

Airport Authority Meeting
Thursday, July 14, 2016 8:15 AM
Crete City Hall
243 E 13th Street
Crete, NE 68333

1. **Open Meeting**

The City has posted a copy of the Open Meetings Act, Laws of the State of Nebraska, in the back of the council chambers. Additional copies are available to read, if anyone wishes one during this meeting, please advise. As each agenda item is considered, if there are any questions concerning the agenda item please advise. The Airport Authority may consider items listed on the agenda in random order. The City has assisted listening devices available, if needed please advise. This meeting was published and posted in three public places to-wit:

City Hall - 1st Floor
Post Office - Lobby
City Bank and Trust - Front Entry

2. **Roll Call**

Attendance of Airport Authority members will be recorded to determine the presence of a quorum for official actions.

3. **Special Order of Business**

The Airport Authority may take action to hear testimony in favor of or in opposition to, discuss/limit discussion and take action to approve or disapprove action on any matter presented under this title.

3.A. FAA Risk Assessment

Review and discuss FAA risk assessment information

3.B. 2016-2017 Budget

Discuss plans for next fiscal year budget and request of the City Council for property tax

3.C. New Hanger

Discuss new hanger

4. **Officers' Reports**

Reports may be given by Department Heads, Committees and Authority members concerning current operations of the Airport. Questions may be asked and answered. No action can be taken by the Authority on matters presented under this title except to answer any question posed and to refer the matter for further action.

5. **Consent Agenda**

The Airport Authority will consider approval of the following items. Explanation may occur for each item and the authority may approve and or amend and approve the items listed.

5.A. Airport Authority Meeting Minutes

5.B. City Treasurer's Report

5.C. Claims Against the Airport Authority

6. **Adjournment**

The Airport Authority will review the above matters and take such actions as they deem appropriate. The Airport Authority may enter into closed session to discuss any matter on this agenda when it is determined by the Authority that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of an individual and if such and individual has not requested a public meeting, or as otherwise allowed by law. Any closed session

shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The City of Crete assures that no person 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 be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.

Disclaimers & Notices

- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested a public meeting) or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.
- The City of Crete assures that no person 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 be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.
- The complete agenda with attachments is available at www.crete.ne.gov.

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Council Chambers
243 East 13th Street**

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**FAA
Airports**

AIP Grant Oversight Risk Assessment

Sponsor Certification Checklist

Scope

This checklist is for use by airport sponsors, who should review and complete all form sections below.

Purpose

This checklist helps the FAA decide if an airport sponsor has policies, procedures, and information technology infrastructure supporting the internal controls below. Once you complete the checklist, sign it and return a copy to the relevant FAA Field Office.

Airport sponsor's full name:

Airports owned or operated by the sponsor:

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Checklist

Section 1 – Sponsor Policies and Procedures

Check any box below that applies to your internal controls environment.

- Procurement.** The sponsor has a documented Procurement Process.
 - Procurement process document outlines the roles and responsibilities of each individual involved in processing procurement transactions. This section should also include specific segregation of duties of individuals' responsibilities and necessary authorizations and approvals.
 - Procurement process document specifies which individuals have been authorized to approve procurement transactions.
 - Procurement process document outlines data retention requirements.
 - Procurement process document outlines purchase card usage and authorizations (if applicable).
 - Procurement process document outlines processes for goods and services receipt and acknowledgement.

- Procurement process document outlines processes for invoice reconciliations and exception handling.
- Procurement process document has been reviewed and updated within the last 3 years.

- Grants Oversight.** The sponsor has a documented Grants Oversight Process.
 - Grants Oversight process document outlines specific steps for gathering documents requested for grant applications. This includes the scope of project, cost estimates, projected timelines of completion, and necessary internal approvals. Process document also includes steps for validating the accuracy of requested documentation and process for submission to the grantor.
 - Grants Oversight process document outlines roles and responsibilities for managing grant funds. This includes coordination and communication of progress reports and completion schedules with the grantor in accordance with grant specifications. Process document also includes detailed steps regarding the oversight, management, and proper usage of funds toward the awarded project.
 - Grants Oversight process document outlines specific steps for grant closeout. This includes the preparation and submission of required FAA forms, progress reports, and other documents required by grant award. Process document also includes steps for validating the accuracy of required forms prior to submission to the grantor.
 - Grants Oversight process document outlines specific steps for grant records management. This includes invoice and receipt retention, maintenance of all progress reports, time schedules, and any additional documentation in accordance with grant specifications.
 - Grants Oversight process document has been reviewed and updated within the last 3 years.

- Disbursement.** The sponsor has a documented Disbursement Process.
 - Disbursement process document outlines the specific steps involved in the disbursement process. Steps should document the support required in order to make a disbursement. Example items include purchase order, invoice, and other necessary authorizations.
 - Disbursement process document outlines which individuals have been authorized to release disbursements. This section should also include specific segregation of duties of individuals' responsibilities and necessary authorizations and approvals for disbursing funds.
 - Disbursement process document outlines procedures for reconciliations.
 - Disbursement process document has been reviewed and updated within the last 3 years.

- Business Continuity.** The sponsor has a documented Business Continuity Process.
 - Business Continuity process document outlines contingency plans in the case of disaster.
 - Business Continuity process document outlines contingency plans in the event of resource turnover. This includes the loss of 2 or more key resources heavily involved in normal business operations, including leading teams, approving expenditures and procurement, and overseeing Sponsor projects.
 - Business Continuity process document outlines a list of emergency contacts in the case of disaster.
 - Business Continuity process document outlines data retention requirements (i.e. data backup requirements, storage requirements, etc.).
 - Business Continuity process document specifies instructions for resuming operations in the case of disaster.
 - Business Continuity process document has been reviewed and updated within the last 3 years.

Section 2 – Sponsor Information Technology Infrastructure

Check the **one** response below that **best** describes the current status of the Information Technology environment at the sponsor’s airports named at the top of this form.

- Sponsor uses only manual methods to conduct business** (Some examples follow)
 - Sponsor communicates with contractors via phone call or manual hand-written letters.
 - Sponsor keeps documentation by manual paper trail and uses storage cabinets.
- Sponsor uses a mix of manual and electronic methods to conduct business** (An example follows)
 - Sponsor keeps some documentation in printed form and some as electronic files.
- Sponsor uses only electronic methods to conduct business** (Some examples follow)
 - Sponsor keeps all documentation as electronic files.
 - Sponsor makes maximum use of electronic email and attachments.
 - Sponsor uses web conferencing software for online meetings.

Sponsor Certification & FAA Acceptance

I certify that the above information regarding the sponsor named above is accurate and represents the airport sponsor's existing internal controls.

Airport sponsor's signature: _____ **Date:** _____

I accept the certification submitted by the airport sponsor and believe it to be accurate based on my professional expertise.

Responsible FAA staff signature: _____ **Date:** _____

Lannin, Anna

From: Lannin, Anna
Sent: Friday, January 11, 2013 2:03 PM
To: malsrman@hotmail.com; rlevander@yahoo.com; Lynn Placek; cityclk@almacity.com; Scott Kaup (scott.kaup@kaupsfinancial.com); Jay Hauserman; Jerry Brown (auroramunicipalairport@hamilton.net); Jim Nelson (bassetmotors@abbnebraska.com); Diana; rodneys@ci.blair.ne.us; Gary Geiselman (ggman316@msn.com); eisenlaw@swnebr.net; ctyadm@cconline.net; (manager@chadron-nebraska.com); Chris Ray (chrisr@federalcropagency.com); Leland Spanjer (lspanjer@homesteadbank.com); Bob Borgmann (crauto@gpcom.net); Blaine Spanjer (blainespanjer@windstream.net); msharkey@hamilton.net; Paul Plock (lindadeg@cornhusker.net); (jkline1@columbusne.us); Aero, Intern
Subject: Risk Model Sponsor Certification required by FAA
Attachments: Sponsor Certification Risk Model.pdf; Risk Assessment Disbursement Processes.docx; Risk Assessment Grant Oversight Process.docx; Risk Assessment Procurement Processes.docx

Dear Airport Sponsor:

Last month you received an e-mail from Doug Anderson, the Nebraska Airport Planner for the FAA. His e-mail concerned a new sponsor certification for a risk assessment. The FAA requires this certification as part of a new program to prevent waste, fraud, and abuse of federal funds. The FAA will use the certification to determine your risk level which will affect how your airport can acquire federal funds in the future.

Several sample documents are attached. These are intended to assist airport sponsors that do not currently have documented procedures. If you already have the referenced documents in place, please use your documents and disregard the attached samples.

NDA has developed the following notes to help you complete the form.

Part A: Insert the airport sponsor name and the name of your airport.

Section 1

- *Sponsor has a documented Procurement Process.*
Attached is NDA's procurement process. Most airport sponsors probably follow the procurement procedures of their city or county. If you have a written process or can obtain it from your city/county, check the appropriate boxes. If you cannot obtain a written document before the end of January, skip this section.
- *Sponsor has a documented Grant Oversight Process.*
This process is a team effort between the NDA and airport sponsor. Attached is a sample document that you can complete to fulfill the items listed in this section. Complete the attachment and then check the boxes in this section.
- *Sponsor has a documented Disbursement Process.*
This section can be completed in the same manner as the Grant Oversight section.
- *Sponsor has a documented Business Continuity Plan.*
If you currently have a plan, check the appropriate boxes and move to Part B. If you do not have a plan, skip this section. NDA will be working to develop a plan for our offices that can be used as an example for future certifications.

Section 2

- The NDA uses a mix of manual and electronic methods to conduct business and expect you do also. (You will receive this note electronically and Barry has called you recently via phone.)

Part B: Sign and Date the form and return. You can submit the form electronically or by mail but we do need it returned by **January 31, 2013**. You can send the completed form directly to the FAA or send it to NDA.

We are planning to follow-up with a phone call next week. Carl Maida is an intern from the Aviation Institute and will be making most of the calls.

Thank You,

Anna Lannin
Planning & Programming
Nebraska Department of Aeronautics
(402) 471-2371

-----Original Message-----

From: doug.anderson@faa.gov [<mailto:doug.anderson@faa.gov>]
Sent: Wednesday, December 26, 2012 9:21 AM
To: crauto@gpcom.net
Cc: Lannin, Anna
Subject: Risk Model Sponsor Certification -- Creighton Municipal

Dear Airport Sponsor:

On October 1, 2012, the FAA Office of Airports (ARP) issued Program Guidance Letter (PGL) 13-01, Airport Improvement Program (AIP) Grant Oversight Risk Model Policy. The PGL improves ARP's risk-based approach to grant oversight and associated documentation requirements of the AIP.

We developed this PGL with the help of a nationally recognized financial auditing firm. The PGL creates a standard national risk model for grant oversight, including a computer tool for completing the risk assessment, and uses the previously established three-tier risk ranking system (nominal, moderate, and elevated). ARP uses this ranking system to guide our administrative and financial oversight of AIP grants.

PGL 13-01 is available online at http://www.faa.gov/airports/aip/guidance_letters/. A key element of the overall assessment is for you to complete a sponsor certification (enclosed), which covers the sponsor's policies and information technology structure. Please complete this form and return it to me.

We will be implementing the updated risk model over the next 3 years, with at least 1/3 of our sponsors receiving assessments in FY2013. Please complete the attached sponsor certification by January 31, 2013. After we complete your initial assessment, we will generally conduct future assessments every three years.

(See attached file: Sponsor Certification Risk Model.pdf)

If you have any questions or need assistance with completing the sponsor certification, please feel free to contact me.

Thank you,

Douglas R. Anderson, P.E.
Airport Planning Engineer - Nebraska
FAA/ACE-611E
901 Locust
Room 335
Kansas City, MO 64106

Ph: 816.329.2624
Fax: 816.329.2611
email: doug.anderson@faa.gov

Central Region Website:
<http://www.faa.gov/airports/central/>

7/12/2016

CRETE AIRPORT AUTHORITY

	FY 2012	FY 2013	FY 2014	FY 2015	YTD FY 2015 6/30/16	Budget	YTD % Used	
REVENUE							91.67%	
92-10-4010 PROPERTY TAX	\$57,845.21	\$56,125.26	\$49,513.52	\$50,869.12	\$45,080.11	\$42,000.00	107.33%	\$13,244.00
92-10-4020 HOMESTEAD ALLOCATION	\$2,571.23	\$1,932.65	\$2,324.35	\$1,586.78	\$779.58	\$2,000.00	38.98%	
92-10-4050 MOTOR VEHICLE PRO RATE	\$125.92	\$76.59	\$153.73	\$78.20	\$65.07	\$100.00	65.07%	
92-10-4070 INTEREST	\$1,271.98	\$723.20	\$224.24	\$14.07	\$0.08	\$0.00	0.00%	
92-10-4880 LEASE PAYMENTS	\$8,918.10	\$9,158.10	\$9,203.10	\$23,908.70	\$15,616.70	\$15,500.00	100.75%	\$15,500.00
92-10-4950 RENT PAYMENTS	\$57,785.00	\$55,835.00	\$60,490.80	\$51,525.21	\$54,832.24	\$60,500.00	90.63%	\$57,000.00
92-10-4981 SHARE OF ELECTRICITY COSTS	\$5,619.60	\$5,339.11	\$4,447.59	\$5,149.13	\$5,252.44	\$5,000.00	105.05%	\$5,200.00
92-10-4990 MISC INCOME	\$525.00	\$225.00	\$3,757.00	\$1.46	\$0.00	\$0.00	0.00%	
REVENUE Total	\$134,662.04	\$129,414.91	\$130,114.33	\$133,132.67	\$121,626.22	\$125,100.00	97.22%	\$90,944.00
EXPENSE								
92-10-5170 LIAB./PHYS./WORK COMP. INS.	\$6,361.45	\$20,594.37	\$13,169.56	\$13,265.01	\$13,663.49	\$15,000.00	91.09%	\$15,000.00
92-10-5210 UTILITIES	\$13,657.54	\$15,092.81	\$15,214.69	\$14,837.84	\$12,586.42	\$16,000.00	78.67%	\$15,000.00
92-10-5220 TELEPHONE	\$1,187.06	\$1,142.15	\$1,274.51	\$1,178.79	\$1,210.31	\$1,300.00	93.10%	\$1,200.00
92-10-5330 BUILDINGS & GROUNDS MAINT.	\$17,898.56	\$4,162.66	\$7,329.96	\$9,460.37	\$23,887.16	\$10,000.00	238.87%	\$10,000.00
92-10-5380 PROFESSIONAL SERVICES	\$1,150.00	\$3,021.50	\$250.00	\$2,600.00	\$250.00	\$2,000.00	12.50%	\$2,000.00
92-10-5390 PRINTING, PUBLICATIONS, LEGALS	\$159.70	\$203.70	\$222.61	\$122.00	\$100.00	\$300.00	33.33%	\$300.00
92-10-5791 VEHICLE/EQUIPMENT REPAIRS	\$1,275.07	\$1,447.78	\$2,102.72	\$2,807.14	\$2,357.70	\$1,500.00	157.18%	\$2,500.00
92-10-5800 VEHICLE/EQUIPMENT FUEL	\$1,455.13	\$1,154.93	\$1,718.60	\$1,209.50	\$478.76	\$1,500.00	31.92%	\$1,500.00
92-10-5970 MISC. OPERATING	\$1,025.00	\$1,165.00	\$956.00	\$1,150.09	\$675.00	\$1,200.00	56.25%	\$1,100.00
92-10-6020 MISC. SUPPLIES	\$115.97	\$11.20	\$0.00	\$0.00	\$0.00	\$700.00	0.00%	\$500.00
92-10-6140 RESERVE TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
92-10-6199 FBO CONTRACT	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$30,800.00	\$33,600.00	91.67%	\$33,600.00
92-10-6360 LOAN & BOND PRINCIPAL	\$54,916.00	\$53,665.00	\$49,924.00	\$49,924.00	\$2,290.16	\$40,000.00	5.73%	\$8,000.00
92-10-6370 LOAN & BOND INTEREST	\$3,009.00	\$2,556.68	\$2,824.00	\$2,121.00	\$635.00	\$2,000.00	31.75%	\$244.00
92-10-9950 BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
EXPENSE Total	\$135,810.48	\$137,817.78	\$128,586.65	\$132,275.74	\$88,934.00	\$125,100.00	71.09%	\$90,944.00

OPERATIONS	FY 2012	FY 2013	FY 2014	FY 2015	6/30/2016	Budget	% Used
Total Expense	\$135,810.48	\$137,817.78	\$128,586.65	\$132,275.74	\$88,934.00	\$125,100.00	71.09%
Total Revenue	\$134,662.04	\$129,414.91	\$130,114.33	\$133,132.67	\$121,626.22	\$125,100.00	97.22%
Gain/(Loss)	(\$1,148.44)	(\$8,402.87)	\$1,527.68	\$856.93	\$32,692.22	\$0.00	

		RETAIL FUEL					Budget	% Used	
		FY 2012	FY 2013	FY 2014	FY 2015	6/30/16		91.67%	
REVENUE									
92-11-4440	FUEL SALES	\$113,093.92	\$95,004.26	\$85,060.63	\$117,530.32	\$104,218.33	\$120,000.00	86.85%	\$120,000.00
REVENUE Total		\$113,093.92	\$95,004.26	\$85,060.63	\$117,530.32	\$104,218.33	\$120,000.00	86.85%	\$120,000.00
EXPENSE									
92-11-5330	BUILDINGS & GROUNDS MAINT.	\$510.77	\$0.00	\$3,292.04	\$4,646.18	\$449.71	\$4,000.00	11.24%	\$3,000.00
92-11-5381	COMMISSION	\$19,571.30	\$18,247.30	\$15,937.60	\$24,318.80	\$22,820.10	\$25,000.00	91.28%	\$25,000.00
		17.31%	19.21%	18.74%	20.69%	21.90%	20.83%		
92-11-5382	CREDIT CARD CHARGES	\$7,302.06	\$4,309.88	\$1,446.65	\$1,126.65	\$1,803.19	\$1,500.00	120.21%	\$2,000.00
		6.46%	4.54%	1.70%	0.96%	1.73%	1.25%		
92-11-5811	BULK FUEL	\$76,904.05	\$69,266.55	\$92,456.29	\$71,801.82	\$81,095.49	\$89,500.00	90.61%	\$90,000.00
92-11-9950	BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	
EXPENSE Total		\$104,288.18	\$91,823.73	\$113,132.58	\$101,893.45	\$106,168.49	\$120,000.00	88.47%	\$120,000.00

RETAIL FUEL	FY 2012	FY 2013	FY 2014	FY 2015	6/30/16	Budget	% Used
Total Expense	\$104,288.18	\$91,823.73	\$113,132.58	\$101,893.45	\$106,168.49	\$120,000.00	88.47%
Total Revenue	\$113,093.92	\$95,004.26	\$85,060.63	\$117,530.32	\$104,218.33	\$120,000.00	86.85%
Gain/(Loss)	\$8,805.74	\$3,180.53	(\$28,071.95)	\$15,636.87	(\$1,950.16)	\$0.00	
FUEL INVENTORY	Cost	7/20/2015	5/20/2016	Gallons	5/20/2016	Difference	
100LL Fuel	\$3.04	\$7,288.75	\$3,502.08	4,876	\$14,821.52	\$7,532.77	
Auto Fuel	\$2.01	\$297.37	\$637.17	221	\$444.21	\$146.84	
Jet Fuel	\$1.76	\$8,061.81	\$8,189.28	3,701	\$6,513.76	-\$1,548.05	
Total		\$15,647.93	\$12,328.53	8,798	\$21,779.49	\$6,131.56	FUEL
				A/P		A/R	STATUS
				\$0.00	\$4,181.40	\$6,263.16	\$10,444.56

CAPITAL IMPROVEMENTS

	FY 2012	FY 2013	FY 2014	FY 2015	6/30/16	Budget	% Used	
REVENUE							91.67%	
92-20-4033 LOAN & BOND PROCEEDS	\$0.00	\$83,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$270,000.00
92-20-4160 GRANT PROCEEDS	\$0.00	\$41,461.73	\$542,820.18	\$0.00	\$0.00	\$0.00	0.00%	\$600,000.00
REVENUE Total	\$0.00	\$124,461.73	\$542,820.18	\$0.00	\$0.00	\$0.00	0.00%	\$870,000.00
EXPENSE								
92-20-5320 RUNWAY, EQUIPMENT, BUILDINGS	\$0.00	\$59,469.35	\$590,651.94	\$0.00	\$0.00	\$0.00	0.00%	\$870,000.00
EXPENSE Total	\$0.00	\$59,469.35	\$590,651.94	\$0.00	\$0.00	\$0.00	0.00%	\$870,000.00

CAPITAL IMPROVEMENTS	FY 2012	FY 2013	FY 2014	FY 2015	6/30/16	Budget	% Used
Total Expense	\$0.00	\$59,469.35	\$590,651.94	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue	\$0.00	\$124,461.73	\$542,820.18	\$0.00	\$0.00	\$0.00	0.00%
Gain/(Loss)	\$0.00	\$64,992.38	(\$47,831.76)	\$0.00	\$0.00	\$0.00	

	TOTAL FUNDS						
	FY 2012	FY 2013	FY 2014	FY 2015	6/30/16	Budget	% Used
Total Expense	\$240,098.66	\$289,110.86	\$832,371.17	\$234,169.19	\$195,102.49	\$245,100.00	79.60%
Total Revenue	\$247,755.96	\$348,880.90	\$757,995.14	\$250,662.99	\$225,844.55	\$245,100.00	92.14%
Gain/(Loss)	\$7,657.30	\$59,770.04	(\$74,376.03)	\$16,493.80	\$30,742.06	\$0.00	

CITY OF CRETE, NEBRASKA
AIRPORT AUTHORITY
June 9, 2016
8:15 AM

Notice of the meeting was given by posting, the appointed method for giving notice as shown by the attached notice, at the following locations:

City Hall, 243 East 13th Street
 US Post Office, 1242 Linden Avenue
 City Bank & Trust, 1135 Main Avenue

Advance notice of the meeting also given to the board members. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open Meetings Act, Laws of the State of Nebraska, in the back of the Council Chambers. Additional copies are available to read. The board may consider items listed on the agenda in random order. All proceedings shown were taken while the meeting was open to the attendance of the public.

Agenda Item 1. Roll Call - Board members present were Justin Kuntz, Preston Meints and Blaine Spanjer. Absent were Howard Nitzel and Dan Papik. Also present were City Clerk Jerry Wilcox and Airport Manager Pat Dennison. The meeting was called to order by Chairperson Spanjer.

Agenda Item 2. Petitions, Communications, Citizen Concerns – None.

Agenda Item 3. Special Order of Business

A. Roof Repairs

Spanjer presented a quote from Tillotson Enterprises to make roof repairs to Hanger #1. The cost for the spray on insulated roof would be \$7,671 with the signed contract and \$7,6771 upon completion for a total of \$15,342.

Meints made a motion to approve the quote and authorize the work to be done. Kuntz seconded the motion. Voting aye: Kuntz, Meints, Spanjer. Voting no: None. Absent: Nitzel, Papik. Motion carried.

Agenda Item 4. Officers Report – Pat Dennison reported that he still has not received a quote for the fence work needed.

Spanjer reported that he has received a new budget for the hanger replacement that will be on the next agenda for action prior to the August NDA meeting on loans.

Agenda Item 5. Consent Agenda – Kuntz made a motion to approve the consent agenda items as presented including the late claim of \$38.99 of Sack Lumber. Meints seconded the motion. Voting aye: Kuntz, Meints, Spanjer. Voting no: None. Absent: Nitzel, Papik. Motion carried.

- A. May 12, 2016 minutes
- B. May 31, 2016 financial report
- C. Claims

1	Windstream	Phone	\$109.40
2	Norris Public Power	Electricity (estimate)	\$742.12
3	City of Crete	Water	\$33.01
4	Bauer Insurance	Liability E & O	\$4,337.00
5	Crete Aviation	FBO	\$2,800.00
6	Crete Aviation (paid 4/20)	Fuel Commission	\$2,035.10
7	Sapp Bros.	Jet Fuel	\$17,862.00
8	Colin Electric	Door repairs	\$902.78
9	Crete Auto Parts	Tractor repairs	\$112.26
10	Crete True Value	Supplies	\$111.58

11	Crete News	Notice	\$10.00
12	Nebraska Equipment	Tractor repairs	\$77.25

Agenda Item 6. Adjourn - Board member Kuntz made a motion to adjourn at 8:45 AM. Board member Meints seconded the motion. Voting aye: Kuntz, Meints, Spanjer. Voting no: None. Absent: Nitzel, Papik. Motion carried.

Secretary

Chairperson

7/12/2016

CRETE AIRPORT AUTHORITY
Account Balances
FY 2015

	Account #	Deposits	Expenditures	Bank balance	Outstanding (+/-)	Balance
Pinnacle Bank Checking	XXXXXX114	\$11,174.91	\$34,492.81	\$116,447.56	-\$1,415.70	\$115,031.86
TOTAL FUNDS AVAILABLE		\$11,174.91	\$34,492.81	\$116,447.56	-\$1,415.70	\$115,031.86

	Final payment	Issue	Principal	Interest	Total payment	Balance
2013 Revenue Bonds	2017	\$158,000.00	\$0.00	\$0.00	\$0.00	\$46,000.00
NDA Loan	2015	\$190,669.16	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DEBT		\$348,669.16	\$0.00	\$0.00	\$0.00	\$46,000.00

CRETE AIRPORT AUTHORITY

Aged Accounts Receivable

7/12/2016 2:38 PM

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<u>Cust ID</u>	<u>Current</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>Over 90</u>	<u>Total Past</u>
001002A RENT	\$200.00	\$200.00	\$0.00	\$0.00	\$200.00
001002A FUEL	\$1,112.62	\$314.19	\$0.00	\$0.00	\$314.19
001002A ELECTRICITY	\$334.53	\$383.39	\$0.00	\$0.00	\$383.39
E7 RENT	\$80.00	\$80.00	\$105.00	\$690.00	\$875.00
F4G1 FUEL	\$0.00	\$415.65	\$0.00	\$0.00	\$415.65
TOTAL PAST DUE ACCOUNTS	\$1,727.15	\$1,393.23	\$105.00	\$690.00	\$2,188.23
BALANCE OF A/R	\$6,995.96	\$0.00	\$0.00	\$0.00	\$8,723.11
TOTAL A/R	\$8,723.11	\$1,393.23	\$105.00	\$690.00	\$10,911.34
PERCENT PAST DUE					20.05%

FUEL ONLY \$6,263.16
57.40%

PAST DUE

MAY 2016	-	\$706.63	\$700.01	\$492.76	\$1,899.40
APRIL 2016	-	\$2,059.41	\$105.00	\$337.76	\$2,502.17
MARCH 2016	-	\$1,171.33	\$177.76	\$160.00	\$1,509.09
FEBRUARY 2016	-	\$1,447.25	\$698.23	\$160.00	\$2,501.94
JANUARY 2016	-	\$2,286.94	\$135.00	\$80.00	\$2,305.48
DECEMBER 2015	-	\$2,323.75	\$0.00	\$86.96	\$2,410.71
NOVEMBER 2015	-	\$3,522.75	\$36.00	\$86.96	\$3,645.71
OCTOBER 2015	-	\$1,537.67	\$1,854.39	\$86.96	\$3,479.02
SEPTEMBER 2015	-	\$1,854.39	\$86.96	\$0.00	\$1,941.35
AUGUST 2015	-	\$1,299.41	\$1,449.26	\$45.57	\$2,794.24
JULY 2015	-	\$2,436.93	\$45.57	\$0.00	\$2,482.50
JUNE 2015	-	\$1,105.16	\$783.44	\$0.00	\$1,888.60
MAY 2015	-	\$863.44	\$872.69	\$0.00	\$1,736.13

7/12/2016

CRETE AIRPORT AUTHORITY

	FY 2012	FY 2013	FY 2014	FY 2015	YTD FY 2015 6/30/16	Budget	YTD % Used
REVENUE							91.67%
92-10-4010 PROPERTY TAX	\$57,845.21	\$56,125.26	\$49,513.52	\$50,869.12	\$45,080.11	\$42,000.00	107.33%
92-10-4020 HOMESTEAD ALLOCATION	\$2,571.23	\$1,932.65	\$2,324.35	\$1,586.78	\$779.58	\$2,000.00	38.98%
92-10-4050 MOTOR VEHICLE PRO RATE	\$125.92	\$76.59	\$153.73	\$78.20	\$65.07	\$100.00	65.07%
92-10-4070 INTEREST	\$1,271.98	\$723.20	\$224.24	\$14.07	\$0.08	\$0.00	0.00%
92-10-4880 LEASE PAYMENTS	\$8,918.10	\$9,158.10	\$9,203.10	\$23,908.70	\$15,616.70	\$15,500.00	100.75%
92-10-4950 RENT PAYMENTS	\$57,785.00	\$55,835.00	\$60,490.80	\$51,525.21	\$54,832.24	\$60,500.00	90.63%
92-10-4981 SHARE OF ELECTRICITY COSTS	\$5,619.60	\$5,339.11	\$4,447.59	\$5,149.13	\$5,252.44	\$5,000.00	105.05%
92-10-4990 MISC INCOME	\$525.00	\$225.00	\$3,757.00	\$1.46	\$0.00	\$0.00	0.00%
REVENUE Total	\$134,662.04	\$129,414.91	\$130,114.33	\$133,132.67	\$121,626.22	\$125,100.00	97.22%
EXPENSE							
92-10-5170 LIAB./PHYS./WORK COMP. INS.	\$6,361.45	\$20,594.37	\$13,169.56	\$13,265.01	\$13,663.49	\$15,000.00	91.09%
92-10-5210 UTILITIES	\$13,657.54	\$15,092.81	\$15,214.69	\$14,837.84	\$12,586.42	\$16,000.00	78.67%
92-10-5220 TELEPHONE	\$1,187.06	\$1,142.15	\$1,274.51	\$1,178.79	\$1,210.31	\$1,300.00	93.10%
92-10-5330 BUILDINGS & GROUNDS MAINT.	\$17,898.56	\$4,162.66	\$7,329.96	\$9,460.37	\$23,887.16	\$10,000.00	238.87%
92-10-5380 PROFESSIONAL SERVICES	\$1,150.00	\$3,021.50	\$250.00	\$2,600.00	\$250.00	\$2,000.00	12.50%
92-10-5390 PRINTING, PUBLICATIONS, LEGALS	\$159.70	\$203.70	\$222.61	\$122.00	\$100.00	\$300.00	33.33%
92-10-5791 VEHICLE/EQUIPMENT REPAIRS	\$1,275.07	\$1,447.78	\$2,102.72	\$2,807.14	\$2,357.70	\$1,500.00	157.18%
92-10-5800 VEHICLE/EQUIPMENT FUEL	\$1,455.13	\$1,154.93	\$1,718.60	\$1,209.50	\$478.76	\$1,500.00	31.92%
92-10-5970 MISC. OPERATING	\$1,025.00	\$1,165.00	\$956.00	\$1,150.09	\$675.00	\$1,200.00	56.25%
92-10-6020 MISC. SUPPLIES	\$115.97	\$11.20	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
92-10-6140 RESERVE TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
92-10-6199 FBO CONTRACT	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$30,800.00	\$33,600.00	91.67%
92-10-6360 LOAN & BOND PRINCIPAL	\$54,916.00	\$53,665.00	\$49,924.00	\$49,924.00	\$2,290.16	\$40,000.00	5.73%
92-10-6370 LOAN & BOND INTEREST	\$3,009.00	\$2,556.68	\$2,824.00	\$2,121.00	\$635.00	\$2,000.00	31.75%
92-10-9950 BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
EXPENSE Total	\$135,810.48	\$137,817.78	\$128,586.65	\$132,275.74	\$88,934.00	\$125,100.00	71.09%

OPERATIONS	FY 2012	FY 2013	FY 2014	FY 2015	6/30/2016	Budget	% Used
Total Expense	\$135,810.48	\$137,817.78	\$128,586.65	\$132,275.74	\$88,934.00	\$125,100.00	71.09%
Total Revenue	\$134,662.04	\$129,414.91	\$130,114.33	\$133,132.67	\$121,626.22	\$125,100.00	97.22%
Gain/(Loss)	(\$1,148.44)	(\$8,402.87)	\$1,527.68	\$856.93	\$32,692.22	\$0.00	

		RETAIL FUEL					Budget	% Used
		FY 2012	FY 2013	FY 2014	FY 2015	6/30/16		
REVENUE								91.67%
92-11-4440	FUEL SALES	\$113,093.92	\$95,004.26	\$85,060.63	\$117,530.32	\$104,218.33	\$120,000.00	86.85%
REVENUE Total		\$113,093.92	\$95,004.26	\$85,060.63	\$117,530.32	\$104,218.33	\$120,000.00	86.85%
EXPENSE								
92-11-5330	BUILDINGS & GROUNDS MAINT.	\$510.77	\$0.00	\$3,292.04	\$4,646.18	\$449.71	\$4,000.00	11.24%
92-11-5381	COMMISSION	\$19,571.30	\$18,247.30	\$15,937.60	\$24,318.80	\$22,820.10	\$25,000.00	91.28%
		17.31%	19.21%	18.74%	20.69%	21.90%	20.83%	
92-11-5382	CREDIT CARD CHARGES	\$7,302.06	\$4,309.88	\$1,446.65	\$1,126.65	\$1,803.19	\$1,500.00	120.21%
		6.46%	4.54%	1.70%	0.96%	1.73%	1.25%	
92-11-5811	BULK FUEL	\$76,904.05	\$69,266.55	\$92,456.29	\$71,801.82	\$81,095.49	\$89,500.00	90.61%
92-11-9950	BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
EXPENSE Total		\$104,288.18	\$91,823.73	\$113,132.58	\$101,893.45	\$106,168.49	\$120,000.00	88.47%

RETAIL FUEL	FY 2012	FY 2013	FY 2014	FY 2015	6/30/16	Budget	% Used
Total Expense	\$104,288.18	\$91,823.73	\$113,132.58	\$101,893.45	\$106,168.49	\$120,000.00	88.47%
Total Revenue	\$113,093.92	\$95,004.26	\$85,060.63	\$117,530.32	\$104,218.33	\$120,000.00	86.85%
Gain/(Loss)	\$8,805.74	\$3,180.53	(\$28,071.95)	\$15,636.87	(\$1,950.16)	\$0.00	

FUEL INVENTORY	Cost	7/20/2015	5/20/2016	Gallons	5/20/2016	Difference	
100LL Fuel	\$3.04	\$7,288.75	\$3,502.08	4,876	\$14,821.52	\$7,532.77	
Auto Fuel	\$2.01	\$297.37	\$637.17	221	\$444.21	\$146.84	
Jet Fuel	\$1.76	\$8,061.81	\$8,189.28	3,701	\$6,513.76	-\$1,548.05	
Total		\$15,647.93	\$12,328.53	8,798	\$21,779.49	\$6,131.56	FUEL
				A/P		A/R	STATUS
				\$0.00	\$4,181.40	\$6,263.16	\$10,444.56

CAPITAL IMPROVEMENTS

	FY 2012	FY 2013	FY 2014	FY 2015	6/30/16	Budget	% Used
REVENUE							91.67%
92-20-4033 LOAN & BOND PROCEEDS	\$0.00	\$83,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
92-20-4160 GRANT PROCEEDS	\$0.00	\$41,461.73	\$542,820.18	\$0.00	\$0.00	\$0.00	0.00%
REVENUE Total	\$0.00	\$124,461.73	\$542,820.18	\$0.00	\$0.00	\$0.00	0.00%
EXPENSE							
92-20-5320 RUNWAY, EQUIPMENT, BUILDINGS	\$0.00	\$59,469.35	\$590,651.94	\$0.00	\$0.00	\$0.00	0.00%
EXPENSE Total	\$0.00	\$59,469.35	\$590,651.94	\$0.00	\$0.00	\$0.00	0.00%

CAPITAL IMPROVEMENTS	FY 2012	FY 2013	FY 2014	FY 2015	6/30/16	Budget	% Used
Total Expense	\$0.00	\$59,469.35	\$590,651.94	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue	\$0.00	\$124,461.73	\$542,820.18	\$0.00	\$0.00	\$0.00	0.00%
Gain/(Loss)	\$0.00	\$64,992.38	(\$47,831.76)	\$0.00	\$0.00	\$0.00	

	TOTAL FUNDS						
	FY 2012	FY 2013	FY 2014	FY 2015	6/30/16	Budget	% Used
Total Expense	\$240,098.66	\$289,110.86	\$832,371.17	\$234,169.19	\$195,102.49	\$245,100.00	79.60%
Total Revenue	\$247,755.96	\$348,880.90	\$757,995.14	\$250,662.99	\$225,844.55	\$245,100.00	92.14%
Gain/(Loss)	\$7,657.30	\$59,770.04	(\$74,376.03)	\$16,493.80	\$30,742.06	\$0.00	

Accounts Payable Detail Listing

CITY OF CRETE AIRPORT AUTHORITY

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Vend#</u>	<u>Vendor Name</u>	<u>Status</u>
	<u>Account#</u>	<u>Work Order</u>			<u>Description</u>				<u>Debit</u>	<u>Credit</u>
1114	7/12/2016	7/12/2016	222.73	7154	6/7/2016			AQUA	AQUA PLUMBING	Posted
	92-10-5330				WATER VALVE REPAIR				222.73	0.00
1109	7/12/2016	7/12/2016	38,635.00	2016-7	7/20/2016			CITY BANK & TRUST		Posted
	92-10-6360				BOND PAYMENT				38,000.00	0.00
	92-10-6370				BOND PAYMENT				635.00	0.00
									<u>38635</u>	<u>0</u>
1108	7/12/2016	7/12/2016	33.99	2016-6	7/1/2016			CITY OF CRETE PUBLIC WORKS		Posted
	92-10-5210				WATER				33.99	0.00
1110	7/12/2016	7/12/2016	18.45	931606	6/17/2016			CRETE AUTO SUPPLY, INC.		Posted
	92-10-5791				OIL				18.45	0.00
1111	7/12/2016	7/12/2016	72.36	932378	6/28/2016			CRETE AUTO SUPPLY, INC.		Posted
	92-10-5791				OIL				72.36	0.00
1112	7/12/2016	7/12/2016	109.00	932346	6/27/2016			CRETE AUTO SUPPLY, INC.		Posted
	92-10-5791				BATTERY				109.00	0.00
1105	6/24/2016	6/24/2016	2,386.50	2016-6	6/16/2016			CRETE AVIATION		Ck# 4635 Printed
	92-11-5381				FUEL COMMISSION				2,386.50	0.00
1116	7/12/2016	7/12/2016	2,800.00	2016-06	7/1/2016			CRETE AVIATION		Posted
	92-10-6199				MANAGER				2,800.00	0.00
1113	7/12/2016	7/12/2016	250.00	1136	6/16/2016			DODS DODSON ELECTRIC		Posted
	92-10-5330				HANGER DOOR				250.00	0.00
1115	7/12/2016	7/12/2016	181.82	6996221	6/15/2016			EAKES EAKES OFFICE SOLUTIONS		Posted
	92-10-6020				CHECKS				181.82	0.00
1107	7/12/2016	7/12/2016	1,033.76	2016-6	7/1/2016			NORRIS PUBLIC POWER		Posted
	92-10-5210				ELECTRICITY				1,033.76	0.00
1106	7/12/2016	7/12/2016	112.94	2016-7	7/1/2016			WINDSTREAM		Posted
	92-10-5220				PHONE				112.94	0.00
			<u>45,856.55</u>	12 Non-voided payables listed.						

Report Setup
 AP - Accounts Payable Listing : Vendor Name
 Filter Options
 Starting: 6/10/2016
 Ending: 7/14/2016
 Banks: All
 Payable Status: Posted, Printed, ACH, Recorded, Voided
 All Vendors Selected