

Airport Authority Meeting
Thursday, September 8, 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.

4.A. Consider approving an additional 1% in Restricted Funds Authority for the fiscal year 2022-2023 Airport Authority Budget.

4.B. Consider approving the fiscal year 2022-2023 Airport Authority Budget and submitting it to the appropriate entities.

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.

**2022-2023
STATE OF NEBRASKA
GENERAL BUDGET FORM**

CRETE MUNICIPAL AIRPORT

TO THE COUNTY BOARD AND COUNTY CLERK OF
SALINE County

This budget is for the Period OCTOBER 1, 2022, through SEPTEMBER 30, 2023

Upon Filing, The Entity Certifies the Information Submitted on this Form to be Correct:

The following **PERSONAL AND REAL PROPERTY TAX** is requested for the ensuing year:

\$	-	Property Taxes for Non-Bond Purposes
		Principal and Interest on Bonds
\$	-	Total Personal and Real Property Tax Required

Outstanding Bonded Indebtedness as of OCTOBER 1, 2022

	-	Principal
	-	Interest
\$	-	Total Bonded Indebtedness

347,318,473

Total General Fund Certified Valuation (All Counties)

*(Certification of Valuation(s) from County Assessor **MUST** be attached)*

County Clerk's Use ONLY

APA Contact Information

Auditor of Public Accounts
State Capitol, Suite 2303
Lincoln, NE 68509

Telephone: (402) 471-2111 FAX: (402) 471-3301

Website: auditors.nebraska.gov

Questions - E-Mail: Jeff.Schreier@nebraska.gov

Budget Document To Be Used As Audit Waiver?

My Subdivision has elected to use this Budget Document as the Audit Waiver.
(If YES, Board Minutes **MUST** be Attached)

YES NO

If YES, Column 2 **MUST** contain **ACTUAL** Numbers.

If YES, DO NOT COMPLETE/SUBMIT SEPARATE AUDIT WAIVER REQUEST.

Report of Joint Public Agency & Interlocal Agreements

Was this Subdivision involved in any Interlocal Agreements or Joint Public Agencies for the reporting period of July 1, 2021 through June 30, 2022?

YES NO

If YES, Please attach Interlocal Agreement Report.

Report of Trade Names, Corporate Names & Business Names

Did the Subdivision operate under a separate Trade Name, Corporate Name, or other Business Name during the period of July 1, 2021 through June 30, 2022?

YES NO

If YES, Please attach Trade Name Report.

Submission Information

Budget Due by 9-30-2022

Submit budget to:

1. Auditor of Public Accounts -Electronically on Website or Mail
2. County Board (SEC. 13-508), C/O County Clerk

CRETE MUNICIPAL AIRPORT in SALINE County

Line No.	TOTAL ALL FUNDS	Actual 2020 - 2021 (Column 1)	Actual/Estimated 2021 - 2022 (Column 2)	Adopted Budget 2022 - 2023 (Column 3)
1	Beginning Balances, Receipts, & Transfers:			
2	Beginning Net Cash Balance	\$ 149,130.00	\$ 225,305.00	\$ 225,852.00
3	Investments	\$ -	\$ -	\$ -
4	County Treasurer's Balance	\$ 637.00	\$ 697.00	\$ 650.00
5	Subtotal of Beginning Balances (Lines 2 thru 4)	\$ 149,767.00	\$ 226,002.00	\$ 226,502.00
6	Personal and Real Property Taxes (Columns 1 and 2 - See Preparation Guidelines)	\$ 33,446.00	\$ 25,600.00	\$ -
7	Federal Receipts	\$ 106,997.00	\$ 750,000.00	\$ -
8	State Receipts: Motor Vehicle Pro-Rate (To Lid Supporting Schedule, page 4)	\$ -	\$ -	\$ -
9	State Receipts: State Aid	\$ 57.00	\$ 60.00	\$ -
10	State Receipts: Other	\$ -	\$ -	\$ -
11	State Receipts: Property Tax Credit	\$ -	\$ -	\$ -
12	Local Receipts: Nameplate Capacity Tax	\$ -	\$ -	\$ -
13	Local Receipts: In Lieu of Tax (To Lid Supporting Schedule, page 4)	\$ -	\$ -	\$ -
14	Local Receipts: Other	\$ 194,316.00	\$ 163,500.00	\$ 160,000.00
15	Transfers In Of Surplus Fees (To Lid Supporting Schedule, page 4)	\$ -	\$ -	\$ -
16	Transfer In Other Than Surplus Fees (Should agree to Transfers Out on Line 28)	\$ -	\$ -	\$ -
17	Total Resources Available (Lines 5 thru 16)	\$ 484,583.00	\$ 1,165,162.00	\$ 386,502.00
18	Disbursements & Transfers:			
19	Operating Expenses	\$ 145,829.00	\$ 163,880.00	\$ 160,000.00
20	Capital Improvements (Real Property/Improvements)	\$ 63,998.00	\$ 750,000.00	\$ -
21	Other Capital Outlay (Equipment, Vehicles, Etc.)		\$ -	\$ 150,000.00
22	Debt Service: Bond Principal & Interest Payments	\$ 48,754.00	\$ 24,780.00	\$ -
23	Debt Service: Payments to Retire Interest-Free Loans (Public Airports)	\$ -	\$ -	\$ -
24	Debt Service: Payments to Bank Loans & Other Instruments (Fire Districts)	\$ -	\$ -	\$ -
25	Debt Service: Other	\$ -	\$ -	\$ -
26	Judgments	\$ -	\$ -	\$ -
27	Transfers Out of Surplus Fees	\$ -	\$ -	\$ -
28	Transfers Out Other Than Surplus Fees (Should agree to Transfers In on Line 16)	\$ -	\$ -	\$ -
29	Total Disbursements & Transfers (Lines 19 thru 28)	\$ 258,581.00	\$ 938,660.00	\$ 310,000.00
30	Balance Forward/Cash Reserve (Line 17 - Line 29)	\$ 226,002.00	\$ 226,502.00	\$ 76,502.00
31	Cash Reserve Percentage			48%
PROPERTY TAX RECAP		Tax from Line 6		\$ -
		County Treasurer's Commission at 2% of Line 6		\$ -
		Total Property Tax Requirement		\$ -

CRETE MUNICIPAL AIRPORT in SALINE County

To Assist the County For Levy Setting Purposes

The Cover Page identifies the Property Tax Request between Principal & Interest on Bonds and All Other Purposes. If your political subdivision needs more of a breakdown for levy setting purposes, complete the section below.

Property Tax Request by Fund:

	Property Tax Request	
General Fund	\$	-
Sinking Fund		
Bond Fund	\$	-
_____ Fund		
Total Tax Request	** \$	-

** This Amount should agree to the Total Personal and Real Property Tax Required on the Cover Page (Page 1).

Documentation of Transfers:

(Only complete if there are transfers noted on Page 2, Column 2)

Please explain what fund the monies were transferred from, what fund they were transferred to, and the reason for the transfer.

Transfer From:	Transfer To:
_____	_____
Amount:	

Reason:

Transfer From:	Transfer To:
_____	_____
Amount:	

Reason:

Township Property Taxes

If this is a Township Subdivision budget form, the amount of property taxes shown above and on the front cover may not represent the amount the Township will receive. Statute 39-1522 outlines that one-half of all money collected from the township levy on property within the corporate limits of a city or village shall be paid to the treasurer of the city or village to be used for the maintenance and repairs of the streets.

Township should take this into consideration when determining property tax amount to be budgeted.

Township Total Valuation	347,318,473
City/Village Valuation included in Township Valuation	_____
General Fund Tax Rate	0.000000
Township Taxes within City/Village	-
50% of Township Taxes within City/Village	-
Projected Township Taxes to be collected	-

Cash Reserve Fund

Statute 13-503 says cash reserve means funds required for the period before revenue would become available for expenditure but shall not include funds held in any special reserve fund. If the cash reserve on Page 2 exceeds 50%, you can list below amounts being held in a special reserve fund.

Special Reserve Fund Name	Amount
_____	_____
_____	_____
_____	_____
_____	_____
Total Special Reserve Funds	-
Total Cash Reserve	\$ 76,502.00
Remaining Cash Reserve	\$ 76,502.00
Remaining Cash Reserve %	48%

CORRESPONDENCE INFORMATION

ENTITY OFFICIAL ADDRESS

If no official address, please provide address where correspondence should be sent

NAME	CRETE MUNICIPAL AIRPORT
ADDRESS	243 EAST 13TH STREET
CITY & ZIP CODE	CRETE 68333
TELEPHONE	402-826-4313
WEBSITE	crete.ne.gov

	BOARD CHAIRPERSON	CLERK/TREASURER/SUPERINTENDENT/OTHER	PREPARER
NAME	Blaine Spanjer	Howard Nitzel	Jerry Wilcox
TITLE /FIRM NAME	Chairperson	Secretary	City Clerk-Treasurer
TELEPHONE	402-440-3153		402-826-4313
EMAIL ADDRESS	blainspanjer19@gmail.com	howard.nitzel@duncanaviation.com	jerry.wilcox@crete.ne.gov

For Questions on this form, who should we contact (please one): Contact will be via email if supplied.

- Board Chairperson
- Clerk / Treasurer / Superintendent / Other
- Preparer

NOTE: If Budget Document is used as an Audit Waiver, approval of the Audit Waiver will be sent to the Board Chairperson via email. If no email address is supplied for the Board Chairperson, notification will be mailed via post office to address listed above.

CRETE MUNICIPAL AIRPORT in SALINE County

2022-2023 LID SUPPORTING SCHEDULE

Calculation of Restricted Funds

Total Personal and Real Property Tax Requirements	(1)	\$	-
Motor Vehicle Pro-Rate	(2)	\$	-
In-Lieu of Tax Payments	(3)	\$	-
Transfers of Surplus Fees	(4)	\$	-
Prior Year Budgeted Capital Improvements that were excluded from Restricted Funds.			
Prior Year Capital Improvements Excluded from Restricted Funds (From 2021-2022 Lid Exceptions, Line (10))	(5)	\$	-
LESS: Amount Spent During 2021-2022	(6)	\$	-
LESS: Amount Expected to be Spent in Future Budget Years	(7)	\$	-
Amount to be included as Restricted Funds (<u>Cannot</u> be a Negative Number)	(8)	\$	-
Nameplate Capacity Tax	(8a)	\$	-
TOTAL RESTRICTED FUNDS (A)	(9)	\$	-

Lid Exceptions

Capital Improvements Budgeted (Purchase of Real Property and Improvements on Real Property)	(10)	\$	-
LESS: Amount of prior year capital improvements that were excluded from previous lid calculations but were not spent and now budgeted this fiscal year (<i>cannot exclude same capital improvements from more than one lid calculation.</i>)			
Agrees to Line (7).	(11)	\$	-
Allowable Capital Improvements	(12)	\$	-
Bonded Indebtedness	(13)		
Public Facilities Construction Projects (Statute 72-2301 to 72-2308)	(14)		
(Fire Districts & Hospital Districts Only)			
Interlocal Agreements/Joint Public Agency Agreements	(15)	\$	-
Public Safety Communication Project - Statute 86-416 (Fire Districts Only)	(16)		
Benefits Paid Under the Firefighter Cancer Benefits Act (Fire Districts & Airport Authorities Only)	(16a)		
Payments to Retire Interest-Free Loans from the Department of Aeronautics (Public Airports Only)	(17)		
Judgments	(18)		
Refund of Property Taxes to Taxpayers	(19)		
Repairs to Infrastructure Damaged by a Natural Disaster	(20)		

TOTAL LID EXCEPTIONS (B) (21) \$ -

TOTAL RESTRICTED FUNDS	(21)	\$	-
For Lid Computation (To Line 9 of the Lid Computation Form)			
<i>To Calculate: Total Restricted Funds (A)-Line 9 MINUS Total Lid Exceptions (B)-Line 21</i>		\$	-

Total Restricted Funds for Lid Computation **cannot** be less than zero. See Instruction Manual on completing the Lid Supporting Schedule.

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

CRETE MUNICIPAL AIRPORT
IN
SALINE County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 8 day of SEPTEMBER 2022, at 8:15 o'clock A.M. at 243 EAST 13TH STREET for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget. The budget detail is available at the office of the Clerk during regular business hours.

2020-2021 Actual Disbursements & Transfers	\$ 258,581.00
2021-2022 Actual/Estimated Disbursements & Transfers	\$ 938,660.00
2022-2023 Proposed Budget of Disbursements & Transfers	\$ 310,000.00
2022-2023 Necessary Cash Reserve	\$ 76,502.00
2022-2023 Total Resources Available	\$ 386,502.00
Total 2022-2023 Personal & Real Property Tax Requirement	\$ -
Unused Budget Authority Created For Next Year	\$ 130,637.92

Breakdown of Property Tax:

Personal and Real Property Tax Required for Non-Bond Purposes	\$ -
Personal and Real Property Tax Required for Bonds	\$ -

Cut Off Here Before Sending To Printer



CRETE AIRPORT AUTHORITY MEETING

August 11, 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

Kirk Keller: Absent
Blaine Spanjer: Absent
Anthony Fitzgerald: Present
Greg Hier: Present
Howard Nitzel: Present

Present: 3, Absent: 2.

3. Petitions - Communications - Citizen Concerns

4. Items of Business

5. Officers' Reports

Shaun Krzycki was not present but the fuel flowage report was reviewed by the board.

5.A. Airport Manager Report

5.B. Authority Chair and Member Reports

Member Howard Nitzel gave an update on the remaining items on the 2021 project list. Different options for the airport's next project were discussed. Olsson engineer Chris Corr walked through a few possible projects. Corr reported that the price estimate for an AWOS at the Crete Airport is approximately \$610,000 and would have to be placed on the AIP and prioritized. The AIP and priorities will be discussed more at the next meeting.

6. Consent Agenda

Approve consent agenda as presented. Carried with a motion by Anthony Fitzgerald and a second by Greg Hier.

Anthony Fitzgerald: Aye, Greg Hier: Aye, Howard Nitzel: 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

7. Adjournment

The meeting adjourned at 9:18 AM.

CITY OF CRETE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING AUGUST 31, 2022

AIRPORT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
050-4001	PROPERTY TAX - BONDS	278.09	16,267.31	24,780.00	8,512.69 65.7
050-4002	HOMESTEAD ALLOCATION	137.68	827.82	1,000.00	172.18 82.8
050-4007	MOTOR VEHICLE PRO-RATE	.00	70.33	50.00 (20.33) 140.7
050-4051	CONTRACT INCOME	391.67	3,811.80	.00 (3,811.80) .0
050-4102	GAS & DIESEL FUEL SALES	63.94 (793.56)	.00	793.56 .0
050-4107	GS SALES	6.47	7,457.27	8,000.00	542.73 93.2
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	MISCELANEOUS INCOME	40.26	2,008.83	20,000.00	17,991.17 10.0
050-4909	HANGAR RENT	14,200.00	114,785.70	80,000.00 (34,785.70) 143.5
050-4913	LEASE - LAND, BLDG., TOWER	.00	18,295.00	18,000.00 (295.00) 101.6
	TOTAL REVENUES	15,118.11	870,750.54	951,830.00	81,079.46 91.5
	TOTAL FUND REVENUE	15,118.11	870,750.54	951,830.00	81,079.46 91.5
<u>{EXPENDITURES}</u>					
050-5220	TELEPHONE	130.44	1,339.49	1,400.00	60.51 95.7
050-5320	INFRASTRUCTURE PROJECTS	6,900.00	691,738.03	800,000.00	108,261.97 86.5
050-5330	BUILDING & GROUNDS MAINT.	338.46	70,835.47	21,050.00 (49,785.47) 336.5
050-5390	PRINTING, PUBLICATIONS, LEGALS	11.45	202.33	500.00	297.67 40.5
050-5791	VEHICLE/EQUIPMENT REPAIRS	140.63	11,939.49	8,000.00 (3,939.49) 149.2
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	36,666.74	50,000.00	13,333.26 73.3
050-7530	UTILITIES	1,233.27	15,289.30	20,000.00	4,710.70 76.5
050-8500	MISC. OPERATING	58.10	308.10	1,000.00	691.90 30.8
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	.00	24,000.00	24,000.00	.00 100.0
050-9971	BOND INTEREST	.00	780.00	780.00	.00 100.0
	TOTAL EXPENDITURES	12,145.69	866,688.94	951,830.00	85,141.06 91.1
	TOTAL FUND EXPENDITURES	12,145.69	866,688.94	951,830.00	85,141.06 91.1
	NET REVENUE OVER EXPENDITURES	2,972.42	4,061.60	.00 (4,061.60) .0

Report Criteria:

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

Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	PO Number	Period	GL Account
CITY REVENUE FUND (860)									
8152022	1	Invoice	SALES TAX	08/15/2022	09/08/2022	80.09		00/00	050-4107
08 22	1	Invoice	WATER	09/01/2022	09/08/2022	34.77		00/00	050-7530
Total CITY REVENUE FUND (860):						114.86			
CRETE ACE HARDWARE (1060)									
23971	1	Invoice	WEED TORCH	08/24/2022	09/08/2022	71.99		00/00	050-5330
Total CRETE ACE HARDWARE (1060):						71.99			
CULLIGAN WATER SERVICE (1160)									
7312022	1	Invoice	WATER	07/31/2022	09/08/2022	48.00		00/00	050-7530
Total CULLIGAN WATER SERVICE (1160):						48.00			
ELEVATE AIR SERVICE LLC (1525)									
19	1	Invoice	AIRPORT MANAGEMENT	09/01/2022	09/01/2022	3,333.34		00/00	050-6199
Total ELEVATE AIR SERVICE LLC (1525):						3,333.34			
NORRIS PUBLIC POWER DISTRICT (3685)									
08 22	1	Invoice	AIRPORT ELECTRICITY	09/01/2022	09/08/2022	1,249.21		00/00	050-7530
Total NORRIS PUBLIC POWER DISTRICT (3685):						1,249.21			
OLSSON (3775)									
411712-FINA	1	Invoice	NEW FUEL SYSTEM	02/16/2022	08/17/2022	6,900.00		08/22	050-5320
Total OLSSON (3775):						6,900.00			
SEWARD COUNTY INDEPENDENT (4590)									
151766	1	Invoice	MEETING NOTICE	08/31/2022	09/08/2022	13.09		00/00	050-5390
151774	1	Invoice	BUDGET HEARING	08/31/2022	09/08/2022	149.25		00/00	050-5390
151263	1	Invoice	MEETING NOTICE	08/24/2022	09/08/2022	11.45		00/00	050-5390
Total SEWARD COUNTY INDEPENDENT (4590):						173.79			
WINDSTREAM (5465)									
09 22	1	Invoice	PHONE-AIRPORT	09/01/2022	09/08/2022	130.00		00/00	050-5220
Total WINDSTREAM (5465):						130.00			
Grand Totals:						12,021.19			

Report GL Period Summary

GL Period	Amount
00/00	5,121.19
08/22	6,900.00

GL Period	Amount
Grand Totals:	<u>12,021.19</u>

Vendor number hash: 32160
Vendor number hash - split: 32160
Total number of invoices: 11
Total number of transactions: 11

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	<u>12,021.19</u>	<u>.00</u>	<u>12,021.19</u>
Grand Totals:	<u>12,021.19</u>	<u>.00</u>	<u>12,021.19</u>

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