

**NORFOLK AIRPORT AUTHORITY**  
**January 8, 2024**

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, January 8, 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 Dr. Mark Davis. Absent: Member Doris Kingsbury. Roll call resulted in a quorum.

Also present were Terri Wachter by teleconference, Judy Grashorn, Jason Lamlli, Bill Jepsen,

**RECOMMENDED ACTIONS:**

- 1) The agenda was reviewed. Moved by Neuharth, seconded by Frohberg to approve agenda. Voting aye: Geary, Neuharth, Frohberg, and Davis. Voting nay: None. Absent: Kingsbury. Motion carried.
- 2) Moved by Frohberg, seconded by Davis to waive the reading, and approve the minutes of the December 11, 2023, board meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Davis. Voting nay: None. Absent: Kingsbury. Motion carried.

**REGULAR AGENDA:**

1. Continued discussion covering the planning progress for the proposed construction of a new Terminal/FBO building. Interim Airport Manager Wachter presented CIP data sheets as proposed by HDR, Inc. separating the project for the Terminal/FBO building from the attached hangar. The 12,000 sq foot hangar is eligible for BIL Funds, Discretionary Funds, and applications for a DOT/Aeronautics revolving hangar loan is also an option. Local share for the Terminal building is \$4,972,687.00 and local share for the attached hangar is \$1,765,656.00. No vote was taken.
2. Discussion on NDOT Capital improvement program for next three years included adding preliminary design plan for rehab runway project in 2025, begin stages of rehab runway project in 2026, and planning of two corporate hangars in 2027. Wachter will submit the proposed CIP data sheet to NDOT before the deadline of January 26, 2024. No vote was taken.
3. Moved by Davis, seconded by Neuharth to approve Elkhorn Valley Bank and Trust

to provide business online banking services with origination of ACH, appointing Terri Wachter as the administrator of Business Online Banking and Terri Wachter and Judy Grashorn to process and approve ACH files with one approval. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Davis. Voting nay: None. Absent: Kingsbury. Motion carried.

4. Interim manager Terri Wachter and office manager Judy Grashorn will continue to update the Airport Manager job announcement and post position for hire. No vote taken.
5. Moved by Neuharth, seconded by Frohberg to authorize Airport Manager to sign Farm Service Agency documents regarding all farming operations for 2024. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Davis. Voting nay: None. Absent: Kingsbury. Motion carried.
6. The annual employee appreciation dinner is scheduled for Saturday, February 10, 2024 at Black Cow Fat Pig restaurant. Invitations have been mailed. No vote taken.
7. Discussion on holding monthly board meetings at Norfolk Airport Authority vs. Norfolk City Council Chambers for future meetings. No vote was taken.
8. Legal Counsel Jason Lammler had no new information to report.
9. Marketing Coordinator Bill Jepsen had no new information to report.
10. Accountant Amy Sisson was not present. No new information to report.
11. Moved by Neuharth, seconded by Frohberg to approve the bills for payment. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Davis. Voting nay: None. Absent: Kingsbury. Motion carried.
12. Moved by Davis, seconded by Neuharth to ratify the following payments:
  - a) EFT \$5,866.86 to U.S. Treasury for January 2024/941 Federal tax deposit.
  - b) EFT \$950.05 to NE Department of Revenue for January income tax withholding.
  - c) EFT \$3,584.00 to NDOT/ Dept. Of Aeronautics for December 2023 revolving hangar loan payment.
  - d) EFT \$710.02 to Mutual of Omaha employee Benefits January 2024 services.
  - e) EFT \$1,612.75 to American Funds Simple IRA for January 2024 payroll.
  - f) Checks #25642 through #25652 for \$21,059.49 for January 2024 payroll as listed in the monthly disbursement report.
  - g) \$6,820.51 wire transfer to Aero Specialties, Inc. with \$5,590.93 as down payment on oxygen cart and \$1,229.59 as full payment for the EMB 300 aircraft tow bar.
  - h) \$15.00 EFT to Elkhorn Valley Bank for wire fee for Aero Specialties, Inc.

payment

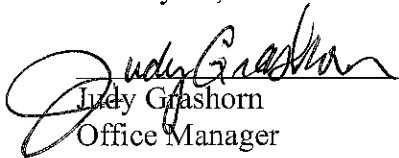
- i) \$23,973.83 to Avfuel Corporation for 7,599 gallons Jet A with \$23,973.83 credit.
- j) EFT to CityServiceValcon for \$32,445.43 for 8,006 gallons 100LL.
- k) Check #25641, dated 12/21/2023 to Auto Owners Insurance for 2023 Ford 100LL Refueler.

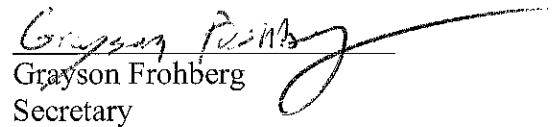
Roll call: Voting aye: Geary, Neuharth, Frohberg, and Davis. Voting nay: None. Absent: Kingsbury. Motion carried.

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

There being no further business before the Norfolk Airport Authority, Chairman Geary adjourned the meeting at 8:21 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, February 12, 2024.

Respectfully submitted:  
January 11, 2024

  
Judy Grashorn  
Office Manager

  
Grayson Frohberg  
Secretary