

NORFOLK AIRPORT AUTHORITY
December 9, 2024

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, December 9, 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 made 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. Absent: Rich Clausen. Roll call resulted in a quorum.

Also present were Judy Grashorn, Jason Lammler, Ryan Hanson, Rod Longe, and Steve Rames.

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Frohberg, seconded by Kingsbury to add agenda #9 personnel matters in executive session and approve agenda. Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
- 2) Moved by Kingsbury, seconded by Frohberg to waive the reading, and approve the minutes of November 11, 2024, board meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.

REGULAR AGENDA:

1. Continued discussion covering the planning progress for the proposed construction of a new Terminal/FBO building. Ryan Hansen, Engineer, HDR, Inc., was present and explained Amendment #2 to the OFK Terminal Engineer Agreement for \$90,000 including FAA final review, building permits, assisting with advertising bids, etc.
 - a) Moved by Frohberg, seconded by Neuharth to approve Amendment #2 to the OFK Terminal Engineer Agreement for \$90,000. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
2. AIP 3-31-0058-027/028 Install REIL – RWY 20, MIREL – RWY14/32 & Replace Signs (RWY 14/32, TWY's A, B & C. Danielle's Approach is currently waiting for a regulator from the manufacturer to complete the project. No vote was taken.
3. Airport Manager Carl Barrows stated he has been in contact with University of North Dakota's Chad Martin who is in charge of fleet development and satellite operations. Barrows reported that Chad Martin will set up a date in the first quarter of 2025 to come visit the Norfolk Airport and take a tour. No vote was taken.

4. Airport Manager Carl Barrows reported that he met with Northeast Community College's President Leah Barritt about starting an A & P mechanic program at NECC. Barrows mentioned he intends to meet with Charlene Widner, VP of Education at NECC to discuss this idea more thoroughly. No vote was taken.

5. Legal Counsel Jason Lampli had no new information to report.

6. Appointment of 2025 Authority Officers and Authority Staff is as follows:

Officers

- Moved by Kingsbury, seconded by Frohberg to retain Dan Geary as Chairman of the Norfolk Airport Authority for 2025. Roll call: Refraining: Geary. Voting aye: Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
- Moved by Kingsbury, seconded by Geary to retain Randy Neuharth as Vice Chairman of the Norfolk Airport Authority for 2025. Roll call: Refraining: Neuharth. Voting aye: Geary, Frohberg and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
- Moved by Kingsbury, seconded by Neuharth to retain Grayson Frohberg as Secretary of the Norfolk Airport Authority for 2025. Roll all: Refraining: Frohberg. Voting aye: Geary, Neuharth and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.

Staff

- Moved by Frohberg, seconded by Kingsbury to approve Cruise and Associates, as Accountant for the Norfolk Airport Authority for 2025. Roll: Voting aye: Geary, Frohberg, Neuharth and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
 - Moved by Neuharth, seconded by Frohberg to retain Jason Lampli, as airport Legal Counsel for 2025. Roll call: Voting aye: Geary, Frohberg, Neuharth and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
 - Moved by Kingsbury, seconded by Frohberg to retain Judy Grashorn as Treasurer for the Norfolk Airport Authority for 2025. Roll call: Voting aye: Geary, Frohberg, Neuharth and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
 - Moved by Kingsbury, seconded by Frohberg to include safety committee representatives, for the year 2025 as follows: Airport Manager to represent Management, Neuharth to represent the Airport Authority Board and all employees representing the labor work.
7. Moved by Kingsbury, seconded by Frohberg to approve the bills for payment. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
8. Moved by Kingsbury, seconded by Frohberg to ratify the following payments:
Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
- a) EFT \$6,476.96 to U.S. Treasury for December 2024/941 Federal tax deposit.
 - b) EFT \$1,105.68 to NE Department of Revenue for December income tax withholding.
 - c) EFT \$3,584.00 to NDOT/ Dept. Of Aeronautics for December 2024 revolving hangar loan payment.
 - d) EFT \$813.88 to Mutual of Omaha employee Benefits December 2024 services.
 - e) EFT \$1,705.37 to American Funds Simple IRA for December 2024 payroll.

- f) EFT \$20,413.07 for December 2024 payroll.
- g) \$24,779.11 to Avfuel Corporation for 8,047 gallons Jet A with \$24,779.11 credit.

- 9. Moved by Frohberg, seconded by Kingsbury to move to an executive session with board members and legal counsel Jason Lammler included in the discussion of employee performance review. Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
At 8:06 p.m. board members convened to executive session. The board members concluded the executive session of employee performance review, and the executive session closed at 9:29 p.m. Moved by Neuharth, seconded by Frohberg to close executive session. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.

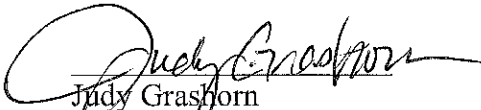
Reconvened to the regular session at 9:30 p.m. As per executive session:

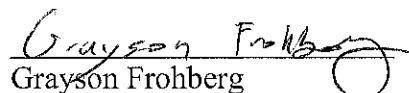
- 1. Moved by Frohberg, seconded by Kingsbury to accept the resignation of Airport Manager Carl Barrows effective immediately December 9, 2024 with severance on a three month contract ending March 31, 2025. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
- 2. Moved by Geary, seconded by Kingsbury to appoint Grayson Frohberg Interim Airport Manager effective December 10, 2024. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
- 3. Moved by Frohberg, seconded by Neuharth to ratify the promoting of part-time FBO Technician to full time employee for Norfolk Airport Authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
- 4. Moved by Frohberg, seconded by Kingsbury to ratify the salary change and additional responsibilities for the Office Manager. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
- 5. Moved by Neuharth, seconded by Frohberg to ratify the salary change for full time FBO line technician. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.

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

There being no further business before the Norfolk Airport Authority, Chairman Geary adjourned the meeting at 9:48 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, January 13, 2025.

Respectfully submitted:
December 11, 2024


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary