

Airport Advisory Board Meeting
Thursday, July 20, 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. Discuss referring the Air Methods Spill Prevention Control and Countermeasures Plan to the engineering consultant.

4.B. Consider a recommendation to the City Council on fuel sales at the airport.

4.C. Discuss initiation of consultant selection for capital improvement projects.

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

5.B. Crete Municipal Airport Licensing, 5010, and PCI Inspections, and Based Aircraft Review

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.



Spill Prevention Control and Countermeasures Plan (SPCC) Template

This plan meets the requirements of the SPCC guidelines in 40 CFR 112 (U.S. Environmental Protection Agency's Oil Pollution Prevention and Response regulation) as follows and augments the Air Methods Aviation Fuel Management Program.

Base Lead:	NA
Base Location:	Crete, NE
Program Name:	STARCARE

Section One: Base Information

Base Location:	Crete, NE		
Street Address:	2429 County Road F		
City:	Crete	State: NE	Zip Code: 68333
Phone Number:	402-418-8265		

Section Two: Local Facility Responsible Person

Name:	Anthony Fitzgerald
Title:	City Board
Date:	04/06/2023

Section Three: Management Approval

The SPCC Plan for this facility will be implemented as described herein.

NOTE The management-approval section will be completed by the assigned Air Methods regional aviation director or regional maintenance director who is approving the plan.

Signature:	<i>Joel D. Hernley</i>
Name:	Joel Hernley
Title:	Regional Aviation Director
Date:	5/22/2023

Section Four: Local Emergency Phone Numbers

Agency	Primary Number	Alternate Number
Fire Department	402-826-4311	
Anthony Fitzgerald	402-641-9224	
Blaine Spanjer	402-440-3153	
Mike Kalkwarf	402-826-4313	



Section Five: SPCC Plan Annual Review by Local Staff

Date Reviewed	Reviewed by	Signature

Section Six: Schematic of Fuel Facility – Attachment A

Attachment A is a schematic (produced by the local facility responsible person) that shows tank locations, loading and offloading areas, drainage systems, refueling vehicle operations areas, and the containment system.

Section Seven: Spill Experience – Attachment B

This facility has not experienced any spill events within the 12 months preceding this date: 03/28/2023. If, however, a spill has occurred, Attachment B identifies the date of occurrence, type of spill, amount, action taken, cost of cleanup, and any prevention measures taken to avoid future spills.

Section Eight: Potential Spills (40 CFR 112.7(b))

The possible modes of failure or accident in which fuel could be spilled from this facility are as follows:

Transport Truck Receipt: There is a potential for spillage from the transport truck to the fuel farm if the unloading hose is severed, if the coupling connection to the fuel farm disengages, if the fuel farm overfills, or if unforeseen situations occur. The tank truck unloading procedures meet the minimum requirements and regulations established by the Department of Transportation.

Fuel is delivered to the [base name] facility by commercial carrier transport truck.

Maximum deliveries are NA gallons.

Minimum transport receipts are NA gallons.

Rate of Flow: The maximum rate of flow, if an unloading system is accidentally broken off, is NA gallons per minute. Spillage due to tank truck overfill **would** **would not** be expected to occur at this rate.

Total Quantity: The maximum volume of fuel that could be discharged is NA gallons. Transport trucks are equipped with controls to limit fuel spills.

Direction of Flow: In the event of a fuel spill, describe the direction the fuel would flow. NA



Fuel Farm Operations: Potential for spills from the fuel farm tank(s) could occur if a tank is ruptured, ancillary piping is broken, filter failure, pipe joint failure, or if an unforeseen situation occurs. A diagram of the fuel farm facility is located in Attachment A.

Description of above-ground tanks and containment systems: NA airport owned and operated

Tank Capacities: NA

Description of containment, monitoring, and control procedures: Spill kit inside hanger door approximately 50 feet

Rate of Flow: The maximum rate of flow if the fuel farm is ruptured is NA gallons per minute.

Total Quantity: The total quantity of fuel that could be discharged is NA gallons. The total quantity per tank is NA gallons.

Refueler Operations (Refueling Unit): Potential for spills from the operation of refueling vehicle equipment could occur if a tank is ruptured, ancillary piping is broken, filter failure, pipe joint failure, hose rupture, or if an unforeseen situation occurs. A diagram of the operations area of the refueling vehicle equipment is located in Attachment A.

Refueler (Unit) Capacities and Products, in U.S. gallons:

Unit Capacity: 750 **Product Type (Fuel):** JET A

Description of containment, monitoring, and control procedures: Spill Kit inside hanger door 50 feet away, with HAZ mat socks, Haz mat pillows, bonded pads, safety PPE. Should spill occur fuel should flow towards the drain depicted on Attachment A. Refueling unit is maintained IAW AMC Fuel Mgmt Program Manual. As such it is monitored and inspected daily for leaks and serviceability.

Rate of Flow: The maximum rate of flow if a refueling vehicle is ruptured is 17 gallons per minute.

Total Quantity: The total quantity of fuel that could be discharged is 750 gallons. The total quantity per refueling-vehicle tank is 750 gallons.

Self-Serve and Fueling Directly from Fuel Farm Operations: Potential for spills from the fuel farm tank(s) could occur if a tank is ruptured, ancillary piping is broken, filter failure, pipe joint failure, hose failure, or if unforeseen situations occur. A diagram / picture of the fuel farm facility is located in Attachment A.

Description of above-ground tanks and containment systems: NA Airport owned and operated

Tank Capacities: NA

Description of containment, monitoring, and control procedures: Spill Kit in AMC hanger

Rate of Flow: The maximum rate of flow if the fuel farm is ruptured is NA gallons per minute.

Total Quantity: The total quantity of fuel that could be discharged is NA gallons. The total quantity per tank is NA gallons.



Section Nine: Containment, Drainage, Control, and Diversionary Structures (40 CFR 112.7(c))

The following secondary containment and diversionary structures prevent discharges from reaching a navigable watercourse (complete for all areas that apply).

Means of Containment:

Transport Truck Receipts: NA

Fuel Farm Operations: Spill Kits inside AMC Hangar

Refueling Vehicle Operations: Spill Kits inside AMC Hangar

Fuel Farm Direct-Serve Systems: NA

Section Ten: Demonstration of Impracticability (40 CFR 112.7(d))

Section Eleven: Specific Requirements (40 CFR 112.7(e))

Bulk Storage Tanks (fuel farm)

Tank Materials: NA

Underground/Above-Ground Tanks – Protection, Inspections, and Control Devices:

Tank Testing and Recording (performed by whom, and when it was performed):

Spill Prevention Devices:

Leaks:

Section Twelve: Transport Truck Unloading

Procedures: Follow the procedures in the *Aviation Fuel Management Program Manual*.

Section Thirteen: Inspection and Records

The following records and procedures are kept in the attachments at the end of this plan:

- Attachment A – Schematic of Fuel Facility
- Attachment B – SPCC Spill Experience
- Attachment C – Spill Prevention Briefing (a description of the event, if a spill occurs)

Section Fourteen: Security

The facility is is not fully fenced, and entrance gates are are not closed and locked when unattended. Starter controls for the fuel farm are normally off. The controls are accessible by authorized personnel only.

Section Fifteen: Training

The SPCC plan is part of an overall Aviation Fuel Management Program. Personnel undergo continuous training on safety and fuel quality during regular safety meetings. Spill prevention meetings are held at least once a year as required. When determined necessary by the SPCC, contractors, general use tenants, and temporary personnel will be informed about the facility spill prevention plan

Section Sixteen: SPCC Plan Review

The SPCC Plan will be reviewed by the local facility staff at least annually.

Section Seventeen: Spill Control and Containment Materials

The following materials are kept on site to assist in the control and containment of a fuel spill. List such material as booms, curtain walls, absorbent materials, skimmers, pads, dispersants, and emulsifiers.

Pads and absorbant materials included in SPILL KIT L90894G

SPILL

OIL-DRI

U266548 078
6V0500

UNIVERSAL

OIL ONLY

X

HAZ MAT

UNIVERSAL

OIL ONLY

X

HAZ MAT

(1) 5TR26

20 GALLON HAZ MAT SPILL KIT - L90894G

Contents:

6 Haz Mat Socks, 7 Haz Mat
Pillows, 20 Universal Bonded
Pads, 1 Light Stick, Safety Gloves
& Goggles, 3 Disposal Bags With
Ties, Emergency Response Guide
Book, 20 Gallon Overpack.



OIL-DRI



Trusted Since 1941.

Made in U.S.A.

OIL-DRI



Trusted Since 1941.

Made in U.S.A.

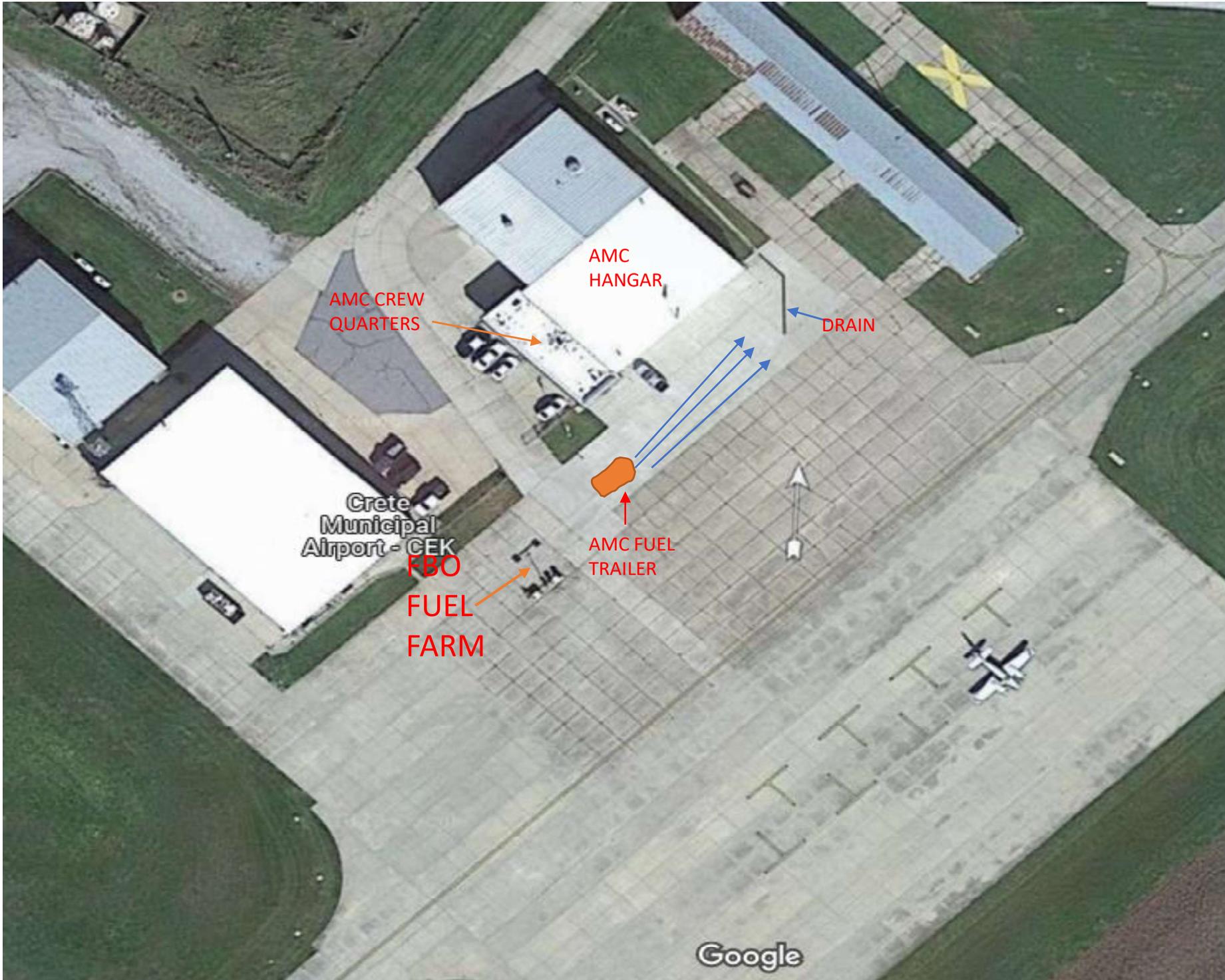
8.4.12 Spill Control

In the event of a spill or leak of fuel or other hazardous substance, an attempt should be made to stop the leak or spill to prevent any further discharge. The spilled material must be contained to prevent it from spreading or migrating further. Prompt action, good judgment and caution must be exercised when responding to a fuel spill. In the event of a fuel spill, personal safety is the primary concern and the following must be adhered to; safety of all people in the vicinity, protection of all equipment, cleanup / removal of the hazard, protection of the environment. All spills, no matter how small, require at least some of the following steps and require some level of cleanup.

- Stop the flow of fuel,
- Contain the fuel spill,
- Evacuate the aircraft if spill poses a serious fire hazard to the aircraft or passengers,
- Mobile equipment / vehicles should be removed,
- Reduce the engine speed of any equipment before shutting down in spill areas if possible, and
- Treat all fuel spills as a potential fire hazard.

8.4.13 Spill Reporting Procedures

All spills and leaks of fuel or other hazardous substances must be reported (authorities must be notified within one hour of incident) and cleaned up according to Federal Regulations, and applicable State Regulations. This is to ensure compliance with all State and Federal spill reporting requirements. AMC requires spills and leaks of fuel or other hazardous substances to be electronically reported as soon as possible via EtQ AIDMOR. Notification of a spill or release to a regulatory agency should only be performed by a representative of Regional Safety Management, or an emergency response cleanup contractor.



AMC CREW
QUARTERS

AMC
HANGAR

DRAIN

Crete
Municipal
Airport - CEK

FBO
FUEL
FARM

AMC FUEL
TRAILER

Google

NDOT DIVISION OF
AERONAUTICS

CONSULTANT SELECTION PACKET

DEAR SPONSOR,

The NDOT Division of Aeronautics has prepared this Consultant Selection Packet to help guide you through the process of selecting a qualified consultant for the next 5 years of projects, as outlined in the FAA Central Region's AIP Guide Section 300.

This letter highlights what you need to know and what you need to do. The packet includes documents you will use during your consultant selection process.

Contact us if you have any questions.

-Tiffany Thompson

CONTACT

TIFFANY THOMPSON

Airport Services Manager

PHONE:

402-471-4411

EMAIL:

tiffany.thompson@nebraska.gov

OFFICE:

NDOT DIVISION OF AERONAUTICS

1600 Nebraska Pkwy

Lincoln, NE 68502

WHAT YOU NEED TO KNOW

PROCUREMENT OF PROFESSIONAL SERVICES:

Attached is AIP Sponsor Guide Section 300, Procurement of Professional Services. This is the FAA Central Region's guidance for the selection of consultants.

GIVEN THE PROJECTS ON YOUR CURRENT CIP, YOU SHOULD USE THE FORMAL SOLICITATION PROCEDURES FOR CONTRACTS OVER \$100,000.

To dig deeper into this, look at the [FAA Advisory Circular 150/5100-14E](#).

WHAT YOU NEED TO DO

STEP 1: IDENTIFY PROJECTS (DURING THE NEXT 5 YEARS)

List projects within the next **5 years** from your current CIP. (NDOT has this information available). Plus, any additional projects you wish to complete during the next 5 years.

STEP 2: ESTABLISH A SELECTION COMMITTEE

Create a committee of at least 3 people to take the lead through this process.

The committee will be responsible for:

- contacting references
- conducting interviews
- making the final recommendation to the entire Authority at the appropriate meeting.

STEP 3: DEVELOP NOTICE TO AIRPORT CONSULTANTS

Included is a draft Notice to Airport Consultants for you to fill out and use while advertising. **Read the draft Notice carefully**; there are several sections where you will need to add your preferences, including those below:

- Projects: Be sure to add all the projects you identified in Step 1.
- Due Date: You must give potential consultants adequate time to submit their Statement of Qualifications. Set the due date for 3 weeks after you begin advertising.

STEP 4: ADVERTISE THE NOTICE TO AIRPORT CONSULTANTS

Below are 4 ways to advertise the Notice that meet FAA conditions:

1 ADVERTISE IN THE LOCAL NEWSPAPER

Publish the Notice at **least once (preferably 3 times)** in the newspaper. Keep the proof of publication from the newspaper for your files.

2 DIRECT MAILING TO CONSULTANTS

Mail/Email the Notice directly to **at least 5** consultants of your choice. Keep a record of the consultants you send notices to, how they responded, and your follow-up with consultants that didn't respond.

NDOT DIVISION OF AERONAUTICS

CONSULTANT SELECTION PACKET

EXAMPLE CONSULTANT SELECTION SCHEDULE

	<u>Task</u>	<u>Due Date</u>
1	Publish Notice and send it to consultants	7 weeks before meeting
2	Deadline for consultants to submit qualifications	4 weeks before meeting
3	Selection committee shortlists consultants	3 weeks before meeting
4	Consultant references & interviews complete	1 week before meeting
5	Committee recommends firm, official selection by the Authority	Day of meeting
6	Submit completed Record of Selection to NDOT\FAA	1 week after meeting

ATTACHMENTS

This packet includes the following documents:

- AIP Sponsor Guide Section 300-Procurement of Professional Services
- draft Notice to Airport Consultants
- sample List of Consultants
- sample Reference & Interview Questionnaire
- draft Record of Selection

Included is a sample list of airport consultants. You may send the Notice to any consultants you wish, on or off the list. *Note: You are not required to send the Notice to all the firms on the list, nor is it any kind of recommendation by the NDOT.*

3 ADVERTISE NATIONALLY IN TRADE JOURNALS

Submit your Notice to any trade journals you wish, such as “ACC Outlook,” a weekly email from the [Airport Consultant Council](#). Email the Notice to Grace Healey (graceh@ACConline.org), This is a free service.

4 ADVERTISE ON THE NDOT AERONAUTICS WEBSITE (OPTIONAL)

A new optional way to advertise is on the NDOT Division of Aeronautics website. Email your Notice to Tiffany Thompson, Airport Services Manager (tiffany.thompson@nebraska.gov)

STEP 5: CONSULTANT SELECTION PROCESS

During the 3-week waiting period for consultants to respond, you will begin receiving Statements of Qualifications from interested consultants.

Once you have received the Statement of Qualifications, you will need to:

1. Check the consultants' references
2. Rate the Statements of Qualifications based on the criteria in the Notice
3. *Interviews are optional:* Select the consultants you want to interview (shortlist). Schedule and conduct interviews: interviews can be in person, over the phone, or by video conferencing
4. Make your final selection

Attached is a sample Reference & Interview Questionnaire to use when checking references and during the interviews. **Remember you are looking for the most qualified consultant, not the least expensive.**

STEP 6: RECORD OF SELECTION

Once you have made your final consultant selection, the FAA must accept your selection process and the Record of Selection.

The ‘Record’ documents all your efforts from beginning to final selection. Attached is a draft Record of Selection for you to use. **We encourage you to complete the ‘Record’ as you go.**

Document everything related to the selection process, including but not limited to:

- Advertising dates
- Telephone conversations
- Methods of advertising
- Number of Statements of Qualifications received
- Contact information

STEP 7: SUBMIT YOUR RECORD OF SELECTION

Send the completed Record of Selection to NDOT Division of Aeronautics via email to Anna Lannin (anna.lannin@nebraska.gov) or by mail. We will then submit your ‘Record’ to the FAA for their approval before we move on to scoping your first project.

NEBRASKA

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION



Jim Pillen, Governor

July 17, 2023

Mr. Mike Kalkwarf, Interim Manager
Crete Airport Authority
P.O. Box 86
Crete, NE 68333-0086

Subject: Crete Municipal Airport
Crete, NE
Airport Licensing, 5010, and PCI Inspections, and Based Aircraft Review

Dear Mr. Kalkwarf:

The Nebraska Department of Transportation Aeronautics Division (NDOT) conducted the following inspections and reviews at the Crete Municipal Airport, FAA Site 12694.A, on June 22nd, 2023:

- ➔ Airport Licensing Inspection
- ➔ 5010 Airport Inspection
- ➔ Pavement Condition Index Inspection (PCI)
- ➔ Based Aircraft

The description of the above listed inspections, the rules and regulations requiring said inspections, and any deadlines for each is listed in attachment "A".

Any licensing violations will be listed on page one (1) of the enclosed Attachment "B," **Airport Inspection Summary**. These items **MUST** be corrected to have the airport license renewed.

Any items of concern that the inspectors **RECOMMEND** be corrected will be shown on page two (2) of the **Airport Inspection Summary**, Attachment "B." Any recommended items **NOT** corrected will be placed on the **5010 Master Record after 60 days from the date on this cover letter**. Once items are corrected, list the date of correction on the right side of the Airport Inspection Summary form, sign/date it, and return it to our office. Please keep a copy for your records.

If you have any questions, please don't hesitate to give us a call.

Sincerely,

R. Cresto

Riley Cresto
Engineering, Division of Aeronautics
Nebraska DOT

Vicki Kramer, Director

Department of Transportation

MAILING ADDRESS

PO Box 94759
Lincoln, NE 68509-4759

PHYSICAL ADDRESS

1500 Nebraska Parkway
Lincoln, NE 68502

PHONE 402-471-4567

EMAIL NDOT.ContactUs@nebraska.gov

Aeronautics Division
1600 Nebraska Parkway
Lincoln, NE 68502-4101
OFFICE 402-471-2371

Navigational Aids Office
Kearney Municipal Airport
5065 Airport Road
Kearney, NE 68847
OFFICE 308-865-5696
FAX 308-865-5697

dot.nebraska.gov

Airport Licensing Inspection

The airport licensing inspection is required of all public use airports, as outlined in the Nebraska Administrative Code Title 17 – Nebraska Department of Aeronautics. A complete copy of the rules and regulations regarding airport licensing standards can be accessed at https://www.nebraska.gov/rules-and-regs/regsearch/Rules/Transportation_Dept_of/Title-17/Chapter-01.pdf

5010 Airport Inspection

The NDOT is under contract to conduct the 5010 Airport Inspections, as required by the Federal Aviation Administration (FAA). The information obtained during the inspection is reported in the 5010 Airport Master Record and may be viewed on the 5010 webpage at <https://www.airportiq5010.com/5010Web/>. The 5010 information provides a description of the physical and operational characteristics of the airport and is available to the public. The NDOT has provided a revised red lined copy (see attached) of your 5010 record, as a result of the inspection. The data will be submitted to the FAA. This website is updated on a quarterly basis.

Pavement Condition Index Inspection (PCI)

The NDOT conducts the PCI to assist the airport in fulfilling their federal grant assurance for maintaining a pavement maintenance management program. The PCI's are required every three years. The results will be provided under a separate report by early October 2023.

Based Aircraft Inventory

Based aircraft inventory counts should be done on a yearly basis at a minimum. According to the National Based Aircraft Inventory Program website, Crete's Based Aircraft data was last confirmed in **2017**. Please re-visit the website and update your data as needed; then be sure to click ***** Confirm Aircraft Data ***** (big green rectangle. *Even if your data is up-to-date and requires no edits, still click *** Confirm Aircraft Data ***!*)

Aeronautics will contact you later this fall to remind you to update your inventory before the end of the year. While this is the airport sponsor's responsibility, Aeronautics can offer guidance and assistance.

The based aircraft inventory is required by the Federal Aviation Administration (FAA) because the Crete Municipal Airport is included in the FAA's National Plan of Integrated Airport System (NPIAS). Having accurate based aircraft information assists the FAA in planning and forecasting the growth of the general aviation community, especially as the FAA looks at LPV (Localizer Performance with Vertical Guidance) approaches and other system-wide improvements. In addition, based aircraft counts are one of the criteria used to determine general aviation classification in the NPIAS, which is a requirement to receive Federal funds.

PHOTO LOG Month Date, 2023

Airport: CEK	Location: Along southwest edge of Runway 31
<p>Sketch 1:</p> <p>There are beans in the primary surface at the end and along the southwest edge of Runway 31. The beans are 121' from the centerline and must be back at 125' to not invade the primary surface and need to be removed.</p> <p>The thin black line is 125' off the runway centerline; the red hatching is the approximate extent of needed removal.</p>	

Airport: CEK	Location: Runway 17/35
<p>Photo 2a:</p> <p>Across the entire airport there is joint seal damage that is allowing weeds to grow through the cracks. Joints and cracks should be cleaned of weeds and debris and be resealed.</p>	

PHOTO LOG Month Date, 2023

Airport: CEK	Location: 35 end hold area
<p>Photo 2b:</p> <p>Across the entire airport there is joint seal damage that is allowing weeds to grow through the cracks. Joints and cracks should be cleaned of weeds and debris and be resealed.</p>	
Airport: CEK	Location: End of Runway 31
<p>Photo 3:</p> <p>There are cones missing at the end of Runway 31. New ones need to be put in. A cone also seems to have been moved over to the left side of the picture since only 3 cones are needed per side.</p>	

