

CITY OF CRETE, NEBRASKA
CITY COUNCIL REGULAR MEETING

May 14, 2020

Notice of the meeting was given by posting and publishing in The Crete News, the appointed method for giving notice as shown by the Proof of Publication attached to the minutes. Advance notice of the meeting was also given to the Mayor and City Council. 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. Additional copies are available to read. The City may consider items listed on the agenda in random order. All proceedings shown were taken while the meeting was open to the attendance of the public.

Those in attendance pledged allegiance to the flag.

1. Open Meeting

2. Roll Call

Dan Papik: Absent

Kirk Present

Keller:

Howard Present

Nitzel:

Zoraida Present

Ramos:

Blaine Present

Spanjer:

Present: 4, Absent: 1.

Kirk by Zoom Howard by phone Zoraida by phone Blaine by phone

Kirk by Zoom

Blaine by phone

Howard by phone

Zoraida by phone

3. Petitions - Communications - Citizen Concerns

4. Items of Business

A. Consider Crete Skydiving lease.

Tabled until next meeting.

B. Discuss and consider sale of abandoned airplane(s).

Tabled to next meeting as courts are closed.

C. Consider condition of existing fueling system for either repairs or replacement.

Another vendor will be contacted to see if testing can be done sooner.

D. Consider credit card system for 24-hour fuel sales.

Tabled to next meeting so that testing on system can be done.

5. Officers' Reports

Shaun reported that the culvert at the end of the driveway is washing out. The county has been contacted. Quotes will be solicited for replacement.

6. Consent Agenda

Approve the consent agenda items as presented. Carried with a motion by Zoraida Ramos and a second by Kirk Keller.

Kirk Keller: Aye, Howard Nitzel: Aye, Zoraida Ramos: Aye, Blaine Spanjer: Aye

Aye: 4, No: 0

A. Approve Meeting Minutes

1. Airport Authority Meeting Minutes of April 9, 2020

B. Accept the City Treasurer's Report

C. Approve the Payment of Claims Against the Airport Authority

D. Approve New Hangar Leases

C2 Pete Mariniello

C9 Andrew Malousek

7. Adjournment

The meeting adjourned at 8:40 AM.

CITY OF CRETE, NEBRASKA
Airport Authority
Minutes of Thursday, April 9, 2020

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

Airport Authority Chair Blaine Spanjer called the meeting to order at 8:15am.

2. Roll Call

Howard Nitzel: Absent
Kirk Keller: Present
Dan Papik: Present
Zoraida Ramos: Present
Blaine Spanjer: Present
Present: 4, Absent: 1.

Also present: City Clerk Judi Meyer, Finance Director Jerry Wilcox, Airport Manager Shaun Krzyski, other members of the public.

3. Petitions - Communications - Citizen Concern

Matt Ellison stated his interest in purchasing the abandoned airplane. Blaine Spanjer stated that sales of government owned items must go through a bidding process for sales of property.

4. Special Order of Business

4.A. FBO Agreement with Shaun Krzycki. Term to coincide with Manager Agreement term.

4.B. Discuss the 24-hour fuel sales.

Chris Core with Olsson Assoc. suggested that the Airport Authority have the fuel system pressure tested prior to making a final decision on the fuel farm. He also stated the quote for Yant Equipment likely only includes a card reader but not a chip reader. Shaun will move forward with scheduling the pressure test.

4.C. Review and consider E & O Insurance

Renew the E & O Insurance with Brown and Riding. Carried with a motion by Dan Papik and a second by Zoraida Ramos.

Kirk Keller: Aye, Dan Papik: Aye, Zoraida Ramos: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

4.D. Review and consider Airport Liability Insurance

Renew the Airport Liability Insurance. Carried with a motion by Dan Papik and a second by Zoraida Ramos.

Kirk Keller: Aye, Dan Papik: Aye, Zoraida Ramos: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

5. Officers' Reports

6. Consent Agenda

Approve the Consent Agenda items with the addition of the Seward County Independent invoice. Carried with a motion by Dan Papik and a second by Kirk Keller.

Kirk Keller: Aye, Dan Papik: Aye, Zoraida Ramos: Aye, Blaine Spanjer: Aye
Aye: 4, No: 0

6.A. Airport Authority Meeting Minutes

6.A.1. Airport Authority Meeting Minutes of March 12, 2020

6.B. City Treasurer's Report

6.C. Claims Against the Airport Authority

7. Adjournment

The meeting was adjourned at 8:49am.

5/12/2020

CRETE AIRPORT AUTHORITY

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	YTD FY 2020 4/30/20	Budget	YTD % Used
REVENUE								75.00%
92-10-4010 PROPERTY TAX	\$50,869.12	\$46,744.22	\$24,942.41	\$19,716.59	\$23,584.66	\$7,522.87	\$25,000.00	30.09%
92-10-4020 HOMESTEAD ALLOCATION	\$1,586.78	\$1,933.68	\$654.18	\$863.30	\$835.07	\$136.90	\$1,000.00	13.69%
92-10-4050 MOTOR VEHICLE PRO RATE	\$78.20	\$113.17	\$37.64	\$0.00	\$62.85	\$0.00	\$50.00	0.00%
92-10-4070 INTEREST	\$14.07	\$0.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
92-10-4880 LEASE PAYMENTS	\$23,908.70	\$15,639.20	\$15,661.70	\$15,819.20	\$15,414.20	\$15,594.20	\$15,500.00	100.61%
92-10-4950 RENT PAYMENTS	\$51,525.21	\$63,442.24	\$65,466.32	\$77,144.77	\$84,335.00	\$69,475.00	\$90,000.00	77.19%
92-10-4981 SHARE OF ELECTRICITY COSTS	\$5,149.13	\$5,512.78	\$5,627.86	\$6,752.68	\$6,565.57	\$4,004.36	\$6,500.00	61.61%
92-10-4990 MISC INCOME	\$1.46	\$0.00	\$278.00	\$1,776.99	\$673.62	\$105.45	\$0.00	0.00%
REVENUE Total	\$133,132.67	\$133,385.37	\$112,668.11	\$122,073.53	\$131,470.97	\$96,838.78	\$138,050.00	70.15%
EXPENSE								
92-10-5170 LIAB./PHYS./WORK COMP. INS.	\$13,265.01	\$16,363.49	\$20,780.03	\$19,563.48	\$13,482.57	\$0.00	\$15,000.00	0.00%
92-10-5210 UTILITIES	\$14,837.84	\$13,654.17	\$12,701.99	\$13,389.24	\$11,579.34	\$13,855.65	\$15,000.00	92.37%
92-10-5220 TELEPHONE	\$1,178.79	\$1,323.25	\$1,233.10	\$1,378.56	\$1,403.79	\$835.00	\$1,300.00	64.23%
92-10-5330 BUILDINGS & GROUNDS MAINT.	\$9,460.37	\$24,359.89	\$29,601.49	\$14,222.06	\$17,316.22	\$18,273.62	\$35,000.00	52.21%
92-10-5380 PROFESSIONAL SERVICES	\$2,600.00	\$250.00	\$78.77	\$0.00	\$6,140.00	\$0.00	\$500.00	0.00%
92-10-5390 PRINTING, PUBLICATIONS, LEGALS	\$122.00	\$100.00	\$130.00	\$121.20	\$430.99	\$199.13	\$300.00	66.38%
92-10-5791 VEHICLE/EQUIPMENT REPAIRS	\$2,807.14	\$2,557.51	\$1,863.18	\$2,130.73	\$4,400.46	\$5,014.91	\$5,000.00	100.30%
92-10-5800 VEHICLE/EQUIPMENT FUEL	\$1,209.50	\$478.76	\$506.96	\$980.04	\$1,407.10	\$757.62	\$1,500.00	50.51%
92-10-5970 MISC. OPERATING	\$1,150.09	\$675.00	\$67.19	\$6.99	\$0.00	\$235.28	\$1,000.00	23.53%
92-10-6020 MISC. SUPPLIES	\$0.00	\$181.82	\$0.00	\$0.00	\$0.00	\$135.39	\$500.00	27.08%
92-10-6140 RESERVE TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
92-10-6199 MANAGER CONTRACT	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$29,300.01	\$33,600.00	87.20%
92-10-6360 LOAN & BOND PRINCIPAL	\$49,924.00	\$40,290.16	\$8,000.00	\$0.00	\$21,000.00	\$0.00	\$21,000.00	0.00%
92-10-6370 LOAN & BOND INTEREST	\$2,121.00	\$1,270.00	\$244.00	\$1,914.25	\$4,875.00	\$1,153.75	\$4,000.00	28.84%
92-10-9950 BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
EXPENSE Total	\$132,275.74	\$135,104.05	\$108,806.71	\$87,306.55	\$115,635.47	\$69,760.36	\$133,700.00	52.18%
OPERATIONS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	4/30/2020	Budget	% Used
Total Expense	\$132,275.74	\$135,104.05	\$108,806.71	\$87,306.55	\$115,635.47	\$69,760.36	\$133,700.00	52.18%
Total Revenue	\$133,132.67	\$133,385.37	\$112,668.11	\$122,073.53	\$131,470.97	\$96,838.78	\$138,050.00	70.15%
Gain/(Loss)	\$856.93	(\$1,718.68)	\$3,861.40	\$34,766.98	\$15,835.50	\$27,078.42	\$4,350.00	

RETAIL FUEL

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	4/30/20	Budget	% Used
REVENUE								75.00%
92-11-4440 FUEL SALES	\$117,530.32	\$113,017.41	\$99,603.09	\$142,299.69	\$129,351.98	\$92,111.27	\$150,000.00	61.41%
REVENUE Total	\$117,530.32	\$113,017.41	\$99,603.09	\$142,299.69	\$129,351.98	\$92,111.27	\$150,000.00	61.41%
EXPENSE								
92-11-5330 BUILDINGS & GROUNDS MAINT.	\$4,646.18	\$449.71	\$4,077.13	\$1,545.87	\$1,922.14	\$100.37	\$3,000.00	3.35%
92-11-5381 COMMISSION	\$24,318.80	\$25,091.60	\$26,146.20	\$34,477.20	\$29,179.10	\$17,521.50	\$25,000.00	70.09%
	20.69%	22.20%	26.25%	24.23%	22.56%	19.02%	16.67%	
92-11-5382 CREDIT CARD CHARGES	\$1,126.65	\$1,911.96	\$1,406.48	\$4,181.42	\$2,442.33	\$1,748.52	\$2,000.00	87.43%
	0.96%	1.69%	1.41%	2.94%	1.89%	1.90%	1.33%	
92-11-5811 BULK FUEL	\$71,801.82	\$81,095.49	\$81,385.60	\$90,448.06	\$101,619.48	\$96,041.51	\$120,000.00	80.03%
92-11-9950 BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
EXPENSE Total	\$101,893.45	\$108,548.76	\$113,015.41	\$130,652.55	\$135,163.05	\$115,411.90	\$150,000.00	76.94%

RETAIL FUEL	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	4/30/20	Budget	% Used
Total Expense	\$101,893.45	\$108,548.76	\$113,015.41	\$130,652.55	\$135,163.05	\$115,411.90	\$150,000.00	76.94%
Total Revenue	\$117,530.32	\$113,017.41	\$99,603.09	\$142,299.69	\$129,351.98	\$92,111.27	\$150,000.00	61.41%
Gain/(Loss)	\$15,636.87	\$4,468.65	(\$13,412.32)	\$11,647.14	(\$5,811.07)	(\$23,300.63)	\$0.00	
FUEL INVENTORY	Cost	8/20/2019	3/30/2020	Gallons	4/20/2020	Difference		
100LL Fuel	\$3.51	\$4,624.62	\$30,701.97	7,901	\$27,732.51	\$23,107.89		
Auto Fuel	\$2.79	\$1,386.63	\$1,771.65	614	\$1,713.06	\$326.43		
Jet Fuel	\$2.52	\$5,053.44	\$14,568.12	4,195	\$10,571.40	\$5,517.96		
Total		\$11,064.69	\$47,041.74	12,710	\$40,016.97	\$28,952.28		
				A/P	Gain/(Loss)		A/R	FUEL STATUS
					\$5,651.65		\$1,902.91	\$7,554.56
							5/11/2020	

CAPITAL IMPROVEMENTS

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	4/30/20	Budget	% Used
REVENUE								75.00%
92-20-4033 LOAN & BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$114,000.00	\$0.00	\$0.00	\$0.00	0.00%
92-20-4160 GRANT PROCEEDS	\$0.00	\$0.00	\$0.00	\$724,112.93	\$90,118.51	\$0.00	\$0.00	0.00%
REVENUE Total	\$0.00	\$0.00	\$0.00	\$838,112.93	\$90,118.51	\$0.00	\$0.00	0.00%
EXPENSE								
92-20-5320 RUNWAY, EQUIPMENT, BUILDINGS	\$0.00	\$0.00	\$60,752.72	\$747,621.88	\$109,502.50	\$0.00	\$0.00	0.00%
EXPENSE Total	\$0.00	\$0.00	\$60,752.72	\$747,621.88	\$109,502.50	\$0.00	\$0.00	0.00%

CAPITAL IMPROVEMENTS	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	4/30/20	Budget	% Used
Total Expense	\$0.00	\$0.00	\$60,752.72	\$747,621.88	\$109,502.50	\$0.00	\$0.00	0.00%
Total Revenue	\$0.00	\$0.00	\$0.00	\$838,112.93	\$90,118.51	\$0.00	\$0.00	0.00%
Gain/(Loss)	\$0.00	\$0.00	(\$60,752.72)	\$90,491.05	(\$19,383.99)	\$0.00	\$0.00	

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	4/30/20	Budget	% Used
TOTAL FUNDS								
Total Expense	\$234,169.19	\$243,652.81	\$282,574.84	\$965,580.98	\$360,301.02	\$185,172.26	\$283,700.00	65.27%
Total Revenue	\$250,662.99	\$246,402.78	\$212,271.20	\$1,102,486.15	\$350,941.46	\$188,950.05	\$288,050.00	65.60%
Gain/(Loss)	\$16,493.80	\$2,749.97	(\$70,303.64)	\$136,905.17	(\$9,359.56)	\$3,777.79	\$4,350.00	

5/12/2020

CRETE AIRPORT AUTHORITY
Account Balances
FY 2020

Pinnacle Bank Checking	Account # XXXXXX114	Deposits \$20,199.05	Expenditures \$17,567.15	Bank balance \$128,473.58	Outstanding (+/-) \$0.00	Balance \$128,473.58
TOTAL FUNDS AVAILABLE		\$20,199.05	\$17,567.15	\$128,473.58	\$0.00	\$128,473.58
2017 Revenue Bonds	Final payment 2022	Issue \$114,000.00	Principal \$0.00	Interest \$0.00	Total payment \$0.00	Balance \$71,000.00
TOTAL DEBT		\$114,000.00	\$0.00	\$0.00	\$0.00	\$71,000.00
NDA Funds Available	2021	Annually \$150,000.00	Years 4		Total Available \$600,000.00	

CRETE AIRPORT AUTHORITY

Aged Accounts Receivable

5/12/2020 8:21 AM

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<u>Cust ID</u>	<u>Current</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>Over 90</u>	<u>Total Past</u>
002 RENT	\$0.00	\$260.00	\$260.00	\$200.00	\$720.00
002 ELECTRICITY	\$0.00	\$379.80	\$458.55	\$475.65	\$1,314.00
003 FUEL	\$160.28	\$89.24	\$304.09	\$0.00	\$393.33
A6C3 RENT	\$95.00	\$95.00	\$0.00	\$0.00	\$95.00
B1 FUEL	\$0.00	\$161.17	\$0.00	\$8.12	\$169.29
B5 FUEL	\$0.00	\$0.00	\$0.00	\$22.86	\$22.86
C7C9 RENT	\$0.00	\$0.00	\$0.00	\$1,215.00	\$1,215.00
E2 FUEL	\$0.00	\$0.00	\$0.00	\$14.89	\$14.89
E2 RENT	\$95.00	\$95.00	\$0.00	\$85.00	\$180.00
E6G8 RENT	\$90.00	\$90.00	\$90.00	\$810.00	\$990.00
E6G8 FUEL	\$0.00	\$0.00	\$0.00	\$154.70	\$154.70
TOTAL PAST DUE ACCOUNTS	\$440.28	\$1,170.21	\$1,112.64	\$2,986.22	\$5,269.07
BALANCE OF A/R	\$32,363.03	\$85.00	\$85.00	-\$280.00	\$32,693.31
TOTAL A/R	\$32,803.31	\$1,255.21	\$1,197.64	\$2,706.22	\$37,962.38
PERCENT PAST DUE					13.88%

FUEL A/R \$1,902.91
 % FUEL 5.01%

Check Approval List

CITY OF CRETE AIRPORT AUTHORITY

5/12/2020 2:42:45 PM

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<u>Pay#</u>	<u>Vend#</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Due Date</u>	<u>Amount</u>
1752		BAUER INSURANCE INC.	1101	ERRORS & OMISSIONS	5/14/2020	2,290.00
1751		BAUER INSURANCE INC.	1102	LIABILITY INSURANCE	5/14/2020	2,629.00
1756	PUBL	CITY OF CRETE PUBLIC WORKS	04 20	WATER	5/14/2020	25.77
1759	ACE	CRETE ACE HARDWARE	A567278	MOWER REPAIRS	5/14/2020	31.99
1758	ACE	CRETE ACE HARDWARE	B570377	MOWER REPAIRS	5/14/2020	132.16
1760	ACE	CRETE ACE HARDWARE	B571095	PAINT & SUPPLIES	5/14/2020	124.78
1761	ACE	CRETE ACE HARDWARE	B573243	PAINT & SUPPLIES	5/14/2020	47.30
1757	CRETEA	CRETE AUTO SUPPLY, INC.	011672	MOWER BATTERY	5/14/2020	125.99
1763	CRETEN	CRETE NEWS	122801	MEETING NOTICE	5/14/2020	10.35
1753		CULLIGAN WATER CONDITIONING	193448	SALT	5/14/2020	33.00
1750	DICK	DICK HOLMAN FENCING	F342420	PASTURE FENCE REPAIRS	5/14/2020	6,400.00
1748	KRY	ELEVATE AIR SERVICE LLC	04 20	MANAGEMENT	5/1/2020	4,272.12
1762	KRY	ELEVATE AIR SERVICE LLC	10034	ALL FLOORS 2316 OFFICE CARPE	5/14/2020	942.22
1754	NORRIS	NORRIS PUBLIC POWER	04 20	ELECTRICITY	5/14/2020	760.29
1749		SKALAS OK TIRE STORE INC	0058922	TIRES	5/14/2020	281.99
1755	WIND	WINDSTREAM	05 20	PHONE	5/14/2020	115.91
						<u><u>\$18,222.87</u></u>

Report Selection: Check Approval List - By Vendor

Date Range Selection: Invoice Due Date

Starting Date: 4/10/2020

Ending Date: 5/14/2020