

Airport Authority Meeting
Thursday, October 14, 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. Land lease terms for third party buildings.

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

- 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.



CRETE AIRPORT AUTHORITY MEETING

September 16, 2021 at 8:15 AM
Crete City Hall, 243 East 13th Street

MINUTES

Public notice was given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the regular board meeting of the Crete Airport Authority would commence immediately upon adjournment of the preceding budget hearing, which began at 8:15 a.m. on September 16, 2021, and continued until all attendee testimony concluded.

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

The meeting commenced at 8:30 AM, immediately upon adjournment of the preceding budget hearing, which began at 8:15 a.m. and continued until all attendee testimony concluded.

2. Roll Call

Anthony Fitzgerald: Present
Kirk Keller: Present
Howard Nitzel: Present
Blaine Spanjer: Present
Present: 4, Absent: 0, Vacant: 1.

3. Petitions - Communications - Citizen Concerns

None present or written.

4. Items of Business

4.A. Consider authorizing an additional 1% Restricted Funds Authority for fiscal year 2021-2022.

City Clerk - Treasurer Jerry Wilcox explained how the restricted funds and exception calculations provide for the statutory spending lid compliance. The additional authority will allow for increased funds if needed in the future.

Approve an additional 1% Restricted Funds Authority for fiscal year 21-22 Carried with a motion by Howard Nitzel and a second by Kirk Keller.

Anthony Fitzgerald: Aye, Kirk Keller: Aye, Howard Nitzel: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

4.B. Consider approving the proposed annual budget for fiscal year 2021-2022 and authorizing its submission to the appropriate county and state entities.

There was some discussion on maintenance that needs to be done to runways and equipment.

Approve the budget for fiscal year 21-22 as proposed Carried with a motion by Anthony Fitzgerald and a second by Kirk Keller.

Anthony Fitzgerald: Aye, Kirk Keller: Aye, Howard Nitzel: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

5. Officers' Reports

5.A. Airport Manager Report

Shaun Krzycki reported that a neighboring landowner has been complaining about the use of the grass runway. There was one plane observed going in too low, and he has been addressed about the rules and requirements for use of the runway.

5.B. Authority Chair and Member Reports

There is a reported leak in the rood on D hangar, so the contractor doing hangar #3 will be employed to check on D hangar.

Hangar #3 and Skydive Atlas leases will be finished by City Staff and delivered to the Manager.

The propane tank issue for hangar #2 has been resolved. The new lessee in hangar #3 will have to acquire propane services.

6. Consent Agenda

Approve consent agenda items as presented Carried with a motion by Kirk Keller and a second by Anthony Fitzgerald.

Anthony Fitzgerald: Aye, Kirk Keller: Aye, Howard Nitzel: Aye, Blaine Spanjer: Aye
Aye: 4, 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

7. Adjournment



CRETE AIRPORT AUTHORITY BUDGET HEARING

September 16, 2021 at 8:15 AM
Crete City Hall, 243 East 13th Street

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

Anthony Fitzgerald: Present
Kirk Keller: Present
Howard Nitzel: Present
Blaine Spanjer: Present
Present: 4, Absent: 0, Vacant: 1.

3. Items of Business

3.A. A Public Hearing for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget.

Open a public hearing on the proposed budget for fiscal year 21-22 Carried with a motion by Kirk Keller and a second by Anthony Fitzgerald.

Anthony Fitzgerald: Aye, Kirk Keller: Aye, Howard Nitzel: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

City Clerk - Treasurer Jerry Wilcox explained the budget documents that will be submitted to the state. The receipts and expenditures reflect the NDA funded project to replace the fuel system. The restricted funds and exceptions were explained and meet the statutory

requirements for the spending lid.

There were no comments written or in person from the public.

Close the public hearing. Carried with a motion by Kirk Keller and a second by Anthony Fitzgerald.

Anthony Fitzgerald: Aye, Kirk Keller: Aye, Howard Nitzel: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

4. Adjournment

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING SEPTEMBER 30, 2021

AIRPORT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
050-4001 PROPERTY TAX - BONDS	7,823.83	24,798.34	25,000.00	201.66	99.2
050-4002 HOMESTEAD ALLOCATION	.00	808.59	1,000.00	191.41	80.9
050-4007 MOTOR VEHICLE PRO-RATE	.00	65.45	50.00	(15.45)	130.9
050-4051 CONTRACT INCOME	.00	174.02	.00	(174.02)	.0
050-4102 GAS & DIESEL FUEL SALES	4.89	43,448.89	.00	(43,448.89)	.0
050-4107 GS SALES	90.00	6,923.33	9,775.00	2,851.67	70.8
050-4215 PROPANE SALES	.00	762.10	.00	(762.10)	.0
050-4809 LB 1091 FUNDS	63,997.42	76,997.42	.00	(76,997.42)	.0
050-4904 MISCELANEOUS INCOME	.00	42,781.75	.00	(42,781.75)	.0
050-4909 HANGAR RENT	5,183.25	94,429.24	112,700.00	18,270.76	83.8
050-4913 LEASE - LAND, BLDG., TOWER	551.62	19,804.71	15,500.00	(4,304.71)	127.8
TOTAL REVENUES	77,651.01	310,993.84	164,025.00	(146,968.84)	189.6
TOTAL FUND REVENUE	77,651.01	310,993.84	164,025.00	(146,968.84)	189.6
<u>{EXPENDITURES}</u>					
050-5220 TELEPHONE	123.69	1,478.55	1,380.00	(98.55)	107.1
050-5330 BUILDING & GROUNDS MAINT.	1,843.98	38,275.69	40,000.00	1,724.31	95.7
050-5382 CREDIT CARD FEES	.00	1,982.00	.00	(1,982.00)	.0
050-5390 PRINTING, PUBLICATIONS, LEGALS	88.64	555.09	345.00	(210.09)	160.9
050-5791 VEHICLE/EQUIPMENT REPAIRS	1,097.33	7,406.19	5,750.00	(1,656.19)	128.8
050-5800 VEHICLE/EQUIPMENT FUEL	1,457.50	2,562.90	1,725.00	(837.90)	148.6
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	36,666.74	53,775.00	17,108.26	68.2
050-7530 UTILITIES	1,565.57	16,683.94	18,400.00	1,716.06	90.7
050-8500 MISC. OPERATING	.00	250.00	575.00	325.00	43.5
050-9720 INSURANCE	.00	15,725.00	15,000.00	(725.00)	104.8
050-9860 PROFESSIONAL SERVICES	.00	5,460.00	1,500.00	(3,960.00)	364.0
050-9970 DEBT AMORTIZATION	.00	24,000.00	21,000.00	(3,000.00)	114.3
050-9971 BOND INTEREST	.00	1,560.00	4,000.00	2,440.00	39.0
TOTAL EXPENDITURES	9,510.05	152,943.10	164,025.00	11,081.90	93.2
TOTAL FUND EXPENDITURES	9,510.05	152,943.10	164,025.00	11,081.90	93.2
NET REVENUE OVER EXPENDITURES	68,140.96	158,050.74	.00	(158,050.74)	.0

Report Criteria:

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

Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	PO Number	Period	GL Account
AMGL (195)									
14167	1	Invoice	ANNUAL AUDIT	10/14/2021	10/14/2021	825.00		00/00	050-5390
Total AMGL (195):						825.00			
CITY REVENUE FUND (860)									
10152021	1	Invoice	ELECTRIC BILL-AIRPORT	10/14/2021	10/14/2021	27.77		00/00	050-7530
Total CITY REVENUE FUND (860):						27.77			
CRETE ACE HARDWARE (1060)									
10102021	1	Invoice	HARDWARE	10/14/2021	10/14/2021	26.24		00/00	050-5330
10102021	2	Invoice	HARDWARE	10/14/2021	10/14/2021	10.95		00/00	050-5330
10102021	3	Invoice	HARDWARE	10/14/2021	10/14/2021	14.39		00/00	050-5330
10102021	4	Invoice	HARDWARE	10/14/2021	10/14/2021	71.08		00/00	050-5330
10102021	5	Invoice	2 CYCLE OIL	10/14/2021	10/14/2021	26.99		00/00	050-5791
10102021	6	Invoice	ENGINE REPAIR	10/14/2021	10/14/2021	124.93		00/00	050-5791
10102021	7	Invoice	HARDWARE	10/14/2021	10/14/2021	12.58		00/00	050-5330
Total CRETE ACE HARDWARE (1060):						287.16			
ELEVATE AIR SERVICE LLC (1525)									
09 21	1	Invoice	AIRPORT MANAGEMENT	10/01/2021	10/01/2021	3,333.34		10/21	050-6199
Total ELEVATE AIR SERVICE LLC (1525):						3,333.34			
LEAGUE ASSOC OF RISK MANAGEMENT (2705)									
102556	15	Invoice	AIRPORT	08/17/2021	10/05/2021	11,362.93		00/00	050-9720
Total LEAGUE ASSOC OF RISK MANAGEMENT (2705):						11,362.93			
SAPP BROS PETROLEUM (4505)									
09302021	1	Invoice	PROPANE	10/14/2021	10/14/2021	50.00		00/00	050-7530
09302021	2	Invoice	PROPANE	10/14/2021	10/14/2021	254.21		00/00	050-4215
Total SAPP BROS PETROLEUM (4505):						304.21			
SEWARD COUNTY INDEPENDENT (4590)									
138912	1	Invoice	NOTICE-AIRPORT	10/14/2021	10/14/2021	10.64		00/00	050-5390
Total SEWARD COUNTY INDEPENDENT (4590):						10.64			
WASTE CONNECTIONS OF NEBRASKA (5360)									
1744378	1	Invoice	DISPOSAL/ROLL OFF HA	10/14/2021	10/14/2021	223.35		00/00	050-5330
1743411	1	Invoice	TRASH SERVICES	10/14/2021	10/14/2021	55.00		00/00	050-7530
Total WASTE CONNECTIONS OF NEBRASKA (5360):						278.35			
WINDSTREAM (5465)									
10 21	1	Invoice	PHONE-AIRPORT	01/08/2021	10/14/2021	122.40		00/00	050-5220
Total WINDSTREAM (5465):						122.40			
Grand Totals:						16,551.80			

GL Period	Amount
10/21	3,333.34
00/00	13,218.46
Grand Totals:	<u>16,551.80</u>

Vendor number hash: 31625
Vendor number hash - split: 42490
Total number of invoices: 10
Total number of transactions: 17

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	16,551.80	.00	16,551.80
Grand Totals:	<u>16,551.80</u>	<u>.00</u>	<u>16,551.80</u>

Report Criteria:

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