

NORFOLK AIRPORT AUTHORITY

October 14, 2024

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, October 14, 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, Rod Longe, Bill Jepsen, Steven Rames, Ryan Hanson, and Austin Svehla, Chris Corr, Tim Udell, and Sam Fisher.

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Frohberg, seconded by Davis to move line item #4 to a closed executive session after line item #9 and approve agenda. Voting aye: Geary, Neuharth, Frohberg, Kingsbury and Davis. Voting nay: None. Absent: None. Motion carried.
- 2) Moved by Frohberg, seconded by Davis to waive the reading, and approve the minutes of September 9, 2024, board meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
- 3) Moved by Kingsbury, seconded by Frohberg to waive the reading, and approve the minutes of September 9, 2024, budget hearing 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 of 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). Chris Corr, Engineer of Olsson, Inc., was present and mentioned that we are currently waiting on Danielle's Approach to replace a regulator to complete the project. The flight check hasn't been scheduled as of present. No vote was taken.

3. Norfolk Airport employees are training and using an online billing system with Avfuel Hub. A desktop computer and a new printer/copier/fax machine were purchased for the FBO. Credit cards and customers will be stored in the database on Avfuel Hub. Further training in exporting purchases into Quick Books and fuel truck purchases/inventory integrated into Avfuel Hub software are being explored. No vote was taken.
4. Moved to after agenda item #9 in closed executive session.
5. Airport Manager Carl Barrows requested to change the hangar rates for C, D and E row hangars with an additional \$5 fee for electric use and continue to leave the approved 10% hangar rate increase approved by board members in May for the remaining hangars. He would like to have all "T" hangars have the same rate. After further discussion the board wanted to have a difference between North and South facing hangars and insulated vs. non-insulated hangars. Moved by Frohberg, seconded by Davis to charge for hangars in row D & E to north facing \$110/mo. and south facing \$115/mo. Charge hangars in row C to north facing \$115/mo. and south facing \$125/mo... All hangars that have an electrical meter will continue to be charged for their use at the end of each calendar year. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
6. Legal Counsel Jason Lammler had no new information to report.
7. Accountant Cassie Albus, from Cruise and Associates, was not present. 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 Kingsbury, seconded by Frohberg to ratify the following payments:
Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.
 - a) EFT \$7,179.56 to U.S. Treasury for October 2024/941 Federal tax deposit.
 - b) EFT \$1,241.19 to NE Department of Revenue for October income tax withholding.
 - c) EFT \$3,584.00 to NDOT/ Dept. Of Aeronautics for September 2024 revolving hangar loan payment.
 - d) EFT \$710.02 to Mutual of Omaha employee Benefits October 2024 services.
 - e) EFT \$1,479.19 to American Funds Simple IRA for September 2024 payroll.
 - f) EFT \$23,449.04 for October 2024 payroll.
 - g) \$22,347.66 to Avfuel Corporation for 7,951 gallons Jet A with \$22,347.66 credit.
 - h) \$22,885.54 to Avfuel Corporation for 7,973 gallons Jet A with \$22,885.54 credit.

4. Moved by Frohberg, seconded by Davis to move to Executive Session with all board members, employees, legal counsel, and Time Udell from Precision IT, for the discussion of Ameriflight King Air accident on October 7, 2024. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried. At 8:21 p.m. board members convened to an executive session.

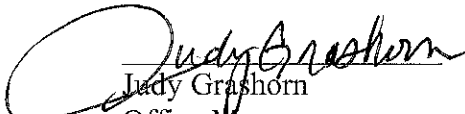
Moved by Frohberg, seconded by Davis to close the executive session at 8:45 p.m. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.

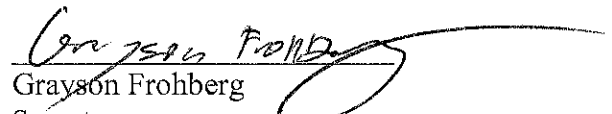
Moved by Frohberg, seconded by Neuharth to instruct the Airport Manager Carl Barrows to continue his accident investigation to determine if Norfolk Airport Authority's policy and procedures were followed for the Ameriflight King Air accident on October 7, 2024. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Davis. Voting nay: None. Absent: None. Motion carried.

Moved by Geary, seconded by Kingsbury 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 8:47 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, November 11, 2024.

Respectfully submitted:
October 14, 2024


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary