Airport Authority Meeting
Thursday, May 14, 2020 8:15 AM
Crete City Hall
243 E 13th Street
Crete, NE 68333

1. **Open Meeting**

    - In accordance with Nebraska law, a copy of the Open Meetings Act can be found in the back of the Council Chambers.
    - Items listed on the agenda may be considered in any order.

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2. **Roll Call**

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

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3. **Petitions - Communications - Citizen Concerns**

    - Citizen testimony may be limited to 3 minutes per person.
    - Please do not repeat testimony that has already be heard.
    - No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

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4. **Items of Business**

    - Action may be taken to discuss/limit discussion, to hear testimony in favor of or in opposition to, and to approve or disapprove any matter presented under this title.

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A. Consider Crete Skydiving lease.

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B. Discuss and consider sale of abandoned airplane(s).

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C. Consider condition of existing fueling system for either repairs or replacement.

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D. Consider credit card system for 24-hour fuel sales.

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5. **Officers' Reports**

- Reports may be given by Officers, City Departments, Committees, or Authority members concerning the current operations of the Airport.
- No action can be taken on matters presented under this title except to answer any questions or to refer the matter for further action.

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6. **Consent Agenda**

- All items listed on the consent agenda will be approved by one motion and vote. No separate discussion of these items will occur unless the Chair, an Authority member, or a citizen so requests. If such a request is made, the item will be moved out of the consent agenda and considered separately.

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A. Approve Meeting Minutes

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1. Airport Authority Meeting Minutes of April 9, 2020

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B. Accept the City Treasurer's Report

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C. Approve the Payment of Claims Against the Airport Authority

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D. Approve New Hangar Leases
C2 Pete Mariniello
C9 Andrew Malousek

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7. **Adjournment**

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CITY OF CRETE, NEBRASKA
Airport Authority
Minutes of Thursday, April 9, 2020

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 Post Office, 1242
Linden Avenue
City Bank and Trust, 1135 Main Avenue

Advance notice of the meeting was also given to committee 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. All proceedings shown were taken while the meeting was open to the attendance of the public.

1. Open Meeting

Airport Authority Chair Blaine Spanjer called the meeting to order at 8:15am.

2. Roll Call

Howard Nitzel:	Absent
Kirk Keller:	Present
Dan Papik:	Present
Zoraida Ramos:	Present
Blaine Spanjer:	Present

Present: 4, Absent: 1.

Also present: City Clerk Judi Meyer, Finance Director Jerry Wilcox, Airport Manager Shaun Krzyski, other members of the public.

3. Petitions - Communications - Citizen Concern

Matt Ellison stated his interest in purchasing the abandoned airplane. Blaine Spanjer stated that sales of government owned items must go through a bidding process for sales of property.

4. Special Order of Business

4.A. FBO Agreement with Shaun Krzycki. Term to coincide with Manager Agreement term.

4.B. Discuss the 24-hour fuel sales.

Chris Core with Olsson Assoc. suggested that the Airport Authority have the fuel system pressure tested prior to making a final decision on the fuel farm. He also stated the quote for Yant Equipment likely only includes a card reader but not a chip reader. Shaun will move forward with scheduling the pressure test.

4.C. Review and consider E & O Insurance
Renew the E & O Insurance with Brown and Riding. Carried with a motion by Dan Papik and a second by Zoraida Ramos.
Kirk Keller: Aye, Dan Papik: Aye, Zoraida Ramos: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

4.D. Review and consider Airport Liability Insurance
Renew the Airport Liability Insurance. Carried with a motion by Dan Papik and a second by Zoraida Ramos.
Kirk Keller: Aye, Dan Papik: Aye, Zoraida Ramos: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

5. Officers' Reports

6. Consent Agenda
Approve the Consent Agenda items with the addition of the Seward County Independent invoice. Carried with a motion by Dan Papik and a second by Kirk Keller.
Kirk Keller: Aye, Dan Papik: Aye, Zoraida Ramos: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

6.A. Airport Authority Meeting Minutes
6.A.1. Airport Authority Meeting Minutes of March 12, 2020
6.B. City Treasurer's Report
6.C. Claims Against the Airport Authority

7. Adjournment
The meeting was adjourned at 8:49am.

5/12/2020

CRETE AIRPORT AUTHORITY

		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	YTD FY 2020 4/30/20	Budget	YTD % Used 75.00%
REVENUE									
92-10-4010	PROPERTY TAX	$50,869.12	$46,744.22	$24,942.41	$19,716.59	$23,584.66	$7,522.87	$25,000.00	30.09%
92-10-4020	HOMESTEAD ALLOCATION	$1,586.78	$1,933.68	$654.18	$863.30	$835.07	$136.90	$1,000.00	13.69%
92-10-4050	MOTOR VEHICLE PRO RATE	$78.20	$113.17	$37.64	$0.00	$62.85	$0.00	$50.00	0.00%
92-10-4070	INTEREST	$14.07	$0.08	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
92-10-4880	LEASE PAYMENTS	$23,908.70	$15,639.20	$15,661.70	$15,819.20	$15,414.20	$15,594.20	$15,500.00	100.61%
92-10-4950	RENT PAYMENTS	$51,525.21	$63,442.24	$65,466.32	$77,144.77	$84,335.00	$69,475.00	$90,000.00	77.19%
92-10-4981	SHARE OF ELECTRICITY COSTS	$5,149.13	$5,512.78	$5,627.86	$6,752.68	$6,565.57	$4,004.36	$6,500.00	61.61%
92-10-4990	MISC INCOME	$1.46	$0.00	$278.00	$1,776.99	$673.62	$105.45	$0.00	0.00%
REVENUE Total		$133,132.67	$133,385.37	$112,668.11	$122,073.53	$131,470.97	$96,838.78	$138,050.00	70.15%
EXPENSE									
92-10-5170	LIAB./PHYS./WORK COMP. INS.	$13,265.01	$16,363.49	$20,780.03	$19,563.48	$13,482.57	$0.00	$15,000.00	0.00%
92-10-5210	UTILITIES	$14,837.84	$13,654.17	$12,701.99	$13,389.24	$11,579.34	$13,855.65	$15,000.00	92.37%
92-10-5220	TELEPHONE	$1,178.79	$1,323.25	$1,233.10	$1,378.56	$1,403.79	$835.00	$1,300.00	64.23%
92-10-5330	BUILDINGS & GROUNDS MAINT.	$9,460.37	$24,359.89	$29,601.49	$14,222.06	$17,316.22	$18,273.62	$35,000.00	52.21%
92-10-5380	PROFESSIONAL SERVICES	$2,600.00	$250.00	$78.77	$0.00	$6,140.00	$0.00	$500.00	0.00%
92-10-5390	PRINTING, PUBLICATIONS, LEGALS	$122.00	$100.00	$130.00	$121.20	$430.99	$199.13	$300.00	66.38%
92-10-5791	VEHICLE/EQUIPMENT REPAIRS	$2,807.14	$2,557.51	$1,863.18	$2,130.73	$4,400.46	$5,014.91	$5,000.00	100.30%
92-10-5800	VEHICLE/EQUIPMENT FUEL	$1,209.50	$478.76	$506.96	$980.04	$1,407.10	$757.62	$1,500.00	50.51%
92-10-5970	MISC. OPERATING	$1,150.09	$675.00	$67.19	$6.99	$0.00	$235.28	$1,000.00	23.53%
92-10-6020	MISC. SUPPLIES	$0.00	$181.82	$0.00	$0.00	$0.00	$135.39	$500.00	27.08%
92-10-6140	RESERVE TRANSFER	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	#DIV/0!
92-10-6199	MANAGER CONTRACT	$33,600.00	$33,600.00	$33,600.00	$33,600.00	$33,600.00	$29,300.01	$33,600.00	87.20%
92-10-6360	LOAN & BOND PRINCIPAL	$49,924.00	$40,290.16	$8,000.00	$0.00	$21,000.00	$0.00	$21,000.00	0.00%
92-10-6370	LOAN & BOND INTEREST	$2,121.00	$1,270.00	$244.00	$1,914.25	$4,875.00	$1,153.75	$4,000.00	28.84%
92-10-9950	BAD DEBT EXPENSE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
EXPENSE Total		$132,275.74	$135,104.05	$108,806.71	$87,306.55	$115,635.47	$69,760.36	$133,700.00	52.18%

OPERATIONS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	4/30/2020	Budget	% Used
Total Expense	$132,275.74	$135,104.05	$108,806.71	$87,306.55	$115,635.47	$69,760.36	$133,700.00	**52.18%**
Total Revenue	$133,132.67	$133,385.37	$112,668.11	$122,073.53	$131,470.97	$96,838.78	$138,050.00	**70.15%**
Gain/(Loss)	$856.93	($1,718.68)	$3,861.40	$34,766.98	$15,835.50	$27,078.42	$4,350.00	

RETAIL FUEL

		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	4/30/20	Budget	% Used
REVENUE									**75.00%**
92-11-4440	FUEL SALES	$117,530.32	$113,017.41	$99,603.09	$142,299.69	$129,351.98	$92,111.27	$150,000.00	61.41%
REVENUE Total		$117,530.32	$113,017.41	$99,603.09	$142,299.69	$129,351.98	$92,111.27	$150,000.00	61.41%
EXPENSE									
92-11-5330	BUILDINGS & GROUNDS MAINT.	$4,646.18	$449.71	$4,077.13	$1,545.87	$1,922.14	$100.37	$3,000.00	3.35%
92-11-5381	COMMISSION	$24,318.80	$25,091.60	$26,146.20	$34,477.20	$29,179.10	$17,521.50	$25,000.00	70.09%
		20.69%	22.20%	26.25%	24.23%	22.56%	19.02%	16.67%	
92-11-5382	CREDIT CARD CHARGES	$1,126.65	$1,911.96	$1,406.48	$4,181.42	$2,442.33	$1,748.52	$2,000.00	87.43%
		0.96%	1.69%	1.41%	2.94%	1.89%	1.90%	1.33%	
92-11-5811	BULK FUEL	$71,801.82	$81,095.49	$81,385.60	$90,448.06	$101,619.48	$96,041.51	$120,000.00	80.03%
92-11-9950	BAD DEBT EXPENSE	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0.00%
EXPENSE Total		$101,893.45	$108,548.76	$113,015.41	$130,652.55	$135,163.05	$115,411.90	$150,000.00	76.94%

RETAIL FUEL	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**4/30/20**	**Budget**	**% Used**
Total Expense	$101,893.45	$108,548.76	$113,015.41	$130,652.55	$135,163.05	$115,411.90	$150,000.00	**76.94%**
Total Revenue	$117,530.32	$113,017.41	$99,603.09	$142,299.69	$129,351.98	$92,111.27	$150,000.00	**61.41%**
Gain/(Loss)	***$15,636.87***	***$4,468.65***	***($13,412.32)***	***$11,647.14***	***($5,811.07)***	***($23,300.63)***	$0.00	

FUEL INVENTORY	**Cost**	**8/20/2019**	**3/30/2020**	**Gallons**	**4/20/2020**	**Difference**
100LL Fuel	$3.51	$4,624.62	$30,701.97	7,901	$27,732.51	$23,107.89
Auto Fuel	$2.79	$1,386.63	$1,771.65	614	$1,713.06	$326.43
Jet Fuel	$2.52	$5,053.44	$14,568.12	4,195	$10,571.40	$5,517.96
Total		$11,064.69	$47,041.74	12,710	$40,016.97	$28,952.28

A/P	Gain/(Loss)	A/R	FUEL STATUS
	$5,651.65	$1,902.91	***$7,554.56***
		5/11/2020	

CAPITAL IMPROVEMENTS

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	4/30/20	Budget	% Used
REVENUE								**75.00%**
92-20-4033 LOAN & BOND PROCEEDS	$0.00	$0.00	$0.00	$114,000.00	$0.00	$0.00	$0.00	0.00%
92-20-4160 GRANT PROCEEDS	$0.00	$0.00	$0.00	$724,112.93	$90,118.51	$0.00	$0.00	0.00%
REVENUE Total	$0.00	$0.00	$0.00	$838,112.93	$90,118.51	$0.00	$0.00	0.00%
EXPENSE								
92-20-5320 RUNWAY, EQUIPMENT, BUILDINGS	$0.00	$0.00	$60,752.72	$747,621.88	$109,502.50	$0.00	$0.00	0.00%
EXPENSE Total	$0.00	$0.00	$60,752.72	$747,621.88	$109,502.50	$0.00	$0.00	0.00%

CAPITAL IMPROVEMENTS	**FY 2015**	**FY 2016**	**FY 2017**	**FY 2018**	**FY 2019**	**4/30/20**	**Budget**	**% Used**
Total Expense	$0.00	$0.00	$60,752.72	$747,621.88	$109,502.50	$0.00	$0.00	**0.00%**
Total Revenue	$0.00	$0.00	$0.00	$838,112.93	$90,118.51	$0.00	$0.00	**0.00%**
Gain/(Loss)	$0.00	$0.00	($60,752.72)	$90,491.05	($19,383.99)	$0.00	$0.00	

TOTAL FUNDS

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	4/30/20	Budget	% Used
Total Expense	$234,169.19	$243,652.81	$282,574.84	$965,580.98	$360,301.02	$185,172.26	$283,700.00	**65.27%**
Total Revenue	$250,662.99	$246,402.78	$212,271.20	$1,102,486.15	$350,941.46	$188,950.05	$288,050.00	**65.60%**
Gain/(Loss)	$16,493.80	$2,749.97	($70,303.64)	$136,905.17	($9,359.56)	$3,777.79	$4,350.00	

5/12/2020

CRETE AIRPORT AUTHORITY
Account Balances
FY 2020

	Account #	Deposits	Expenditures	Bank balance	Outstanding (+/-)	Balance
Pinnacle Bank Checking	XXXXXX114	$20,199.05	$17,567.15	$128,473.58	$0.00	$128,473.58
TOTAL FUNDS AVAILABLE		$20,199.05	$17,567.15	$128,473.58	$0.00	**$128,473.58**

	Final payment	Issue	Principal	Interest	Total payment	Balance
2017 Revenue Bonds	2022	$114,000.00	$0.00	$0.00	$0.00	$71,000.00
TOTAL DEBT		$114,000.00	$0.00	$0.00	$0.00	**$71,000.00**

		Annually	Years	Total Available
NDA Funds Available	2021	$150,000.00	4	$600,000.00

CRETE AIRPORT AUTHORITY

Aged Accounts Receivable

5/12/2020 8:21 AM

Cust ID	Current	31 to 60	61 to 90	Over 90	Total Past
002 RENT	$0.00	$260.00	$260.00	$200.00	$720.00
002 ELECTRICITY	$0.00	$379.80	$458.55	$475.65	$1,314.00
003 FUEL	$160.28	$89.24	$304.09	$0.00	$393.33
A6C3 RENT	$95.00	$95.00	$0.00	$0.00	$95.00
B1 FUEL	$0.00	$161.17	$0.00	$8.12	$169.29
B5 FUEL	$0.00	$0.00	$0.00	$22.86	$22.86
C7C9 RENT	$0.00	$0.00	$0.00	$1,215.00	$1,215.00
E2 FUEL	$0.00	$0.00	$0.00	$14.89	$14.89
E2 RENT	$95.00	$95.00	$0.00	$85.00	$180.00
E6G8 RENT	$90.00	$90.00	$90.00	$810.00	$990.00
E6G8 FUEL	$0.00	$0.00	$0.00	$154.70	$154.70
TOTAL PAST DUE ACCOUNTS	$440.28	***$1,170.21***	***$1,112.64***	***$2,986.22***	***$5,269.07***
BALANCE OF A/R	$32,363.03	$85.00	$85.00	-$280.00	$32,693.31
TOTAL A/R	$32,803.31	$1,255.21	$1,197.64	$2,706.22	***$37,962.38***
PERCENT PAST DUE					13.88%

FUEL A/R	$1,902.91
% FUEL	5.01%

Check Approval List

5/12/2020 2:42:45 PM

CITY OF CRETE AIRPORT AUTHORITY

Pay#	Vend#	Vendor Name	Invoice	Description	Due Date	Amount
1752		BAUER INSURANCE INC.	1101	ERRORS & OMISSIONS	5/14/2020	2,290.00
1751		BAUER INSURANCE INC.	1102	LIABILITY INSURANCE	5/14/2020	2,629.00
1756	PUBL	CITY OF CRETE PUBLIC WORKS	04 20	WATER	5/14/2020	25.77
1759	ACE	CRETE ACE HARDWARE	A567278	MOWER REPAIRS	5/14/2020	31.99
1758	ACE	CRETE ACE HARDWARE	B570377	MOWER REPAIRS	5/14/2020	132.16
1760	ACE	CRETE ACE HARDWARE	B571095	PAINT & SUPPLIES	5/14/2020	124.78
1761	ACE	CRETE ACE HARDWARE	B573243	PAINT & SUPPLIES	5/14/2020	47.30
1757	CRETEA	CRETE AUTO SUPPLY, INC.	011672	MOWER BATTERY	5/14/2020	125.99
1763	CRETEN	CRETE NEWS	122801	MEETING NOTICE	5/14/2020	10.35
1753		CULLIGAN WATER CONDITIONING	193448	SALT	5/14/2020	33.00
1750	DICK	DICK HOLMAN FENCING	F342420	PASTURE FENCE REPAIRS	5/14/2020	6,400.00
1748	KRY	ELEVATE AIR SERVICE LLC	04 20	MANAGEMENT	5/1/2020	4,272.12
1762	KRY	ELEVATE AIR SERVICE LLC	10034	ALL FLOORS 2316 OFFICE CARPE	5/14/2020	942.22
1754	NORRIS	NORRIS PUBLIC POWER	04 20	ELECTRICITY	5/14/2020	760.29
1749		SKALAS OK TIRE STORE INC	0058922	TIRES	5/14/2020	281.99
1755	WIND	WINDSTREAM	05 20	PHONE	5/14/2020	115.91
						$18,222.87

Report Selection: Check Approval List - By Vendor
Date Range Selection: Invoice Due Date
Starting Date: 4/10/2020
Ending Date: 5/14/2020