

NORFOLK AIRPORT AUTHORITY

February 12, 2024

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, February 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, and Member Doris Kingsbury. Absent: Member Dr. Mark Davis. Roll call resulted in a quorum.

Also present were Terri Wachter, Judy Grashorn, Amy Sisson, Jason Lammler, Rod Longe, and Dave Roker

RECOMMENDED ACTIONS:

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

REGULAR AGENDA:

1. Continued discussion covering the planning progress for the proposed construction of a new Terminal/FBO building. Interim Airport Manager Terri Wachter announced the next subcommittee meeting with HDR Engineering is Friday February 16, 2024, 10:00 a.m. Ryan Hanson will be present to continue the design of the new Terminal/FBO building. No vote was taken.
2. Runways 2 and 20 closed due to sink hole. Penro Construction from Pender, NE is scheduled to start renovation within the week. Displacing the runway was mentioned if the renovation was going to leave the runway closed for a lengthy period. At this time, it is closed and not displaced. No vote was taken.
3. The Airport Manager job position has officially been advertised in several locations. Terri Wachter and Judy Grashorn continue to post on various sites to get more exposure for seeking a good applicant. No vote was taken.

Mark Davis arrived at the meeting at 7:43 p.m. and was seated as present.

4. Legal Counsel Jason Lammler currently is updating the annual hangar lease for 2025. Ideas for airworthiness aircraft and fuel surcharges were being discussed. No vote was taken.

5. Marketing Coordinator Bill Jepsen was not present. No new information to report.

6. Accountant Amy Sisson had no new information to report.

7. 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.

8. Moved by Kingsbury, seconded by Neuharth to ratify the following payments:

- a) EFT \$7,328.56 to U.S. Treasury for February 2024/941 Federal tax deposit.
- b) EFT \$1,244.92 to NE Department of Revenue for February income tax withholding.
- c) EFT \$3,584.00 to NDOT/ Dept. Of Aeronautics for January 2024 revolving hangar loan payment.
- d) EFT \$710.02 to Mutual of Omaha employee Benefits February 2024 services.
- e) EFT \$1,498.65 to American Funds Simple IRA for February 2024 payroll.
- f) Checks #25678 through #25679 for \$4,461.73 for February 2024 payroll as listed in the monthly disbursement report.
- g) EFT \$20,923.03 for February 2024 payroll.
- h) \$26,360.64 to Avfuel Corporation for 8,187 gallons Jet A with \$26,360.64 credit.
- i) EFT \$93.56 to NE Local Sales & Use Tax Return for 2023.
- j) EFT \$1,393.50 to NE Dept of Labor Unemployment Insurance.
- k) \$13,045.50 Wire transfer to Aero Specialties, Inc. for balance due on Oxygen cart.
- l) EFT \$15.00 to Elkhorn Valley Bank for Aero Specialties, Inc. wire transfer.

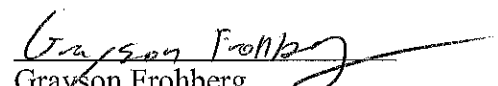
Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.

Moved by Frohberg, seconded by Neuharth 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 8:06 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, March 11, 2024.

Respectfully submitted:
February 14, 2024


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary