with the specifications in Section VII to be eligible for state aid-only grants.
- C. The sponsor must comply with all program requirements and state grant agreement assurances and conditions.

VI. APPLICATION.

- A. **APPLICATION.** The airport sponsor must apply for funding on a form provided by Aeronautics. 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. For State Aid only, you should plan on attending the October meeting in-person or on-line to present the project.
- 3. Exceptions. None.
- 4. Availability of State Funds. State funds will be available upon Commission approval as soon as the airport sponsor has completed steps A through I listed in Section VII.
- 5. **One-year deadline for projects to be underway.** State funds will be automatically

STATE AID GRANT PROGRAM

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, 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 VI.
- 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, or the Sponsor's consultant may present a project on behalf of a sponsor.
- C. STATE PRIORITIZATION METHODOLOGY MATRIX. Aeronautics runs every proposed eligible (IAW Section III A of this Program) 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. If a proposed project DOES NOT MEET CRITERIA, it will be documented as such, excluded from the State approved prioritization methodology matrix and marked as INELIGIBLE in the materials presented to the Aeronautics Commission. The Aeronautics Commission will determine whether to address ineligible projects.
- E. 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 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.

STATE AID GRANT PROGRAM

F. 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.

G. PLANS, SPECIFICATIONS AND MAINTENANCE PLAN. Aeronautics requires plans and specifications for all construction contracts exceeding \$49,999 per the Nebraska State Procurement Act (Nebraska Rev. Stat. § 73-802 through 73-819). 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 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.

Note: Eligible maintenance includes actions that slow the deterioration of airport infrastructure by identifying and addressing specific deficiencies. Throughout the infrastructure's useful life, the sponsor is responsible for budgeting and performing regular maintenance to maximize longevity and prevent major failures.

H. BIDDING. For construction contracts estimated to exceed \$49,999 (\$50,000 or greater), the airport sponsor must advertise for bids in the local paper. Aeronautics generally recommends that the project is advertised three times. For construction contracts that are \$49,999 or less, 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.

STATE AID GRANT PROGRAM

- I. STATE GRANT AGREEMENT. Aeronautics will prepare a state grant based on known prices, after receiving the:
 1. bids on a construction project; or
 2. signed consultant contract on a planning project; or
 3. appraisals on a land project.
- J. 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.
- K. 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 the testing is billed separately, a contract with the laboratory is required.
 - 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 an 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

STATE AID GRANT PROGRAM

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 W9 ACH Enrollment Form provided by Aeronautics identifying the account. It normally takes 5 to 7 business days from receipt of the Statement of Cost until the funds are sent.

L. 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.
 - 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 calendar 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 at the scheduled October meeting 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

STATE AID GRANT PROGRAM

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.

Division Of Aeronautics
REQUEST FOR A STATE AID PROJECT
APPLICATION FORM
FY 2026 Projects

APPLICANT INFORMATION:

Airport: _____

Address: _____

PROJECT DETAILS:

Project Title: _____

Project Description: _____

Project Cost
Estimate: _____

Requested
State Funds: _____

Type of request: State Aid Only Grant Federal Project Matching Funds

In accordance with the State Grant Program, a state grant can reimburse the airport sponsor for 90%¹ of eligible costs of a state project or 2%² of a federal project.

Project Justification and Additional Information (safety, longevity, etc.): _____

Consultant selected for this project: _____

An experienced engineering consultant is required for projects receiving over \$50,000 in state funding, as stipulated by NE State Statute § 73-501.

If this requirement does not apply to your project, type "N/A" in the blank.

¹ State aid-only grants are limited to \$250,000 (\$1 Million for runway rehabilitation or reconstruction projects).

² State matching funds for federal projects are limited to \$100,000.

PROJECT BENEFITS/IMPACTS:

Explanation of the project benefits/impacts (to include one or more of the following: Economic Benefits, Job Opportunities, Local Infrastructure, Tourism Support, Improved Access, Community Benefits, Regional Growth):

**INCLUDE SKETCHES, PHOTOS, OR SUPPORTING INFORMATION
AS AN ATTACHMENT TO THIS FORM.**

SPONSOR'S AUTHORIZED REPRESENTATIVE:

Name: _____ Title: _____

Email: _____ Phone: _____

Signature of Authorized Representative: _____ Date: _____

APPLICATION SUBMITTAL:

Return Completed Application via Email to: ndot.aeroengineering@nebraska.gov

or

Return Completed Application via Postal Mail to: NDOT Division of Aeronautics
1600 Nebraska Parkway
Lincoln, NE 68502

*Requests are due by **September 1, 2025**. All requests are presented for approval/denial at the October Commission Meeting currently scheduled on **October 24, 2025**, at the Central Nebraska Regional Airport. The airport contact person will be notified of the final time and date of the meeting. Questions can be directed to Anna Lannin, (402) 471-2371.*

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DEPARTMENT OF TRANSPORTATION



Jim Pillen, Governor

June 23, 2025

Subject: NDOT Funded NASAO Airport Partner Memberships Now Available

Dear Airport Sponsors:

The Nebraska Division of Aeronautics is pleased to offer the NASAO (National Association of State Aviation Officials) Airport Partner Membership Program to Nebraska's public-use airports. This program supports professional development, provides access to key industry resources, and enhances networking opportunities.

Since 2023, NASAO has welcomed airport memberships, with 418 airports currently participating nationwide. Affiliate Airport members receive Legislative Alerts, access to NASAO's Aviation Training Program, discounts on events, and more.

Thanks to funding provided by the NDOT Division of Aeronautics, participation in this program is available **at no cost to most Nebraska airports**, pending compliance with the program's generous usage requirements. Please review the accompanying NASAO Airport Partner Membership Program Guide, dated June 1, 2025, for details.

To enroll, send the names and email addresses of those who wish to participate from your airport to Davey Jones at david.l.jones@nebraska.gov by **July 22, 2025**.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeremy Borrell".

Jeremy Borrell

Director – Division of Aeronautics

Vicki Kramer, Director

Department of Transportation

MAILING ADDRESS

PO Box 94759
Lincoln, NE 68509-4759

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Lincoln, NE 68502

PHONE 402-471-4567

EMAIL NDOT.ContactUs@nebraska.gov

Aeronautics Division
1600 Nebraska Parkway
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OFFICE 402-471-2371

Navigational Aids Office
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5065 Airport Road
Kearney, NE 68847
OFFICE 308-865-5696
FAX 308-865-5697

dot.nebraska.gov

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DEPARTMENT OF TRANSPORTATION



NASAO Airport Partner Membership Program June 1, 2025

Nebraska Department of Transportation (NDOT)
Division of Aeronautics

NASAO AIRPORT PARTNER MEMBERSHIP PROGRAM

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NASAO AIRPORT PARTNER MEMBERSHIP PROGRAM

I. PURPOSE

A. The Nebraska Division of Aeronautics (the Division) provides NASAO Airport Partner Program memberships to enhance professional development, access to resources, and networking opportunities for Nebraska’s public-use airports.

II. ELIGIBILITY

A. All Nebraska public-use airports not identified in (a.) are eligible to participate in the NASAO Airport Partner Program, subject to compliance with the program’s usage requirements.

- a. Non-Eligible Airports: Harlan County Lake SPB (H63), Fairmont State Airfield (FMZ), Harvard State Airfield (08K), Central Nebraska Regional Airport (GRI), Lincoln Airport (LNK), Eppley Airfield (OMA), Millard Airport (MLE), Scribner State Airfield (SCB)

III. MEMBERSHIP MANAGEMENT

- A. The Division manages all membership registrations with the National Association of State Aviation Officials (NASAO) on behalf of eligible airports.
- B. The Division bears the full cost of the annual membership fees according to the airport’s classification.
- C. The Division will collect and submit names and email addresses to NASAO for each participating airport.
 - 1. Sponsor shall contact the Division to modify list of authorized personnel.

IV. MEMBERSHIP CATEGORIES AND ACCESS

A. Number of employee logins and associated annual costs (covered by the Division):

Airport Classification	Annual Cost	Employee Logins
Primary Airports	\$300	20
Nonprimary Commercial Service Airports	\$150	10
Nonprimary (No Commercial Service) Airports	\$75	5
Non-NPIAS	\$25	3

Source: NASAO

NASAO AFFILIATE AIRPORT MEMBERSHIP PROGRAM

V. USAGE MONITORING AND THRESHOLDS

- A. NASAO will provide the Division with a monthly report detailing usage data. The Division will aggregate this data at the end of each State Fiscal Year (June 30th). This data will be used to evaluate airport sponsor usage relative to the minimum usage thresholds listed below.
- B. The minimum usage threshold is established as:
 - 1. Eight (8) NASAO website logins by any email registered to an airport sponsor over the course of the year
 - (or)
 - 2. Completion of a total of two (2) educational modules by any email(s) registered to an airport sponsor over the course of the year, regardless of whether they are completed by the same individual or multiple individuals.
- C. Any changes to the minimum usage threshold will be determined by the Division and communicated to all participating airports prior to the start of the State Fiscal Year.

VI. RENEWAL AND DISQUALIFICATION

- A. Airports meeting or exceeding the usage threshold will have their membership renewed for the following year.
- B. Airports failing to meet the minimum usage threshold will be ineligible for a state-funded membership renewal in the subsequent year.

VII. REJOINING THE PROGRAM

- B. Airports that do not meet the usage threshold may re-enter the program through the following process:
 - 1. Purchase a non-state-funded NASAO Airport Partner Membership for a period of one year.
 - 2. After one year of sponsor funded participation, the airport will become eligible to reapply for inclusion in the state-funded program.

VIII. POLICY UPDATES

- A. The Division reserves the right to amend this policy, including usage thresholds, membership criteria, and funding structure, as needed to reflect program goals and available resources.