

Airport Authority Meeting
Thursday, August 11, 2022 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.

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.

5.A. Airport Manager Report

5.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.

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

Disclaimers & Notices

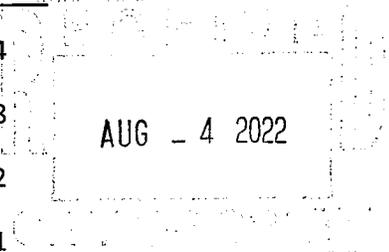
- The Council may enter into closed session to discuss any matter on this agenda when it is determined that a closed session is clearly necessary for the protection of the public interest or the prevention of needless injury to the reputation of an individual (if such individual has not requested

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.

Crete Fuel, LLC
Flowage Tracker - 2022

	100LL	Jet-A	Total Gallons	Flowage Fee
Jan	946.9	1,886.1	2,833.0	\$226.64
Feb	1,320.0	2,299.7	3,619.7	\$289.58
Mar	1,277.8	2,507.4	3,785.2	\$302.82
Apr	1,850.5	2,579.6	4,430.1	\$354.41
May	1,746.6	2,490.0	4,236.6	\$338.93
Jun	2,445.4	2,256.0	4,701.4	\$376.11
Jul	2,262.7	2,633.2	4,895.9	\$391.67
Aug			0.0	\$0.00
Sep			0.0	\$0.00
Oct			0.0	\$0.00
Nov			0.0	\$0.00
Dec			0.0	\$0.00
	<u>11,849.9</u>	<u>16,652.1</u>	<u>28,501.9</u>	<u>\$2,280.16</u>





CRETE AIRPORT AUTHORITY MEETING

July 14, 2022 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: Absent
Greg Hier: Present
Kirk Keller: Present
Howard Nitzel: Present
Blaine Spanjer: Present
Present: 4, Absent: 1.

3. Petitions - Communications - Citizen Concerns

4. Items of Business

4.A. Consider a property tax request from the City Council for fiscal year 2022-2023.

Clerk-Treasurer Jerry Wilcox informed the Authority that they made their last bond payment and have no outstanding debt. For this reason, they will not need a property tax request.

Declare a property tax asking of zero dollars. Carried with a motion by Howard Nitzel and a second by Kirk Keller.

Greg Hier: Aye, Kirk Keller: Aye, Howard Nitzel: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

4.B. Consider authorizing the chairperson to sign the aerial applicator agreement with Emrich Aerial Spraying.

The terms of the aerial applicator agreement, provided by Emrich Aerial Spraying, were discussed. A few changes were brought up and considered. The changes included the following: increasing their insurance liability coverage to a million dollar policy, a \$0.16 fuel flow charge, increasing the yearly fee to operate their commercial business at the airport to \$2,500.00, and adding a section that says they need to adhere to the Crete Airport Rules and Regulations.

Approve authorizing the chairperson to sign the aerial applicator agreement with Emrich Aerial Spraying with the changes mentioned. Carried with a motion by Howard Nitzel and a second by Greg Hier.

Greg Hier: Aye, Kirk Keller: Aye, Howard Nitzel: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

5. Officers' Reports

5.A. Airport Manager Report

Airport Manager Shaun Krzycki reported that a hangar lessee has been causing issues at the airport, including, but not limited to, kids riding ATVs on taxiway and tarmac, soliciting other airplane owners to have him conduct maintenance on their planes at the airport, soliciting other lessees to let him use their hangars to conduct airplane maintenance, attempting to use airport address to receive mail for others. City Clerk-Treasurer Jerry Wilcox also reported that the same lessee has been very late with rent, has had NSF checks for rent and does not have an insurance certificate on file.

5.B. Authority Chair and Member Reports

Members of the Authority have been contacted by others having issues with the same hangar tenant mentioned by the Airport Manager. The discussion ended with a directive to engage the City Attorney to write a letter of notice of the eviction effective August 30th, 2022. Members also reviewed the list of projects still needed to be completed.

6. Consent Agenda

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

Greg Hier: 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

The meeting adjourned at 8:55 AM.

CITY OF CRETE
BALANCE SHEET
JULY 31, 2022

AIRPORT

ASSETS

050-1010	CASH IN BANK - AIRPORT	225,258.34	
050-1200	CASH AT CO TREAS.	696.78	
050-1270	ACCOUNTS RECEIVABLE	32,323.02	
050-1275	ALLOWANCE FOR UNCOLLECTIBLE AR	(1,715.00)	
050-1280	DUE TO/ FROM OTHER FUNDS	(98.73)	
050-1800	PREPAID INSURANCE	2,800.54	
050-2010	LAND & LAND RIGHTS	397,514.12	
050-2012	APRON PAVING	12,245.00	
050-2100	BUILDINGS	2,972,793.07	
050-2110	PARKING LOT	19,903.75	
050-2115	RUNWAY PAVING	645,454.23	
050-2120	TAXIWAY PAVING	2,355,172.27	
050-2125	CONSTRUCTION IN PROGRESS	63,998.12	
050-2200	WATER SYSTEM	18,244.32	
050-2210	EQUIPMENT	272,394.13	
050-2405	NAV-AID EQUIPMENT	541,893.37	
050-2410	FUEL HANDLING EQUIPMENT	87,316.64	
050-2600	OFFICE FURN./EQUIP	10,331.53	
050-2900	ACCUM. DEPR. - GEN. PLANT	(4,586,963.51)	
	TOTAL ASSETS		3,069,561.99

LIABILITIES AND EQUITY

LIABILITIES

050-3000	ACCOUNTS PAYABLE	3,054.61	
050-3300	BONDS PAYABLE	24,000.00	
050-3350	ACCRUED BOND INTEREST	97.50	
050-3600	AVIATION PAYABLE	17,265.00	
	TOTAL LIABILITIES		44,417.11

FUND EQUITY

050-3900	CITY OF CRETE EQUITY	3,024,055.70	
	REVENUE OVER EXPENDITURES - YTD	1,089.18	
	BALANCE - CURRENT DATE	3,025,144.88	
	TOTAL FUND EQUITY		3,025,144.88
	TOTAL LIABILITIES AND EQUITY		3,069,561.99

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING JULY 31, 2022

AIRPORT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
050-4001	PROPERTY TAX - BONDS	315.01	15,989.22	24,780.00	8,790.78 64.5
050-4002	HOMESTEAD ALLOCATION	137.68	690.14	1,000.00	309.86 69.0
050-4007	MOTOR VEHICLE PRO-RATE	17.00	70.33	50.00 (20.33) 140.7
050-4051	CONTRACT INCOME	715.04	3,420.13	.00 (3,420.13) .0
050-4102	GAS & DIESEL FUEL SALES	.00 (857.50)	.00	857.50 .0
050-4107	GS SALES	1,110.37	7,450.80	8,000.00	549.20 93.1
050-4215	PROPANE SALES	.00 (588.96)	.00	588.96 .0
050-4809	LB 1091 FUNDS	.00	708,609.00	800,000.00	91,391.00 88.6
050-4904	MISCELLANEOUS INCOME	1,693.11	1,968.57	20,000.00	18,031.43 9.8
050-4909	HANGAR RENT	10,475.00	100,585.70	80,000.00 (20,585.70) 125.7
050-4913	LEASE - LAND, BLDG., TOWER	.00	18,295.00	18,000.00 (295.00) 101.6
	TOTAL REVENUES	14,463.21	855,632.43	951,830.00	96,197.57 89.9
	TOTAL FUND REVENUE	14,463.21	855,632.43	951,830.00	96,197.57 89.9
<u>{EXPENDITURES}</u>					
050-5220	TELEPHONE	123.36	1,209.05	1,400.00	190.95 86.4
050-5320	INFRASTRUCTURE PROJECTS	.00	684,838.03	800,000.00	115,161.97 85.6
050-5330	BUILDING & GROUNDS MAINT.	4,434.17	70,497.01	21,050.00 (49,447.01) 334.9
050-5390	PRINTING, PUBLICATIONS, LEGALS	11.45	190.88	500.00	309.12 38.2
050-5791	VEHICLE/EQUIPMENT REPAIRS	900.76	11,798.86	8,000.00 (3,798.86) 147.5
050-5800	VEHICLE/EQUIPMENT FUEL	.00	.00	2,000.00	2,000.00 .0
050-6020	MISC. SUPPLIES	.00	.00	600.00	600.00 .0
050-6199	MANAGER CONTRACT	3,333.34	33,333.40	50,000.00	16,666.60 66.7
050-7530	UTILITIES	1,287.50	14,056.03	20,000.00	5,943.97 70.3
050-8500	MISC. OPERATING	.00	250.00	1,000.00	750.00 25.0
050-9720	INSURANCE	.00	10,864.99	17,500.00	6,635.01 62.1
050-9820	AUDIT EXPENSE	.00	2,725.00	.00 (2,725.00) .0
050-9860	PROFESSIONAL SERVICES	.00	.00	5,000.00	5,000.00 .0
050-9970	DEBT AMORTIZATION	24,000.00	24,000.00	24,000.00	.00 100.0
050-9971	BOND INTEREST	390.00	780.00	780.00	.00 100.0
	TOTAL EXPENDITURES	34,480.58	854,543.25	951,830.00	97,286.75 89.8
	TOTAL FUND EXPENDITURES	34,480.58	854,543.25	951,830.00	97,286.75 89.8
	NET REVENUE OVER EXPENDITURES	(20,017.37)	1,089.18	.00 (1,089.18) .0

CRETE MUNICIPAL AIRPORT

MAY 9, 2022

Name	ITEMS	Balance	AUGUST Current	JULY Over 30	JUNE Over 60	MAY Over 90	APRIL Over 120	MARCH Over 150	LATE FEES	PAST DUE
CURRENT TENANTS										
CHASE, JOHN	RENT APRIL 22	\$780.00	\$65.00	\$65.00	\$65.00					\$130.00
JD AVIATION	RENT JUNE 22	\$780.00	\$65.00	\$65.00	\$65.00					\$130.00
JOHNSON, MATTHEW	RENT MAY 22	\$1,200.00	\$100.00	\$100.00	\$100.00	\$100.00				\$300.00
MADSEN, JAN	RENT JUNE 22	\$1,140.00	\$95.00	\$95.00	\$95.00					\$190.00
MUSSMAN, PAUL	RENT OCTOBER 21	\$1,140.00	\$95.00	\$95.00	\$95.00	\$95.00				\$285.00
SLAMA, RAYMOND	RENT JUNE 22	\$840.00	\$70.00	\$70.00	\$70.00					\$140.00
STUKENHOLTZ	AUGUST	\$435.00	\$360.00	\$75.00						\$75.00
SUBTOTAL		\$6,315.00	\$850.00	\$565.00	\$490.00	\$195.00	\$0.00	\$0.00	\$0.00	\$1,250.00
PREVIOUS TENANTS										
ANGELL, JESSE	RENT	\$745.00						\$745.00	\$200.00	\$945.00
CRETE SKYDIVING CENTER 91803	RENT, FUEL & ELECTRIC	\$1,644.80						\$1,644.80	\$50.00	\$1,694.80
SUBTOTAL										\$2,639.80
TOTAL										\$3,889.80

Report Criteria:

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

Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	PO Number	Period	GL Account
AKRS EQUIPMENT (80)									
0101519	1	Invoice	PARTS	08/11/2022	08/11/2022	140.63		00/00	050-5791
Total AKRS EQUIPMENT (80):						140.63			
CITY REVENUE FUND (860)									
08152022	1	Invoice	WATER BILL	08/11/2022	08/11/2022	33.77		00/00	050-7530
08112022	1	Invoice	SALES TAX	08/11/2022	08/11/2022	28.53		00/00	050-4107
Total CITY REVENUE FUND (860):						62.30			
ELEVATE AIR SERVICE LLC (1525)									
18	1	Invoice	AIRPORT MANAGEMENT	08/01/2022	08/01/2022	3,333.34		00/00	050-6199
08112022	1	Invoice	AIRPORT MANAGEMENT	08/11/2022	08/11/2022	3,333.34		00/00	050-6199
08112022	2	Adjustmen	AIRPORT MANAGEMENT	08/11/2022	08/11/2022	3,333.34-		00/00	050-6199
Total ELEVATE AIR SERVICE LLC (1525):						3,333.34			
IES COMMERCIAL INC (2300)									
3425230-01	1	Invoice	LIGHT REPAIRS	08/11/2022	08/11/2022	338.46		00/00	050-5330
Total IES COMMERCIAL INC (2300):						338.46			
NE DEPT OF TRANSPORTATION (3420)									
1325539	1	Invoice	AIRPORT SIGNS	08/11/2022	08/11/2022	58.10		00/00	050-8500
Total NE DEPT OF TRANSPORTATION (3420):						58.10			
NORRIS PUBLIC POWER DISTRICT (3685)									
08112022	1	Invoice	AIRPORT ELECTRICITY	08/11/2022	08/11/2022	1,199.50		00/00	050-7530
Total NORRIS PUBLIC POWER DISTRICT (3685):						1,199.50			
ROEHR'S MACHINERY INC (4345)									
IV72160	1	Invoice	LOADER REPAIRS	06/07/2022	07/14/2022	516.41		07/22	050-5791
Total ROEHR'S MACHINERY INC (4345):						516.41			
SEWARD COUNTY INDEPENDENT (4590)									
150322	1	Invoice	MEETING NOTICE	08/11/2022	08/11/2022	11.45		00/00	050-5390
Total SEWARD COUNTY INDEPENDENT (4590):						11.45			
WINDSTREAM (5465)									
07 22	1	Invoice	PHONE-AIRPORT	07/01/2022	07/14/2022	123.36		07/22	050-5220
08 22	1	Invoice	PHONE-AIRPORT	08/01/2022	08/11/2022	130.44		00/00	050-5220
Total WINDSTREAM (5465):						253.80			
Grand Totals:						5,913.99			

GL Period	Amount
07/22	639.77
00/00	5,274.22
Grand Totals:	<u>5,913.99</u>

Vendor number hash: 34120
Vendor number hash - split: 35645
Total number of invoices: 12
Total number of transactions: 13

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	5,913.99	.00	5,913.99
Grand Totals:	<u>5,913.99</u>	<u>.00</u>	<u>5,913.99</u>

Report Criteria:

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