

CITY OF CRETE, NEBRASKA  
CITY COUNCIL REGULAR MEETING  
October 12, 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

Robert  
Gunther: Absent  
Dan Papik: Absent  
Howard  
Nitzel: Present  
Zoraida  
Ramos: Present  
Blaine  
Spanjer: Present  
Present: 3, Absent: 2.

2. Roll Call

3. Special Order of Business

3.A. Hangar B Construction Update

4. Officers' Reports

5. Consent Agenda

10/12/17 Airport Authority: Approve the consent agenda items as presented Carried with a motion by Zoraida Ramos and a second by Howard Nitzel.

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

Aye: 3, No: 0

5.A. Airport Authority Meeting Minutes

5.B. City Treasurer's Report

5.C. Claims Against the Airport Authority

6. Adjournment

10/12/17 Airport Authority: Adjourn the meeting at 8:30 am Carried with a motion by Howard Nitzel and a second by Zoraida Ramos.

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

Aye: 3, 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.

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City Clerk-Treasurer

(S E A L)

**CITY OF CRETE, NEBRASKA**  
**AIRPORT AUTHORITY**  
**September 14, 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 13<sup>th</sup> 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 Howard Nitzel, Zoraida Ramos and Blaine Spanjer. Absent were Robert Gunther and Dan Papik. 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. Public Hearing – Fiscal Year 2017-2018 Budget**

Ramos made a motion to open a public hearing at 9:35 AM for the purpose of hearing comments in favor of and/or in opposition to the proposed budget for fiscal year 2017-2018. Nitzel seconded the motion. Voting aye: Nitzel, Ramos, Spanjer. Voting no: None. Absent: Gunther, Papik. Motion carried.

The property tax requested of the City is \$25,000 to make payment on the bonds issued to pay the local match on the new “B” Hangar. All other expenses are paid by rent and fuel sales. There were no comments from the public or written regarding the proposed budget.

Ramos made a motion to close the public hearing. Nitzel seconded the motion. Voting aye: Nitzel, Ramos, Spanjer. Voting no: None. Absent: Gunther, Papik. Motion carried.

Ramos made a motion to increase the unused budget authority by the additional 1%. Nitzel seconded the motion. Voting aye: Nitzel, Ramos, Spanjer. Voting no: None. Absent: Gunther, Papik. Motion carried. The required 75% approval was not present so the 1% increase would not be received.

Ramos made a motion to approve the proposed budget for fiscal year 2017-2018 as presented and submit it to the appropriate agencies. Nitzel seconded the motion. Voting aye: Nitzel, Ramos, Spanjer. Voting no: None. Absent: Gunther, Papik. Motion carried.

**Agenda Item 4. Officers Report** – Dennison reported that the roof repairs on Hangar #2 have been completed. He also reported that there is a separation in the concrete spillway between hangars F & G that should be fixed before it washes out. Nitzel suggested that a quote be obtained for more fencing after the new hangar is completed.

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

- A. August 10, 2017 minutes
- B. August 31, 2017 financial report
- C. Claims

1	City of Crete	Water	\$26.93
2	Crete Ace Hardware	Supplies	\$747.95
3	Crete Auto Supply	Parts	\$73.96

4	Crete Aviation	FBO	\$2,800.00
5	Crete Aviation (paid 7/17)	Fuel Commission	\$3,046.60
6	Crete News	Notice	\$10.00
7	Dick Holman Fencing	Fencing	\$2,461.00
8	Fireguard	Testing	\$99.95
9	Gilmore Bell PC	Bond Counsel	\$1,500.00
10	Midwest Pump	Repairs	\$91.95
11	Norris PPD	Electricity	\$1,076.60
12	Olsson Associates	Engineering	\$20,308.93
13	Sapp Brothers	100LL Fuel	\$17,950.00
14	Tillotson Enterprises	½ repairs	\$8,492.50
15	Windstream	Phone	\$113.59

**Agenda Item 6. Adjourn** - Board member Nitzel made a motion to adjourn at 9:50 AM. Board member Ramos seconded the motion. Voting aye: Nitzel, Ramos, Spanjer. Voting no: None. Absent: Gunther, Papik. Motion carried.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson

10/10/2017

**CRETE AIRPORT AUTHORITY**  
**Account Balances**  
**FY 2016**

	Account #	Deposits	Expenditures	Bank balance	Outstanding (+/-)	Balance
Pinnacle Bank Checking	XXXXXX114	\$15,316.74	\$58,748.35	\$170,121.00	\$1,500.00	\$171,621.00
<b>TOTAL FUNDS AVAILABLE</b>		\$15,316.74	\$58,748.35	\$170,121.00	\$1,500.00	<b>\$171,621.00</b>

	Final payment	Issue	Principal	Interest	Total payment	Balance
2017 Revenue Bonds	2017	\$114,000.00	\$0.00	\$0.00	\$0.00	\$114,000.00
<b>TOTAL DEBT</b>		\$114,000.00	\$0.00	\$0.00	\$0.00	<b>\$114,000.00</b>

## CRETE AIRPORT AUTHORITY

### Aged Accounts Receivable

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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>
D2D9 FUEL	\$142.89	\$0.00	\$0.00	\$78.86	\$78.86
G8 FUEL	\$0.00	\$0.00	\$0.00	\$165.71	\$165.71
001002A ELECTRICITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL PAST DUE ACCOUNTS</b>	<b>\$142.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$244.57</b>	<b>\$244.57</b>
BALANCE OF A/R	\$13,448.00	\$0.00	\$0.00	\$0.00	\$13,590.89
<b>TOTAL A/R</b>	<b>\$13,590.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$244.57</b>	<b>\$13,835.46</b>
PERCENT PAST DUE					1.77%

FUEL ONLY    \$10,605.41

### PAST DUE

AUGUST 2017	-	\$200.00	\$200.00	\$0.00	\$400.00
JULY 2017	-	\$964.78	\$861.34	\$0.00	\$1,826.12
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

**CRETE AIRPORT AUTHORITY**

	FY 2014	FY 2015	FY 2016	FY 2017	YTD FY 2018 9/30/17	Budget	YTD % Used
<b>REVENUE</b>							<b>16.67%</b>
92-10-4010 PROPERTY TAX	\$49,513.52	\$50,869.12	\$46,744.22	\$24,942.41	\$4,379.06	\$25,000.00	17.52%
92-10-4020 HOMESTEAD ALLOCATION	\$2,324.35	\$1,586.78	\$1,933.68	\$654.18	\$78.69	\$1,000.00	7.87%
92-10-4050 MOTOR VEHICLE PRO RATE	\$153.73	\$78.20	\$113.17	\$37.64	\$0.00	\$50.00	0.00%
92-10-4070 INTEREST	\$224.24	\$14.07	\$0.08	\$0.00	\$0.00	\$0.00	0.00%
92-10-4880 LEASE PAYMENTS	\$9,203.10	\$23,908.70	\$15,639.20	\$15,661.70	\$22.50	\$15,500.00	0.15%
92-10-4950 RENT PAYMENTS	\$60,490.80	\$51,525.21	\$63,442.24	\$65,466.32	\$7,699.77	\$59,500.00	12.94%
92-10-4981 SHARE OF ELECTRICITY COSTS	\$4,447.59	\$5,149.13	\$5,512.78	\$5,627.86	\$995.48	\$5,500.00	18.10%
92-10-4990 MISC INCOME	\$3,757.00	\$1.46	\$0.00	\$278.00	\$0.00	\$0.00	0.00%
REVENUE Total	\$130,114.33	\$133,132.67	\$133,385.37	\$112,668.11	\$13,175.50	\$106,550.00	12.37%
<b>EXPENSE</b>							
92-10-5170 LIAB./PHYS./WORK COMP. INS.	\$13,169.56	\$13,265.01	\$16,363.49	\$20,780.03	\$0.00	\$15,000.00	0.00%
92-10-5210 UTILITIES	\$15,214.69	\$14,837.84	\$13,654.17	\$12,701.99	\$2,180.78	\$15,000.00	14.54%
92-10-5220 TELEPHONE	\$1,274.51	\$1,178.79	\$1,323.25	\$1,233.10	\$227.84	\$1,300.00	17.53%
92-10-5330 BUILDINGS & GROUNDS MAINT.	\$7,329.96	\$9,460.37	\$24,359.89	\$29,601.49	\$13,353.65	\$10,350.00	129.02%
92-10-5380 PROFESSIONAL SERVICES	\$250.00	\$2,600.00	\$250.00	\$78.77	\$0.00	\$500.00	0.00%
92-10-5390 PRINTING, PUBLICATIONS, LEGALS	\$222.61	\$122.00	\$100.00	\$130.00	\$20.00	\$300.00	6.67%
92-10-5791 VEHICLE/EQUIPMENT REPAIRS	\$2,102.72	\$2,807.14	\$2,557.51	\$1,863.18	\$73.96	\$2,500.00	2.96%
92-10-5800 VEHICLE/EQUIPMENT FUEL	\$1,718.60	\$1,209.50	\$478.76	\$506.96	\$383.70	\$1,500.00	25.58%
92-10-5970 MISC. OPERATING	\$956.00	\$1,150.09	\$675.00	\$67.19	\$0.00	\$1,000.00	0.00%
92-10-6020 MISC. SUPPLIES	\$0.00	\$0.00	\$181.82	\$0.00	\$0.00	\$500.00	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	\$5,600.00	\$33,600.00	16.67%
92-10-6360 LOAN & BOND PRINCIPAL	\$49,924.00	\$49,924.00	\$40,290.16	\$8,000.00	\$0.00	\$21,000.00	0.00%
92-10-6370 LOAN & BOND INTEREST	\$2,824.00	\$2,121.00	\$1,270.00	\$244.00	\$0.00	\$4,000.00	0.00%
92-10-9950 BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
EXPENSE Total	\$128,586.65	\$132,275.74	\$135,104.05	\$108,806.71	\$21,839.93	\$106,550.00	20.50%
<b>OPERATIONS</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>9/30/2017</b>	<b>Budget</b>	<b>% Used</b>
Total Expense	\$128,586.65	\$132,275.74	\$135,104.05	\$108,806.71	\$21,839.93	\$106,550.00	20.50%
Total Revenue	\$130,114.33	\$133,132.67	\$133,385.37	\$112,668.11	\$13,175.50	\$106,550.00	12.37%
Gain/(Loss)	\$1,527.68	\$856.93	(\$1,718.68)	\$3,861.40	(\$8,664.43)	\$0.00	

		RETAIL FUEL					Budget	% Used
		FY 2014	FY 2015	FY 2016	FY 2017	9/30/17		
<b>REVENUE</b>								<b>16.67%</b>
92-11-4440	FUEL SALES	\$85,060.63	\$117,530.32	\$113,017.41	\$99,603.09	\$23,860.06	\$120,000.00	19.88%
REVENUE Total		\$85,060.63	\$117,530.32	\$113,017.41	\$99,603.09	\$23,860.06	\$120,000.00	19.88%
<b>EXPENSE</b>								
92-11-5330	BUILDINGS & GROUNDS MAINT.	\$3,292.04	\$4,646.18	\$449.71	\$4,077.13	\$787.71	\$3,000.00	26.26%
92-11-5381	COMMISSION	\$15,937.60	\$24,318.80	\$25,091.60	\$26,146.20	\$7,381.00	\$25,000.00	29.52%
		18.74%	20.69%	22.20%	26.25%	30.93%	20.83%	
92-11-5382	CREDIT CARD CHARGES	\$1,446.65	\$1,126.65	\$1,911.96	\$1,406.48	\$319.03	\$2,000.00	15.95%
		1.70%	0.96%	1.69%	1.41%	1.34%	1.67%	
92-11-5811	BULK FUEL	\$92,456.29	\$71,801.82	\$81,095.49	\$81,385.60	\$17,950.00	\$90,000.00	19.94%
92-11-9950	BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
EXPENSE Total		\$113,132.58	\$101,893.45	\$108,548.76	\$113,015.41	\$26,437.74	\$120,000.00	22.03%

RETAIL FUEL	FY 2014	FY 2015	FY 2016	FY 2017	9/30/17	Budget	% Used
Total Expense	\$113,132.58	\$101,893.45	\$108,548.76	\$113,015.41	\$26,437.74	\$120,000.00	22.03%
Total Revenue	\$85,060.63	\$117,530.32	\$113,017.41	\$99,603.09	\$23,860.06	\$120,000.00	19.88%
Gain/(Loss)	<b>(\$28,071.95)</b>	<b>\$15,636.87</b>	<b>\$4,468.65</b>	<b>(\$13,412.32)</b>	<b>(\$2,577.68)</b>	\$0.00	

FUEL INVENTORY	Cost	7/20/2015	8/20/2017	Gallons	9/20/2017	Difference	
100LL Fuel	\$3.39	\$10,503.20	\$8,305.50	5,096	\$17,275.44	\$6,772.24	
Auto Fuel	\$2.24	\$180.90	\$448.00	124	\$277.76	\$96.86	
Jet Fuel	\$2.01	\$5,088.16	\$5,597.85	705	\$1,417.05	-\$3,671.11	
Total		\$15,772.26	\$14,351.35	5,925	\$18,970.25	\$3,197.99	FUEL
				A/P		A/R	STATUS
				\$9,894.94	\$620.31	\$10,605.41	\$1,330.78
						9/15/2017	

**CAPITAL IMPROVEMENTS**

	FY 2014	FY 2015	FY 2016	FY 2017	9/30/17	Budget	% Used
<b>REVENUE</b>							<b>16.67%</b>
92-20-4033 LOAN & BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$114,000.00	\$100,000.00	114.00%
92-20-4160 GRANT PROCEEDS	\$542,820.18	\$0.00	\$0.00	\$0.00	\$71,006.56	\$850,000.00	8.35%
<b>REVENUE Total</b>	\$542,820.18	\$0.00	\$0.00	\$0.00	\$185,006.56	\$950,000.00	19.47%
<b>EXPENSE</b>							
92-20-5320 RUNWAY, EQUIPMENT, BUILDINGS	\$590,651.94	\$0.00	\$0.00	\$60,752.72	\$21,808.93	\$950,000.00	2.30%
<b>EXPENSE Total</b>	\$590,651.94	\$0.00	\$0.00	\$60,752.72	\$21,808.93	\$950,000.00	2.30%

<b>CAPITAL IMPROVEMENTS</b>	FY 2014	FY 2015	FY 2016	FY 2017	9/30/17	Budget	% Used
Total Expense	\$590,651.94	\$0.00	\$0.00	\$60,752.72	\$21,808.93	\$900,000.00	2.42%
Total Revenue	\$542,820.18	\$0.00	\$0.00	\$0.00	\$185,006.56	\$950,000.00	19.47%
Gain/(Loss)	(\$47,831.76)	\$0.00	\$0.00	(\$60,752.72)	\$163,197.63	\$50,000.00	

	FY 2014	FY 2015	FY 2016	FY 2017	9/30/17	Budget	% Used
<b>TOTAL FUNDS</b>							
Total Expense	\$832,371.17	\$234,169.19	\$243,652.81	\$282,574.84	\$70,086.60	\$1,126,550.00	6.22%
Total Revenue	\$757,995.14	\$250,662.99	\$246,402.78	\$212,271.20	\$222,042.12	\$1,176,550.00	18.87%
Gain/(Loss)	(\$74,376.03)	\$16,493.80	\$2,749.97	(\$70,303.64)	\$151,955.52	\$50,000.00	

# Check Approval List

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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>
1320	PUBL	CITY OF CRETE PUBLIC WORKS	09-17	WATER	10/12/2017	\$23.99
1321	ACE	CRETE ACE HARDWARE	B264318	ROPE	10/12/2017	\$1.00
1323	001002A	CRETE AVIATION	10-17	MANAGEMENT	10/12/2017	\$2,800.00
1311	001002A	CRETE AVIATION	91917	FUEL COMMISSION	9/19/2017	\$4,334.40
1313	HACK	HACKEL CONSTRUCTION, INC	3310022012	NEW HANGAR CONSTRUCTION	10/12/2017	\$53,085.02
1322	NORRIS	NORRIS PUBLIC POWER	09-17	ELECTRICITY	10/12/2017	\$1,013.36
1314		OLSSON ASSOCIATES	015-1898-8	ENGINEERING	10/12/2017	\$3,572.63
1312		ROBERT QUICK	2017-1	HANGAR RENT REFUND	10/12/2017	\$425.00
1316	SAPP	SAPP BROS. PETROLEUM, INC.	21864	PROPANE	10/12/2017	\$206.92
1319	SAPP	SAPP BROS. PETROLEUM, INC.	22368215	TANK RENT	10/12/2017	\$50.00
1318	SAPP	SAPP BROS. PETROLEUM, INC.	22368216	TANK RENT	10/12/2017	\$50.00
1317	SAPP	SAPP BROS. PETROLEUM, INC.	22370673	JET FUEL	10/12/2017	\$9,884.94
1315	WIND	WINDSTREAM	10-17	PHONE LINE	10/12/2017	\$112.84
						\$75,560.10

Report Selection: Check Approval List - By Vendor  
 Date Range Selection: Invoice Due Date  
 Starting Date: 9/15/2017  
 Ending Date: 10/12/2017