

NORFOLK AIRPORT AUTHORITY

August 12, 2024

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, August 12, 2024, in the board room at Norfolk Regional Airport/Karl Stefan Memorial Field. Notice of the meeting and publication of the agenda for public view were done in accordance with state law.

CALL TO ORDER: Chairman Geary called the Norfolk Airport Authority meeting to order at 7:30 PM.

Chairman Geary noted this meeting has been properly publicized and there is a current copy of the Open Meetings Act posted in the hallway adjacent to the meeting room and is accessible to the public.

Roll call as follows: Members present: Chairman Dan Geary, Vice Chairman Randy Neuharth, Secretary Grayson Frohberg, Member Doris Kingsbury, and Member Dr. Mark Davis. Absent: None. Roll call resulted in a quorum.

President Dan Geary introduced the New Airport Manager Carl Barrows and welcomed him to his first Norfolk Airport Authority board meeting.

Also present were Terri Wachter, Carl Barrows, Judy Grashorn, Amy Sisson, Jason Lamml, Rod Longe, Bill Jepsen, Steven Rames, Austin Partridge, Kelly Burge, Cassie Albus, Sofia Deras, and Jacob Kubes.

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Kingsbury, seconded by Frohberg to approve agenda. Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
- 2) Moved by Frohberg, seconded by Neuharth to waive the reading, and approve the minutes of the July 8, 2024, board meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.

REGULAR AGENDA:

1. Continued discussion covering the planning progress for the proposed construction of a new Terminal/FBO building. Board members were made aware that Norfolk Airport Authority made the list of congressionally directed spending items for \$3.23 million. The President of United States will need to sign to make the final approval. No vote was taken.
2. Austin Partridge, Public Director of Northland Securities, was present to discuss bonding procedures. Partridge advised that after the Airport has opened a bid for the project and awarded the bid, we will know how much of a bond to obtain. The estimated time will be 2025 and will not affect this fiscal year 2024-2025 budget. No vote was taken.

3. AIP 3-31-0058-027/028 Install REIL – RWY 20, MIRL – RWY14/32 & Replace Signs (RWY 14/32, TWY's A, B & C).
Sofia Deras, Engineer for Olsson was present and stated the project is substantially completed and they are waiting on a regulator to be installed and then the NDOT/Aeronautics will do a final inspection on the project. A flight check will then be scheduled.
 - a) Moved by Kingsbury, seconded by Frohberg to approve the ratify of Airport manager signing of Summary of Project No. 5 on behalf of the sponsor for federal funds in the amount of \$298,191.00 due to the Airport. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
 - b) Moved by Neuharth, seconded by Davis to approve Summary of Project Costs No. 6 for federal funds in the amount of \$27,196.00 and Summary of Project Costs No. 7 for federal funds in the amount of \$99,045.00 due to the Airport and authorize sponsor to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
 - c) Moved by Frohberg, seconded by Neuharth to approve Progress Estimate No. 7 to Olsson in the amount of \$30,219.65 and Progress Estimate No. 3 to Danielle's Approach, LLC in the amount of \$110,049.75 and authorize the sponsor to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
4. Moved by Neuharth, seconded by Frohberg to approve engagement of MDT, LLC CPA's preparation of the Norfolk Airport Authority quarterly compilation reports, beginning with fiscal year 2024-2025, as defined in the terms and conditions of engagement document, at a cost of \$1,500.00 quarterly. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
5. Moved by Neuharth, seconded by Frohberg to approve an agreement with Cruise & Associates, Inc. regarding annual budget preparations beginning fiscal year 2025-2026, preparing fiscal year budget, meet publishing requirements and completion of state and county filings for a fee of \$5,000 annually, inclusive of attending 5 board meetings annually. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
6. Board members discussed FAA notification of Aeronautical Study No. 2022-WTE-5369-OE and determination of no hazard to air navigation for 197 wind turbines being constructed near Battle Creek, NE. No vote taken.
7. Moved by Davis, seconded by Frohberg to approve audit proposal with Williams & Company, P.C., in an amount not to exceed \$25,000 for fiscal year 2023/2024 and authorize Chairman to sign on behalf of the Authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.

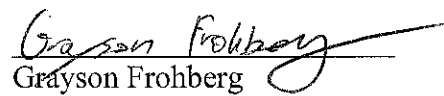
8. Dan Geary met again with the National Guard Armory on August 5, to discuss further the request for owning 25 acres of land for no charge. The new building site would be approximately \$44 million and scheduled to be constructed around 2030-2035. Moved by Davis, seconded by Dan Geary to partner with the City of Norfolk in transferring 20-25 acres of land to NE National Guard Armory to own. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
9. Moved by Davis, seconded by Neuharth to approve hangar lease as submitted by Airport Legal Counsel, Jason Lampli. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
10. Accountant Amy Sisson stated next month she will have the 2024-2025 budget reports ready to submit to the State of Nebraska and advertise for the Budget hearing.
11. Moved by Kingsbury, seconded by Frohberg to approve the bills for payment. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
12. Moved by Kingsbury, seconded by Frohberg to ratify the following payments:
Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
 - a) EFT \$8,027.28 to U.S. Treasury for August 2024/941 Federal tax deposit.
 - b) EFT \$1,366.41 to NE Department of Revenue for August income tax withholding.
 - c) EFT \$3,584.00 to NDOT/ Dept. Of Aeronautics for July 2024 revolving hangar loan payment.
 - d) EFT \$710.02 to Mutual of Omaha employee Benefits July 2024 services.
 - e) EFT \$1,366.87 to American Funds Simple IRA for August 2024 payroll.
 - f) EFT \$26,027.59 for August 2024 payroll.
 - g) \$25,824.60 to Avfuel Corporation for 7,938 gallons Jet A with \$25,824.60 credit.
 - h) \$25,182.84 to Avfuel Corporation for 7,934 gallons Jet A with \$25,182.84 credit.
 - i) Check #25818 for \$39,481.88 to Auto-Owners Insurance dated 7/23/2024.

Moved by Frohberg, seconded by Kingsbury to adjourn the meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury and Davis. Voting nay: None. Absent: None. Motion carried.

There being no further business before the Norfolk Airport Authority, Chairman Geary adjourned the meeting at 9:15p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, September 9, 2024.

Respectfully submitted:
August 16, 2024


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary