

**Airport Advisory Board Meeting**  
**Thursday, May 11, 2023 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 a recommendation to the City Council regarding board vacancy.

4.B. Update on Air Methods spill prevention and Skydive Atlas

4.C. Consider a recommendation to the City Council on fuel sales and contractual obligations

**5. Officers' Reports**

- Reports may be given by Officers, City Departments, Committees, or Board 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

**6. 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).



---

## **CRETE AIRPORT ADVISORY BOARD MEETING**

April 13<sup>th</sup>, 2023 at 8:15 AM

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

Anthony Fitzgerald: Present

Greg Hier: Present

Howard Nitzel: Present

Blaine Spanjer: Present

Present: 4, Absent: 1.

#### **3. Items of Business**

##### **3.A. Update on recruiting and maintenance items.**

Items discussed regarding airport operations:

- Fire extinguisher inspections will now be conducted when the rest of the City facilities are checked.
- Crete Fuel will be contacted to remind them about fuel filters and fuel systems, maintenance.

- A list of the things that need to be checked twice a year, including the runway and the lights, has been developed. Advisory board member Anthony Fitzgerald mentioned he would do a check and arrange for Mike Kalkwarf and Trent Griffin to go with him.
- Advisory board member Blaine Spanjer asked about whether the insurance requirement and the status of annual inspection of aircraft at the Crete Municipal Airport might be added to the rules and regulations to better monitor these.
- Lobby amenities were discussed, such as WIFI, water fountain and vending machines.
  - Points of contact have been posted.
  - Doors have stayed unlocked so that there is access to a phone per the Fire Marshal.
  - City Administrator Tom Ourada stated that City staff are looking into the best way they can get fiber to the airport to put the security cameras on the city system.
- The SRE building's overhead door needs repairs. Ourada stated that Kalkwarf has a plan to have the electric department go out there to work on it and bill their time.
- The snow removal tractor and the John Deere riding lawn mower need to be serviced. The tractor will be serviced by the equipment company we bought it from and the mower will be serviced by board members.
- Spanjer asked to see a copy of the sublease for Skydive Atlas with the FBO.
- Spanjer will check with Air Methods about a spill prevention plan for their fuel storage trailer.
  - Chris Corr of Olssons will check the spill prevention plan to be sure the airport equipment diesel fuel barrel is included.
- Nitzel will check on the propane tanks and possibly shut them off for the summer.
  - Fitzgerald stated that Hawks is going out today to complete the maintenance hangar heating.
- Spanjer asked about FBO and Manager.
  - Ourada mentioned that the city put up the listing a few days ago.
  - Spanjer mentioned that he has spoken to several people about the positions.
- SACK Lumber has not got back with a quote for the siding of the northeast side of Air Methods building. 2 or 3 contractors have looked at it.
- Engineer selection has been delayed due to the assignment of the airport to the City. The information should be sent out soon.
  - It will be okay for Olsson to update the map to complete the FAA assignment, but there will have to be charges.
  - Title searches would have to be completed. The information that the Clerk has will be sent to Olssons.
- Airport Improvement Plan projects were discussed and will be revisited after confirmation of the funds that would be available.
  - Ourada stated that the consultant selection would be done before the environmental study.
- Kalkwarf and Nitzel will be completing the notices for runway closures.
- Spanjer asked City Clerk Jerry Wilcox if all the utilities were changed.
  - Wilcox stated that he believes they have been changed to the city
  - The propane for SRE is billed to the City.

- The propane for Air Methods is billed to the City and then billed out to Air Methods.
- The group that holds the fly-in breakfasts have contacted Nitzel about the breakfast event at the hanger.
- Air Methods overhead door cable system had barely passed their safety inspection.
  - Shawn had ordered all the things to fix it. The agreement will be checked to see who is responsible.
  - Air Methods has a portable generator that they hook into the system that should be checked for safety.
- Ourada stated that the City Council Public Works Committee would be having an airport discussion at 4pm today here at City Hall.
  - Less than 3 Advisory Board members could attend to not create a quorum.
  - The private airport for public use is more complex than one would think with the infrastructure, finance, and operations.
- The airport vehicles can be fueled at the city pump since there is no vehicle gas at the airport.
- 9:32am Meeting adjourned.

#### **4. Officers' Reports**

#### **5. Adjournment**