

# NORFOLK AIRPORT AUTHORITY

January 13, 2025

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, January 13, 2025, 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, and Member Rich Clausen. Absent: None. Roll call resulted in a quorum.

Also present were Judy Grashorn, Jason Lammler, Ryan Hanson, Rod Longe, and Steve Rames, Bill Jepsen, Klay Kasik, and Cassie Albus.

## RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Frohberg, seconded by Neuharth to add agenda letter A the swearing in of newly elected board member Rich Clausen and approve agenda. Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
- 2) Moved by Frohberg, seconded by Clausen to waive the reading, and approve the minutes of December 9, 2024, board meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

## REGULAR AGENDA:

- A. Newly elected board member Rich Clausen was sworn in and took the oath as a Norfolk Airport Authority Board member.
  1. The 2025 lease for Liberty Aviation hangar F2 & G2 rent was changed from \$1,469.00 to \$1,400/month by Darren Zanardi and signed by ex-Airport Manager Carl Barrows. This action contradicts NAA Board members' vote to raise the hangar rent 10%. At the time of signing Carl Barrows was an authorized agent making the contract binding. Board members will not ask Darren Zanardi to re-negotiate the 2025 lease and will take this into consideration on next year's lease in one year.
  2. 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 the changes in taking 23 feet off the proposed hangar and shortening the width of the hangar door to allow an overhead door to be added for equipment into the hangar, this was decided by the design committee on December 13, 2024. The permit review is currently in the City of Norfolk's possession and final review

has been sent to the FAA. Ryan stated that he sent a pre-solicitation notice to several contractors with February 3, 2025, the anticipated date for bid advertisement. The expense of a temporary work site trailer for temporary administration office would be the responsibility of the NAA and not included in the project cost. The congressional grant fund is expected to be signed in March of 2025. 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. Danielle's Approach is currently waiting for a regulator from the manufacture to complete the project. Danielle's Approach had proposed a larger regulator than needed and Olson Engineer denied it. No vote was taken.
4. Frohberg presented the capital improvement plan FY2025-2026, and stated the airport layout plan is on the list and needs to be completed before other projects can start. No vote was taken.
5. The Nebraska Aeronautics Commission awarded Norfolk Airport Authority with a state grant of \$8,890 for project #OFK AS-08 (sink hole on runway 02/20). Signatures by the President and Secretary of NAA on behalf of all authority was signed for the state grant agreement and funds will be released in February 2025.
6. A 1980 snow blower attachment to an older payloader that the Airport no longer possess was sold on Big Iron Auctions in November 2024 for \$5, 049.00 after commissions and fees. No vote was taken.
7. Moved by Neuharth, seconded by Geary to approve the updated quote from BC Builders to re-roof existing hangars of row E in the amount of \$177,457. Low Profile Metal -over-Metal reroof system will go over existing roof. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
8. FAA sent a letter to Norfolk Airport Authority, in which they are conducting a study to decommission the Runway End Identifier Lights (REILs). Currently FAA maintains the REIL on runway 32, and NAA maintains the REIL on runway 20. Dan Geary said he will type a letter to FAA requesting that we maintain both REILs.
9. Rich Clausen, Grayson Frohberg and Judy Grashorn have volunteered to be on the committee to review resumes and call applicants for an Airport Manager and report findings to other board members.
10. Cassie Albus from Cruise and Associates presented the quarterly compilation report from August 1, 2024-October 31, 2024. No vote taken.
11. Legal Counsel Jason Lampli reported that ex-airport manager Carl Barrows signed the separation agreement/consultant contract. Carl has agreed to give names of people that he spoke with at the University of North Dakota flight school. Grayson Frohberg was assigned by Geary to research this prospect. No vote was taken.

12. Discussion on the date for the annual employee appreciation dinner was discussed, and the office manager will get alternative dates in February for the dinner and report back to the Board members by email.

13. Moved by Kingsbury, seconded by Neuharth to approve the bills for payment. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

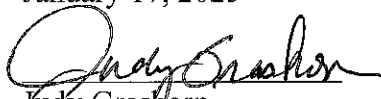
14. Moved by Kingsbury, seconded by Neuharth to ratify the following payments:  
Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

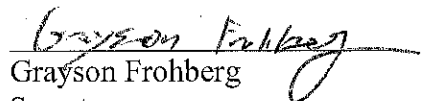
- a) EFT \$7,035.52 to U.S. Treasury for January 2024/941 Federal tax deposit.
- b) EFT \$1,155.37 to NE Department of Revenue for January income tax withholding.
- c) EFT \$3,584.00 to NDOT/ Dept. Aeronautics for January 2024 revolving hangar loan payment.
- d) EFT \$925.08 to Mutual of Omaha employee Benefits January 2024 services.
- e) EFT \$1,802.72 to American Funds Simple IRA for January 2024 payroll.
- f) EFT \$22,782.55 for January 2024 payroll.
- g) \$21,624.79 to Avfuel Corporation for 8,120 gallons Jet A with \$21,624.79 credit.
- h) CityServiceValcon \$31,619.05 for 7,981 gallons 100LL on 12/10/2024

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

There being no further business before the Norfolk Airport Authority, Chairman Geary adjourned the meeting at 8:55 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, February 10, 2025.

Respectfully submitted:  
January 17, 2025

  
Judy Grastorn  
Office Manager

  
Grayson Frohberg  
Secretary