

**Airport Authority Meeting**  
**Thursday, January 14, 2021 8:15 AM**  
**Crete Library/Community Center**  
**1515 Forest Ave.**  
**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.

**2. Roll Call**

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

**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.

**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.
- A. Election of Officers
- B. Consider Air Methods lease amendment.
- C. Presentation by Collin Caneva regarding potential airpark development.
- D. BRAC request to hold a fundraiser in hangar on February 13, 2021.

**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.
- A. Airport Manager Report
- B. Authority Chair and Member Reports

**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.
- A. Approve Meeting Minutes
1. Meeting Minutes of December 10, 2020.

B. Accept the City Treasurer's Report

C. Approve the Payment of Claims Against the Airport Authority

## 7. Adjournment

### 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](http://www.crete.ne.gov).

## Airport Authority Minutes of Thursday, December 10, 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

Authority Member Howard Nitzel called the meeting to order at 8:15am.

### 2. Roll Call

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

Present: 4, Absent: 1.

Dan Papik was absent at roll call and entered the meeting at 8:29am.

### 3. Petitions - Communications - Citizen Concerns

### 4. Items of Business

#### 4.A. Review NDOT 2020 AIP letter and documents.

Approve the NDOT 2020 AIP documents. Carried with a motion by Kirk Keller and a second by Zoraida Ramos.

Kirk Keller: Aye, Howard Nitzel: Aye, Zoraida Ramos: Aye  
Aye: 3, No: 0

#### 4.B. Farm Lease Agreements

Approve the farm lease agreements with Reetz and McMillan. Carried with a motion by Zoraida Ramos and a second by Kirk Keller.

Kirk Keller: Aye, Howard Nitzel: Aye, Zoraida Ramos: Aye  
Aye: 3, No: 0

#### 4.C. Review proposed semi-annual inspection list.

Move forward with the proposed semi-annual inspection list. Carried with a motion by Kirk Keller and a second by Zoraida Ramos.

Kirk Keller: Aye, Howard Nitzel: Aye, Zoraida Ramos: Aye  
Aye: 3, No: 0

4.D. Resolution and NDOT Agency Agreement regarding anticipated grant agreement for FAA funding for AIP Project No. 3-31-0022-014-2021.  
Pass Resolution and approve Agency Agreement for AIP Project #3-31-0022-014-2021. Carried with a motion by Zoraida Ramos and a second by Dan Papik.  
Kirk Keller: Aye, Howard Nitzel: Aye, Dan Papik: Aye, Zoraida Ramos: Aye  
Aye: 4, No: 0

#### 5. Officers' Reports

Shaun reported that a potential investor is looking at constructing an Air Park area. Howard approved Shaun to contract for the \$500 repair to the airport sign using revenue from the recent property surplus sale.

#### 6. Consent Agenda

Approve the Consent Agenda items. Carried with a motion by Zoraida Ramos and a second by Dan Papik.  
Kirk Keller: Aye, Howard Nitzel: Aye, Dan Papik: Aye, Zoraida Ramos: Aye  
Aye: 4, No: 0

#### 6.A. Approve Meeting Minutes

6.A.1. Airport Authority meeting minutes of October 8, 2020.

6.A.2. Airport Authority meeting minutes of November 12, 2020.

#### 6.B. Accept the City Treasurer's Report

#### 6.C. Approve the Payment of Claims Against the Airport Authority

#### 7. Adjournment

Motion to Adjourn. Carried with a motion by Kirk Keller and a second by Zoraida Ramos.

Kirk Keller: Aye, Howard Nitzel: Aye, Dan Papik: Aye, Zoraida Ramos: Aye  
Aye: 4, No: 0

The meeting was adjourned at 8:58am.

Recorded by City Clerk Judi Meyer

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2020

**AIRPORT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
050-4001 PROPERTY TAX - BONDS	101.10	1,737.95	25,000.00	23,262.05	7.0
050-4002 HOMESTEAD ALLOCATION	.00	.00	1,000.00	1,000.00	.0
050-4007 MOTOR VEHICLE PRO-RATE	.00	8.17	50.00	41.83	16.3
050-4102 GAS & DIESEL FUEL SALES	7,395.97	42,806.86	.00	( 42,806.86)	.0
050-4107 GS SALES	2,403.71	3,392.56	9,775.00	6,382.44	34.7
050-4215 PROPANE SALES	59.10	105.00	.00	( 105.00)	.0
050-4904 MISCELANEOUS INCOME	4,017.47	4,017.47	.00	( 4,017.47)	.0
050-4909 HANGAR RENT	6,380.00	19,250.00	112,700.00	93,450.00	17.1
050-4913 LEASE - LAND, BLDG., TOWER	6,101.40	6,425.78	15,500.00	9,074.22	41.5
<b>TOTAL REVENUES</b>	<b>26,458.75</b>	<b>77,743.79</b>	<b>164,025.00</b>	<b>86,281.21</b>	<b>47.4</b>
<b>TOTAL FUND REVENUE</b>	<b>26,458.75</b>	<b>77,743.79</b>	<b>164,025.00</b>	<b>86,281.21</b>	<b>47.4</b>
<u>{EXPENDITURES}</u>					
050-5220 TELEPHONE	121.13	367.09	1,380.00	1,012.91	26.6
050-5330 BUILDING & GROUNDS MAINT.	1,231.46	1,262.72	40,000.00	38,737.28	3.2
050-5382 CREDIT CARD FEES	536.88	1,955.18	.00	( 1,955.18)	.0
050-5390 PRINTING, PUBLICATIONS, LEGALS	10.64	126.81	345.00	218.19	36.8
050-5791 VEHICLE/EQUIPMENT REPAIRS	3,599.90	3,854.31	5,750.00	1,895.69	67.0
050-5800 VEHICLE/EQUIPMENT FUEL	.00	.00	1,725.00	1,725.00	.0
050-6020 MISC. SUPPLIES	.00	.00	575.00	575.00	.0
050-6190 TRANSFER TO AIRPORT AUTH. FUND	.00	337.00	.00	( 337.00)	.0
050-6199 MANAGER CONTRACT	3,333.34	6,666.68	53,775.00	47,108.32	12.4
050-7530 UTILITIES	1,364.67	3,928.52	18,400.00	14,471.48	21.4
050-8500 MISC. OPERATING	250.00	250.00	575.00	325.00	43.5
050-9720 INSURANCE	.00	10,716.00	15,000.00	4,284.00	71.4
050-9860 PROFESSIONAL SERVICES	.00	.00	1,500.00	1,500.00	.0
050-9970 DEBT AMORTIZATION	.00	.00	21,000.00	21,000.00	.0
050-9971 BOND INTEREST	.00	.00	4,000.00	4,000.00	.0
<b>TOTAL EXPENDITURES</b>	<b>10,448.02</b>	<b>29,464.31</b>	<b>164,025.00</b>	<b>134,560.69</b>	<b>18.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>10,448.02</b>	<b>29,464.31</b>	<b>164,025.00</b>	<b>134,560.69</b>	<b>18.0</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>16,010.73</b>	<b>48,279.48</b>	<b>.00</b>	<b>( 48,279.48)</b>	<b>.0</b>

## Report Criteria:

Invoice Detail.GL account = "0500000"- "0509999"

Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	PO Number	Period	GL Account
<b>CITY REVENUE FUND (860)</b>									
12 20	1	Invoice	WATER	01/01/2021	01/14/2021	19.89		00/00	050-7530
Total CITY REVENUE FUND (860):						19.89			
<b>CRETE ACE HARDWARE (1060)</b>									
954	3	Invoice	LIFT RENTAL	11/08/2020	12/10/2020	271.76		00/00	050-4107
2023	1	Invoice	ICE MELT	12/11/2020	01/14/2021	78.42		00/00	050-5330
Total CRETE ACE HARDWARE (1060):						350.18			
<b>ELEVATE AIR SERVICE LLC (1525)</b>									
1141779	1	Invoice	AIR METHODS FUEL PAY	12/11/2020	12/16/2020	6,716.13		12/20	050-4904
12 20	1	Invoice	AIRPORT MANAGEMENT	01/01/2021	01/01/2021	3,333.34		01/21	050-6199
Total ELEVATE AIR SERVICE LLC (1525):						10,049.47			
<b>FIREGUARD INC. (1765)</b>									
241250	1	Invoice	FIRE EXTINGUISHER W/ I	01/04/2021	01/14/2021	583.96		00/00	050-5330
240413	1	Invoice	FIRE EXTINGUISHER INS	12/09/2020	01/14/2021	221.35		00/00	050-5330
Total FIREGUARD INC. (1765):						805.31			
<b>MIDWEST PETROLEUM EQUIPMENT (3205)</b>									
14290	1	Invoice	100 LL PUMP REPAIR	12/20/2020	01/14/2021	617.50		00/00	050-5330
Total MIDWEST PETROLEUM EQUIPMENT (3205):						617.50			
<b>NAPA AUTO PARTS (3345)</b>									
26653	1	Invoice	ENGINE OIL AND FUEL T	12/11/2020	01/14/2021	87.11		00/00	050-5791
Total NAPA AUTO PARTS (3345):						87.11			
<b>NORRIS PUBLIC POWER DISTRICT (3685)</b>									
12 20	1	Invoice	ELECTRICITY	12/20/2020	01/14/2021	998.52		00/00	050-7530
Total NORRIS PUBLIC POWER DISTRICT (3685):						998.52			
<b>SAPP BROS PETROLEUM (4505)</b>									
32624	1	Invoice	SRE PROPANE	12/14/2020	01/14/2021	132.00		00/00	050-7530
32623	1	Invoice	AIR METHODS PROPANE	12/14/2020	01/14/2021	363.00		00/00	050-4215
Total SAPP BROS PETROLEUM (4505):						495.00			
<b>SEWARD COUNTY INDEPENDENT (4590)</b>									
129997	1	Invoice	MEETING NOTICE-AIRPO	12/30/2020	01/14/2021	11.05		00/00	050-5390
130484	1	Invoice	MEETING NOTICE-AIRPO	01/06/2021	01/14/2021	11.05		00/00	050-5390
Total SEWARD COUNTY INDEPENDENT (4590):						22.10			
<b>WINDSTREAM (5465)</b>									
01 21	1	Invoice	PHONE LINES	01/01/2021	01/14/2021	122.13		00/00	050-5220
Total WINDSTREAM (5465):						122.13			

Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	PO Number	Period	GL Account
<b>YANT EQUIPMENT INC (5520)</b>									
L017400	1	Invoice	METER REPAIRS	12/09/2020	01/14/2021	685.64		00/00	050-5330
Total YANT EQUIPMENT INC (5520):						685.64			
Grand Totals:						14,252.85			

Report GL Period Summary

GL Period	Amount
12/20	6,716.13
01/21	3,333.34
00/00	4,203.38
Grand Totals:	14,252.85

Vendor number hash: 48970  
 Vendor number hash - split: 48970  
 Total number of invoices: 16  
 Total number of transactions: 16

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	14,252.85	.00	14,252.85
Grand Totals:	14,252.85	.00	14,252.85

Report Criteria:

Invoice Detail.GL account = "0500000"- "0509999"