

CITY OF CRETE, NEBRASKA
CITY COUNCIL REGULAR MEETING
February 14, 2019

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
3. Special Order of Business
 - 3.A. Tenant Complaints
 - 3.B. DBE Program for FY 2019-2020-2021
 - 3.C. Annual Audit
4. Officers' Reports
5. Consent Agenda
 - 5.A. Airport Authority Meeting Minutes
 - 5.B. City Treasurer's Report
 - 5.C. Claims Against the Airport Authority
6. Adjournment

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)

NEBRASKA

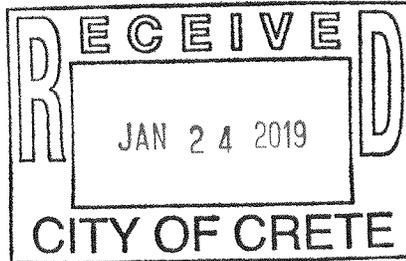
Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

January 18, 2019

Ms. Pat Dennison, Airport Manager
Crete Airport Authority,
P.O. Box 86,
Crete, Nebraska 68333.

Subject: Crete Municipal Airport
Crete, Nebraska
DBE Program FY2019-2020-2021



Dear Ms. Dennison:

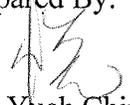
Enclosed are two copies of a proposed Disadvantaged Business Enterprise (DBE) program for your airport. This program is a Federal requirement for each fiscal year that you anticipate awarding contracts totaling \$250,000 or more for airport planning or development. Please read through this carefully.

Please complete the following steps in regards to this program:

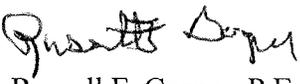
1. If only minor changes are needed, write these in by hand. Contact me before making large changes, as these may not be acceptable to the FAA.
2. Attach a copy of your organizational chart if Appendix A is not correct.
3. Have the Airport Authority formally adopt the program at their next meeting.
4. Have the chairperson/mayor sign both copies on page 1.
5. Complete the public notice and publish this once in your local newspaper.

Return one signed copy to me as soon as possible. If you have any questions or would like to make any major changes, please call me at (402) 471-7930 or send email to: Kai.Chin@nebraska.gov.

Sincerely,
Prepared By:


Kai Yuch Chin, E.I.
Project Engineer
NDOT Division of Aeronautics

Reviewed By:


Russell F. Gasper, P.E.
Manager Project Management
NDOT Division of Aeronautics

Enclosures

Kyle Schneweis, P.E., Director

Department of Transportation

1500 Highway 2
PO Box 94759
Lincoln, NE 68509-4759

OFFICE 402-471-4567
FAX 402-479-4325
NDOT.ContactUs@nebraska.gov

dot.nebraska.gov

Aeronautics Division

3431 Aviation Road, Ste. 150
PO Box 82088
Lincoln, NE 68501
OFFICE 402-471-2371
FAX 402-471-2906

Navigational Aids Office

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

Publish the notice in a newspaper of general circulation.

**Public Notice
DBE Program**

The Crete Airport Authority hereby announces its proposed Disadvantaged Business Enterprise (DBE) participation goal of 2.29% for Federal Aviation Administration (FAA) funded contracts/agreements. The proposed goal pertains to federal fiscal years 2019 through 2021.

The DBE goal and methodology is available for inspection until 30 days following the date of the notice. These items may be seen at the Crete Municipal Airport Office, 2429 Co Rd F, Crete, Nebraska 68333, during regular office hours.

A meeting could be arranged with the Nebraska Department of Transportation Division of Aeronautics (NDOT) office for the purpose of obtaining information relevant to the goal-setting process through the phone number (402-471-2371). Comments will be accepted until 30 days following the date of the notice and can be sent to the followings:

Crete Airport Authority,
P.O. Box 86,
Crete, Nebraska 68333.

OR

**Compliance Specialist,
Disadvantaged Business Enterprise Program,
FAA Office of Civil Rights,
777 S. Aviation Blvd, Suite #150,
El Segundo, CA 90245.**

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM
Crete Municipal Airport
Crete, Nebraska

POLICY STATEMENT

1. Definitions of Terms (26.5)

The Crete Airport Authority, Crete Municipal Airport, is hereinafter referred to as Sponsor. The terms used in this program have been adopted by the Sponsor and have the meanings as defined in 49 CFR 26.5.

2. Objectives /Policy Statement (26.1, 26.23)

The Sponsor has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The Sponsor has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the Sponsor has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the Sponsor to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts; and
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Pat Dennison, Airport Manager, has been delegated as the DBE Liaison Officer. In that capacity, the DBE Liaison Officer is responsible for implementing all aspects of the DBE Program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the Sponsor in its financial assistance agreements with the Department of Transportation.

The Sponsor has disseminated this policy statement to the governing board of the airport and all the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. Distribution is included in the bid specification.

Chairperson

Date: _____

SUBPART A – GENERAL REQUIREMENTS

- 1. Objective (26.1).** The objectives are found in the policy statement on page 1 of this program.
- 2. Applicability (26.3).** The Sponsor is the recipient of federal airport funds authorized by 49 U.S.C. 47101, *et seq.*
- 3. Definitions (26.5).** The definitions are found in the policy statement on page 1 of this program.
- 4. Nondiscrimination Requirements (26.7).** The Sponsor will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the Sponsor will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

5. Record Keeping Requirements (26.11).

Reporting to DOT: 26.11(b)

We will report DBE participation to DOT by submitting annually through the "Uniform Report of DBE Awards or Commitments and Payments form, found in Appendix B to Part 26. We will also report the DBE Contractor firms contact information.

Bidders List: 26.11(c)

The Nebraska Department of Transportation Aeronautics Division, acting as agent for the Sponsor, will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement may allow use of the bidder's list approach to calculate overall goals. The bidders list will include the name, address, DBE/non-DBE status, age, and annual gross receipts of firms.

We will collect this information by requesting that prime bidders report the names and addresses of all firms who quote to them on subcontracts. We will collect this information using forms included in Appendix E.

6. Federal Financial Assistance Agreement. The Sponsor has signed the following assurance, applicable to all DOT-assisted contracts and their administration:

Assurance (26.13a)

The Sponsor shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement

under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

Contract Assurance (26.13b)

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

END - SUBPART A

SUBPART B – ADMINISTRATIVE REQUIREMENTS

1. DBE Program Updates (26.21). The Sponsor will receive grant(s) for airport planning or development totaling \$250,000 in a Federal fiscal year. We will continue to carry this DBE Program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program approval.

The Sponsor is not eligible to receive DOT financial assistance unless DOT has approved our DBE Program and we are in compliance with it and this part. We will continue to carry out our program until all funds from DOT financial assistance have been expended.

2. Policy Statement (26.23). The policy statement is elaborated on the first page of this program.

3. DBE Liaison Officer (DBELO) (26.25). We have designated the following individual as our DBE Liaison Officer:

Name: Pat Dennison, Airport Manager
Address: P.O. Box 86
City: Crete, Nebraska 68333
Telephone: (402) 826-4402
Email: createaviation@gmail.com

In that capacity, the DBE Liaison Officer (DBELO) is responsible for implementing all aspects of the DBE program and ensuring that the Sponsor complies with all provisions of 49 CFR Part 26. The Liaison Officer is the Airport Manager and has direct, independent access to the airport's governing board concerning DBE program matters. The Sponsor does not have a dedicated civil rights department. The Sponsor uses the Nebraska Department of Transportation civil rights staff for guidance on matters concerning the DBE program. An organization chart displaying the DBELO's position in the organization is found in Appendix A to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. Duties and responsibilities include the following:

- a) Gathers and reports statistical data and other information as required by DOT.
- b) Works with others to set overall annual goals.

- c) Ensures that bid notices and requests for proposals are available to DBE's in a timely manner.
- d) Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
- e) Analyzes the Sponsor's progress toward goal attainment and identifies ways to improve progress.
- f) Participates in pre-bid meetings.
- g) Determine contractor compliance with good faith efforts.
- h) Advises the governing body on DBE matters and achievement.
- i) Plans and participates in DBE training seminars.
- j) Participates with the legal counsel and project director to determine contractor compliance with good faith efforts.
- k) Acts or will act as liaison to the Uniform Certification Process in Nebraska.
- l) Maintains the Sponsor's updated directory on certified DBEs as published by the Nebraska Department of Transportation.

4. DBE Financial Institutions (26.27). It is the policy of the Sponsor to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions.

There are four (4) banks in Crete City: City Bank & Trust Co., Great Western Bank, Pinnacle Bank, and Union Bank and Trust Company. Each of these banks was contacted and none are owned and controlled by socially and economically disadvantaged individuals. In addition, three statewide organizations were contacted and asked to identify institutions owned and controlled by socially and economically disadvantaged individuals in Nebraska: the Nebraska Department of Banking & Finance, the Nebraska Bankers Association, and the Nebraska Department of Transportation Minority Business Coordinator. Again, no such institutions were identified. The Sponsor will continue to search for institutions of this type within their geographical area. Information on the availability of such institutions will be available from the DBE Liaison Officer.

According to Part 26.27, the Sponsor is required to "thoroughly investigate ... financial institutions ... in your community." Crete City is a city with a population of less than 8,000. It is located in a rural area with no suburbs. The Crete City constitutes the Sponsor's community. The Sponsor has investigated all financial institutions within their community and thus met the requirements of Part 26.27.

The Sponsor's community under 26.27 and the Sponsor's market area under 26.45 are not the same areas. Due to the area's low population density, contractors typically travel hundreds of miles to participate on DOT-assisted contracts. Therefore, the Sponsor's market area that was used to establish their overall DBE goal is discussed in Appendix B. It would be impractical, infeasible and unreasonable for the Sponsor to use a financial institution outside of their community.

5. Required Contract Clauses (26.13b, 26.29)

Prompt Payment: We will include the following clauses in each DOT-assisted prime contract:

- (a) The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance no later than 30 days from receipt of payment from the Sponsor. The prime contractor agrees further to return retainage payments to each subcontractor within

30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Sponsor. This clause applies to both DBE and non-DBE subcontractors.

(b) In the event of noncompliance with this provision, the Sponsor may impose appropriate penalties in accordance with terms and conditions of this contract.

(c) The prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractor has paid for work performed by such subcontractors in accordance with this provision and contract terms.

6. Directory (26.31). The Sponsor maintains a directory prepared and furnished by the Nebraska Department of Transportation (NDOT) identifying all firms eligible to participate as DBEs. The NDOT directory is prepared using the standards and procedures conforming to 49 CFR Part 26. The directory is available from the Minority Business Coordinator, Nebraska Department of Transportation, P.O. Box 94759, Lincoln, NE 68509-4759. It is available on the Internet at:

<https://dot.nebraska.gov/media/6723/list-of-dbes-certified-in-nebraska-listed-by-work-types.pdf>

The directory lists firms that have passed NDOT's certification process. The listing includes the firm's name, address, phone number and the type of work the firm has been certified to perform as a DBE. NDOT updates the directory at least quarterly.

7. Overconcentration and Business Development Programs (26.33) (26.35). The sponsor has not identified overconcentration of DBEs in any field of work and has not implemented a Business Development Program.

8. Business Development Programs (26.35). We have not established a business development program.

9. Monitoring and Enforcement Mechanisms (26.37). We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109. We also will consider similar action under our own legal authorities, including responsibility determinations in future contracts.

The Sponsor will provide a monitoring and enforcement mechanism to verify that the work committed to DBE's at the contract award is performed by the DBE's. This will be accomplished by the Sponsor entering into an agreement for construction observation services, which will include reviewing compliance with Labor and Civil Rights provisions in accordance with FAA AIP Sponsor Guide No. 1070 and keeping a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

In the event of non-compliance with the DBE regulation by a participant in our procurement activities, the Sponsor has available several remedies to enforce the DBE requirements contained in its contract, including, but not limited to, the following:

- Breach of contract action, pursuant to the terms of the contract.

- Breach of contract action, pursuant to Nebraska Statute
 - 3-707 joint airport authority
 - 3-116, 3-120, 3-125 NDA
- Other sections of Nebraska Statutes that may be applicable and could be used to enforce DBE requirements include unemployment compensation fund contributors and interest due under the provisions of Nebraska Statute 48-601 to 48-669 on wages paid to individuals employed. Conditions regarding fair employment practices as contained in Nebraska Statutes 48-1101 through 48-225 and to comply with minimum wage scale and nondiscrimination as defined in Nebraska Statutes 48-1201 through 48-1277.

In addition the federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE program, including, but not limited to, the following:

- Suspension or debarment proceedings pursuant to 49 CFR Part 26.
- Enforcement action pursuant to 49 CFR Part 31.
- Prosecution pursuant to 18 USC 1001.

END - SUBPART B

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

1. Quotas (26.43). We do not use quotas in any way in the administration of this DBE program.

2. Overall Goals (26.45)

The Sponsor's methodology to calculate the overall goal and goal calculations are attached as Appendix B and described below. This section of the program will be updated annually for each year that DOT-assisted contracts are let.

Method: The following is a summary of the method we used to calculate this goal:

We consulted with the Nebraska Department of Transportation Aeronautics Division to establish the geographical area from which we could reasonably expect ready, willing and able prime contractors and subcontractors to be obtained. After identifying the geographical area, we search the US Census Bureau's data base to obtain the total number of businesses that correspond to the NAICS code related to the prime scope of work for the project. We review the Nebraska Department of Transportation (NDOT) data base to identify the number of certified DBE's in the geographical area with work codes similar to the NAICS codes.

"**Step 1**" of the process (Section 26.45(c)) is base figure determination. The base figure was determined by dividing the number of DBE firms on this list by the total number of firms. See Appendix B, Step 1: Goal Setting Process for details.

"**Step 2**" of the process (Section 26.45(d)) allows for adjustments to the base figure. We have been unable to find evidence of past discrimination and have not identified any barriers in our local market area research. In addition, the Nebraska Department of Transportation (NDOT) is not aware of past discrimination and has not identified any barriers in our local market area research to adjust their base figure for over utilization or under utilization to warrant adjustments to their base figure. Therefore, we have not adjusted our base figure due to discrimination.

In addition, our past history of DBE participation (See Appendix B) will be considered and may be used to adjust the base figure if applicable. Information on our history will be updated for each year that DOT-assisted contracts are let.

Process: Before establishing the overall goal each year, the Sponsor will consult with the Nebraska Department of Transportation to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Sponsor's efforts to establish a level playing field for the participation of DBEs. The Sponsor may also consult with United Minority Contractors Association of Nebraska and the Urban League of Nebraska to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Sponsor's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, Nebraska Department of Transportation Division of Aeronautics, as agent for the Sponsor, will post the airport DBE program and its overall goal on the NDOT website and mail letters to following agencies and organizations, indicating that the Sponsor is interested in obtaining relevant information regarding goal setting and goal methodology. The link to the airport's program and its overall goal online and the list of agencies and organizations selected are available in Appendix B, under Public Participation. Each letter contained an explicit invitation to meet with the NDOT Division of Aeronautics face-to-face or via conference call (i.e., a "scheduled, direct, interactive exchange") to discuss any questions or comments on DBE participation goal-setting.

Besides that, we will publish a notice of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at our principal office for 30 days following the date of the notice. The notice will also inform the public that the Sponsor and U.S. DOT will accept comments on the goals for 30 days from the date of the notice. The notice will be published in the legal newspaper that is used for legal notices and notifications to contractors. The notice will include addresses to which comments may be sent and addresses (including offices and websites, if applicable) where the proposal may be reviewed.

Our overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses.

The Sponsor will establish its overall goal based on one or more projects. Our overall goal will be submitted to FAA at least 30 days prior to the first solicitation for a DOT-assisted contract for a project that contains a goal, including professional services, construction, or other contracts. Unless we have received other instructions from DOT, we will establish a goal on a project basis and begin using our overall goal by the time of the first solicitation for a contract that contains a goal.

3. Failure To Meet Overall Goals (26.47)

The Sponsor will maintain an approved DBE Program and overall DBE goal. In addition, the Sponsor will maintain the DBE Program in good faith to be considered to be in compliance with this part.

If the awards and commitments shown on our Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year,

we will do the following in order to be regarded by the Department as implementing your DBE Program in good faith:

1. Analyze in detail the reasons for the difference between the overall goal and our awards and commitments in that fiscal year;
2. Establish specific steps and milestones to correct the problems we have identified in our analysis and to enable us to meet fully our goal for the new fiscal year;
3. The Sponsor will prepare, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraph (1) and (2) of this section. We will retain copy of analysis and corrective actions in records for a minimum of three years, and will make it available to FAA upon request.

4. Vehicle Manufacturers or Specialized Equipment Goals (26.49)

The Sponsor will establish project-specific goals for DBE participation in the procurement of vehicles and specialized airport equipment. The project-specific goal will be submitted to the Federal Aviation Administration for approval prior to procurement.

5. Breakout of Estimated Race-Neutral and Race-Conscious Participation (26.51 a-c)

The Sponsor's breakout of Race-Neutral and Race-Conscious participation and details on the calculation are attached in Appendix B. The breakout participation will be updated annually for each year that DOT-assisted contracts are let.

The Sponsor will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. The Sponsor uses the following race-neutral means to increase DBE participation:

1. Arranging solicitations in ways that facilitate DBE, and other small business, participation.
2. Ensuring that DBEs are notified on DOT-assisted contract lettings. This is accomplished through a mailing prepared by the Nebraska Department of Transportation Aeronautics Division.
3. Ensuring distribution of the DBE directory to potential prime contractors.

The historical data included in Appendix B summarizes the race-neutral and race-conscious DBE participation. The historical data will continually be evaluated and used to provide base line data for DOT-assisted contracts.

We will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation (see 26.51(f)) and we will track and report race-neutral and race-conscious participation separately. For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal; DBE participation on a prime contract exceeding a contract goal; and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

6. Contract Goals (26.51) The Sponsor will use contract goals to meet any portion of the overall goal that the Sponsor does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will

cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

We will express our contract goals as a percentage of the Federal share of a DOT-assisted contract.

7. Good Faith Efforts (26.53)

Demonstration of good faith efforts (26.53a & c)

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to 49 CFR Part 26.

The DBE Liaison Officer (identified on page 3) is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive.

We will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53b)

The Sponsor treats bidder/offerors' compliance with good faith efforts requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information within five (5) days of the bid opening:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participation;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment; and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration

Within three days of being informed by the Sponsor that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to Wendy Elston, Airport Attorney, at P.O. Box 86, Crete, Nebraska 68333. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not make document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53f)

We will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison Officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

We will provide such written consent only if we agree, for reasons stated in our concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the following circumstances:

1. The listed DBE subcontractor fails or refuses to execute a written contract;
2. The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided however, that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
3. The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, non-discriminatory bond requirements.
4. The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
5. The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law;
6. We have determined that the listed DBE subcontractor is not a responsible contractor;
7. The listed DBE subcontractor voluntarily withdraws from the project and provides to us written notice of its withdrawal;
8. The listed DBE is ineligible to receive DBE credit for the type of work required;
9. A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;
10. Other documented good cause that we have determined compels the termination of the DBE subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.

Before transmitting to us its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to us, of its intent to request to terminate and/or substitute, and the reason for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise us and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why we should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), we may provide a response period shorter than five days.

In addition to post-award terminations, the provisions of this section apply to pre-award deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the Sponsor to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offers, including those who qualify as a DBE. A DBE contract goal is established for this contract and is included in the bid documents. The bidders/offers shall make good faith efforts, as defined in Appendix A of 49 CFR Part 26, to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offer will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participate; (4) written documentation of the bidder/offer's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) written confirmation from the DBE that it will participate in the contract as provided in the commitment made under (4); and (6) if the contract goal is not met, evidence of good faith efforts will be requested.

8. Counting DBE Participation (26.55). We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55. We will not count the participation of a DBE subcontract toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

END - SUBPART C

SUBPART D – CERTIFICATION STANDARDS

1. Certification Process With Unified Certification Program. (26.61 - 26.91) A Nebraska Unified Certification Program (NUCP) agreement has been approved by the U.S. Department of Transportation. The NUCP consists of other recipients of DOT financial assistance including the Federal Highway Administration (FHWA), Federal Aviation Administration (FAA) and the Federal

Transit Authority (FTA). The Nebraska Department of Transportation Aeronautics Division is the Sponsor's representative on the NUCP.

Process

For information about the NUCP certification process or to apply for certification, firms should contact:

Minority Business Coordinator, Nebraska Department of Transportation
P.O. Box 94759, Lincoln, NE 68509-4759.

Our certification application forms and documentation requirements are found in Attachment D to this program

END - SUBPART D

SUBPART E – CERTIFICATION PROCEDURES

1. Unified Certification Programs. (26.81). The sponsor accepts the certification procedures adopted by the NUCP for DBE contractors. The NUCP uses the certification standards of Subpart D of Part 26 and the certification procedures of Subpart E of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. If a contractor is certified on NUCP's current list, that contractor will be acceptable to the sponsor.

2. Procedures for Certification Decisions. (26.83).

Recertifications

The NUCP is responsible for all recertifications. The NUCP reviews the eligibility of DBE's to make sure that they will meet the standards of Subpart E of Part 26. The NUCP completes this review no later than three years from the most recent certification date of each firm.

For firms that have been certified or reviewed and found eligible under Part 26, the NUCP will review their eligibility at least every ten years. The components of these reviews will be determined on a case-by-case basis.

"No Change" Affidavits and Notices of Change

The NUCP requires all DBEs to inform them with a sworn and notarized affidavit affirming that there have been no changes in the firm's circumstances affecting its ability to meet size, disadvantaged status, ownership or control eligibility requirements of 49 CFR Part 26 or of any material changes in the information provided with the DBE's application for certification, except for changes of which the firm has already informed the Office. The disadvantaged owners of the DBE firms are also required to provide a Personal Financial Statement and copies of their most recent personal and company Federal Income Tax Returns.

3. Denials of Initial Requests for Certification (26.85).

The NDOT decisions to deny a firm DBE certification are administratively final on the day of the decision. There are no provisions for appeal of a decision to deny DBE certification to NDOT. A firm denied DBE certification by NDOT may make a formal appeal of the decision to DOT.

4. Removal of DBE's Eligibility (26.87).

In the event it is proposed to remove a DBE's certification, an investigation or audit by NDOT DBE Office will be conducted. If the results reveal undisclosed or erroneous information which affects a firm's DBE eligibility status, the firm will be notified in writing by certified mail. The notice will

cite the undisclosed or erroneous information, and the firm will be given 15 days from the date of the notice to respond in writing. The response must contain information sufficient to permit an evaluation of eligibility.

The DBE Office will investigate and evaluate all available information. If the firm's eligibility status remains in question; the Office will present their recommendation to an appointed Committee. The Committee will then evaluate the available information and make a determination.

If the determination is that the firm should be decertified, the DBE Office will send the firm and Intent to Decertify Letter within five (5) days of the determination stating the reasons(s) for the determination.

After a firm is notified of the Intent to Decertify, the firm has the opportunity to request an informal hearing. A request for a hearing must be made within 15 days of the date of the intent to Decertify Letter. If no timely request for a hearing is made, the DBE firm's certification will be revoked the day the decision is administratively final on the 16th day after the letter.

5. Certification Appeals (26.89).

Any firm or complainant may appeal a decision in a certification matter to DOT. Such appeals may be sent to:

US Department of Transportation
Departmental Office of Civil Rights
External Civil Rights Program Division (S-33)
1200 New Jersey Ave., S.E.
Washington, DC 20590
Phone: 202-366-4754
FAX: 202-366-5575

A firm will remain eligible as a DBE during the pendency of the proceedings to remove its eligibility and until the date of the issuance of the notice.

We will promptly implement any DOT certification appeal decisions affecting the eligibility of the DBEs.

END - SUBPART E

SUBPART F – COMPLIANCE AND ENFORCEMENT

1. Information, Compliance, Cooperation (26.109).

We will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. Notwithstanding any provision of Federal or state law, we will not release any information that may reasonably be construed as confidential business information to any third party without the written consent of the firm that submitted the information. This includes applications for DBE certification and supporting information. However, we will must transmit this information to DOT in any certification appeal proceeding under § 26.89 of this part or to any other state to which the individual's firm has applied for certification under § 26.85 of this part.

Monitoring Payments to DBEs

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the Sponsor or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will keep a tally of actual payments to DBE firms for work committed to them at the time of contract award. We will require prime contractors to submit information on actual payments made to DBE subcontractors. We will require DBE subcontractors to certify that they have received these payments. If there is a discrepancy in the prime and subcontractor reports, we will perform audits of contract payments to DBEs. The purpose of the audits will be to review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participations.

END - SUBPART F

SUBPART G – FOSTERING SMALL BUSINESS PARTICIPATION

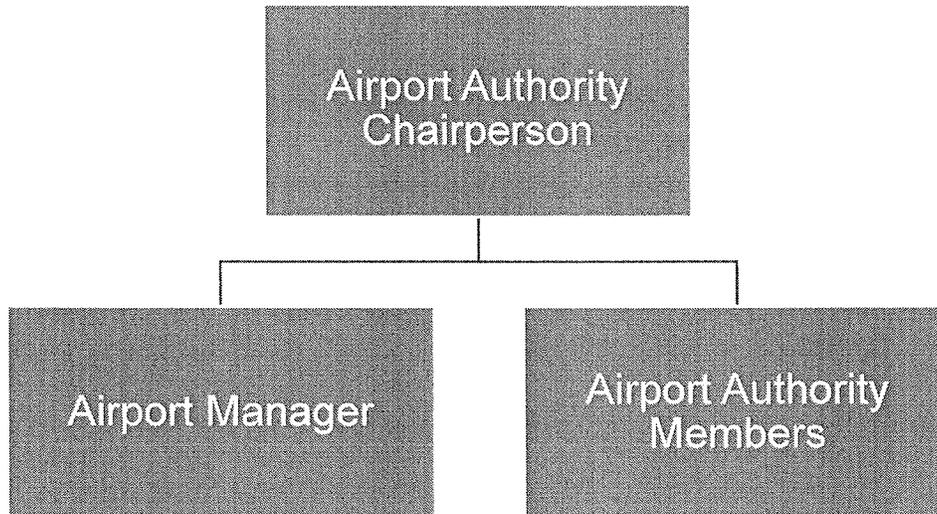
See Appendix C

END - SUBPART G

ATTACHMENTS

Appendix A	Organizational Chart
Appendix B	DBE Goal Methodology
Appendix C	Fostering Small Business
Appendix D	Regulations, State Directory, Certification Application & Unified Certification Program
Appendix E	Bidder's List Collection Form
Appendix F	DBE Monitoring and Enforcement Mechanisms
Appendix G	Demonstration of Good Faith Efforts
Appendix H	49 CFR Part 26, Appendix A

Appendix A Organizational Chart



Pat Dennison, Airport Manager, is the designated Liaison Officer. Thus, Ms. Dennison, has frequent contact with the Airport Authority Members, and direct, independent access to the Airport Authority Chairperson.

Appendix B DBE Goal Methodology For FY 2019, 2020, 2021

Airport: Crete Municipal Airport, Crete, Nebraska
Sponsor: Crete Airport Authority

Goal Period: Fiscal Years 2019, 2020, 2021; October 1, 2018 through September 30, 2021

Anticipated DOT-Assisted Contracts:

	Contract Amount	Project Name	Type of Work
FY2019:	\$0	No Project	N/A
Subtotal FY2019	\$0		
FY2020:	\$0	No Project	N/A
Subtotal FY2020	\$0		
FY2021:	\$165,000	Fuel System	Engineering / Electrical
FY2021:	\$660,000	Fuel System	Construction / Electrical
Subtotal FY2021	\$825,000		
TOTAL	\$825,000		

The Sponsor's overall 3-year DBE goal is: 2.29%

On DOT assisted contracts, the goal is to expend 2.29% of the Federal financial assistance on DBE's. It is anticipated that our overall DBE goal will be achieved through 0% race-neutral participation and 2.29% being achieved through race-conscious participation.

Total amount to be expended on DBE's: \$18,876

The following is a summary of our DBE expenditures for each fiscal year by contract:

Fiscal Year	Contract Type	Contract Amount	DBE Amount	Total DBE Participation	Race Neutral	Race Conscious
2019	No Contracts	\$0	\$0	0%	0%	0%
2020	No Contracts	\$0	\$0	0%	0%	0%
2021	Consulting/Engineering Services – Fuel System	\$165,000	\$0	0%	0%	0%
2021	Construction – Fuel System	\$660,000	\$18,876	2.86%	0%	2.86%
FY2019, 2020 & 2021 TOTALS		\$825,000	\$18,876	2.29%	0%	2.29%

Step 1: Goal Setting Process (26.45 c)

The goal was calculated using the method described in our DBE program. We selected the following geographical areas (counties) that will be used to seek contractors for the projects during the various years. The specific geographical areas were selected based on information from Nebraska Department of Transportation Aeronautics Division. Specifically, we selected those contractors within the following Counties for the projects for the various years:

FY2019	FY2020	FY2021
No Projects (i.e., No contractors needed)	No Projects (i.e., No contractors needed)	Garfield, Valley, Sherman, Buffalo, Kearney, Franklin, Wheeler, Greeley, Howard, Hall, Adams, Webster, Antelope, Boone, Nance, Merrick, Hamilton, Clay, Nuckolls, Madison, Platte, Polk, York, Fillmore, Thayer, Stanton, Colfax, Butler, Seward, Saline, Jefferson, Cuming, Dodge, Saunders, Lancaster, Gage, Burt, Washington, Douglas, Sarpy, Cass, Otoe, Johnson, Nemaha, Pawnee, Richardson

In addition to construction contracts, we anticipate contracts for consulting/engineering services. In establishing DBE participation by DBE consulting/engineering firms, we were unable to locate certified DBE's that provide consulting/engineering services. Based on our past experience and information from the Nebraska Department of Transportation Aeronautics Division, we anticipate 4 to 6 consulting/engineering firms submitting qualification packets for providing services at our airport. It should be noted that our engineering selection will be a qualification based selection and we do not anticipate DBE consulting/engineering firms submitting qualifications during the selection process. Therefore, during this 3-year period, we anticipate no DBE participation on consulting/engineering services contracts. We will continually review/evaluate DBE participation by consulting/engineering firms and update as necessary.

FY2019

We are anticipating no projects or federal grants during FY2019; therefore, our DBE participation is zero (0).

FY2019 No Projects

(0 DBE Firms/ 0 total firms) = 0% DBE Participation
0% x \$0 Contract Amount = \$0 DBE Participation

FY2019 Overall DBE Goal

\$0 Total DBE Participation / \$0 Total Contract Amount = 0% DBE Participation for FY2019

FY2020

We are anticipating no projects or federal grants during FY2020; therefore, our DBE participation is zero (0).

FY2020 No Projects

(0 DBE Firms/ 0 total firms) = 0% DBE Participation
0% x \$0 Contract Amount = \$0 DBE Participation

FY2020 Overall DBE Goal

\$0 Total DBE Participation / \$0 Total Contract Amount = 0% DBE Participation for FY2020

FY2021

We anticipate one contract for fuel system installation consulting/engineering services in the total amount of \$165,000 and we anticipate no DBE participation on consulting/engineering services contracts, as previously discussed. The DBE participation for consulting/engineering service contracts is calculated as follows:

FY2021 Engineering Services – Fuel System Installation Contract Goal

(0 DBE Firms/ 6 total firms) = 0% DBE Participation for Consulting/Engineering Services
0% x \$165,000 Contract Amount = \$0 DBE Participation for Consulting/Engineering Services

We anticipate a prime contract for the major work item that involves fuel system installation. We identified 543 firms in our selected geographical area from the US Census Bureau that included NACIS code 238210-Electrical Contractors and Other Wiring Installation Contractors. In addition, we identified 5 certified DBE's in our selected geographical area with NDOT categories D12-Traffic Control, D8B-Electrical, and D16-Supplier/Manufacturer. The DBE participation for this contract is calculated as follows:

FY2021 Fuel System Installation Construction Contract Goal

(5 DBE Firms/ 543 total firms) = 0.92% DBE Participation for Construction Contract
0.92% x \$660,000 Contract Amount = \$6,072 DBE Participation for Construction Contract

Based on the above discussions, our overall FY2021 DBE goal is as follows:

FY2021 Overall DBE Goal

\$6,072 Total DBE Participation / \$825,000 Total Contract Amount = 0.74% DBE Participation for FY2021

Summary of FY2019, 2020 and 2021 DBE Participation

The following is a summary of our anticipated work with DBE participation by fiscal year:

Fiscal Year	Contract type	Contract Amount	DBE Amount
2019	No Contracts	\$0	\$0
2020	No Contracts	\$0	\$0
2021	Consulting/Engineering Services – Fuel System	\$165,000	\$0
2021	Construction – Fuel System	\$660,000	\$6,072
TOTALS		\$825,000	\$6,072

The calculation for our 3-year base figure is as follows:

$$(\$6,072 \text{ Total DBE Contact Amount}) / (\$825,000 \text{ Total Contract Amount}) = 0.74\%$$

Step 2: Adjustments to Base Figure (26.45(d))

Our historical data is summarized as follows:

FY	AIP Project	Description of Work	CONTRACT GOAL		CONTRACT ACHIEVE		GOAL		ACHEIVE Over/Under Achievement
			Race Neutral	Race Conc.	Race Neutral	Race Conc.	Overall Goal	Overall Achieve	
86	01	Rwy Lights	0%	0%	0%	0%	0%	0%	0%
90	02	Grading Rwy & Twy	0%	10%	*	*	10%	*	*
96	03	Paving Apron & Twy	0%	10%	1.9%	10%	10%	11.9%	+1.9%
03	04	Airport Layout Plan Update	**	**	0%	0%	**	0%	0%
05	05	Snow Removal Equipment Building	**	**	0%	0%	**	0%	0%
06	06	Land for 35-ft. BRL	0%	0%	0%	0%	0%	0%	0%
08	07	Twy, Tree Removal	0%	6.6%	0.1%	6.6%	5.6%	5.6%	0%
09	08/09	Electrical-MIRL, MITL, REIL, PAPI	0%	6.0%	2.5%	8.5%	5.2%	6.8%	+1.2%
13	10	Pavement Maintenance	0.6%	5.0%	0%	4.62%	5.6%	4.62%	-0.98%
13	11	Snow Removal Equipment	0%	0%	0%	0%	0%	0%	0%
DBE Summary for FY16-17-18 three year plan							2.98%	1.81%	-1.17%
The following is summary by FY									
16	-	No Project	-	-	-	-	-	-	-
17	12	Hangar Construction	0%	2.98%	0%	1.81%	2.98%	1.81%	-1.17%
18	-	No Project	-	-	-	-	-	-	-

* Indicates no DBE records available

** Indicates goal not required due to project less than \$250,000

Based on our history over the past 10 years (FY2008 through FY2018), our overall DBE achievements have ranged from 0% to 6.8% with our median DBE achievement percentage being 4.62%. Using our previous 10 year median DBE achievement percentage of 4.62%, we added 4.62% (median) to our previously determined base figure (0.74%) and divided by 2 to obtain an average of 2.68%, which is a 1.94% increase of our previously determined base figure (i.e., 0.74%) Therefore, we intend adjust all our previously determined contract goals with a 1.94% increase.

FY2019 Contract Goals With Historical Data Adjustment

Based on the above discussions (i.e., Goal Setting Process and Historical Adjustment), we will not apply the historical data adjustment to FY2019 because we do not anticipate having any contracts during this fiscal year.

FY2020 Contract Goals With Historical Data Adjustment

Based on the above discussions (i.e., Goal Setting Process and Historical Adjustment), we will not apply the historical data adjustment to FY2020 because we do not anticipate having any contracts during this fiscal year.

FY2021 Contract Goals With Historical Data Adjustment

Based on the above discussions, our overall adjusted FY2021 DBE goal is as follows:

**FY2021 Consulting/Engineering Services – Fuel System Installation Contract Goal
 With Historical Data Adjustment**

Original DBE Participation for Engineering Services = 0%
 DBE Participation for Engineering Services With Historical Data Adjustment= 0%
 $0\% \times \$165,000 \text{ Contract Amount} = \$0 \text{ DBE Participation for Engineering Services}$

**FY2021 Fuel System Installation Construction Contract Goal
 With Historical Data Adjustment**

Original DBE Participation for Construction Contract = 0.92%
 DBE Participation for Construction Contract With Historical Data Adjustment= 2.86%
 $2.86\% \times \$660,000 \text{ Contract Amount} = \$18,876 \text{ DBE Participation for Construction Contract}$

**FY2021 Overall DBE Goal
 With Historical Data Adjustment**

$\$18,876 \text{ Total DBE Participation} / \$660,000 \text{ Total Contract Amount} = 2.29\% \text{ DBE Participation for FY2021}$

Summary of FY2019, 2020 and 2021 DBE Participation With Historical Adjustment

The following is a summary of our anticipated work with DBE participation, which includes historical adjustments, by fiscal year:

Fiscal Year	Contract type	Contract Amount	DBE Amount
2019	No Contracts	\$0	\$0
2020	No Contracts	\$0	\$0
2021	Consulting/Engineering Services – Fuel System	\$165,000	\$0
2021	Construction – Fuel System	\$660,000	\$18,876
TOTALS		\$825,000	\$18,876

The calculation for our 3-year base figure is as follows:

$(\$18,876 \text{ Total DBE Contact Amount}) / (\$825,000 \text{ Total Contract Amount}) = 2.29\%$

Step 3: Breakout of Estimated Race-Neutral and Race-Conscious Participation (26.51 a-c)

We estimate that, in meeting our overall goal of 2.29% (Base Figure with Historical Data Adjustment), we will obtain 0% from race-neutral participation and 2.29% from race-conscious measures. The race-neutral and race-conscious participation is based on the historical data that indicates our accomplishments have not exceeded our goal by a median difference of 0%. This median difference (0%) is evidence of under running race neutral participation; therefore, to account for the lack of race neutral participation, we will use 2.29% as our race conscious participation and 0% race neutral participation in meeting our overall goal of 2.29%.

PUBLIC PARTICIPATION

Consultation:

In establishing the overall goal, Nebraska Department of Transportation Division of Aeronautics, as agent for the Sponsor, and The Sponsor will provide consultation/outreach services and publication. The consultation/outreach services included posting the airport's DBE program and its overall goal on the NDOT website at:

<https://dot.nebraska.gov/business-center/civil-rights/airport-dbe/>

Besides that, Nebraska Department of Transportation Division of Aeronautics would mail letters to following agencies and organizations indicating that the Sponsor is interested in obtaining relevant information regarding goal setting and goal methodology. These organizations include minority, women's, and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the Sponsor efforts to establish a level playing field for the participation of DBEs.

South Omaha Business Association
Associated General Contractors of America, Nebraska Chapter
Nebraska Center for Rural Affairs
Nebraska Hispanic Chamber of Commerce
Greater Omaha Economic Development Partnership
Nebraska Business Development Center
Nebraska Concrete Paving Association
City of Omaha – Department of Human Rights and Relations
City of Lincoln – Commission on Human Rights
Urban League of Nebraska
Metro Omaha Women's Business Center
Omaha Opportunities Industrialization Center

These agencies and organizations were selected because of the likelihood that they could provide information concerning the availability of disadvantaged and non-disadvantaged businesses; the effects of discrimination on opportunities for DBEs; and efforts to establish a level playing field for the participation of DBEs. Each letter contained an explicit invitation to meet with the NDOT Division of Aeronautics face-to-face or via conference call (i.e., a "scheduled, direct, interactive exchange") to discuss any questions or comments on DBE participation goal-setting.

If the proposed goal changes following review by FAA Civil Rights, the revised goal will be updated and a revised Public Notice will be issued.

Notwithstanding paragraph (f)(4) of §26.45, Sponsor's proposed goals will not be implemented until this requirement has been met.

PUBLIC NOTICE

Below is the public notice which the Crete Airport Authority will publish in the local newspapers and will be posted on the Nebraska Department of Transportation (NDOT) webpage:

Public Notice DBE Program

The Crete Airport Authority hereby announces its proposed Disadvantaged Business Enterprise (DBE) participation goal of 2.29% for Federal Aviation Administration (FAA) funded contracts/agreements. The proposed goal pertains to federal fiscal years 2019 through 2021.

The DBE goal and methodology is available for inspection until 30 days following the date of the notice. These items may be seen at the Crete Municipal Airport Office, 2429 Co Rd F, Crete, Nebraska 68333, during regular office hours.

A meeting could be arranged with the Nebraska Department of Transportation Division of Aeronautics (NDOT) office for the purpose of obtaining information relevant to the goal-setting process through the phone number (402-471-2371). Comments will be accepted until 30 days following the date of the notice and can be sent to the followings:

Crete Airport Authority,
P.O. Box 86,
Crete, Nebraska 68333.

OR

**Compliance Specialist,
Disadvantaged Business Enterprise Program,
FAA Office of Civil Rights,
777 S. Aviation Blvd, Suite #150,
El Segundo, CA 90245.**

Appendix C

Fostering Small Business Participation

A. Objective (49 CFR Part 26.39)

Recognizing that the DBE Program goals are met through a mixture of race conscious and race neutral methods and, that by definition, DBE firms are small businesses; the Airport Sponsor seeks to implement a small business element into its current DBE policy. The Airport Sponsor is including this element to facilitate competition by and expand opportunities for small businesses. The Sponsor is committed to taking all reasonable steps to eliminate obstacles to small businesses that may preclude their participation in procurements as prime contractors or subcontractors. If necessary, the Sponsor will meet its objectives using a combination of the following methods and strategies:

1. **Set asides:** Where feasible, the Sponsor will establish a percentage of the total value of all prime contract and subcontract awards to be set aside for participation by small businesses on FAA-assisted contracts. A "set-aside" is the reserving of a contract or a portion of a contract exclusively for participation by small businesses. This requires that the Sponsor and its prime contractors/consultants set aside a portion of the value of each contract for participation by small businesses. A small business set-aside is open to all small businesses regardless of the owner's gender, race or geographic location. The project manager and DBELO will review FAA-assisted purchases and contracts to assess the small business opportunities, giving consideration to the size and scope of each purchase or contract to establish the set aside percentage. This set aside is in addition to the DBE contract goals which may be required pursuant to applicable law or policy. In the event that a set-aside is not established on an FAA-assisted contract, the project manager and small business officer will document why a small business set-aside is inappropriate.
2. **Unbundling:** The Sponsor, where feasible, may "unbundle" projects or separate large contracts into smaller contracts which may be more suitable for small business participation. The Sponsor will conduct contract reviews on each FAA-assisted contract to determine whether portions of the project could be "unbundled" or bid separately. Similarly, the Sponsor will encourage its prime contractors or prime consultants to unbundle contracts to facilitate participation by small businesses.

However, based on data from the Nebraska Department of Transportation (NDOT), current procedures utilized to structure contracting requirements not only facilitate competition by small business concerns, but have enabled small business concerns to be very successful in securing work both as prime contractors and subcontractors. Because of the high level of success small businesses have had in competing for and performing prime contracts, the sponsor does not feel it is necessary at this time to alter or restructure its contracting requirements in order to foster small business participation.

It has been determined that contractors (primes and sub) doing airport projects in Nebraska are included in NDOT contractor lists. The Nebraska Department of Transportation Aeronautics Division and airport sponsors will continue to monitor DBE and small business participation.

The sponsor, NDOT will continue to ensure that prime contracts are available for small businesses. The assessment will be conducted by personnel from the NDOT. If an assessment shows that the level of participation by small businesses has decreased significantly, the sponsor and NDOT will promptly take all reasonable steps to increase the level of participation.

NDOT currently requires all firms (prime and subcontractors) that participate on NDOT projects to provide average annual gross receipts information. The NDOT requires firms to indicate if their average annual gross receipts exceed \$22.41 million to better verify that only eligible firms are identified as small businesses.

The sponsor will continue to actively conduct outreach with organizations in accordance with procedures of the DBE program.

B. Definitions

1. Small Business:
A small business is a business that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period. Small businesses must meet the definitions specified in Section 3 of the Small Business Act and the Small Business Administration regulations implementing it (13 CFR Part 121).

C. Implementation Schedule

The Sponsor will implement this small business element on January 1, 2013

D. Assurances

The Sponsor makes the following assurances:

1. The DBE Program, including its small business element is not prohibited by state law;
2. Certified DBEs that meet the size criteria established under the DBE Program are presumptively eligible to participate in the small business element of the DBE Program;
3. There are no geographic or local preferences or limitations imposed on FAA-assisted contracts and the DBE Program is open to small businesses regardless of their location;
4. There are no limits on the number of contracts awarded to firms participating in the DBE Program, and;
5. Outreach to those minority and women owned firms participating in the small business element of the DBE Program that are eligible for DBE certification to become certified.

Appendix D

Regulations: 49 CFR Part 26,

The DOT published 49 CFR Part 26 is available at the following website.
<http://www.gpo.gov/fdsys/pkg/CFR-2012-title49-vol1/pdf/CFR-2012-title49-vol1-part26>

State of Nebraska DBE Directory,

A directory of Nebraska DBE's is available at the following website.
<http://www.transportation.nebraska.gov.letting.dbeinfo>

State of Nebraska DBE Certification Application

The DBE Certification Application is available at the following website.
<http://www.transportation.nebraska.gov.letting.dbeinfo>

State of Nebraska DBE Unified Certification Program

The DBE Unified Certification Program is available at the following website.
<http://www.transportation.nebraska.gov.letting.dbeinfo>

Appendix E Bidder's List Collection Form

The following form is to be completed with the executed contract.

LIST OF SUBCONTRACTORS (To Be Completed With Execution of Contract)

AIP Project: _____

Airport: _____

Location: _____

The Airport Sponsor is required to submit subcontract information about DBE and non-DBE subcontractors who perform work on their federally-assisted contracts. Therefore the Airport Sponsor requires that the prime contractor submit the following information related to this project. The DBE rules described in the Information to Bidders and Special Provisions must be followed in regards to the firms listed on the DBE Participation Statement.

PROPOSED SUBCONTRACTORS

SUBCONTRACTOR	WORK TO BE PERFORMED	APPROXIMATE DOLLAR VALUE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

SIGNED _____

COMPANY _____

BY _____
 (Printed name)

DATE _____

Appendix F

DBE Monitoring and Enforcement Mechanisms

The Sponsor has the following remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

- Breach of contract action, pursuant to the terms of the contract.
- Breach of contract action, pursuant to Nebraska Statute
 - 3-707 joint airport authority
 - 3-116, 3-120, 3-125 NDA
- Other sections of Nebraska Statutes that may be applicable and could be used to enforce DBE requirements include unemployment compensation fund contributors and interest due under the provisions of Nebraska Statute 48-601 to 48-669 on wages paid to individuals employed. Conditions regarding fair employment practices as contained in Nebraska Statutes 48-1101 through 48-225 and to comply with minimum wage scale and nondiscrimination as defined in Nebraska Statutes 48-1201 through 48-1277.

In addition, the Federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE program, including, but not limited to, the following:

- Suspension or debarment proceedings pursuant to 49 CFR Part 26
- Enforcement action pursuant to 49 CFR Part 31
- Prosecution pursuant to 18 USC 101.

Appendix G Demonstration of Good Faith Efforts – Forms 1 & 2

FORM 1: Disadvantaged Business Enterprise (DBE) Utilization

UTILIZATION STATEMENT

Disadvantage Business Enterprise

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner. *(Please mark the appropriate box)*

- The bidder/offeror is committed to a minimum of _____% DBE utilization on this contract.
- The bidder/offeror, while unable to meet the DBE goal of _____%, hereby commits to a minimum of _____% DBE utilization on this contract and also submits documentation, as an attachment demonstrating good faith efforts (GFE).

The undersigned hereby further assures that the information included herein is true and correct, and that the DBE firm(s) listed herein have agreed to perform a commercially useful function in the work items noted for each firm. The undersigned further understands that no changes to this statement may be made without prior approval from the Civil Right Staff of the Federal Aviation Administration.

 Bidder's/Offeror's Firm Name

 Signature

 Date

DBE UTILIZATION SUMMARY

<u>Percentage</u>	<u>Contract Amount</u>	<u>DBE Amount</u>	<u>Contract</u>
DBE Prime Contractor	\$ _____ x 1.00 =	\$ _____	_____ %
DBE Subcontractor	\$ _____ x 1.00 =	\$ _____	_____ %
DBE Supplier	\$ _____ x 0.60 =	\$ _____	_____ %
DBE Manufacturer	\$ _____ x 1.00 =	\$ _____	_____ %
Total Amount DBE		\$ _____	_____ %
DBE Goal		\$ _____	_____ %

* If the total proposed DBE participation is less than the established DBE goal, Bidder must provide written documentation of the good faith efforts as required by 49 CFR Part 26.

END FORM 1

FORM 2: Disadvantaged Business Enterprise (DBE) Letter of Intent

LETTER OF INTENT
Disadvantage Business Enterprise

Bidder/Offer

Name of Firm: _____
 Firm Address: _____
 Contact person: Name: _____ Phone: () _____

DBE Firm

Name of DBE Firm: _____
 DBE Firm Address: _____
 DBE contact person: Name: _____ Phone: () _____

DBE certification Agency: _____ Expiration Date: _____

Each DBE Firm shall submit evidence (such as a photocopy) of their certification status.

- Classification: Prime Contractor Subcontractor Joint Venture
 Manufacturer Supplier
- Category of DBE: Native American Hispanic Asian Pacific
 Black Non-Minority Woman Other

Work items to be performed by DBE	Description	Quantity	Total

The bidder/offer is committed to utilizing the above-named firm for the work described above. The estimated participation is as follows:

DBE contract amount: \$ _____ Percent of total contract: _____ %

AFFIRMATION

The above-named firm affirms that it will perform that portion of the contract for the estimated dollar value as stated herein above.

BY: _____
 (Signature) (Title)

In the event the bidder/offer does not receive the award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

Appendix H 49 CFR Part 26, Appendix A

APPENDIX A TO PART 26—GUIDANCE CONCERNING GOOD FAITH EFFORTS

I. When, as a recipient, you establish a contract goal on a DOT-assisted contract for procuring construction, equipment, services, or any other purpose, a bidder must, in order to be responsible and/or responsive, make sufficient good faith efforts to meet the goal. The bidder can meet this requirement in either of two ways. First, the bidder can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder can document adequate good faith efforts. This means that the bidder must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

II. In any situation in which you have established a contract goal, Part 26 requires you to use the good faith efforts mechanism of this part. As a recipient, you have the responsibility to make a fair and reasonable judgment whether a bidder that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder has made, based on the regulations and the guidance in this Appendix.

The efforts employed by the bidder should be those that one could reasonably expect a bidder to take if the bidder were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call. Determinations should not be made using quantitative formulas.

III. The Department also strongly cautions you against requiring that a bidder meet a contract goal (*i.e.*, obtain a specified amount of DBE participation) in order to be awarded a contract, even though the bidder makes an adequate good faith efforts showing. This rule specifically prohibits you from ignoring bona fide good faith efforts.

IV. The following is a list of types of actions which you should consider as part of the bidder's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

A. (1) Conducting market research to identify small business contractors and suppliers and soliciting through all reasonable and available means the interest of all certified DBEs that have the capability to perform the work of the contract. This may include attendance at pre-bid and business matchmaking meetings and events, advertising and/or written notices, posting of Notices of Sources Sought and/or Requests for Proposals, written notices or emails to all DBEs listed in the State's directory of transportation firms that specialize in the areas of work desired (as noted in the DBE directory) and which are located in the area or surrounding areas of the project.

(2) The bidder should solicit this interest as early in the acquisition process as practicable to allow the DBEs to respond to the solicitation and submit a timely offer for the subcontract. The bidder should determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.

B. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units (for example, smaller tasks or quantities) to facilitate DBE participation, even

when the prime contractor might otherwise prefer to perform these work items with its own forces. This may include, where possible, establishing flexible timeframes for performance and delivery schedules in a manner that encourages and facilitates DBE participation.

C. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation with their offer for the subcontract.

D. (1) Negotiating in good faith with interested DBEs. It is the bidder's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional Agreements could not be reached for DBEs to perform the work.

(2) A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.

E. (1) Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal. Another practice considered an insufficient good faith effort is the rejection of the DBE because its quotation for the work was not the lowest received. However, nothing in this paragraph shall be construed to require the bidder or prime contractor to accept unreasonable quotes in order to satisfy contract goals.

(2) A prime contractor's inability to find a replacement DBE at the original price is not alone sufficient to support a finding that good faith efforts have been made to replace the original DBE. The fact that the contractor has the ability and/or desire to perform the contract work with its own forces does not relieve the contractor of the obligation to make good faith efforts to find a replacement DBE, and it is not a sound basis for rejecting a prospective replacement DBE's reasonable quote.

F. Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.

G. Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

H. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, State, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

V. In determining whether a bidder has made good faith efforts, it is essential to scrutinize its documented efforts. At a minimum, you must review the performance of other bidders in meeting the contract

goal. For example, when the apparent successful bidder fails to meet the contract goal, but others meet it, you may reasonably raise the question of whether, with additional efforts, the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the goal, but meets or exceeds the average DBE participation obtained by other bidders, you may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts. As provided in §26.53(b)(2)(vi), you must also require the contractor to submit copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract to review whether DBE prices were substantially higher; and contact the DBEs listed on a contractor's solicitation to inquire as to whether they were contacted by the prime. Pro forma mailings to DBEs requesting bids are not alone sufficient to satisfy good faith efforts under the rule.

VI. A promise to use DBEs after contract award is not considered to be responsive to the contract solicitation or to constitute good faith efforts.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete, Nebraska)**

FINANCIAL STATEMENTS

July 31, 2018

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INDEPENDENT AUDITOR'S REPORT

To the Crete Airport Authority Board
Crete, Nebraska

We have audited the accompanying financial statements of the governmental activities and the major fund of the Crete Airport Authority, Crete, Nebraska, a component unit of the City of Crete, Nebraska, as of and for the year ended July 31, 2018, and the related notes to the financial statements, which collectively comprise the Airport Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express

SHAREHOLDERS

Robert D. Almquist
Phillip D. Maltzahn
Terry T. Galloway
Marcy J. Luth
Heidi A. Ashby
Christine R. Shenk
Michael E. Hoback
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no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Crete Airport Authority, Crete, Nebraska as of July 31, 2018, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

The financial statements present only the Crete Airport Authority component unit and do not purport to, and do not, present fairly the financial position of the City of Crete, Nebraska, as of July 31, 2018, and the change in its financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 5–10 and 36–37 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 30, 2019, on our consideration of the Crete Airport Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Crete Airport Authority's internal control over financial reporting or on compliance. That report is an integral

part of an audit performed in accordance with *Government Auditing Standards* in considering Crete Airport Authority's internal control over financial reporting and compliance.

Amquist, Malthalm.

Galloway & Loch, P.C.

Grand Island, Nebraska

January 30, 2019

CRETE AIRPORT AUTHORITY, CRETE, NEBRASKA
MANAGEMENT'S DISCUSSION AND ANALYSIS
For The Year Ended July 31, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Crete Airport Authority, we offer readers of the Crete Airport Authority financial statements this narrative overview and analysis of the financial activities of the Crete Airport Authority for the fiscal year ended July 31, 2018.

Financial Highlights

- The assets of the Crete Airport Authority exceeded its liabilities at the close of the most recent fiscal year by \$3,417,601 (*net position*). *Unrestricted net position* which may be used to meet the government's ongoing obligations to citizens and creditors was \$163,668.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$163,668, or 15.5 percent of General Fund expenditures for the year ended July 31, 2018.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Crete Airport Authority's basic financial statements. The Crete Airport Authority's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Crete Airport Authority's finances in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Crete Airport Authority's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Crete Airport Authority is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both of the government-wide financial statements distinguish functions of the Crete Airport Authority that are principally supported by taxes and intergovernmental revenues (*governmental activities*).

The government-wide financial statements can be found on pages 11 and 12 of this report.

CRETE AIRPORT AUTHORITY, CRETE, NEBRASKA
MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued
For The Year Ended July 31, 2018

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Crete Airport Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The one fund of the Crete Airport Authority is a governmental fund.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Crete Airport Authority maintains one governmental fund. Information is presented in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balance for the General Fund which is considered to be a major fund.

The Crete Airport Authority adopts an annual appropriated budget for its governmental fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 13-16 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 17-35 of this report.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Crete Airport Authority's budgetary comparison schedules. Required supplementary information can be found on pages 36-37 of this report.

CRETE AIRPORT AUTHORITY, CRETE, NEBRASKA
MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued
For The Year Ended July 31, 2018

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Crete Airport Authority, assets exceeded liabilities by \$3,417,601 at the close of the most recent fiscal year.

Summary Statements of Net Position

	<u>2018</u>	<u>2017</u>
Current and Other Assets	\$ 321,638	\$ 139,868
Capital Assets	3,367,933	2,749,432
Total Assets	3,689,571	2,889,300
Long-term Liabilities	93,000	-
Other Liabilities	178,970	33,899
Total Liabilities	271,970	33,899
Net Position:		
Net Investment in Capital Assets	3,253,933	2,749,432
Unrestricted	163,668	105,969
Total Net Position	\$ 3,417,601	\$ 2,855,401

By far, the largest portion of the Crete Airport Authority's net position (95.2 percent) reflects its investment in capital assets (land, improvements, buildings, and equipment), net of any related debt used to acquire those assets that is still outstanding. The Crete Airport Authority uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the Crete Airport Authority's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The remaining balance of *unrestricted net position*, (\$163,668), may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current year, the Crete Airport Authority is able to report positive balances in its two categories of net position.

**CRETE AIRPORT AUTHORITY, CRETE, NEBRASKA
MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued
For The Year Ended July 31, 2018**

Expenses and Program Revenues – Governmental Activities

<u>Function</u>	<u>2018</u>		<u>2017</u>	
	<u>Program Revenues</u>	<u>Program Expenses</u>	<u>Program Revenues</u>	<u>Program Expenses</u>
Airport Operations	\$ 979,125	\$ 435,544	\$ 263,587	\$ 416,603
Interest	-	3,612	-	244
	<u>\$ 979,125</u>	<u>\$ 439,156</u>	<u>\$ 263,587</u>	<u>\$ 416,847</u>

Revenues by Source – Governmental Activities

<u>Sources of Revenue</u>	<u>2018</u>		<u>2017</u>	
Charges for Services	\$ 235,717	23.5 %	\$ 192,580	66.6 %
Capital Grants and Contributions	743,408	74.2	71,007	24.6
Property Taxes	20,454	2.1	25,478	8.8
Other	1,777	0.2	278	-
Total	<u>\$ 1,001,356</u>	<u>100.0 %</u>	<u>\$ 289,343</u>	<u>100.0 %</u>

Net position increased \$562,200 in the governmental activities during the year.

Financial Analysis of the Government's Funds

As noted earlier, the Crete Airport Authority used fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the Crete Airport Authority's *governmental* funds is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Crete Airport Authority's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Crete Airport Authority's governmental funds reported an ending fund balance of \$163,668. This total amount constitutes *unassigned fund balance*, which is available for spending at the government's discretion.

The General Fund is the chief operating fund of the Crete Airport Authority. At the end of the current fiscal year, total fund balance (all unassigned) of the General Fund was \$163,668.

The fund balance of the Crete Airport Authority's General Fund increased by \$57,699 during the current fiscal year.

**CRETE AIRPORT AUTHORITY, CRETE, NEBRASKA
MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued
For The Year Ended July 31, 2018**

General Fund Budgetary Highlights

There was no difference between the original budget and the final adopted budget.

Capital Asset and Debt Administration

Capital Assets. The Crete Airport Authority's investment in capital assets for its governmental activities as of July 31, 2018, amounts to \$3,367,933 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, improvements, buildings, and equipment.

There were no capital asset additions during the current fiscal year.

**Crete Airport Authority's Capital Assets
(net of depreciation)**

	<u>2018</u>	<u>2017</u>
Land	\$ 397,514	\$ 397,514
Construction in progress	-	79,262
Buildings and Improvements	2,540,277	1,795,323
Equipment	430,142	477,333
Total	<u>\$ 3,367,933</u>	<u>\$ 2,749,432</u>

Additional information on the Crete Airport Authority's capital assets can be found in Note C2 on page 31 of this report.

Long-term debt. At the end of the current fiscal year, the Crete Airport Authority had no long-term debt outstanding.

Crete Airport Authority's Outstanding Debt

	<u>July 31, 2018</u>	<u>July 31, 2017</u>	<u>Increase (Decrease)</u>
Bonds payable	<u>\$ 114,000</u>	<u>\$ -</u>	<u>\$ 114,000</u>

The Crete Airport Authority's total debt increased by \$114,000 (100.0 percent) during the current fiscal year as new bonds were issued for the hangar project.

The Crete Airport Authority does not have a bond rating.

**CRETE AIRPORT AUTHORITY, CRETE, NEBRASKA
MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued
For The Year Ended July 31, 2018**

Additional information on the Crete Airport Authority's long-term debt can be found in Note C3 on page 32 of this report.

Economic Factors and Next Year's Budgets and Rates

- Budgeted expenditures for the year ending July 31, 2019 are \$485,000, a \$660,000 (57.6 percent) decrease from the prior year, as \$100,000 is budgeted for capital outlay compared to \$890,000 budgeted for capital outlay the prior year.

Request for Information

This financial report is designed to provide a general overview of the Crete Airport Authority's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City Treasurer, City of Crete, P.O. Box 86, Crete, NE 68333.

CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)

STATEMENT OF NET POSITION

July 31, 2018

ASSETS

Current assets:

Cash and cash equivalents	\$ 154,555
County treasurer cash	553
Accounts receivable	33,288
Grants receivable	90,302
Fuel inventory	37,315
Prepaid insurance	5,625
Total current assets	321,638

Noncurrent assets:

Capital assets:

Land	397,514
Other capital assets, net of depreciation	2,970,419
Net capital assets	3,367,933

Total assets 3,689,571

LIABILITIES

Current liabilities:

Accounts payable	131,347
Accrued interest payable	1,698
Unearned rent revenue	24,925
Current portion of long-term obligations	21,000
Total current liabilities	178,970

Noncurrent liabilities:

Noncurrent portion of long-term obligations	93,000
---	--------

Total liabilities 271,970

NET POSITION

Net investment in capital assets	3,253,933
Unrestricted	163,668
Total net position	\$ 3,417,601

See notes to financial statements.

CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)

STATEMENT OF ACTIVITIES

For the year ended July 31, 2018

Program expenses:	
Airport:	
Insurance and bonds	\$ 19,457
Utilities	14,750
Repairs and maintenance	17,199
Contract services	33,600
Commissions	34,477
Printing and publishing	121
Credit card charges	4,182
Professional fees	1,500
Fuel	102,828
Miscellaneous	7
Depreciation	207,423
Interest	3,612
Total program expenses	<u>439,156</u>
Program revenues:	
Charges for services	235,717
Capital grants	743,408
Total program revenues	<u>979,125</u>
Program revenues in excess of expenses	539,969
General revenues:	
Property taxes	20,454
Other income	1,777
Total general revenues	<u>22,231</u>
Increase in net position	562,200
Net position - beginning of the year	<u>2,855,401</u>
Net position - end of the year	<u><u>\$ 3,417,601</u></u>

See notes to financial statements.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

BALANCE SHEET - GOVERNMENTAL FUND

July 31, 2018

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 154,555
County treasurer cash	553
Accounts receivable	33,288
Grants receivable	90,302
Fuel inventory	37,315
Prepaid insurance	<u>5,625</u>
Total assets	<u><u>\$ 321,638</u></u>
 LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	\$ 131,347
Accrued interest payable	1,698
Unearned rent revenue	<u>24,925</u>
Total liabilities	157,970
Fund balances:	
Unassigned	<u>163,668</u>
Total liabilities and fund balances	<u><u>\$ 321,638</u></u>

See notes to financial statements.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

**RECONCILIATION OF THE BALANCE SHEET -
GOVERNMENTAL FUND TO THE
STATEMENT OF NET POSITION**

July 31, 2018

Total fund balance - governmental fund \$ 163,668

Amounts reported for *governmental activities* in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in the governmental fund. The cost of the assets is \$7,330,892, and the accumulated depreciation is \$3,962,959. 3,367,933

Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the governmental fund. Long-term liabilities at year-end consist of:

Bonds payable (114,000)

Total net position - governmental activities \$ 3,417,601

See notes to financial statements.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - GOVERNMENTAL FUND**

For the year ended July 31, 2018

	<u>General Fund</u>
REVENUES	
Property taxes	\$ 20,454
Grant income	743,408
Rent and fuel sales	235,717
Bond proceeds	114,000
Other income	1,777
Total revenues	1,115,356
 EXPENDITURES	
Airport operations	228,120
Capital outlay	825,925
Interest on long-term debt	3,612
Total expenditures	1,057,657
Net change in fund balances	57,699
Fund balances - July 31, 2017	105,969
Fund balances - July 31, 2018	\$ 163,668

See notes to financial statements.

CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES**

For the year ended July 31, 2018

Total net change in fund balance - governmental fund	\$ 57,699
Amounts reported for <i>governmental activities</i> in the statement of activities are different because:	
Capital outlays are reported in the governmental fund as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay (\$825,925) exceeded depreciation expense (\$207,424) in the period.	618,501
Issuance of bonds payable is reported as revenue in the governmental fund, but the issuance increases long-term liabilities in the statement of net position.	<u>(114,000)</u>
Change in net position of governmental activities	<u><u>\$ 562,200</u></u>

See notes to financial statements.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

NOTES TO FINANCIAL STATEMENTS

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**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
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NOTES TO FINANCIAL STATEMENTS

July 31, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Crete Airport Authority, Crete, Nebraska (Airport Authority) (a component unit of the City of Crete, Nebraska) are prepared in accordance with generally accepted accounting principles (GAAP). The Airport Authority’s reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements.

The accounting and reporting framework and the more significant accounting principles and practices are discussed in subsequent sections of this Note.

1. Financial Reporting Entity

The Airport Authority operates under a Board form of government with an elected legislative body composed of five members. The five members of the Airport Authority Board are elected for six-year terms, with elections held every other year. The Board elects its chairperson and vice-chairperson. The Airport Authority is reported as a component unit of the City of Crete.

The Airport Authority’s financial reporting entity comprises the following:

Primary Government:	Crete Airport Authority
---------------------	-------------------------

In determining the financial reporting entity, the Airport Authority complies with the provisions of GASB Statement No. 61, and has addressed all potential component units (traditionally separate reporting entities) for which the Authority may be financially accountable, and, as such, should be included within the Authority’s financial statements. The Authority (the primary government) is financially accountable if it appoints a voting majority of the organization’s governing board and (1) it is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Authority. Additionally, the primary government is required to consider other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity’s financial statements to be misleading.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

1. Financial Reporting Entity, continued

Blended Component Units

Blended component units are separate legal entities that meet the component unit criteria described above and whose governing body is the same or substantially the same as the Airport Authority Board or the component unit provides services entirely to the Airport Authority. These component units' funds are blended into those of the Airport Authority by appropriate activity type to compose the primary government presentation. Currently, the Airport Authority has no blended component units.

Discretely Presented Component Units

Discretely presented component units are separate legal entities that meet the component unit criteria described above but do not meet the criteria for blending. The Airport Authority currently has no discretely presented component units.

2. Basis of Presentation

Government-wide Financial Statements

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues.

Fund Financial Statements

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. An emphasis is placed on major funds. A fund is considered major if it is the primary operating fund of the Airport Authority or meets the following criteria:

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
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NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

2. Basis of Presentation, continued

Fund Financial Statements, continued

- a. Total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund are at least ten percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues, or expenditures/expenses of the individual governmental fund are at least five percent of the corresponding total for all governmental funds combined.

The funds of the financial reporting entity are described below:

Governmental Fund

General Fund

The General Fund is the primary operating fund of the Airport Authority and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Major and Nonmajor Funds

The funds are further classified as major or nonmajor as follows:

<u>Fund</u>	<u>Brief Description</u>
<i>Major:</i>	
Governmental:	
General	See above for description.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
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NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

3. Measurement Focus and Basis of Accounting

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Position and the Statement of Activities, the governmental activities are presented using the economic resources measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported.

In the fund financial statements, the “current financial resources” measurement focus is used. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within 60 days after year-end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
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NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

4. Assets, Liabilities, and Equity

Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

For the purpose of the Statement of Net Position, “cash and cash equivalents” include all demand accounts and savings accounts. The County Treasurer’s cash represents revenues collected not yet remitted to the Airport Authority.

Additional cash and cash equivalent disclosures are presented in Notes B2, C1, and D1.

When both restricted and unrestricted resources are available for use, it is the Airport Authority’s policy to use restricted resources first, then unrestricted resources as they are needed.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year end and not yet received. The Airport Authority has not recorded an allowance for uncollectible accounts receivable.

Inventory

Inventory is valued at cost using the first in/first out (FIFO) method.

Capital Assets

The accounting treatment over property, plant, and equipment (capital assets) depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
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NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

4. Assets, Liabilities, and Equity, continued

Capital Assets, continued

Government-wide Statements

In the government-wide financial statements, property, plant, and equipment are accounted for as capital assets. The Airport Authority has a \$1,000 capitalization threshold. All capital assets are valued at historical cost or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation. The Airport Authority has elected the depreciation approach for reporting infrastructure.

Depreciation of governmental capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The ranges of estimated useful lives by type of asset are as follows:

Buildings	10-25 years
Improvements	10-25 years
Equipment	5-10 years

Prior to July 1, 1980, infrastructure assets were not capitalized. These assets (back to July 1, 1980) have been valued at estimated historical cost. The cost of normal maintenance, preservation, and repairs that do not add to the value of the assets or materially extend the assets' lives are not capitalized.

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Unearned Rent Revenue

In the government-wide statements, unearned rent revenue consists of rent and user fees received for future periods (not yet earned).

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
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NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

4. Assets, Liabilities, and Equity, continued

Long-term Debt

The accounting treatment of long-term debt depends on whether the assets are reported in the government-wide or fund financial statements.

Government-wide Statements

All long-term debt to be repaid from governmental resources is reported as liabilities in the government-wide statements. The long-term debt consists of bonds payable.

Fund Financial Statements

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest reported as expenditures.

Equity Classifications

Government-wide Statements

Equity is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
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NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

4. Assets, Liabilities, and Equity, continued

Equity Classifications, continued

Fund Financial Statements

Governmental fund equity is classified as fund balance. Effective August 1, 2010, the Airport Authority adopted GASB Statement No. 54, which redefined how fund balances of the governmental funds are presented in the financial statements.

Fund balances are classified as follows:

Nonspendable—Amounts that cannot be spent either because they are not in a spendable form or because they are legally or contractually required to be maintained intact.

Restricted—Amounts that can be spent only for specific purposes because of the Airport Charter, City Code, state or federal laws or externally imposed conditions by grantors or creditors.

Committed—Amounts that can be used only for specific purposes determined by a formal action by Airport Authority Board ordinance or resolution.

Assigned—Amounts that are designated by the Executive Director for a specific purpose but are not spendable until a budget ordinance is passed by the Airport Authority Board.

Unassigned—All amounts not included in other spendable classifications.

The details of the fund balances are included in the Governmental Fund Balance Sheet (page 13). Restricted funds are used first as appropriate. Assigned Funds are reduced to the extent that expenditure authority has been budgeted by the Airport Authority Board or the Assignment has been changed by the Executive Director. Decreases to fund balance first reduce Unassigned Fund balance; in the event that Unassigned Fund Balance becomes zero, then Assigned and Committed Fund Balances are used in that order.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

5. Revenues, Expenditures, and Expenses

Property Taxes

The Airport Authority has the power to levy taxes each year sufficient to pay any judgment existing against the Airport Authority, the interest on bonded debt, and the principal on bonded debt maturing during the fiscal year or within six months thereafter, as well as taxes authorized by state law.

The tax levies for all political subdivisions in Saline County are certified by the County Board on or before October 15. Real estate taxes are due on December 31 and attach as an enforceable lien and become delinquent in two equal installments on May 1 and September 1. Personal property taxes are due in the same manner as real estate taxes. Delinquent taxes bear 14 percent interest.

Property taxes levied for 2017-2018 are recorded as revenue when received by the County.

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by character and function for governmental activities.

In the fund financial statements, governmental funds report expenditures of financial resources, classified by character and function.

NOTE B – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

By its nature as a local government unit, the Airport Authority is subject to various federal, state, and local laws and contractual regulations. An analysis of the Airport Authority's compliance with significant laws and regulations and demonstration of its stewardship over Airport Authority resources follows:

1. Fund Accounting Requirements

The Airport Authority complies with all state and local laws and regulations requiring the use of separate funds. The legally required fund used by the Airport Authority is the General Fund.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE B – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY, continued

2. Deposit Laws and Regulations

Custodial credit risk is the risk that, in the event of a bank failure, a government's deposits may not be returned to it. The Airport Authority's deposit policy for custodial credit risk requires compliance with the provisions of state law.

State law requires collateralization of all deposits with federal depository insurance or with U.S. Treasury and U.S. agency securities having an aggregate value at least equal to the amount of the deposits. The Authority's cash deposits are insured up to \$250,000 and certificates of deposit/savings accounts are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). Any cash deposits or certificates of deposit in excess of the FDIC limits are insured by collateral held by the pledging institution in the Airport Authority's name.

3. Revenue Restrictions

The Airport Authority has various restrictions placed over certain revenue sources from state or local requirements. The primary restricted revenue sources are described in Note A2 for the various funds.

4. Debt Restrictions and Covenants

Bond Payable

The bond ordinance relating to the bond payable contains some restrictions or covenants that are financial-related. These include covenants such as debt-service coverage requirements and required reserve account balances. The Airport Authority is in compliance with the bond restrictions and covenants.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE B – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY, continued

5. Budgetary Data

The Airport Authority is required by state laws to adopt annual budgets for all fund types. Each budget is presented on the cash basis of accounting, which is consistent with the requirements of the state budget act.

The Nebraska Budget Act provides the prescribed budget practices and procedures that governing bodies are required to follow. The amounts that may be budgeted for certain specific funds are subject to various expenditure and/or tax levy limitations.

The Airport Authority follows these procedures in establishing the budgetary data reflected in the accompanying financial statements.

- a. On or before August 1, the Airport Authority prepares a budget for the fiscal year commencing August 1. The budget includes proposed expenditures and resources available.
- b. The budget is published with subsequent public hearings to obtain taxpayer comments.
- c. Prior to September 20, the Board adopts the budget, which is then filed with the appropriate state and county officials.
- d. Total expenditures may not legally exceed total appropriations. Appropriations lapse at year end and any revisions require board approval.
- e. The County Clerk certifies a preliminary property tax levy for each fund of the Airport Authority, which levied property taxes in the county the previous year based on the combined valuation and amount required for the Airport Authority the prior year. The preliminary levy becomes the final levy unless the governing board passes, by a majority vote, a resolution setting the levy at a different amount.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE B – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY, continued

5. Budgetary Data, continued

- f. The property tax requirements resulting from the budget process are utilized by the County Assessor to establish the tax levy. Taxes are levied annually on or before October 15. Real property taxes and personal property taxes are due December 31 with the first half delinquent May 1 and the second half delinquent September 1.
- g. Appropriations lapse at the end of the fiscal year, except for capital improvement appropriations and certain encumbrances against operating budgets.
- h. The Crete Airport Authority adopts a budget by resolution for all funds.

NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS

The following notes present detail information to support the amounts reported in the basic financial statements for the Airport Authority's various assets, liabilities, equity, revenues, and expenditures/expenses.

1. Cash and Cash Equivalents

Deposits

The Airport Authority's policies regarding deposits of cash are discussed in Note A4. The table presented below is designed to disclose how its deposits were insured or secured with collateral at September 30, 2018. The categories of collateral are defined as follows:

Category 1 – Insured by FDIC or collateralized with securities held by the Airport Authority (or public trust) or by its agent in its name.

Category 2 – Uninsured but collateralized with securities held by the pledging financial institution's trust department or agent in the Airport Authority's name.

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
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NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued

1. Cash and Cash Equivalents, continued

Deposits, continued

Category 3 – Uninsured and uncollateralized; or collateralized with securities held by the pledging financial institution, or by its trust department or agent, but not in the Airport Authority’s name; or collateralized with no written or approved collateral agreement.

<u>Types of Deposits</u>	<u>Total Bank Balance</u>	<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>	<u>Total Carrying Value</u>
Demand deposits	\$ 157,438	\$ 157,438	\$ -	\$ -	\$ <u>154,555</u>

Reconciliation to Government-wide Statement of Net Position:

Primary Government –

Unrestricted cash and cash equivalents \$ 154,555

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued

2. Capital Assets

Capital asset activity for the year ended July 31, 2018, was as follows:

	<u>Balance at July 31, 2017</u>	<u>Additions</u>	<u>Disposals</u>	<u>Reclass</u>	<u>Balance at July 31, 2018</u>
<u>Governmental Activities:</u>					
Capital assets not being depreciated:					
Land	\$ 397,514	\$ -	\$ -	\$ -	\$ 397,514
Construction in progress	<u>79,262</u>	<u>825,925</u>	<u>-</u>	<u>(905,187)</u>	<u>-</u>
Total capital assets not being depreciated	476,776	825,925	-	(905,187)	397,514
Other capital assets being depreciated:					
Buildings and improvements	5,118,626	-	-	905,187	6,023,813
Equipment	<u>909,565</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>909,565</u>
Total other capital assets at historical cost	6,028,191	-	-	905,187	6,933,378
Less accumulated depreciation for:					
Buildings and improvements	(3,323,303)	(160,233)	-	-	(3,483,536)
Equipment	<u>(432,232)</u>	<u>(47,191)</u>	<u>-</u>	<u>-</u>	<u>(479,423)</u>
Total accumulated depreciation	<u>(3,755,535)</u>	<u>(207,424)</u>	<u>-</u>	<u>-</u>	<u>(3,962,959)</u>
Other capital assets, net	<u>2,272,656</u>	<u>(207,424)</u>	<u>-</u>	<u>905,187</u>	<u>2,970,419</u>
Governmental activities capital assets, net	<u>\$ 2,749,432</u>	<u>\$ 618,501</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,367,933</u>

**CRETE AIRPORT AUTHORITY
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NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE C – DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS, continued

3. Long-term Debt

Changes in Long-term Debt:

The following is a summary of changes in long-term debt for the year ended July 31, 2018:

<u>Type of Debt</u>	<u>Balance July 31, 2017</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance July 31, 2018</u>	<u>Amounts Due Within One Year</u>
Governmental Activities:					
Bonds payable	\$ -	\$ 114,000	\$ -	\$ 114,000	\$ 21,000

Governmental Activities:

As of July 31, 2018, the governmental long-term liabilities consisted of the following:

Bonds payable:

Airport limited tax bonds dated August 1, 2017, with original issue amount of \$114,000. Interest is 3.25 percent with final maturity August 15, 2022.	\$ <u>114,000</u>
Current portion	\$ 21,000
Long-term portion	<u>93,000</u>
Total bonds payable	\$ <u>114,000</u>

Annual debt service requirements to maturity as of July 31, 2018, are as follows:

<u>Year Ending July 31,</u>	<u>Bonds Payable</u>	
	<u>Principal</u>	<u>Interest</u>
2019	\$ 21,000	\$ 3,364
2020	22,000	2,665
2021	23,000	1,934
2022	24,000	1,170
2023	<u>24,000</u>	<u>390</u>
	<u>\$ 114,000</u>	<u>\$ 9,523</u>

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
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NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE D – OTHER NOTES

1. Risk Management

The Airport is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Airport has purchased commercial insurance to minimize the effect of possible exposure to these risks. Settled claims have not significantly exceeded this commercial coverage in any of the past three years.

Deposits and Investments

Custodial Credit Risk. For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Airport Authority will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. All of the underlying securities for the Airport Authority’s investments at July 31, 2018, are held by banks in the name of the Airport Authority. The Airport Authority only has a demand deposit account.

Interest Rate Risk. As a means of limiting its exposure to fair value losses arising from rising interest rates, the Airport Authority’s investment policy requires that market conditions and investment securities be analyzed to determine the maximum yield to be obtained and to minimize the impact of rising interest rates. The Airport Authority did not have any certificates of deposit at July 31, 2018.

Credit Risk. Credit risk is the risk that the issuer or other counterparty to an investment will not fulfill its obligations. The Airport Authority does not have any investments.

Concentration of Credit Risk. The Airport Authority’s investment policy places no limit on the amount that may be invested in any one issuer. At July 31, 2018, the Airport Authority’s cash consisted of the following:

<u>Financial Institution</u>	<u>Amount</u>
Pinnacle Bank	\$ <u>154,555</u>

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
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NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE D – OTHER NOTES, continued

1. Risk Management, continued

Deposits and Investments, continued

Foreign Currency Risk. This risk relates to adverse effects on the fair value of an investment from changes in exchange rates. The Airport Authority’s investments had no exposure to foreign currency risk and the Airport Authority held no investments denominated in foreign currency at July 31, 2018.

2. Tax Abatements

The Airport is subject to a tax abatement granted by the Community Redevelopment Authority of the City of Crete who has entered into tax increment financing (TIF) agreements with various redevelopers. This TIF program has the stated purpose of increasing business activity and employment in the community.

Under the TIF program, redevelopers can apply for the TIF financing whereby the property tax they pay on the increased valuation of property under a TIF agreement is returned to the redeveloper by the CRA to finance the project for a period of up to 15 years.

Information relevant to the abatements impacting the Airport for the year ended July 31, 2018 is as follows:

<u>Tax Abatement Program</u>	<u>Amount Abated During the Year</u>
Tax Increment Financing	\$ <u>87</u>

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

NOTES TO FINANCIAL STATEMENTS, Continued

July 31, 2018

NOTE D – OTHER NOTES, continued

3. Subsequent Events

Management has evaluated subsequent events through January 30, 2019, the date on which the financial statements were available for issue.

REQUIRED SUPPLEMENTARY INFORMATION

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

**BUDGETARY COMPARISON SCHEDULE -
GENERAL FUND**

Year ended July 31, 2018

	Budget (Original and Final)	Actual	Variances - Actual Over (Under) Final Budget
RESOURCES (INFLOWS)			
Property taxes	\$ 24,585	\$ 20,454	\$ (4,131)
Grant income	854,000	724,113	(129,887)
Rent and fuel sales	230,000	243,001	13,001
Bond proceeds	114,000	114,000	-
Other income	<u>1,000</u>	<u>1,777</u>	<u>777</u>
Total resources	1,223,585	1,103,345	(120,240)
CHARGES TO APPROPRIATIONS (OUTFLOWS)			
Airport operations	230,000	236,196	6,196
Capital outlay	890,000	727,470	(162,530)
Principal payments on debt	21,000	-	(21,000)
Interest on long-term debt	<u>4,000</u>	<u>1,914</u>	<u>(2,086)</u>
Total charges to appropriations	<u>1,145,000</u>	<u>965,580</u>	<u>(179,420)</u>
RESOURCES OVER (UNDER) CHARGES TO APPROPRIATIONS	<u>\$ 78,585</u>	<u>\$ 137,765</u>	<u>\$ 59,180</u>

**CRETE AIRPORT AUTHORITY
CRETE, NEBRASKA
(A Component Unit of the City of Crete)**

**BUDGETARY COMPARISON SCHEDULE -
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION**

Year ended July 31, 2018

**Note A - Explanation of Differences between Budgetary Inflows and Outflows and
Accrual Basis Revenues and Expenditures**

	<u>General Fund</u>
Sources/inflows of resources:	
Actual amounts of resources (budgetary basis) from the budgetary comparison schedules	\$ 1,103,345
Differences - budget to accrual:	
Cash to accrual adjustments	<u>12,011</u>
Total revenues as reported on the statement of revenues, expenditures, and changes in fund balance - governmental fund	<u><u>\$ 1,115,356</u></u>
Uses/outflows of resources:	
Actual amounts (budgetary basis) "total charges to appropriations" from the budgetary comparison schedule	\$ 965,580
Differences - budget to accrual:	
Cash to accrual adjustments	<u>92,077</u>
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balance - governmental fund	<u><u>\$ 1,057,657</u></u>

**ADDITIONAL INFORMATION REQUIRED BY
*GOVERNMENT AUDITING STANDARDS***



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

SHAREHOLDERS

Robert D. Almquist
Phillip D. Maltzahn
Terry T. Galloway
Marcy J. Luth
Heidi A. Ashby
Christine R. Shenk
Michael E. Hoback
Joseph P. Stump
Kyle R. Overturf
Tracy A. Cannon

To the Crete Airport Authority Board
Crete, Nebraska

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Crete Airport Authority, Crete, Nebraska as of and for the year ended July 31, 2018, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated January 30, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Crete Airport Authority, Crete, Nebraska's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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PO Box 1407
Grand Island, NE 68802
Ph. 308-381-1810
Fax 308-381-4824
Email: cpa@gicpas.com

CITY OF CRETE, NEBRASKA
AIRPORT AUTHORITY
January 10, 2019
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 Kirk Keller, Howard Nitzel, Dan Papik, Zoraida Ramos and Blaine Spanjer. Also present were City Treasurer 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. Larry Geiger - Tenant

Mr. Geiger has requested to address the authority about an accident that took place at the airport on December 9, 2018. He was unable to attend this meeting due to a family emergency.

His correspondence with the City and the Airport Authority were reviewed and discussed. It does not appear that there needs to be any changes in the operations at this time.

Wilcox reported that he received a report from the insurance adjustor that to date \$6,850 had been paid for repairs to Mr. Geiger’s plane. The reserve set up by the insurance company was for an additional \$3,150.

Agenda Item 4. Officers Report – Nitzel reported that he has been looking for tires for the mower tractor, but it may be that the 1963 tractor may not be worth the expense of new tires. It might be a good idea to look into a different tractor before spring. The current tractor has 65 drawbar horsepower, more horsepower would be better for the shredder now being used.

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

- A. December 13, 2018 minutes
- B. December 31, 2018 financial report
- C. Claims

1	City of Crete	Water	\$18.11
2	Crete Ace Hardware	Receptacle	\$20.69
3	Crete Aviation	FBO	\$2,800.00
4	Crete Aviation (paid 11/21)	Fuel Commission	\$2,465.90
5	Crete News	Notice	\$10.35
6	Norris Public Power	Electricity	\$803.35
7	Sapp Brothers	Propane	\$234.83
8	Windstream	Phone	\$117.02

Agenda Item 6. Adjourn - Board member Nitzel made a motion to adjourn at 9:00 AM. Board member Ramos seconded the motion. Voting aye: Keller, Nitzel, Papik, Ramos, Spanjer. Voting no: None. Absent: None. Motion carried.

Secretary

Chairperson

2/11/2019

CRETE AIRPORT AUTHORITY
Account Balances
FY 2019

	Account #	Deposits	Expenditures	Bank balance	Outstanding (+/-)	Balance
Pinnacle Bank Checking	XXXXXX114	\$13,698.06	\$5,548.32	\$64,891.12	\$0.00	\$64,891.12
TOTAL FUNDS AVAILABLE		\$13,698.06	\$5,548.32	\$64,891.12	\$0.00	\$64,891.12

	Final payment	Issue	Principal	Interest	Total payment	Balance
2017 Revenue Bonds	2022	\$114,000.00	\$0.00	\$0.00	\$0.00	\$93,000.00
TOTAL DEBT		\$114,000.00	\$0.00	\$0.00	\$0.00	\$93,000.00

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>
001002A RENT	\$200.00	\$200.00	\$0.00	\$0.00	\$200.00
001002A FUEL	\$94.20	\$256.12	\$68.40	\$0.00	\$324.52
001002A ELECTRICITY	\$86.17	\$121.29	\$0.00	\$0.00	\$121.29
002 ELECTRICITY	\$293.63	\$336.54	\$0.00	\$0.00	\$336.54
003 RENT	\$650.00	\$650.00	\$0.00	\$0.00	\$650.00
003 FUEL	\$118.75	\$288.33	\$67.50	\$0.00	\$355.83
003 ELECTRICITY	\$122.05	\$86.63	\$0.00	\$0.00	\$86.63
A6C3 RENT	\$150.00	\$150.00	\$150.00	\$700.00	\$1,000.00
D9 FUEL	\$463.60	\$110.68	\$0.00	\$0.00	\$110.68
F8 FUEL	\$0.00	\$0.00	\$0.00	\$96.90	\$96.90
TOTAL PAST DUE ACCOUNTS	\$2,178.40	\$2,199.59	\$285.90	\$796.90	\$3,282.39
BALANCE OF A/R	\$19,247.04	\$0.00	\$0.00	\$0.00	\$21,425.44
TOTAL A/R	\$21,425.44	\$2,199.59	\$285.90	\$796.90	\$24,707.83
PERCENT PAST DUE					13.28%

FUEL A/R \$4,835.38

CRETE AIRPORT AUTHORITY

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	YTD FY 2019 1/31/19	Budget	YTD % Used
REVENUE								50.00%
92-10-4010 PROPERTY TAX	\$49,513.52	\$50,869.12	\$46,744.22	\$24,942.41	\$19,716.59	\$7,792.05	\$25,000.00	31.17%
92-10-4020 HOMESTEAD ALLOCATION	\$2,324.35	\$1,586.78	\$1,933.68	\$654.18	\$863.30	\$150.57	\$1,000.00	15.06%
92-10-4050 MOTOR VEHICLE PRO RATE	\$153.73	\$78.20	\$113.17	\$37.64	\$0.00	\$0.00	\$50.00	0.00%
92-10-4070 INTEREST	\$224.24	\$14.07	\$0.08	\$0.00	\$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	\$15,819.20	\$0.00	\$15,500.00	0.00%
92-10-4950 RENT PAYMENTS	\$60,490.80	\$51,525.21	\$63,442.24	\$65,466.32	\$77,144.77	\$31,310.00	\$59,500.00	52.62%
92-10-4981 SHARE OF ELECTRICITY COSTS	\$4,447.59	\$5,149.13	\$5,512.78	\$5,627.86	\$6,752.68	\$2,931.28	\$5,500.00	53.30%
92-10-4990 MISC INCOME	\$3,757.00	\$1.46	\$0.00	\$278.00	\$1,776.99	\$123.62	\$0.00	0.00%
REVENUE Total	\$130,114.33	\$133,132.67	\$133,385.37	\$112,668.11	\$122,073.53	\$42,307.52	\$106,550.00	39.71%
EXPENSE								
92-10-5170 LIAB./PHYS./WORK COMP. INS.	\$13,169.56	\$13,265.01	\$16,363.49	\$20,780.03	\$19,563.48	\$0.00	\$15,000.00	0.00%
92-10-5210 UTILITIES	\$15,214.69	\$14,837.84	\$13,654.17	\$12,701.99	\$13,389.24	\$6,110.39	\$15,000.00	40.74%
92-10-5220 TELEPHONE	\$1,274.51	\$1,178.79	\$1,323.25	\$1,233.10	\$1,378.56	\$701.40	\$1,300.00	53.95%
92-10-5330 BUILDINGS & GROUNDS MAINT.	\$7,329.96	\$9,460.37	\$24,359.89	\$29,601.49	\$14,222.06	\$13,206.04	\$10,350.00	127.59%
92-10-5380 PROFESSIONAL SERVICES	\$250.00	\$2,600.00	\$250.00	\$78.77	\$0.00	\$0.00	\$500.00	0.00%
92-10-5390 PRINTING, PUBLICATIONS, LEGALS	\$222.61	\$122.00	\$100.00	\$130.00	\$121.20	\$133.95	\$300.00	44.65%
92-10-5791 VEHICLE/EQUIPMENT REPAIRS	\$2,102.72	\$2,807.14	\$2,557.51	\$1,863.18	\$2,130.73	\$1,186.78	\$2,500.00	47.47%
92-10-5800 VEHICLE/EQUIPMENT FUEL	\$1,718.60	\$1,209.50	\$478.76	\$506.96	\$980.04	\$242.18	\$1,500.00	16.15%
92-10-5970 MISC. OPERATING	\$956.00	\$1,150.09	\$675.00	\$67.19	\$6.99	\$0.00	\$1,000.00	0.00%
92-10-6020 MISC. SUPPLIES	\$0.00	\$0.00	\$181.82	\$0.00	\$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	0.00%
92-10-6199 MANAGER CONTRACT	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$33,600.00	\$16,800.00	\$33,600.00	50.00%
92-10-6360 LOAN & BOND PRINCIPAL	\$49,924.00	\$49,924.00	\$40,290.16	\$8,000.00	\$0.00	\$21,000.00	\$21,000.00	100.00%
92-10-6370 LOAN & BOND INTEREST	\$2,824.00	\$2,121.00	\$1,270.00	\$244.00	\$1,914.25	\$1,852.50	\$4,000.00	46.31%
92-10-9950 BAD DEBT EXPENSE	\$0.00	\$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	\$87,306.55	\$61,233.24	\$106,550.00	57.47%
OPERATIONS	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	1/31/2019	Budget	% Used
Total Expense	\$128,586.65	\$132,275.74	\$135,104.05	\$108,806.71	\$87,306.55	\$61,233.24	\$106,550.00	57.47%
Total Revenue	\$130,114.33	\$133,132.67	\$133,385.37	\$112,668.11	\$122,073.53	\$42,307.52	\$106,550.00	39.71%
Gain/(Loss)	\$1,527.68	\$856.93	(\$1,718.68)	\$3,861.40	\$34,766.98	(\$18,925.72)	\$0.00	

		RETAIL FUEL						Budget	% Used
		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	1/31/19		
REVENUE									50.00%
92-11-4440	FUEL SALES	\$85,060.63	\$117,530.32	\$113,017.41	\$99,603.09	\$142,299.69	\$67,352.91	\$120,000.00	56.13%
REVENUE Total		\$85,060.63	\$117,530.32	\$113,017.41	\$99,603.09	\$142,299.69	\$67,352.91	\$120,000.00	56.13%
EXPENSE									
92-11-5330	BUILDINGS & GROUNDS MAINT.	\$3,292.04	\$4,646.18	\$449.71	\$4,077.13	\$1,545.87	\$1,539.50	\$3,000.00	51.32%
92-11-5381	COMMISSION	\$15,937.60	\$24,318.80	\$25,091.60	\$26,146.20	\$34,477.20	\$14,546.90	\$25,000.00	58.19%
		18.74%	20.69%	22.20%	26.25%	24.23%	21.60%	20.83%	
92-11-5382	CREDIT CARD CHARGES	\$1,446.65	\$1,126.65	\$1,911.96	\$1,406.48	\$4,181.42	\$795.87	\$2,000.00	39.79%
		1.70%	0.96%	1.69%	1.41%	2.94%	1.18%	1.67%	
92-11-5811	BULK FUEL	\$92,456.29	\$71,801.82	\$81,095.49	\$81,385.60	\$90,448.06	\$52,104.66	\$90,000.00	57.89%
92-11-9950	BAD DEBT EXPENSE	\$0.00	\$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	\$130,652.55	\$68,986.93	\$120,000.00	57.49%

RETAIL FUEL	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	1/31/19	Budget	% Used
Total Expense	\$113,132.58	\$101,893.45	\$108,548.76	\$113,015.41	\$130,652.55	\$68,986.93	\$120,000.00	57.49%
Total Revenue	\$85,060.63	\$117,530.32	\$113,017.41	\$99,603.09	\$142,299.69	\$67,352.91	\$120,000.00	56.13%
Gain/(Loss)	(\$28,071.95)	\$15,636.87	\$4,468.65	(\$13,412.32)	\$11,647.14	(\$1,634.02)	\$0.00	

FUEL INVENTORY	Cost	7/20/2018	12/20/2018	Gallons	12/20/2018	Difference
100LL Fuel	\$3.71	\$4,362.96	\$7,998.76	1,544	\$5,728.24	\$1,365.28
Auto Fuel	\$2.91	\$201.60	\$803.16	221	\$643.11	\$441.51
Jet Fuel	\$2.73	\$7,157.45	\$12,798.24	3,807	\$10,393.11	\$3,235.66
Total		\$11,722.01	\$21,600.16	5,572	\$16,764.46	\$5,042.45

A/P	Gain/(Loss)	A/R	FUEL STATUS
	\$3,408.43	\$4,835.38	\$8,243.81
		2/11/2019	

CAPITAL IMPROVEMENTS

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	1/31/19	Budget	% Used
REVENUE								50.00%
92-20-4033 LOAN & BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$114,000.00	\$0.00	\$0.00	0.00%
92-20-4160 GRANT PROCEEDS	\$542,820.18	\$0.00	\$0.00	\$0.00	\$724,112.93	\$40,398.00	\$36,000.00	112.22%
REVENUE Total	\$542,820.18	\$0.00	\$0.00	\$0.00	\$838,112.93	\$40,398.00	\$36,000.00	112.22%
EXPENSE								
92-20-5320 RUNWAY, EQUIPMENT, BUILDINGS	\$590,651.94	\$0.00	\$0.00	\$60,752.72	\$747,621.88	\$109,502.50	\$100,000.00	109.50%
EXPENSE Total	\$590,651.94	\$0.00	\$0.00	\$60,752.72	\$747,621.88	\$109,502.50	\$100,000.00	109.50%

CAPITAL IMPROVEMENTS	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	1/31/19	Budget	% Used
Total Expense	\$590,651.94	\$0.00	\$0.00	\$60,752.72	\$747,621.88	\$109,502.50	\$100,000.00	109.50%
Total Revenue	\$542,820.18	\$0.00	\$0.00	\$0.00	\$838,112.93	\$40,398.00	\$36,000.00	112.22%
Gain/(Loss)	(\$47,831.76)	\$0.00	\$0.00	(\$60,752.72)	\$90,491.05	(\$69,104.50)	(\$64,000.00)	

	TOTAL FUNDS							
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	1/31/19	Budget	% Used
Total Expense	\$832,371.17	\$234,169.19	\$243,652.81	\$282,574.84	\$965,580.98	\$239,722.67	\$326,550.00	73.41%
Total Revenue	\$757,995.14	\$250,662.99	\$246,402.78	\$212,271.20	\$1,102,486.15	\$150,058.43	\$262,550.00	57.15%
Gain/(Loss)	(\$74,376.03)	\$16,493.80	\$2,749.97	(\$70,303.64)	\$136,905.17	(\$89,664.24)	(\$64,000.00)	

Check Approval List

CITY OF CRETE AIRPORT AUTHORITY

2/11/2019 4:40:16 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>
1521		CITY BANK & TRUST	21519	BOND INTEREST	2/14/2019	1,511.25
1522	PUBL	CITY OF CRETE PUBLIC WORKS	01-19	WATER	2/14/2019	18.11
1516	CRETEA	CRETE AUTO SUPPLY, INC.	985355	LOADER REPAIRS	2/14/2019	17.48
1519	CRETEA	CRETE AUTO SUPPLY, INC.	985446	WASHERS	2/14/2019	9.97
1517	CRETEA	CRETE AUTO SUPPLY, INC.	985622	SNOW PLOW BATTERY	2/14/2019	319.98
1518	CRETEA	CRETE AUTO SUPPLY, INC.	986284	SNOW PLOW OIL	2/14/2019	35.88
1510	001002A	CRETE AVIATION	01-19	FUEL COMMISSION	1/29/2019	1,433.60
1523	001002A	CRETE AVIATION	02-19	MANAGEMENT	2/14/2019	2,800.00
1520	CRETEN	CRETE NEWS	12319CR	LEGAL NOTICE	2/14/2019	1.53
1515		NEBRASKA SNOW EQUIPMENT	17687	VALVE	2/14/2019	59.89
1512	SAPP	SAPP BROS. PETROLEUM, INC.	22691535	PROPANE	2/14/2019	250.26
1511	SAPP	SAPP BROS. PETROLEUM, INC.	22696134	DIESEL FUEL	2/14/2019	665.80
1513	SAPP	SAPP BROS. PETROLEUM, INC.	22701607	PROPANE	2/14/2019	250.02
1514	WIND	WINDSTREAM	05-19	PHONE SERVICE	2/14/2019	116.28
						\$7,490.05

Report Selection: Check Approval List - By Vendor
 Date Range Selection: Invoice Due Date
 Starting Date: 1/11/2019
 Ending Date: 2/14/2019