

CITY OF CRETE, NEBRASKA
CITY COUNCIL REGULAR MEETING
August 10, 2017

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
Robert Gunther: Present
Howard Nitzel: Present
Zoraida Ramos: Present
Blaine Spanjer: Present
Present: 4, Absent: 1.

3. Special Order of Business

3.A. New "B" Hangar Update

4. Officers' Reports

5. Consent Agenda

8/10/17 Airport Authority: Approve the consent items as presented with the addition of a claim by Drake Refrigeration of \$235 Carried with a motion by Robert Gunther and a second by Zoraida Ramos.

Robert Gunther: Aye, Howard Nitzel: Aye, Zoraida Ramos: Aye, Blaine Spanjer: Aye

Aye: 4, No: 0

5.A. Airport Authority Meeting Minutes

5.B. City Treasurer's Report

5.C. Claims Against the Airport Authority

6. Adjournment

8/10/17 Airport Authority: Adjourn the meeting at 8:30 AM Carried with a motion by Howard Nitzel and a second by Zoraida Ramos.

Robert Gunther: Aye, Howard Nitzel: Aye, Zoraida Ramos: Aye, Blaine Spanjer: Aye

Aye: 4, No: 0

Mayor

(SEAL)

City Clerk-Treasurer

I, Jerry Wilcox, City Clerk for the City of Crete, hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Mayor and Council. I hereby certify that a copy of the Open Meetings Act was posted in the back of the Council Chambers. I certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the City Clerk. I certify that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public. I certify that the minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of the City Council. I certify that all news media requesting notification concerning meetings of the City Council were provided with advance notification of the time and place of said meeting and the subjects to be discussed.

City Clerk-Treasurer

(S E A L)

CITY OF CRETE, NEBRASKA
AIRPORT AUTHORITY
July 13, 2017
8:15 AM

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
US Post Office, 1242 Linden Avenue
City Bank & Trust, 1135 Main Avenue

Advance notice of the meeting also given to the board 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. Additional copies are available to read. The board 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.

Agenda Item 1. Roll Call - Board members present were Robert Gunther, Howard Nitzel, Dan Papik, Zoraida Ramos and Blaine Spanjer. Also present were City Clerk Jerry Wilcox and Airport Manager Pat Dennison. The meeting was called to order by Spanjer.

Agenda Item 2. Petitions, Communications, Citizen Concerns – None.

Agenda Item 3. Special Order of Business

A. Grant Agreement

The board reviewed the grant agreement received from the FAA for construction of the new “B” hangar. The agreement includes the total grant funds of \$853,768 with the remaining amount being the local match of approximately \$94,864 for a total project cost of \$948,632.

Gunther made a motion to approve the grant agreement and authorize the chairperson to sign. Papik seconded the motion. Voting aye: Gunther, Nitzel, Papik, Ramos, Spanjer. Voting no: None. Absent: None. Motion carried.

B. New Hangar Funding Parameters – Resolution 2017-02

The City Clerk presented a resolution that sets the parameters for issuing bonds to pay the local match for the construction of the new “B” hangar of \$95,000 and the roof repairs for Hangar #2 of \$17,000. The bonds could be tax exempt with limitations on the use of the new hangar, which would include lower interest rates and higher issuance costs. If the bonds are issued as taxable, there would be no limitations on the use of the hangar, the interest rates would be higher and the cost of issuance would be lower. The total difference in cost would be minimal. The parameters include:

- Shall not to exceed \$115,000
- Shall be issued in multiples of \$1,000
- Shall not mature later than December 31, 2022
- Shall not exceed 4.00% true interest cost

Ramos made a motion to approve the resolution and issue the bonds as taxable. Gunther seconded the motion. Voting aye: Gunther, Nitzel, Papik, Ramos, Spanjer. Voting no: None. Absent: None. Motion carried.

C. Hangar #2 Roof Repairs

A proposal by Tillotson Enterprises Inc. to repair the roof on Hangar #2 was reviewed. The repairs would include sealing and covering the roof with an acrylic coating. The total cost of the repairs would be \$16,985 with \$8,492.50 due on signing and \$8,492.50 due upon completion. There is a 12 year warranty and expected life of 20 years.

Papik made a motion to approve the quote, authorize the chairperson to sign the contract and authorize the initial payment to be made. Nitzel seconded the motion. Voting aye: Gunther, Nitzel, Papik, Ramos, Spanjer. Voting no: None. Absent: None. Motion carried.

D. Budget

The City Clerk reviewed budget information with the board. As has been the norm for the past 10 years, the Airport Authority will ask only for property tax funds to pay for bonded indebtedness on capital projects. The 2017-2018 budget bonded indebtedness is limited to the local match \$115,000 required for the new "B" Hangar. The property tax dollars required for that is equal to \$25,000. All other operations will be funded by the hangar rents collected and the margin on fuel sales.

Ramos made a motion to approve the budget as presented and request the bonded indebtedness payments amount of \$25,000 from the City Council. Voting aye: Gunther, Nitzel, Papik, Ramos, Spanjer. Voting no: None. Absent: None. Motion carried.

Agenda Item 4. Officers Report – None.

Agenda Item 5. Consent Agenda – Ramos made a motion to approve the consent agenda items as presented. Nitzel seconded the motion. Voting aye: Gunther, Nitzel, Papik, Ramos, Spanjer. Voting no: None. Absent: None. Motion carried.

- A. June 8, 2017 minutes
- B. June 30, 2017 financial report
- C. Claims

1	City Bank and Trust	Bond payment	\$8,122.00
2	City of Crete	Water	\$20.07
3	Crete Ace Hardware	Valve	\$8.09
4	Crete Auto	Parts	\$2.56
5	Crete Aviation	FBO	\$2,800.00
6	Crete Aviation (paid 6/20)	Fuel Commission	\$3,122.40
7	Crete News	Notice	\$163.06
8	DJ Welding	"A" Hangar door repairs	\$1,895.00
9	IES Commercial	Beacon Repair	\$890.67
10	Norris PPD	Electricity	\$886.88
11	Sapp Brothers	100LL Fuel	\$17,857.63
12	Wilber Windows & Doors	Walk in door	\$1,553.00
13	Windstream	Phone	\$112.69

Agenda Item 6. Adjourn - Board member Nitzel made a motion to adjourn at 8:50 AM. Board member Papik seconded the motion. Voting aye: Gunther, Nitzel, Papik, Ramos, Spanjer. Voting no: None. Absent: None. Motion carried.

Secretary

Chairperson

8/8/2017

CRETE AIRPORT AUTHORITY
Account Balances
FY 2016

	Account #	Deposits	Expenditures	Bank balance	Outstanding (+/-)	Balance
Pinnacle Bank Checking	XXXXXX114	\$16,494.93	\$50,957.95	\$16,665.47	\$0.00	\$16,665.47
TOTAL FUNDS AVAILABLE		\$16,494.93	\$50,957.95	\$16,665.47	\$0.00	\$16,665.47

	Final payment	Issue	Principal	Interest	Total payment	Balance
2013 Revenue Bonds	2017	\$158,000.00	\$8,000.00	\$244.00	\$8,244.00	\$0.00
2017 Revenue Bonds	2027					
TOTAL DEBT		\$158,000.00	\$8,000.00	\$244.00	\$8,244.00	\$0.00

CRETE AIRPORT AUTHORITY

Aged Accounts Receivable

8/8/2017 8:45 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>
001002A RENT	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00
001002A FUEL	\$491.51	\$492.39	\$306.57	\$0.00	\$798.96
001002A ELECTRICITY	\$98.11	\$372.39	\$0.00	\$0.00	\$372.39
D2D9 FUEL	\$0.00	\$0.00	\$554.77	\$0.00	\$554.77
TOTAL PAST DUE ACCOUNTS	\$689.62	\$964.78	\$861.34	\$0.00	\$1,826.12
BALANCE OF A/R	\$7,454.64	\$0.00	\$0.00	\$0.00	\$8,144.26
TOTAL A/R	\$8,144.26	\$964.78	\$861.34	\$0.00	\$9,970.38
PERCENT PAST DUE					18.32%

FUEL ONLY \$8,255.46
82.80%

PAST DUE

JUNE 2017	-	\$1,831.98	\$0.00	\$0.00	\$1,831.98
MAY 2017	-	\$1,141.66	\$65.00	\$318.97	\$1,525.63
APRIL 2017	-	\$2,957.50	\$284.71	\$0.00	\$3,242.21
MARCH 2017	-	\$539.23	\$120.00	\$188.97	\$848.20
FEBRUARY 2017	-	\$1,446.90	\$0.00	\$0.00	\$1,055.29
JANUARY 2017	-	\$1,055.29	\$0.00	\$0.00	\$1,055.29
DECEMBER 2016	-	\$2,706.05	\$318.89	\$366.36	\$3,391.30
NOVEMBER 2016	-	\$943.41	\$235.00	\$1,877.84	\$3,056.25
OCTOBER 2016	-	\$3,192.84	\$235.00	\$1,441.36	\$4,869.20
SEPTEMBER 2016	-	\$391.03	\$235.00	\$1,311.36	\$1,937.39
AUGUST 2016	-	\$921.55	\$505.89	\$900.00	\$2,327.44
JULY 2016	-	\$615.39	\$105.00	\$795.00	\$1,515.39
JUNE 2016	-	\$1,393.23	\$105.00	\$690.00	\$2,188.23
MAY 2016	-	\$706.63	\$700.01	\$492.76	\$1,899.40

8/8/2017

CRETE AIRPORT AUTHORITY

	FY 2013	FY 2014	FY 2015	FY 2016	YTD FY 2017 7/31/17	Budget	YTD % Used
REVENUE							100.00%
92-10-4010 PROPERTY TAX	\$56,125.26	\$49,513.52	\$50,869.12	\$46,744.22	\$24,942.41	\$13,244.00	188.33%
92-10-4020 HOMESTEAD ALLOCATION	\$1,932.65	\$2,324.35	\$1,586.78	\$1,933.68	\$654.18	\$1,000.00	65.42%
92-10-4050 MOTOR VEHICLE PRO RATE	\$76.59	\$153.73	\$78.20	\$113.17	\$37.64	\$50.00	75.28%
92-10-4070 INTEREST	\$723.20	\$224.24	\$14.07	\$0.00	\$0.00	\$0.00	0.00%
92-10-4880 LEASE PAYMENTS	\$9,158.10	\$9,203.10	\$23,908.70	\$15,639.20	\$15,661.70	\$15,500.00	101.04%
92-10-4950 RENT PAYMENTS	\$55,835.00	\$60,490.80	\$51,525.21	\$63,442.24	\$65,466.32	\$57,000.00	114.85%
92-10-4981 SHARE OF ELECTRICITY COSTS	\$5,339.11	\$4,447.59	\$5,149.13	\$5,512.78	\$5,627.86	\$5,200.00	108.23%
92-10-4990 MISC INCOME	\$225.00	\$3,757.00	\$1.46	\$0.00	\$278.00	\$0.00	0.00%
REVENUE Total	\$129,414.91	\$130,114.33	\$133,132.67	\$133,385.37	\$112,668.11	\$91,994.00	122.47%
EXPENSE							
92-10-5170 LIAB./PHYS./WORK COMP. INS.	\$20,594.37	\$13,169.56	\$13,265.01	\$16,363.49	\$20,780.03	\$15,000.00	138.53%
92-10-5210 UTILITIES	\$15,092.81	\$15,214.69	\$14,837.84	\$13,654.17	\$12,701.99	\$15,000.00	84.68%
92-10-5220 TELEPHONE	\$1,142.15	\$1,274.51	\$1,178.79	\$1,323.25	\$1,233.10	\$1,200.00	102.76%
92-10-5330 BUILDINGS & GROUNDS MAINT.	\$4,162.66	\$7,329.96	\$9,460.37	\$24,359.89	\$29,601.49	\$11,000.00	269.10%
92-10-5380 PROFESSIONAL SERVICES	\$3,021.50	\$250.00	\$2,600.00	\$250.00	\$78.77	\$2,000.00	3.94%
92-10-5390 PRINTING, PUBLICATIONS, LEGALS	\$203.70	\$222.61	\$122.00	\$100.00	\$130.00	\$300.00	43.33%
92-10-5791 VEHICLE/EQUIPMENT REPAIRS	\$1,447.78	\$2,102.72	\$2,807.14	\$2,557.51	\$1,863.18	\$2,500.00	74.53%
92-10-5800 VEHICLE/EQUIPMENT FUEL	\$1,154.93	\$1,718.60	\$1,209.50	\$478.76	\$506.96	\$1,500.00	33.80%
92-10-5970 MISC. OPERATING	\$1,165.00	\$956.00	\$1,150.09	\$675.00	\$67.19	\$1,100.00	6.11%
92-10-6020 MISC. SUPPLIES	\$11.20	\$0.00	\$0.00	\$181.82	\$0.00	\$550.00	0.00%
92-10-6140 RESERVE TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
92-10-6199 FBO CONTRACT	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	100.00%
92-10-6360 LOAN & BOND PRINCIPAL	\$53,665.00	\$49,924.00	\$49,924.00	\$40,290.16	\$8,000.00	\$8,000.00	100.00%
92-10-6370 LOAN & BOND INTEREST	\$2,556.68	\$2,824.00	\$2,121.00	\$1,270.00	\$244.00	\$244.00	100.00%
92-10-9950 BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
EXPENSE Total	\$137,817.78	\$128,586.65	\$132,275.74	\$135,104.05	\$108,806.71	\$91,994.00	118.28%

OPERATIONS	FY 2013	FY 2014	FY 2015	FY 2016	7/31/2017	Budget	% Used
Total Expense	\$137,817.78	\$128,586.65	\$132,275.74	\$135,104.05	\$108,806.71	\$91,994.00	118.28%
Total Revenue	\$129,414.91	\$130,114.33	\$133,132.67	\$133,385.37	\$112,668.11	\$91,994.00	122.47%
Gain/(Loss)	(\$8,402.87)	\$1,527.68	\$856.93	(\$1,718.68)	\$3,861.40	\$0.00	

		RETAIL FUEL					Budget	% Used
		FY 2013	FY 2014	FY 2015	FY 2016	7/31/17		
REVENUE								100.00%
92-11-4440	FUEL SALES	\$95,004.26	\$85,060.63	\$117,530.32	\$113,017.41	\$99,603.09	\$120,000.00	83.00%
REVENUE Total		\$95,004.26	\$85,060.63	\$117,530.32	\$113,017.41	\$99,603.09	\$120,000.00	83.00%
EXPENSE								
92-11-5330	BUILDINGS & GROUNDS MAINT.	\$0.00	\$3,292.04	\$4,646.18	\$449.71	\$4,077.13	\$3,000.00	135.90%
92-11-5381	COMMISSION	\$18,247.30	\$15,937.60	\$24,318.80	\$25,091.60	\$26,146.20	\$25,000.00	104.58%
		19.21%	18.74%	20.69%	22.20%	26.25%		
92-11-5382	CREDIT CARD CHARGES	\$4,309.88	\$1,446.65	\$1,126.65	\$1,911.96	\$1,406.48	\$2,000.00	70.32%
		4.54%	1.70%	0.96%	1.69%	1.41%	1.67%	
92-11-5811	BULK FUEL	\$69,266.55	\$92,456.29	\$71,801.82	\$81,095.49	\$81,385.60	\$90,000.00	90.43%
92-11-9950	BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
EXPENSE Total		\$91,823.73	\$113,132.58	\$101,893.45	\$108,548.76	\$113,015.41	\$120,000.00	94.18%

RETAIL FUEL	FY 2013	FY 2014	FY 2015	FY 2016	7/31/17	Budget	% Used
Total Expense	\$91,823.73	\$113,132.58	\$101,893.45	\$108,548.76	\$113,015.41	\$120,000.00	94.18%
Total Revenue	\$95,004.26	\$85,060.63	\$117,530.32	\$113,017.41	\$99,603.09	\$120,000.00	83.00%
Gain/(Loss)	\$3,180.53	(\$28,071.95)	\$15,636.87	\$4,468.65	(\$13,412.32)	\$0.00	

FUEL INVENTORY	Cost	7/20/2015	6/20/2017	Gallons	7/20/2017	Difference	
100LL Fuel	\$3.39	\$10,503.20	\$3,488.31	4,337	\$14,700.74	\$4,197.54	
Auto Fuel	\$2.24	\$180.90	\$154.56	483	\$1,081.92	\$901.02	
Jet Fuel	\$2.01	\$5,088.16	\$9,635.94	3,737	\$7,511.37	\$2,423.21	
Total		\$15,772.26	\$13,278.81	8,557	\$23,294.03	\$7,521.77	
				A/P		A/R	FUEL STATUS
				\$0.00	(\$5,890.56)	\$8,255.46	\$2,364.91
						8/10/2017	

CAPITAL IMPROVEMENTS

	FY 2013	FY 2014	FY 2015	FY 2016	7/31/17	Budget	% Used
REVENUE							100.00%
92-20-4033 LOAN & BOND PROCEEDS	\$83,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$270,000.00	0.00%
92-20-4160 GRANT PROCEEDS	\$41,461.73	\$542,820.18	\$0.00	\$0.00	\$0.00	\$600,000.00	0.00%
REVENUE Total	\$124,461.73	\$542,820.18	\$0.00	\$0.00	\$0.00	\$870,000.00	0.00%
EXPENSE							
92-20-5320 RUNWAY, EQUIPMENT, BUILDINGS	\$59,469.35	\$590,651.94	\$0.00	\$0.00	\$60,752.72	\$870,000.00	6.98%
EXPENSE Total	\$59,469.35	\$590,651.94	\$0.00	\$0.00	\$60,752.72	\$870,000.00	6.98%

CAPITAL IMPROVEMENTS	FY 2013	FY 2014	FY 2015	FY 2016	7/31/17	Budget	% Used
Total Expense	\$59,469.35	\$590,651.94	\$0.00	\$0.00	\$60,752.72	\$870,000.00	6.98%
Total Revenue	\$124,461.73	\$542,820.18	\$0.00	\$0.00	\$0.00	\$870,000.00	0.00%
Gain/(Loss)	\$64,992.38	(\$47,831.76)	\$0.00	\$0.00	(\$60,752.72)	\$0.00	

	FY 2013	FY 2014	FY 2015	FY 2016	7/31/17	Budget	% Used
TOTAL FUNDS							
Total Expense	\$289,110.86	\$832,371.17	\$234,169.19	\$243,652.81	\$282,574.84	\$1,081,994.00	26.12%
Total Revenue	\$348,880.90	\$757,995.14	\$250,662.99	\$246,402.78	\$212,271.20	\$1,081,994.00	19.62%
Gain/(Loss)	\$59,770.04	(\$74,376.03)	\$16,493.80	\$2,749.97	(\$70,303.64)	\$0.00	

Check Approval List

8/8/2017 8:21:29 AM

CITY OF CRETE AIRPORT AUTHORITY

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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>
1278		CITY OF CRETE PUBLIC WORKS	07-17	WATER	8/10/2017	\$21.05
1283		CRETE AVIATION	07-17	MANAGEMENT	8/10/2017	\$2,800.00
1273		CRETE AVIATION	2017-07	FUEL COMMISSION	7/19/2017	\$2,837.20
1271		CITY OF CRETE	2017	PROPERTY INSURANCE REIMBUR	7/17/2017	\$4,704.53
1280		CRETE NEWS	48638	NOTICE	8/10/2017	\$10.00
1279		CULLIGAN WATER CONDITIONING	172154	SOFTNER SALT	8/10/2017	\$52.50
1275		HUSKER ELECTRIC SUPPLY CO.	424862	LIGHT FIXTURES	8/10/2017	\$535.00
1277		IES COMMERCIAL, INC	534070218	RUNWAY LIGHT REPAIRS	8/10/2017	\$729.75
1276		MIDWEST PUMP AND EQUIPMENT CO	22776	REPAIR HOSE REEL	8/10/2017	\$626.50
1281		NORRIS PUBLIC POWER	07-17	ELECTRICITY	8/10/2017	\$1,000.00
1274		SAPP BROS. PETROLEUM, INC.	22332055	DIESEL FUEL	8/10/2017	\$361.00
1272		TILLOTSON ENTERPRISES, INC.	2017-2	FIRST HALF CONTRACT	7/17/2017	\$8,492.50
1282		WINDSTREAM	08-17	PHONE SERVICE	8/10/2017	\$100.00
						\$22,270.03

Report Selection: Check Approval List - By Vendor
 Date Range Selection: Invoice Due Date
 Starting Date: 7/14/2017
 Ending Date: 8/10/2017

ESTIMATE