

NORFOLK AIRPORT AUTHORITY

November 11, 2024

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, November 11, 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, and Member Dr. Mark Davis. Absent: None. Roll call resulted in a quorum.

Also present were Carl Barrows, Judy Grashorn, Jason Lamml, Bill Jepsen, Ryan Hanson and Rich Clausen.

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Kingsbury, seconded by Frohberg to approve agenda. Voting aye: Geary, Neuharth, Frohberg, Kingsbury and Davis. Voting nay: None. Absent: None. Motion carried.
- 2) Moved by Kingsbury, seconded by Frohberg to waive the reading, and approve the minutes of October 14, 2024, board meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. 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 mentioned that we are currently waiting to hear if Congressional funds will be awarded to Norfolk Airport Authority. No vote was taken.
2. 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. The flight check hasn't been scheduled as of present. No vote was taken.
3. Airport Manager Barrows spoke with AvFuel Corporation to request a partial payment of \$170,000 sitting in a holding account with AvFuel. Leaving approximately \$30,000 in the holding account to purchase more Jet A fuel. Barrows will continue to watch the balance of holding account and speak with Josh Diggs AvFuel District manager about the possibility of deleting the holding account and using our bank account to deposit and make ACH payments for fuel. No vote was taken.

4. Barrows presented a list of hangars and hangar end cap prices that he would like to adjust after board members had voted on hangar prices last month for 2025 leases. Moved by Frohberg, seconded by Kingsbury to approve north end "C" row hangars be charged an additional \$5 from \$115.00/mo. to \$120/00/mo. Also, hangar end caps are charged an additional \$12.00 from \$28.00/mo. to \$40.00/mo. Roll call: Voting aye: Geary, .Frohberg, Kingsbury, and Davis. Refraining: Neuharth (current NAA tenant) Voting nay: None. Absent: None. Motion carried.

5. Barrows mentioned to board members he has contacted the University of North Dakota flight instruction program about setting up a flight program at Norfolk Regional Airport. Barrows was told by UND that they would set up a committee to research our airport and community. Barrows is waiting on UND to schedule a time to tour. No vote was taken.

6. Moved by Kingsbury, seconded by Frohberg to approve board members and staff to attend Annual Nebraska Aviation Symposium in Kearney, NE January 29-30, 2025. Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried. During discussion on how to pay for registration and hotels, it was made known that the new airport manager Barrows doesn't have a business credit card. Moved by Geary, seconded by Frohberg to approve Barrows to obtain a Norfolk Airport Authority company credit card. Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.

7. Legal Counsel Jason Lammler had no new information to report.

8. 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.

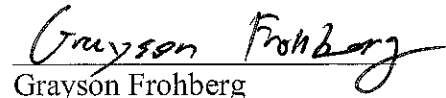
9. Moved by Frohberg, seconded by Kingsbury to ratify the following payments:
Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
 - a) EFT \$7,453.14 to U.S. Treasury for November 2024/941 Federal tax deposit.
 - b) EFT \$1,300.30 to NE Department of Revenue for November income tax withholding.
 - c) EFT \$3,584.00 to NDOT/ Dept. Of Aeronautics for November 2024 revolving hangar loan payment.
 - d) EFT \$813.88 to Mutual of Omaha employee Benefits November 2024 services.
 - e) EFT \$1,949.85 to American Funds Simple IRA for November 2024 payroll.
 - f) EFT \$23,042.92 for November 2024 payroll.
 - g) \$23,742.51 to Avfuel Corporation for 7,967 gallons Jet A with \$23,742.51 credit.
 - h) \$24,754.69 to Avfuel Corporation for 8,038 gallons Jet A with \$24,754.69 credit.
 - i) EFT \$32,366.65 to CityService for 7,979 gallons 100LL fuel.

Moved by Kingsbury, seconded by Frohberg 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 8:27 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, December 9, 2024.

Respectfully submitted:
November 13, 2024


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary