

NORFOLK AIRPORT AUTHORITY

May 13, 2024

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, May 13, 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, Rod Longe, Bill Jepsen, and Ryan Hanson.

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Geary requested moving line item #5 to the end after line item #11 and discussing in executive session. Moved by Kingsbury, seconded by Frohberg to move line item # 5 to executive session after line item #11 and 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 April 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. Ryan Hanson, HDR project manager, was present to discuss amendment for professional services of \$110,000.00, this is additional to the original design phase agreement of \$371,576.00. Hanson explained the change in design plans, and services to apply for potential congressional funding in an estimated amount of \$3,000,000.00 as allowed per application guidelines.
 - a) Moved by Neuharth, seconded by Frohberg to approve Amendment No.01 for \$110,000.00 for design phase services. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Davis. Motion carried.
2. AIP 3-31-0058-027/028 Install REIL – RWY 20, MIRL – RWY14/32 & Replace Signs (RWY 14/32, TWY's A, B & C)

- a. Moved by Kingsbury, seconded by Frohberg to approve Progress Estimate No. 5 to Olsson in the amount of \$7,913.69 and authorize sponsor to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Davis. Motion carried.
 - b. Moved by Kingsbury, seconded by Frohberg to approve Summary of Project Costs No. 3 in the amount of \$7,122.00 for federal funds due the airport and authorize sponsor to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Davis. Motion carried.
 - c. Project to start week of May 27th with Pre-construction meeting to be held on May 23rd.
3. Randy Neuharth, Grayson Frohberg, and Terri Wachter volunteered to be in the committee to review the Statements of Qualifications (SOQ's) as submitted by engineering consultants for Airport Layout Plan (ALP) Capital Improvement Project (CIP). No vote was taken.
 4. Moved by Geary, seconded by Frohberg to raise hangar rental rates by 10%, beginning January 2025. Roll call: Voting aye: Geary, Frohberg, and Kingsbury. Voting nay: None. Absent: Davis. Abstain: Neuharth. Motion carried.
 5. Moved to Executive Session after line item #11.
 6. The search for a new airport accountant is still open. Wachter stated she is waiting for proposal bids from a couple of Accountants.
 7. Legal Counsel Jason Lammler was not present. No new information.
 8. Marketing Coordinator Bill Jepsen had no new information to report.
 9. Accountant Amy Sisson had no new information to report.
 10. 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: Davis. Motion carried.
 11. Moved by Kingsbury, seconded by Frohberg to ratify the following payments:
 - a. EFT \$5,480.00 to U.S. Treasury for May 2024/941 Federal tax deposit.
 - b. EFT \$917.12 to NE Department of Revenue for May income tax withholding.
 - c. EFT \$3,584.00 to NDOT/ Dept. Of Aeronautics for May 2024 revolving hangar loan payment.
 - d. EFT \$710.02 to Mutual of Omaha employee Benefits May 2024 services.
 - e. EFT \$1,307.03 to American Funds Simple IRA for May 2024 payroll.
 - f. EFT \$19,451.36 for May 2024 payroll.
 - g. \$27,629.84 to Avfuel Corporation for 8,067 gallons Jet A with \$27,629.84 credit.
 - h. \$26,752.01 to Avfuel Corporation for 8,041 gallons Jet A with

\$26,752.01 credit.

- i. \$25,504.99 to Avfuel Corporation for 8,022 gallons Jet A with \$25,504.99 credit.

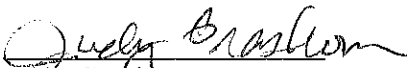
Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None.
Absent: Davis. Motion carried.

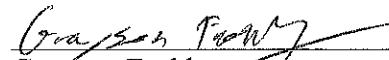
5. Moved by Frohberg, seconded by Neuharth to move to executive session with board members and Terri Wachter included in the discussion of airport manager search. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Davis. Motion carried. At 8:20 p.m. board members convened to executive session. The board members concluded the executive session of Airport Manager search, and executive session closed at 8:52 p.m. Moved by Geary, seconded by Frohberg to close executive session. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Davis. Motion carried. Action taken in executive session include motion by Geary, seconded by Frohberg to proceed with offering Carl Barrows the Airport Manager position, pending background check, at a salary of \$80,000.00 annually. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Davis. Motion carried.

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

There being no further business before the Norfolk Airport Authority, Chairman Geary adjourned the meeting at 8:54 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, June 10, 2024.

Respectfully submitted:
May 15, 2024


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary