

**Airport Authority Meeting**  
**Thursday, July 8, 2021 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.

**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. Consider authorizing the chair to sign an application for American Rescue Plan Act 2021 funding in the amount of \$32,000.
- B. Consider authorizing the chair to sign the AIP Grant Oversight Risk Assessment Certification Checklist
- C. Consider property tax request for fiscal year 2021-2022 bond payments in the amount of \$24,780. Due to City Council by August 1, 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
- 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).

**Application for Federal Assistance SF-424**

*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s): <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision *Other (Specify) _____
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*3. Date Received: NA	4. Applicant Identifier: CEK (Crete Municipal) Crete, NE
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*5b. Federal Entity Identifier: 31-0022	*5b. Federal Award Identifier:
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**State Use Only:**

6. Date Received by State:	7. State Application Identifier:
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**8. APPLICANT INFORMATION:**

\*a. Legal Name: Crete Airport Authority

*b. Employer/Taxpayer Identification Number (EIN/TIN): 47-0491233	*c. Organizational DUNS: 07-290-3628
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**d. Address:**

\*Street 1: P.O. Box 86  
Street 2: \_\_\_\_\_  
\*City: Crete  
County/Parish: \_\_\_\_\_  
\*State: NE  
Province: \_\_\_\_\_  
\*Country: USA: United States  
\*Zip / Postal Code 68333

**e. Organizational Unit:**

Department Name:	Division Name:
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**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr. \*First Name: Blaine  
Middle Name: \_\_\_\_\_  
\*Last Name: Spanjer  
Suffix: \_\_\_\_\_

Title: Chairman

Organizational Affiliation:

\*Telephone Number: (402) 826-5188 Fax Number:

\*Email: blainspanjer@windstream.net

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10. Name of Federal Agency:**

**Federal Aviation Administration**

**11. Catalog of Federal Domestic Assistance Number:**

20.106

CFDA Title:

Airport Improvement Program

**\*12. Funding Opportunity Number:**

NA

\*Title:

NA

**13. Competition Identification Number:**

NA

Title:

NA

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

\$32,000 for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

**Attach supporting documents as specified in agency instructions.**

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\*a. Applicant: 3

\*b. Program/Project: 3

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: NA

\*b. End Date: NA

**18. Estimated Funding (\$):**

*a. Federal	_____	\$32,000
*b. Applicant	_____	\$0
*c. State	_____	\$0
*d. Local	_____	\$0
*e. Other	_____	\$0
*f. Program Income	_____	\$0
*g. TOTAL	_____	\$32,000

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_.
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

Yes       No

**If "Yes", provide explanation and attach**

\_\_\_\_\_

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:            Mr. \_\_\_\_\_            \*First Name: Blaine \_\_\_\_\_

Middle Name:    \_\_\_\_\_

\*Last Name:     Spanjer \_\_\_\_\_

Suffix:            \_\_\_\_\_

\*Title: Chairman

\*Telephone Number: (402) 826-5188

Fax Number:

\* Email: [blainspanjer@windstream.net](mailto:blainspanjer@windstream.net)

\*Signature of Authorized Representative:

\*Date Signed:



**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:**

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**Airports owned or operated by the sponsor:**

#### **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:** \_\_\_\_\_



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## CRETE AIRPORT AUTHORITY MEETING

April 15, 2021 at 8:15 AM

Crete City Hall, 243 East 13<sup>th</sup> Street

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### MINUTES

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

##### 2. Roll Call

Zoraida Ramos: Absent

Kirk Keller: Present

Howard Nitzel: Present

Blaine Spanjer: Present

Present: 3, Absent: 1. Vacant: 1.

#### 3. Petitions - Communications - Citizen Concerns

##### 4. Items of Business

##### 4.A. Update from Collin Coneva on home hanger plans and through the fence agreement.

Collin Coneva was present to report on his idea about hangar homes on or near the Crete Municipal Airport. Ann Richart, Director of the Aeronautics Division of the Nebraska State Department of Transportation was present to help explain some hurdles and options to implement a plan such as Mr. Coneva's. The "Through the Gate" option has many barriers regarding the FAA and practical operations. A more practical idea may be to do a private/public partnership in building such a development. This would require the Crete Municipal Airport to become a private airport for public use, which would eliminate the use of federal funds and also

eliminate the FAA oversight. One piece of history that will affect this type of partnership is whether the City purchased the property for the airport or if the federal government provided it.

At this time, Mr. Coneva will put together a plan with financial information on the feasibility of this idea so that the Airport Authority and City Council can make a prudent decision on how to move forward.

**4.B. Consider approval of a lease agreement with Skydive Atlas for landing area and office parking.**

Chairman Spanjer explained that this lease has been approved presently and that we are just waiting for the final copy to be completed for signing.

**4.C. Consider approval of lease for Hangar 3 (Old Skydivers).**

Manager Krzycki reported that Tillotson's looked at the roof, and we should receive the quote soon. The door supplies have been ordered, and we are on the list to get the repairs done. Chairman Spanjer reported that the new tenant would like to be in by July 1, 2021.

Approve the lease for Hangar #3 at \$1,200.00 per month to Jim Pffle. Carried with a motion by Kirk Keller and a second by Howard Nitzel.

Kirk Keller: Aye, Howard Nitzel: Aye, Blaine Spanjer: Aye  
Aye: 3, No: 0

**5. Officers' Reports**

**5.A. Airport Manager Report**

Manager Krzycki reported that there are a couple of fence posts that still need replaced and that the water drops between the hangars have been taken care of.

**5.A.1. Fuel Sales Report**

**5.B. Authority Chair and Member Reports**

Chairman Spanjer reported that he has spoken with Mayor Bauer about appointing Anthony Fitzgerald to the Airport Authority to fill the vacancy left by Dan Papik being appointed to the City Council. Mr. Fitzgerald was present to hear the discussion and has experience with aircraft, engineering, construction and grants.

**5.B.1. Suggestions to replace Dan.**

**6. Consent Agenda**

City Clerk-Treasurer Jerry Wilcox reported that City Attorney Kyle Manley has been working on past dues and evictions. Statement have also been sent to all tenants.

Approve the consent agenda as presented. Carried with a motion by Kirk Keller and a second by Howard Nitzel.

Kirk Keller: Aye, Howard Nitzel: Aye, Blaine Spanjer: Aye  
Aye: 3, No: 0

**6.A. Approve Meeting Minutes**

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

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

**6.D. Past Due Accounts**

**6.E. Insurance Certificates Past Due**

**6.F. Evictions for no plane in leased hangar.**

**7. Adjournment**

Chairman Spanjer adjourned the meeting at 9:15 AM.

CITY OF CRETE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING JUNE 30, 2021

**AIRPORT**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
050-4001	.00	12,465.96	25,000.00	12,534.04	49.9
050-4002	.00	408.48	1,000.00	591.52	40.9
050-4007	.00	50.05	50.00	( .05)	100.1
050-4051	.00	174.02	.00	( 174.02)	.0
050-4102	.00	43,444.00	.00	( 43,444.00)	.0
050-4107	165.00	5,874.01	9,775.00	3,900.99	60.1
050-4215	333.50	808.64	.00	( 808.64)	.0
050-4809	13,000.00	13,000.00	.00	( 13,000.00)	.0
050-4904	.00	39,981.75	.00	( 39,981.75)	.0
050-4909	15,408.29	66,738.29	112,700.00	45,961.71	59.2
050-4913	280.11	18,104.70	15,500.00	( 2,604.70)	116.8
<b>TOTAL REVENUES</b>	<b>29,186.90</b>	<b>201,049.90</b>	<b>164,025.00</b>	<b>( 37,024.90)</b>	<b>122.6</b>
<b>TOTAL FUND REVENUE</b>	<b>29,186.90</b>	<b>201,049.90</b>	<b>164,025.00</b>	<b>( 37,024.90)</b>	<b>122.6</b>
 <u>{EXPENDITURES}</u>					
050-5220	124.96	1,106.20	1,380.00	273.80	80.2
050-5330	559.93	19,898.99	40,000.00	20,101.01	49.8
050-5382	.00	1,982.00	.00	( 1,982.00)	.0
050-5390	10.64	445.17	345.00	( 100.17)	129.0
050-5791	79.82	5,904.15	5,750.00	( 154.15)	102.7
050-5800	.00	1,105.40	1,725.00	619.60	64.1
050-6020	.00	.00	575.00	575.00	.0
050-6190	.00	337.00	.00	( 337.00)	.0
050-6199	3,333.34	26,666.72	53,775.00	27,108.28	49.6
050-7530	788.80	12,876.50	18,400.00	5,523.50	70.0
050-8500	.00	250.00	575.00	325.00	43.5
050-9720	.00	15,725.00	15,000.00	( 725.00)	104.8
050-9860	.00	5,460.00	1,500.00	( 3,960.00)	364.0
050-9970	.00	.00	21,000.00	21,000.00	.0
050-9971	.00	780.00	4,000.00	3,220.00	19.5
<b>TOTAL EXPENDITURES</b>	<b>4,897.49</b>	<b>92,537.13</b>	<b>164,025.00</b>	<b>71,487.87</b>	<b>56.4</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>4,897.49</b>	<b>92,537.13</b>	<b>164,025.00</b>	<b>71,487.87</b>	<b>56.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>24,289.41</b>	<b>108,512.77</b>	<b>.00</b>	<b>( 108,512.77)</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>									
6-18-21 SAL	1	Invoice	SALES TAXES ELECTRIC	06/18/2021	07/06/2021	64.74		00/00	050-4107
6-18-21 SAL	2	Invoice	SALES TAX PROPANE	06/18/2021	07/06/2021	23.27		00/00	050-4215
06 21	1	Invoice	WATER	07/01/2021	07/08/2021	23.65		00/00	050-7530
Total CITY REVENUE FUND (860):						111.66			
<b>CRETE ACE HARDWARE (1060)</b>									
8255	1	Invoice	KEYS	06/16/2021	07/08/2021	5.02		00/00	050-5330
8545	1	Invoice	DRAIN REPAIR	06/25/2021	07/08/2021	82.53		00/00	050-5330
8721	1	Invoice	DOOR LATCH	06/30/2021	07/08/2021	11.69		00/00	050-5330
Total CRETE ACE HARDWARE (1060):						99.24			
<b>DH PACE (5760)</b>									
SVC44696	1	Invoice	HANGAR #3 DOOR REPA	06/30/2021	07/08/2021	5,444.18		00/00	050-5330
Total DH PACE (5760):						5,444.18			
<b>ELEVATE AIR SERVICE LLC (1525)</b>									
6 21	1	Invoice	AIRPORT MANAGEMENT	07/01/2021	07/01/2021	3,333.34		07/21	050-6199
Total ELEVATE AIR SERVICE LLC (1525):						3,333.34			
<b>NE DEPT OF AGRICULTURE (3405)</b>									
63927438	1	Invoice	FUEL PUMP INSPECTION	07/06/2021	07/08/2021	54.41		00/00	050-5330
Total NE DEPT OF AGRICULTURE (3405):						54.41			
<b>NORRIS PUBLIC POWER DISTRICT (3685)</b>									
06 21	1	Invoice	ELECTRICITY	07/01/2021	07/08/2021	1,056.36		00/00	050-7530
Total NORRIS PUBLIC POWER DISTRICT (3685):						1,056.36			
<b>ROEHR'S MACHINERY INC (4345)</b>									
RO43675	1	Invoice	TRACTOR REPAIRS	05/06/2021	07/08/2021	273.51		00/00	050-5791
Total ROEHR'S MACHINERY INC (4345):						273.51			
<b>SEWARD COUNTY INDEPENDENT (4590)</b>									
135852	1	Invoice	MEETING NOTICE	06/30/2021	07/08/2021	10.64		00/00	050-5390
Total SEWARD COUNTY INDEPENDENT (4590):						10.64			
<b>WINDSTREAM (5465)</b>									
07 21	1	Invoice	PHONE LINES	07/01/2021	07/08/2021	124.96		00/00	050-5220
Total WINDSTREAM (5465):						124.96			
Grand Totals:						10,508.30			

Report GL Period Summary

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<u>GL Period</u>	<u>Amount</u>
07/21	3,333.34
00/00	7,174.96
<b>Grand Totals:</b>	<b>10,508.30</b>

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Vendor number hash: 33675  
Vendor number hash - split: 34535  
Total number of invoices: 12  
Total number of transactions: 13

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<u>Terms Description</u>	<u>Invoice Amount</u>	<u>Discount Amount</u>	<u>Net Invoice Amount</u>
Open Terms	10,508.30	.00	10,508.30
<b>Grand Totals:</b>	<b>10,508.30</b>	<b>.00</b>	<b>10,508.30</b>

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Report Criteria:  
Invoice Detail.GL account = "0500000"-"0509999"

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