

## NORFOLK AIRPORT AUTHORITY

March 9, 2026

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, March 9, 2026, 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 Justin Martin, Judy Grashorn, Jason Lammler, Rod Longe, Ryan Hanson, Jim Lange, Sofia Nolte, Mark Throener, and Tyler Zehr.

### RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Frohberg, seconded by Neuharth to add agenda # 6.1 before item #7. Quote to purchase generator for GPU. Roll Call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried

Moved by Frohberg, seconded by Neuharth to approve the agenda with addition of agenda item pre # 6.1. Roll Call: Voting aye: Geary, Neuharth, 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 February 9, 2026, regular board meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

### REGULAR AGENDA:

1. Project AIP 3-31-0058-029 - Norfolk Airport Layout Plan
  - a) Moved by Neuharth, seconded by Kingsbury to approve progress estimate #8 to HDR Engineering, in the amount of \$2,822 and authorize Chairman to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
  - b) Moved by Kingsbury, seconded by Neuharth to approve summary of project cost #7 in the amount of \$2,680. for federal funds due to Norfolk Airport and authorize Chairman to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried
  - c) Moved by Clausen, seconded by Frohberg to approve progress estimate #9 to HDR Engineering, in the amount of \$47,838 and authorize Chairman to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

d) Moved by Kingsbury, seconded by Neuharth to approve summary of project cost #8 in the amount of \$45,447 for federal funds due to Norfolk Airport and authorize Chairman to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

2. Project AIP 3-31-0058-030 – “Construct Hangar” (2-Bay Corporate Hangar)

a) Moved by Frohberg, seconded by Neuharth to approve progress estimate #3 to HDR Engineering, in the amount of 16,365 and authorize sponsor to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

b) Moved by Neuharth, seconded by Frohberg to NDOT State grant agreement and State grant resolution for project #3-31-0058-030-2026 (construct 2-bay hangar) and authorize Chairman and Secretary of NAA Board to sign on behalf of the Authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

c) Moved by Clausen, seconded by Neuharth to approve the following grant application and sponsor certifications:

- Grant Application SF-424 federal assistance
- FAA Form 5100-100 application for federal Assistance
- FAA Form 5100-129 Construction Project Final Acceptance
- FAA Form 5100-130, Drug Free Workplace
- FAA Form 5100-131 Equipment and Construction Contracts
- FAA Form 5100-132 Project Plans and Specifications
- FAA Form 5100-134 Selection of Consultants
- FAA Form 5100-135 Certification and Disclosure regarding potential Conflicts of Interest
- FAA Form 5100-145 Title VI Pre-Grant Award Checklist

And authorize Chairman to sign all on behalf of the Authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

3. Discussion was held on updating the bylaws to include literature on Airport Manager’s spending authority. Moved by Neuharth, seconded by Frohberg to approve the changes to bylaws section E made by Jason Lamkli, Legals Counsel for the Airport to include “Creating permanent or full-time positions shall only be done with approval of the Authority. Provided however, Airport Manager shall have the authority to hire permanent or full-time employees to staff vacant positions when such positions have previously been approved by the Authority. Dismissal of any permanent or full-time employee shall be reserved to the Authority, either on its own initiative or on the recommendation of the Airport Manager; however, the Airport Manager shall have the authority to suspend, with or without pay, a permanent or full-time employee pending the dismissal determination of the Authority.” Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

4. Legal Counsel Jason Lamkli reported no new information.

5. Tyler Zehr, MDT, LLC/Cruise and Associates, presented the 6-month compilation report including August 1, 2025-January 31, 2026. No vote was taken.
6. Moved by Neuharth, seconded by Clausen to approve selling the 1985 Jeep Tug CJ10, being the Airport recently purchased a remote-control tug and currently has another jeep tug. The Board suggested Martin contact other Nebraska Airports in need of a tug. Controller magazine and Trade-A-Plane magazine were suggested by Martin. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
- 6.1 Airport Manager presented a quote from Aero Specialties for \$6,575.51 to purchase a new generator for the ground power unit (GPU). Martin explained that Northwest Electric inspected the GPU and reported they were unable to get parts to repair the generator. Moved by Geary, seconded by Frohberg to approve the quote from Aero Specialties to purchase a new generator. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
7. Moved by Kingsbury, seconded by Neuharth to approve the bills for payment. Roll Call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
8. Moved by Kingsbury, seconded by Frohberg to ratify the following payments: Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
  - a. EFT \$6,866.21 to U.S. Treasury for 941 Federal tax deposit.
  - b. EFT \$978.07 to NE Department of Revenue for income tax withholding.
  - c. EFT \$3,584.00 to NDOT/ Dept. Aeronautics for revolving hangar loan.
  - d. EFT \$1,11073 to Mutual of Omaha employee Benefits services.
  - e. EFT \$2,670 to American Funds Simple IRA for monthly payroll.
  - f. EFT \$20,436 for monthly payroll.
  - g. EFT \$23,559.82 to Avfuel Corporation for 8,069 gallons Jet A fuel.

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 8:04 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, April 13, 2026.

Respectfully submitted:  
March 11, 2026

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Judy Grashorn  
Office Manager

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Grayson Frohberg  
Secretary

Resolution No. 2026-01

EXTRACT FROM THE MINUTES OF AN OFFICIAL MEETING OF THE AIRPORT AUTHORITY OF NORFOLK, NEBRASKA, SPONSOR OF THE NORFOLK REGIONAL AIRPORT/KARL STEFAN MEMORIAL FIELD, HELD ON April 13<sup>th</sup>, 2026.

The following resolution was introduced by \_\_\_\_\_, read in full, seconded by \_\_\_\_\_ and considered:

A RESOLUTION ADOPTING AND APPROVING THE EXECUTION OF AN AGENCY AGREEMENT WITH NEBRASKA DEPARTMENT OF TRANSPORTATION, DIVISION OF AERONAUTICS FOR PROJECT NO. 3-31-0058-030-2026 TO BE SUBMITTED BY THE DEPARTMENT TO THE FEDERAL AVIATION ADMINISTRATION TO OBTAIN FEDERAL ASSISTANCE FOR THE DEVELOPMENT OF THE AIRPORT.

Be it resolved by the Chairperson and members of the Airport Authority of Norfolk, Nebraska, that:

1. The Airport Authority of Norfolk shall enter into an Agency Agreement with the Department of Transportation, Division of Aeronautics for Project No. 3-31-0058-030-2026 for the purpose of obtaining Federal assistance for the Airport and that such agreement shall be set forth hereinbelow.
2. The Chairperson of the Airport Authority of Norfolk is hereby authorized and directed to execute said Agency Agreement on behalf of the Airport Authority of Norfolk, and the Secretary is hereby authorized to attest said execution.
3. The said agreement, referred to hereinabove, is inserted in full and attached herewith, and made a part hereof as Exhibit "O"

Upon calling for a vote on the resolution, \_\_\_\_\_ voted yea, and \_\_\_\_\_ voted nay, and the resolution therefore was declared passed and approved on \_\_\_\_\_, 2026.

ATTEST \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairperson

**AGENCY AGREEMENT**

**Project No. 3-31-0058-030-2026 (B05)**

This is an agreement between the Norfolk Airport Authority of Norfolk, Nebraska, hereinafter referred to as the "Airport Sponsor" and the Nebraska Department of Transportation, Division of Aeronautics, hereinafter referred to as the "Division," made and entered into in accordance with, and for the purpose of, complying with the laws of the State of Nebraska.

The Airport Sponsor desires to develop the Norfolk Regional Airport / Karl Stefan Memorial Field and to use federal airport aid funds available for that purpose. Therefore, the Airport Sponsor hereby designates the Division as its agent in accordance with §3-124 and §3-239, Neb. Rev. Stat. (Reissue 2016), and the Division hereby accepts such designation and agrees to act as the agent of the Airport Sponsor.

It is mutually understood and agreed between the parties that the Airport Sponsor has submitted to the Division its proposed project for the development of said airport, and that such project has been approved by the Division, in accordance with §3-239, Neb. Rev. Stat. (Reissue 2016).

The Airport Sponsor hereby warrants, undertakes, and agrees that if the Federal Aviation Administration makes a grant offer, and the Airport Sponsor executes a Grant Agreement, it will develop and manage said airport in the manner set forth in the Grant Agreement and abide by the conditions, rules, and regulations of the Federal Aviation Administration.

The terms and conditions of this Agency Agreement and the respective duties, undertakings, and agreements of the parties with respect to this Agency Agreement and with respect to the project of airport development, are as follows:

- A. The Division shall accept, receive, receipt for, and disburse all funds granted by the United States for airport aid in accordance with federal laws, rules, and regulations and in accordance with §3-101 to §3-154 and §3-239, Neb. Rev. Stat. (Reissue 2016), as the agent of the Airport Sponsor.
- B. Upon receipt of such federal funds, the Division shall deposit them in the State Treasury, according to law, and shall cause disbursement to be made therefrom as follows:

FIRST: If the Division advances funds to the Airport Sponsor as the equivalent of the United States' share of allowable project cost, the Division shall reimburse itself for any such advancement out of such federal funds thereafter received.

SECOND: The Division shall cause the balance of such federal funds due the Airport Sponsor to be paid promptly to the Airport Sponsor.

- C. The Division shall maintain accurate records of all the funds received and expended by it in connection with the project. These records shall be open to inspection by the Airport Sponsor, the Federal Aviation Administration, and their authorized representatives in the offices of the Division at all reasonable times.

- D. The Airport Sponsor reserves the right, power, and authority to execute the Application for Federal Assistance, the federal Grant Agreement, all construction and engineering contracts, all agreements related to the purchase of land and all amendments to these items. Aside from the matters so reserved, the Division shall, as agent for the Airport Sponsor, process, execute and submit to the Federal Aviation Administration all papers, forms and documents required by that agency for the approval, carrying out and completion of the project.
- E. The Airport Sponsor agrees to reimburse the Division for its administrative costs of furnishing all services performed by it as agent of the Airport Sponsor, including, but not limited to, the services set forth in the attached Exhibit A, "Administrative Services". Division administrative costs charged to the project are considered allowable costs for federal and state participation. These costs will be charged according to the "Schedule of Fees and Charges" shown in the attached Exhibit B, which schedule shall be subject to change upon notification in writing by the Division to the Airport Sponsor.

As used herein, the following words, terms and phrases shall have the meanings herein given:

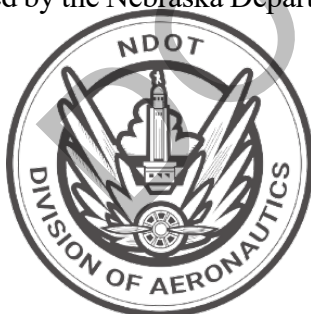
"Application for Federal Assistance" means the document prepared as the formal application submitted to the Federal Aviation Administration for a grant of federal funds.

"Develop" means to plan, construct, or improve the airport as defined in the Application for Federal Assistance.

"Project" means a plan of action for the accomplishment of specific airport developments.

"Grant Agreement" means the contract between the United States of America and the Airport Sponsor in which the Federal Aviation Administration, on behalf of the United States, agrees to pay a portion of the allowable costs of the project.

Executed by the Nebraska Department of Transportation, Aeronautics Division this \_\_\_\_ day of \_\_\_\_ 20\_\_.



RESOLUTION - DO NOT SIGN

\_\_\_\_\_  
Director

Executed by the Airport Sponsor this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

RESOLUTION - DO NOT SIGN

\_\_\_\_\_  
Secretary

RESOLUTION - DO NOT SIGN

\_\_\_\_\_  
Chairperson

**EXHIBIT A  
AGENCY AGREEMENT  
ADMINISTRATIVE SERVICES**

1. Conduct airport site inspections.
2. Review and secure federal approval of Airport Layout Plans (ALP).
3. Prepare and process CIP Data Sheets and related documents used to request an allocation of federal funds, if requested by the Sponsor.
4. Assist in the preparation and processing of Environmental Impact Statements and other environmental studies.
5. Review and process land acquisition documents, title opinions, sponsor certifications and audit reports.
6. Prepare an independent cost analysis of consultant costs, if requested by the Sponsor.
7. Prepare a Disadvantaged Business Enterprise (DBE) Program, if requested by the Sponsor and represent the Sponsor in the DBE Unified Certification Program.
8. Review, process, and secure federal approval of all contracts and agreements, change orders and amendments to these agreements.
9. Attend pre-design conferences and conduct design (plan-in-hand) inspections.
10. Review and process the plans, specifications, special provisions and contract documents. Provide U.S. Labor Department wage rate determinations.
11. Attend pre-bid and pre-construction conferences.
12. Prepare and secure execution of Applications for Federal Assistance and associated documents. Prepare and process program changes.
13. Process Grant Agreements and amendments.
14. Review periodic pay estimates and forward federal funds to the Airport Sponsor.
15. Prepare applications, requests, transfers or letters of credit for Grant Agreement payments.
16. Conduct or participate in periodic and final inspections.
17. Prepare and/or process other federal documents not otherwise specifically covered above.

**EXHIBIT B  
AGENCY AGREEMENT  
SCHEDULE OF FEES AND CHARGES**

A. Salary Costs. Charges will be the monthly rate worked times an overhead/benefits factor for the following positions:

Engineer VI	Engineering Associate (all)*
Engineer V	Engineering Aide (all)*
Engineer IV	Accountant (all)
Engineer III	Accounting Clerk*
Engineer II*	Attorney (all)
Engineer I*	Drafter (all)*

“The overhead/benefits factor will be determined annually based on an audit using the methodology contained within Appendix VII to Part 200 – States and Local Government and Indian Tribe Indirect Cost Proposals (formerly found in OMB A-87)”.

\* Employees in these positions receive time and one half for time worked over 40 hours per week.

B. Living Costs and Outside Expenses. Actual.

Charges will be actual expenses and shall include meals, lodging, telephone calls, etc. normally paid by Division.

C. Materials, Supplies, & Rental Equipment. Actual.

Charges will be actual costs and shall be charged in accordance with invoices, billings, contracts or agreements.

D. Transportation. Actual.

Charges will be those established by Division policy for all users for operating a state automobile or using a state aircraft.



# Recommendation for Award of Contract

Date: Tuesday, March 24, 2026

Project: Construct Hangar (FAA Grant No. 3-31-0058-030)

To: Norfolk Airport Authority

From: HDR Engineering, Inc.

Dear Norfolk Airport Authority,

We have completed an evaluation of the Bids received for the Construct Hangar project at the Norfolk Regional Airport and have arrived at a recommendation for the award of the contract. The following narrative describes the bidding process, identification of the apparent low bidder, evaluation of responsiveness and responsibility, and the recommended next steps.

The project's Advertisement for Bids was posted on the QuestCDN plan room, and a public notice was published in the Norfolk Daily News on Thursday, March 5th, 2026 and Thursday, March 12th, 2026. A Pre-Bid Conference was held at the airport and virtually on Wednesday, February 25th, 2026, and was attended by 14 individuals.

Bids were received at the Norfolk Regional Airport conference room, publicly opened, and read aloud at 1:00 PM local time on Friday, March 13th, 2026. Four Bids were received, and the overall results are summarized below. A bid tabulation is attached to this Recommendation.

Bidder	Total of All Unit Price Bid Items
Engineer's Estimate	\$1,119,300.00
Otte Construction Company, LLC	<b>\$1,127,469.60</b>
B-D Construction, Inc.	\$1,344,327.65
J.H. Hespe Co. Inc.	\$1,396,740.67
Screed Tech, LLC	\$1,535,531.71

The apparent low bidder is Otte Construction Company, LLC of Wayne, NE. The low bid is \$1,127,469.60. This amount compares favorably to the Engineer's estimate of \$1,119,300.00 and other recent hangar projects at similar airports. We consider the Bid fair and reasonable.

We conducted an evaluation of bid responsiveness and provide the following observations:

- Bid Irregularities: Minor irregularities were identified on the Bidder's List Collection Form for all four Bidders and are summarized in the attached documentation. None of the noted items materially affect bid responsiveness or alter the bid results.
- Signed Bid Form: All four Bidders submitted complete and properly executed Bid Forms.
- Disadvantaged Business Enterprise (DBE): All Bidders submitted a signed DBE Utilization Statement confirming commitment to meet the project's DBE goal of 0.00%. No DBE firms were proposed; therefore, DBE Letters of Intent were not required.
- Bidder's List Collection Form: All Bidders submitted a Bidder's List Collection Form. Although some entries were incomplete, the Bidders made good-faith efforts to provide the requested information at the time of bid and were responsive.
- FAA Buy American Preference: All Bidders submitted a signed Certification of Compliance with FAA Buy American Preference. Two Bidders indicated their intent to comply without a waiver, and the remaining two indicated they intend to apply for a Type 3 Waiver under 49 USC § 50101. The waiver request and supporting documentation from Otte Construction Company, LLC are pending.



- Addendum Acknowledgement: All Bidders acknowledged receipt of both issued addenda.
- Additional Insured Requirements: No Bidder indicated that additional costs would be incurred to list the Sponsor and Engineer as additional insureds on required policies.
- Bid Security: All Bidders submitted the required Bid Security in a separate envelope in the amount of 5% of the Bid Price.

Based on these findings, the Engineer considers all four Bids to be responsive.

The Engineer conducted an evaluation of Bidder responsibility for this Contract. As there were no pre-qualification requirements, the assessment focused on prior experience, available resources, and overall capability to perform the work. Based on this review, Otte Construction Company, LLC appears to possess the necessary qualifications, experience, and resources to successfully complete the project. Otte Construction is a full-service contractor that has served northeast Nebraska for 98 years and specializes in commercial construction. Their recent work for the Wayne Airport Authority and familiarity with airport environments further supports their ability to perform the required work.

As part of the evaluation, the Engineer reviewed the federal debarment list and confirmed that none of the Bidders, including Otte Construction Company, LLC, are listed.

Based on these findings, the Engineer considers the apparent low Bidder to be responsible.

Subject to review and approval by the Owner's legal counsel and based on the Owner's directions and other information presented above, we recommend awarding the Contract to Otte Construction Company, LLC of Wayne, NE in the amount of \$1,127,469.60.

The Norfolk Airport Authority will consider the bid results at their regular meeting on Monday, April 13<sup>th</sup>, 2026 at 7:30 PM. A Notice of Award will be prepared and issued to the successful Bidder with unsigned counterparts of the Agreement and Contract Documents. A Notice-to-Proceed will be issued once the contract is executed, bonds are received, and FAA provides formal concurrence with the contract.

Please find attached the Bid Tabulation, Summary of Bid Irregularities, Plan Holder's List, and the documentation submitted by the successful Bidder, including the Bid Form, DBE Utilization Form, Certification of Compliance with FAA Buy American Preference, Bidder's List Collection Form, and Bid Security.

We would like to thank the Norfolk Airport Authority for the opportunity to assist with the bidding phase of this project and look forward to working with you during the construction phase.

Sincerely,

Ryan L. Hanson, P.E.

- Attachments:
- Bid Tabulation
  - Summary of Bid Irregularities
  - Plan Holder's List
  - Bid from Otte Construction Company, LLC:
    - Bid Form
    - DBE Utilization Form
    - Certification of Compliance with FAA Buy American Preference
    - Bidder's List Collection Form
    - Bid Security



**Bid Tabulation: Construct Hangar**

Norfolk Regional Airport, Nebraska (OFK)  
FAA Grant No. 3-31-0058-030  
Bid Opening: Friday, March 13th, 2026 @ 1:00 PM

Item No.	Description	Unit	Estimated Quantity	Engineer's Estimate		Otte Construction Company, LLC	
				Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount
C-102-1	Temporary Seeding and Mulching	AC	0.09	\$2,200.00	\$200.00	\$12,075.00	\$1,086.75
C-102-2	Installation, Maintenance, and Removal of Wattles	EA	1	\$220.00	\$200.00	\$288.75	\$288.75
C-102-3	Installation, Maintenance, and Removal of Concrete Washout	EA	1	\$5,000.00	\$5,000.00	\$1,575.00	\$1,575.00
C-102-4	Installation, Maintenance, and Removal of Trackout Control Mat	EA	1	\$6,000.00	\$6,000.00	\$13,230.00	\$13,230.00
C-105-1	Mobilization	LS	1	\$96,369.00	\$96,400.00	\$55,000.00	\$55,000.00
C-105-2	Airfield Work Zone Operational Safety	LS	1	\$11,241.00	\$11,200.00	\$2,600.00	\$2,600.00
D-701-1	6-Inch SDR 35 PVC Pipe	LF	17	\$100.00	\$1,700.00	\$10.50	\$178.50
D-705-1	Porous Backfill	CY	57	\$90.00	\$5,100.00	\$23.00	\$1,311.00
D-705-2	Filter Fabric	SY	229	\$4.00	\$900.00	\$6.00	\$1,374.00
D-751-1	Linear Trench Drain (Concrete + Grate)	LF	132	\$310.00	\$40,900.00	\$211.00	\$27,852.00
D-752-1	Concrete Headwall	EA	1	\$2,000.00	\$2,000.00	\$3,150.00	\$3,150.00
F-162-1	Chain-Link Fence	LF	46	\$80.00	\$3,700.00	\$85.00	\$3,910.00
F-162-2	Pedestrian Gates	EA	1	\$5,000.00	\$5,000.00	\$735.00	\$735.00
P-101-1	Removal of Asphalt Pavement	SY	63	\$24.00	\$1,500.00	\$17.00	\$1,071.00
P-101-2	Removal of Chain Link Fence	LF	172	\$8.00	\$1,400.00	\$6.00	\$1,032.00
P-101-3	Removal of Chain Link Fence Gate	EA	1	\$600.00	\$600.00	\$105.00	\$105.00
P-152-1	Unclassified Excavation	BCY	256	\$6.00	\$1,500.00	\$6.60	\$1,689.60
P-152-2	Haul Off-Site	LCY	251	\$24.00	\$6,000.00	\$6.60	\$1,656.60
P-152-3	Undercutting	BCY	4	\$39.00	\$200.00	\$19.00	\$76.00
P-152-4	Subgrade Preparation	SY	229	\$4.00	\$900.00	\$37.00	\$8,473.00
P-219-1	6-Inch Recycled Concrete Aggregate Base Course	SY	229	\$17.00	\$3,900.00	\$13.00	\$2,977.00
P-501-1	6-Inch Cement Concrete Pavement	SY	219	\$80.00	\$17,500.00	\$99.00	\$21,681.00
P-610-1	4-Inch Sidewalk	SY	71	\$120.00	\$8,500.00	\$70.00	\$4,970.00
T-901-1	Seeding	AC	0.18	\$2,200.00	\$400.00	\$2,730.00	\$491.40
T-905-1	Topsoil, Strip, Salvage & Spread	CY	111	\$12.00	\$1,300.00	\$15.00	\$1,665.00
T-905-2	Topsoil, Strip and Stockpile	CY	201	\$8.00	\$1,600.00	\$7.00	\$1,407.00
T-908-1	Mulching	SY	882	\$0.70	\$600.00	\$3.00	\$2,646.00
BLDG	2-Bay Box Hangar (130' x 62' with Two 60'-0" x 18' Hangar Doors), Complete with Building Foundation, Electrical, Openings, and Finishes	LS	1	\$895,100.00	\$895,100.00	\$965,238.00	\$965,238.00
<b>Total of All Unit Price Bid Items</b>				<b>\$1,119,300.00</b>		<b>\$1,127,469.60</b>	

Bid Security (5%)	Yes
Signed DBE Utilization Statement	Yes
Signed Cert of Compliance with FAA Buy American Preference	Yes
Bidder's List Collection Form	Yes
<b>APPARENT LOW BIDDER</b>	



**Bid Tabulation: Construct Hangar**

Norfolk Regional Airport, Nebraska (OFK)  
FAA Grant No. 3-31-0058-030  
Bid Opening: Friday, March 13th, 2026 @ 1:00 PM

Item No.	Description	Unit	Estimated Quantity	Screed Tech, LLC		B-D Construction, Inc.	
				Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount
C-102-1	Temporary Seeding and Mulching	AC	0.09	\$15,166.67	\$1,365.00	\$12,650.00	\$1,138.50
C-102-2	Installation, Maintenance, and Removal of Wattles	EA	1	\$650.00	\$650.00	\$305.00	\$305.00
C-102-3	Installation, Maintenance, and Removal of Concrete Washout	EA	1	\$1,950.00	\$1,950.00	\$2,000.00	\$2,000.00
C-102-4	Installation, Maintenance, and Removal of Trackout Control Mat	EA	1	\$2,600.00	\$2,600.00	\$5,000.00	\$5,000.00
C-105-1	Mobilization	LS	1	\$50,000.00	\$50,000.00	\$65,000.00	\$65,000.00
C-105-2	Airfield Work Zone Operational Safety	LS	1	\$4,550.00	\$4,550.00	\$2,696.00	\$2,696.00
D-701-1	6-Inch SDR 35 PVC Pipe	LF	17	\$117.00	\$1,989.00	\$100.00	\$1,700.00
D-705-1	Porous Backfill	CY	57	\$205.40	\$11,707.80	\$112.00	\$6,384.00
D-705-2	Filter Fabric	SY	229	\$8.78	\$2,010.62	\$8.45	\$1,935.05
D-751-1	Linear Trench Drain (Concrete + Grate)	LF	132	\$492.42	\$64,999.44	\$355.00	\$46,860.00
D-752-1	Concrete Headwall	EA	1	\$3,250.00	\$3,250.00	\$1,800.00	\$1,800.00
F-162-1	Chain-Link Fence	LF	46	\$130.00	\$5,980.00	\$86.00	\$3,956.00
F-162-2	Pedestrian Gates	EA	1	\$1,950.00	\$1,950.00	\$770.00	\$770.00
P-101-1	Removal of Asphalt Pavement	SY	63	\$52.00	\$3,276.00	\$22.00	\$1,386.00
P-101-2	Removal of Chain Link Fence	LF	172	\$10.40	\$1,788.80	\$7.05	\$1,212.60
P-101-3	Removal of Chain Link Fence Gate	EA	1	\$325.00	\$325.00	\$110.00	\$110.00
P-152-1	Unclassified Excavation	BCY	256	\$358.80	\$91,852.80	\$18.00	\$4,608.00
P-152-2	Haul Off-Site	LCY	251	\$65.00	\$16,315.00	\$54.00	\$13,554.00
P-152-3	Undercutting	BCY	4	\$65.00	\$260.00	\$30.00	\$120.00
P-152-4	Subgrade Preparation	SY	229	\$32.50	\$7,442.50	\$38.50	\$8,816.50
P-219-1	6-Inch Recycled Concrete Aggregate Base Course	SY	229	\$29.90	\$6,847.10	\$7.90	\$1,809.10
P-501-1	6-Inch Cement Concrete Pavement	SY	219	\$130.00	\$28,470.00	\$260.00	\$56,940.00
P-610-1	4-Inch Sidewalk	SY	71	\$130.00	\$9,230.00	\$202.00	\$14,342.00
T-901-1	Seeding	AC	0.18	\$26,000.00	\$4,680.00	\$2,860.00	\$514.80
T-905-1	Topsoil, Strip, Salvage & Spread	CY	111	\$61.75	\$6,854.25	\$16.50	\$1,831.50
T-905-2	Topsoil, Strip and Stockpile	CY	201	\$32.50	\$6,532.50	\$10.00	\$2,010.00
T-908-1	Mulching	SY	882	\$5.20	\$4,586.40	\$2.30	\$2,028.60
BLDG	2-Bay Box Hangar (130' x 62' with Two 60'-0" x 18' Hangar Doors), Complete with Building Foundation, Electrical, Openings, and Finishes	LS	1	\$1,194,069.50	\$1,194,069.50	\$1,095,500.00	\$1,095,500.00
<b>Total of All Unit Price Bid Items</b>				<b>\$1,535,531.71</b>		<b>\$1,344,327.65</b>	

Bid Security (5%)	Yes	Yes
Signed DBE Utilization Statement	Yes	Yes
Signed Cert of Compliance with FAA Buy American Preference	Yes	Yes
Bidder's List Collection Form	Yes	Yes



**Bid Tabulation: Construct Hangar**

Norfolk Regional Airport, Nebraska (OFK)  
FAA Grant No. 3-31-0058-030  
Bid Opening: Friday, March 13th, 2026 @ 1:00 PM

Item No.	Description	Unit	Estimated Quantity	J.H. Hespe Co. Inc.	
				Bid Unit Price	Bid Amount
C-102-1	Temporary Seeding and Mulching	AC	0.09	\$11,500.00	\$1,035.00
C-102-2	Installation, Maintenance, and Removal of Wattles	EA	1	\$275.00	\$275.00
C-102-3	Installation, Maintenance, and Removal of Concrete Washout	EA	1	\$750.00	\$750.00
C-102-4	Installation, Maintenance, and Removal of Trackout Control Mat	EA	1	\$12,600.00	\$12,600.00
C-105-1	Mobilization	LS	1	\$25,000.00	\$25,000.00
C-105-2	Airfield Work Zone Operational Safety	LS	1	\$3,750.00	\$3,750.00
D-701-1	6-Inch SDR 35 PVC Pipe	LF	17	\$24.00	\$408.00
D-705-1	Porous Backfill	CY	57	\$50.00	\$2,850.00
D-705-2	Filter Fabric	SY	229	\$10.00	\$2,290.00
D-751-1	Linear Trench Drain (Concrete + Grate)	LF	132	\$330.00	\$43,560.00
D-752-1	Concrete Headwall	EA	1	\$3,300.00	\$3,300.00
F-162-1	Chain-Link Fence	LF	46	\$53.00	\$2,438.00
F-162-2	Pedestrian Gates	EA	1	\$890.00	\$890.00
P-101-1	Removal of Asphalt Pavement	SY	63	\$16.00	\$1,008.00
P-101-2	Removal of Chain Link Fence	LF	172	\$4.00	\$688.00
P-101-3	Removal of Chain Link Fence Gate	EA	1	\$50.00	\$50.00
P-152-1	Unclassified Excavation	BCY	256	\$6.25	\$1,600.00
P-152-2	Haul Off-Site	LCY	251	\$6.25	\$1,568.75
P-152-3	Undercutting	BCY	4	\$17.25	\$69.00
P-152-4	Subgrade Preparation	SY	229	\$27.00	\$6,183.00
P-219-1	6-Inch Recycled Concrete Aggregate Base Course	SY	229	\$12.23	\$2,800.67
P-501-1	6-Inch Cement Concrete Pavement	SY	219	\$240.00	\$52,560.00
P-610-1	4-Inch Sidewalk	SY	71	\$67.00	\$4,757.00
T-901-1	Seeding	AC	0.18	\$2,800.00	\$504.00
T-905-1	Topsoil, Strip, Salvage & Spread	CY	111	\$14.00	\$1,554.00
T-905-2	Topsoil, Strip and Stockpile	CY	201	\$6.25	\$1,256.25
T-908-1	Mulching	SY	882	\$2.50	\$2,205.00
BLDG	2-Bay Box Hangar (130' x 62' with Two 60'-0" x 18' Hangar Doors), Complete with Building Foundation, Electrical, Openings, and Finishes	LS	1	\$1,220,791.00	\$1,220,791.00
<b>Total of All Unit Price Bid Items</b>				<b>\$1,396,740.67</b>	

Bid Security (5%)	Yes
Signed DBE Utilization Statement	Yes
Signed Cert of Compliance with FAA Buy American Preference	Yes
Bidder's List Collection Form	Yes



# Summary of Bid Irregularities

Date: Tuesday, March 24, 2026

Project: Construct Hangar

To: Norfolk Airport Authority

From: HDR Engineering, Inc.

Dear Norfolk Airport Authority,

We have completed our evaluation of the bids submitted for the Construct Hangar project at the Norfolk Regional Airport and identified several bid irregularities. Public agencies may waive irregularities that are minor in nature and do not affect the competitive position of any bidder. We reviewed each item with the Norfolk Airport Authority, and the Owner's determinations regarding the appropriate actions are summarized below.

Bidder	Description of Bid Irregularity	Owner-Directed Action
Otte Construction Company, LLC	On the Bidder's List Collection Form, Lovci Construction was incorrectly identified as a DBE and the remaining firms were left blank in the "DBE or Non-DBE Status" column. Because there are currently no certified DBEs in Nebraska, all seven firms should have been marked "Non-DBE."	Waived
	On the Bidder's List Collection Form, the "NAICS Code(s) of Scope(s) Bid" column does not include NAICS Codes for all but one firm. Instead of the required codes, descriptive scope labels such as "Fencing" or "Concrete" were provided.	Waived
Screed Tech, LLC	On the Bidder's List Collection Form, the "NAICS Code(s) of Scope(s) Bid", "Race of Majority Owner", "Gender of Majority Owner", "Age of Firm", and "Annual Gross Receipts" columns for "B+C Steel" were left blank.	Waived
	On the Bidder's List Collection Form, the "Age of Firm" and "Annual Gross Receipts" columns were left blank for "ECS" and "High Plains".	Waived
	On the Bidder's List Collection Form, the "Annual Gross Receipts" for Midland Door is listed as "N/A".	Waived
B-D Construction, Inc.	On the Bidder's List Collection Form, the "NAICS Code(s) of Scope(s) Bid" column for "Laser Pro" lists "Concrete" in lieu of the pertinent NAICS Code.	Waived
	On the Bidder's List Collection Form, the "Gender of Majority Owner" column for "Laser Pro" lists "Co-Owner" in lieu of the gender.	Waived
	On the Bidder's List Collection Form, the "Annual Gross Receipts" column for "Midwest Door" lists "E" in lieu of the approximate annual gross receipts.	Waived
J.H. Hespe Co. Inc.	On the Bidder's List Collection Form, Lovci Construction is listed as a "DBE", but there are currently no certified DBEs in Nebraska.	Waived

## Construct Hangar

**Quest eBidDoc™ Number: 10069269**

Closing Date: Fri, 03/13/2026 01:00 PM CDT Posting Type: Construction Project Owner Name: Norfolk Airport Authority Solicitor Name: HDR - Omaha NE

Contact: Ryan Hanson Phone: 402-392-8645 Email: ryan.hanson@hdrinc.com

<a href="#">Company Name &amp; Address</a>	<a href="#">Contact Name/Email Address</a>	<a href="#">Phone/Fax</a>	<a href="#">Bus. Cert</a>	<a href="#">Bus. Desig</a>	<a href="#">Entry Date</a>	<a href="#">Doc Type</a>	<a href="#">Comments</a> ⓘ
Erect-A-Tube Inc P.O. Box 100, Harvard, IL- 60033-0100	Erect-A-Tube Inc Sales@erect-a-tube.com	815-943-4091 815-943-4094		Supplier	02/18/2026	eBidDoc	
J.H.Hespe Co. Inc. 824 E. Omaha Ave., Norfolk, NE-68701	Jim Lange jimlange@yahoo.com	402-371-3126 402-371-3175		Prime Bidder	02/19/2026	eBidDoc	
Lovci Construction & Fabrication, LLC 4605 Valley View Drive, Columbus, NE-68601	Codie Lovci codie@lovciconstruction.com	402-942-1698	DBE,WBE	Subcontractor	02/19/2026	eBidDoc	
CL Construction LLC 2700 Fletcher Avenue, Lincoln, NE-68504	Chris Lautenschlager chris@clnebraska.com	(402) 440-2212 402-238-0970		Prime Bidder	02/19/2026	eBidDoc	
On Point Construction Management Inc. 2202 Central Ave., Kearney, NE-68847	Kevin Kreger kevin@onpoint-construction.com	3084403547		Prime Bidder	02/19/2026	eBidDoc	
Otte Construction/OCC Builders, LLC 521 S. Centennial Road, Wayne, NE-68787	Tate Nelson tnelson@otteconstruction.com	403-375-2180 402-375-3123		Prime Bidder	02/19/2026	eBidDoc	
ConstructConnect 3825 Edwards Rd, Cincinnati, OH-45209	Eric Mills content@constructconnect.com	800-364-2059 866-570-8187		Plan Room	02/19/2026	eBidDoc	
Model Electric, Inc. 1506 N. 1st. Street, Norfolk, NE-68701	Jeff Jones jjones@modelectric.com	402-371-7111 402-371-0747		Subcontractor	02/23/2026	eBidDoc	
Miller Painting & decorating 401 E. Felber St., Hartington, NE-68739	Scott Pinkelman millerpainting@hartel.net	402-254-6328 402-254-6326	SBE	Plan Room	02/23/2026	eBidDoc	
K.Porter Construction Inc. 1806 Square Turn Blvd., Norfolk, NE-68701	Jeff Porter jeff@kporter.org	402-371-2900 402-371-2110		Subcontractor	02/24/2026	eBidDoc	
4G Steel Fabrication, LLC 4851 S 16th St., Lincoln, NE-68512	Charles Fleck charlie@4gsteelfab.com	4024306513		Supplier	02/24/2026	eBidDoc	
LASER PRO CORP- NEBRASKA 26470 310TH STREET, PLATTE CENTER, NE- 68653	STEVE ROSS steve@laserprocorp.com	4022760069 2042462703		Subcontractor	02/24/2026	eBidDoc	
B-D Construction Inc. 2154 E. 32nd Ave., Columbus, NE-68601	Bryan Kearney bryank@bdconstructioninc.com	402-564-1225		Prime Bidder	02/25/2026	eBidDoc	
Commonwealth Electric Company of the Midwest 472 26th Ave., Columbus, NE-68601	Mitchell Griffith mgriffith@commonwealthelectric.com	402-270-8978 402-563-0644		Subcontractor	02/25/2026	eBidDoc	
Midland Door Solutions, LLC 1021 7th St. NE, West Fargo, ND-58078	Jason Myrvik jason@midlanddoorsolutions.com	701-277-8836 701-277-8961		Supplier	02/27/2026	eBidDoc	
Erect-A-Tube Inc P.O. Box 100, Harvard, IL- 60033-0100	Josh Bell jbell@erect-a-tube.com	815-943-4091 815-943-4094		Supplier	02/27/2026	eBidDoc	
Mid-State Engineering & Testing, Inc. 2106 E Hwy 30, Suite 1, Kearney, NE-68847	Mitchell Hoback mhoback@midstateengineering.com	308-237-0187		Subcontractor	03/02/2026	eBidDoc	
Screed Tech LLC. 70601 567th Avenue, Fairbury, NE-68352	Ben Larkins screedtech.niki@gmail.com	402-740-7840 888-275-7687		Prime Bidder	03/03/2026	eBidDoc	
Core and Main LP 1830 Craig Park Ct, St Louis, MO-63146	Alex Wilmer Alexander.wilmer@coreandmain.com	3144324700		Supplier	03/11/2026	eBidDoc	

# BID FORM

FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

## ARTICLE 1—OWNER AND BIDDER

1.01 This Bid is submitted to:

Norfolk Airport Authority  
4100 South 13<sup>th</sup> Street  
Norfolk, NE 68701

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

## ARTICLE 2—ATTACHMENTS TO THIS BID

2.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security (separate envelope);
- B. signed DBE Utilization Statement;
- C. signed DBE Letters of Intent for each DBE firm;
- D. Certification of Compliance with FAA Buy American Preference (see Section 00 73 74 for guidance); and
- E. Bidder's List Collection Form (See Section 00 73 75 for guidance).

## ARTICLE 3—BASIS OF BID—LUMP SUM BID AND UNIT PRICES

3.01 *Unit Price Bids*

- A. Bidder will perform the following Work at the indicated unit prices:  
*(see next page...)*

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
C-102-1	Temporary Seeding and Mulching	AC	0.09	\$ 12,075.00	\$ 1,086.75
C-102-2	Installation, Maintenance, and Removal of Wattles	EA	1	\$ 288.75	\$ 288.75
C-102-3	Installation, Maintenance, and Removal of Concrete Washout	EA	1	\$ 1,575.00	\$ 1,575.00
C-102-4	Installation, Maintenance, and Removal of Trackout Control Mat	EA	1	\$ 13,230.00	\$ 13,230.00
C-105-1	Mobilization	LS	1	\$ 55,000.00	\$ 55,000.00
C-105-2	Airfield Work Zone Operational Safety	LS	1	\$ 2,600.00	\$ 2,600.00
D-701-1	6-Inch SDR 35 PVC Pipe	LF	17	\$ 10.50	\$ 178.50
D-705-1	Porous Backfill	CY	57	\$ 23.00	\$ <del>1,311.00</del> 1,311.00
D-705-2	Filter Fabric	SY	229	\$ 6.00	\$ 1,374.00
D-751-1	Linear Trench Drain (Concrete + Grate)	LF	132	\$ 211.00	\$ 27,852.00
D-752-1	Concrete Headwall	EA	1	\$ 3,150.00	\$ 3,150.00
F-162-1	Chain-Link Fence	LF	46	\$ 85.00	\$ 3,910.00
F-162-2	Pedestrian Gates	EA	1	\$ 735.00	\$ 735.00
P-101-1	Removal of Asphalt Pavement	SY	63	\$ 17.00	\$ 1,071.00
P-101-2	Removal of Chain Link Fence	LF	172	\$ 6.00	\$ 1,032.00
P-101-3	Removal of Chain Link Fence Gate	EA	1	\$ 105.00	\$ 105.00
P-152-1	Unclassified Excavation	BCY	256	\$ 6.60	\$ 1,689.60
P-152-2	Haul Off-Site	LCY	251	\$ 6.60	\$ 1,656.60
P-152-3	Undercutting	BCY	4	\$ 19.00	\$ 76.00
P-152-4	Subgrade Preparation	SY	229	\$ 37.00	\$ 8,473.00
P-209-1	4-Inch Crushed Aggregate Base Course	SY	229	\$ 13.00	\$ 2,977.00
P-219-1	6-Inch Recycled Concrete Aggregate Base Course	SY	229	\$ 13.00	\$ 2,977.00
P-501-1	6-Inch Cement Concrete Pavement	SY	219	\$ 99.00	\$ 21,681.00
P-610-1	4-Inch Sidewalk	SY	71	\$ 70.00	\$ 4,970.00
T-901-1	Seeding	AC	0.18	\$ 2,730.00	\$ 491.40
T-905-1	Topsoil, Strip, Salvage & Spread	CY	111	\$ 15.00	\$ 1,665.00
T-905-2	Topsoil, Strip and Stockpile	CY	201	\$ 7.00	\$ 1,407.00
T-908-1	Mulching	SY	882	\$ 3.00	\$ 2,646.00
BLDG	2-Bay Box Hangar (130' x 62' with Two 60'-0" x 18' Hangar Doors), Complete with Building Foundation, Electrical, Fire Alarm, Openings, and Finishes	LS	1	\$ 965,238.00	\$ 965,238.00
Total of All Unit Price Bid Items					\$ 1,127,469.60



B. Bidder acknowledges that:

1. each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
2. the estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 4—TIME OF COMPLETION**

4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of days indicated in the Agreement.

4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 5—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA**

5.01 *Bid Acceptance Period*

- A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
No. 1	2/27/2026
No. 2	3/10/2026

## ARTICLE 6—BIDDER’S REPRESENTATIONS AND CERTIFICATIONS

### 6.01 *Bidder’s Representations*

- A. In submitting this Bid, Bidder represents the following:
1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
  2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
  3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
  4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
  5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
  6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder’s (Contractor’s) safety precautions and programs.
  7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
  8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
  9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
  10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
  11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
  - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
  - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
  - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
  - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

BIDDER hereby submits this Bid as set forth above:

Bidder:

OTTE CONSTRUCTION COMPANY, LLC  
(typed or printed name of organization)

By:

Tate Nelson  
(individual's signature)

Name:

TATE NELSON  
(typed or printed)

Title:

VP  
(typed or printed)

Date:

3/13/2026  
(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest:

Zach Moje  
(individual's signature)

Name:

Zach Moje  
(typed or printed)

Title:

PM  
(typed or printed)

Date:

3/13/2026  
(typed or printed)

Bidder's Address for giving notices:

521 Centennial Road  
Wayne, NE 68787

Bidder's Contact Person:

Name:

KEITH MOJE  
(typed or printed)

Title:

OWNER  
(typed or printed)

Phone:

402-375-2180

Email:

kmoje@otteconstruction.com

Address:

521 CENTENNIAL ROAD  
WAYNE, NE 68787

Nebraska Department of Labor (DOL) Registration No. 27858

## UTILIZATION STATEMENT Disadvantage Business Enterprise (DBE)

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner. (Please mark the appropriate box)

- The bidder/offeror is committed to a minimum of 0.00 % DBE utilization on this contract.
- The bidder/offeror, while unable to meet the DBE contract goal of \_\_\_\_\_%, hereby commits to a minimum of \_\_\_\_\_% DBE utilization on this contract and submits the attached documentation as evidence demonstrating good faith efforts (GFE) in seeking participation by certified DBE firms.

The undersigned hereby further assures that the information included herein is true and correct, and that the DBE firm or firms identified within the submitted Letter-of-Intent forms have agreed to perform a commercially useful function for the indicated work elements.

The undersigned further understands that no changes to this statement may be made without prior approval from the Owner and the Federal Aviation Administration

OTTE CONSTRUCTION COMPANY, LLC  
Bidder's/Offerors Firm Name

[Signature]  
Signature

3/13/2026  
Date

### DBE UTILIZATION SUMMARY

<u>Percentage</u>	<u>Contract Amount</u>	<u>DBE Amount</u>	<u>Contract</u>
DBE Prime Contractor	\$ _____ x 1.00 =	\$ _____	_____ %
DBE Subcontractor	\$ _____ x 1.00 =	\$ _____	_____ %
DBE Supplier	\$ _____ x 0.60 =	\$ _____	_____ %
DBE Manufacturer	\$ _____ x 1.00 =	\$ _____	_____ %
Total Amount DBE		\$ _____	_____ %
DBE Goal		\$ <u>0</u>	<u>0</u> %

\* If the total proposed DBE participation is less than the established DBE goal, Bidder must provide written documentation of the good faith efforts as required by 49 CFR Part 26.

## Certification of Compliance with FAA Buy American Preference Equipment/Building Projects

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 U.S.C. § 50101, and other Made in America Laws, U.S. statutes, guidance, and FAA policies by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 U.S.C. § 50101, BABA and other related U.S. statutes, guidance, and policies of the FAA by:
- a) Only installing steel and manufactured products produced in the United States;
  - b) Only installing construction materials defined as: an article, material, or supply – other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives that are or consist primarily of non-ferrous metals; plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber or drywall that have been manufactured in the United States.
  - c) Installing manufactured products for which the Federal Aviation Administration (FAA) has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
  - d) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

- a) To provide to the Airport Sponsor or FAA evidence that documents the source and origin of the steel and manufactured product.
  - b) To faithfully comply with providing U.S. domestic product.
  - c) To furnish U.S. domestic product for any waiver request that the FAA rejects.
  - d) To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
- The bidder or offeror hereby certifies it cannot comply with the 100 percent Buy American Preferences of 49 U.S.C. § 50101(a) but may qualify for a Type 3 waiver under 49 U.S.C. § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:
- a) To submit to the Airport Sponsor or FAA within 15 calendar days of being selected as the responsive bidder, a formal waiver request and required documentation that supports the type of waiver being requested.
  - b) That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination that may result in rejection of the proposal.
  - c) To faithfully comply with providing U.S. domestic products at or above the approved U.S. domestic content percentage as approved by the FAA.
  - d) To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

**Required Documentation**

**Type 2 Waiver (Nonavailability)** - The iron, steel, manufactured goods or construction materials are not available in sufficient quantity or quality in the United States. The required documentation for the Nonavailability waiver is:

- a) Completed Content Percentage Worksheet and Final Assembly Questionnaire
- b) Record of thorough market research, consideration where appropriate of qualifying alternate items, products, or materials including;
- c) A description of the market research activities and methods used to identify domestically manufactured items capable of satisfying the requirement, including the timing of the research and conclusions reached on the availability of sources.

**Type 3 Waiver** – The cost of the item components and subcomponents produced in the United States is more that 60 percent of the cost of all components and subcomponents of the “item”. The required documentation for a Type 3 waiver is:

- a) Completed Content Percentage Worksheet and Final Assembly Questionnaire including;
- b) Listing of all product components and subcomponents that are not comprised of 100 percent U.S. domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108 (products of unknown origin must be considered as non-domestic products in their entirety).
- c) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- d) Percentage of non-domestic component and subcomponent cost as compared to total “item” component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

**Type 4 Waiver (Unreasonable Costs)** - Applying this provision for iron, steel, manufactured goods or construction materials, would increase the cost of the overall project by more than 25 percent. The required documentation for this waiver is:

- a) Completed Content Percentage Worksheet and Final Assembly Questionnaire from
- b) At minimum two comparable equal bidders and/or offerors;
- c) Receipt or record that demonstrates that supplier scouting called for in Executive Order 14005, indicates that no domestic source exists for the project and/or component;
- d) Completed waiver applications for each comparable bid and/or offer.

**False Statements:** Per 49 U.S.C. § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

3/13/2026  
\_\_\_\_\_

Date

OTTE CONSTRUCTION COMPANY, LLC  
\_\_\_\_\_

Company Name

  
\_\_\_\_\_


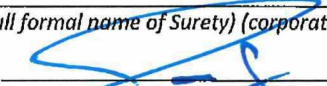


Signature

VP  
\_\_\_\_\_

Title



## BID BOND (PENAL SUM FORM)

<p><b>Bidder</b></p> <p>Name: Otte Construction Company LLC</p> <p>Address (<i>principal place of business</i>): PO Box 396 Wayne, NE 68787</p>	<p><b>Surety</b></p> <p>Name: Inland Insurance Company</p> <p>Address (<i>principal place of business</i>): P.O. Box 80468 Lincoln, NE 68501</p>
<p><b>Owner</b></p> <p>Name: Norfolk Airport Authority</p> <p>Address (<i>principal place of business</i>): 4100 S. 13th St., Norfolk, NE 68701</p>	<p><b>Bid</b></p> <p>Project (<i>name and location</i>): Norfolk Regional Airport - Construct Hangar</p> <p style="text-align: right;">Bid Due Date: March 13, 2026</p>
<p><b>Bond</b></p> <p>Penal Sum: Five Percent of the Amount Bid <span style="float: right;">5%</span></p> <p>Date of Bond: March 13, 2026</p>	
<p>Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.</p>	
<p><b>Bidder</b></p> <p>Otte Construction Company LLC</p> <p style="text-align: center;"><i>(Full formal name of Bidder)</i></p>	<p><b>Surety</b></p> <p>Inland Insurance Company</p> <p style="text-align: center;"><i>(Full formal name of Surety) (corporate seal)</i></p>
<p>By: <u></u></p> <p style="text-align: center;"><i>(Signature)</i></p>	<p>By: <u></u></p> <p style="text-align: center;"><i>(Signature) (Attach Power of Attorney)</i></p>
<p>Name: <u>TATE NELSON</u></p> <p style="text-align: center;"><i>(Printed or typed)</i></p>	<p>Name: <u>James M. King</u></p> <p style="text-align: center;"><i>(Printed or typed)</i></p>
<p>Title: <u>VP</u></p>	<p>Title: <u>Attorney-in-Fact</u></p>
<p>Attest: <u></u></p> <p style="text-align: center;"><i>(Signature)</i></p>	<p>Attest: <u></u></p> <p style="text-align: center;"><i>(Signature)</i></p>
<p>Name: <u>Zach Moje</u></p> <p style="text-align: center;"><i>(Printed or typed)</i></p>	<p>Name: <u>Kara Stege</u></p> <p style="text-align: center;"><i>(Printed or typed)</i></p>
<p>Title: <u>PM</u></p>	<p>Title: <u>Witness</u></p>
<p><i>Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.</i></p>	

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond will be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder occurs upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation will be null and void if:
  - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
  - 3.2. All Bids are rejected by Owner, or
  - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions does not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action will be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond will be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder must be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Postal Service registered or certified mail, return receipt requested, postage pre-paid, and will be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond will be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute governs and the remainder of this Bond that is not in conflict therewith continues in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

# INLAND INSURANCE COMPANY

Lincoln, Nebraska

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That the **INLAND INSURANCE COMPANY**, a corporation of the State of Nebraska having its principal office in the City of Lincoln, Nebraska, pursuant to the following Bylaw, which was adopted by the Board of Directors of the said Company on July 23, 1981, to wit:

"Article V-Section 6. **RESIDENT OFFICERS AND ATTORNEYS-IN-FACT.** The President or any Vice President, acting with any Secretary or Assistant Secretary, shall have the authority to appoint Resident Vice Presidents and Attorneys-In-Fact, with the power and authority to sign, execute, acknowledge and deliver on its behalf, as Surety: Any and all undertakings of suretyship and to affix thereto the corporate seal of the corporation. The President or any Vice President, acting with any Secretary or Assistant Secretary, shall also have the authority to remove and revoke the authority of any such appointee at any time." does hereby make, constitute and appoint

James M. King or Tamala J. Hurlbut or Jacob J. Buss  
or Thomas L. King, Lincoln, Nebraska or Seth Weedin, Gretna, Nebraska

its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver for and on its behalf, as Surety:  
Any and all undertakings of suretyship

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its offices in Lincoln, Nebraska, in their own persons.

The following Resolution was adopted at the Regular Meeting of the Board of Directors of the **INLAND INSURANCE COMPANY**, held on July 23, 1981:

"RESOLVED, That the signatures of officers of the Company and the seal of the Company may be affixed by facsimile to any Power of Attorney executed in accordance with Article V-Section 6 of the Company Bylaws: and that any such Power of Attorney bearing such facsimile signatures, including the facsimile signature of a certifying Assistant Secretary and facsimile seal shall be valid and binding upon the Company with respect to any bond, undertaking or contract of suretyship to which it is attached."

All authority hereby conferred shall remain in full force and effect until terminated by the Company.

IN WITNESS WHEREOF, **INLAND INSURANCE COMPANY** has caused these presents to be signed by its President and its corporate seal to be hereunto affixed this 16th day of February, 20 26.

*Carol J. Clark*

Secretary/Treasurer

By

State of Nebraska

County of

of

ss.  
Lancaster

INLAND INSURANCE COMPANY

*Curt L. Hartter* President



On this 16th day of February, 20 26, before me personally came Curtis L. Hartter, to me known, who being by me duly sworn, did depose and say that (s)he resides in the County of Lancaster, State of Nebraska; that (s)he is the President of the **INLAND INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that (s)he knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed (his) (her) name by like order; and that Bylaw, Article V-Section 6, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

*Tara Martin*

Notary Public

My Commission Expires February 16, 2030.



I, Philip C. Abel, Director of **INLAND INSURANCE COMPANY**, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said **INLAND INSURANCE COMPANY**, which is still in full force and effect.

Signed and sealed at the City of Lincoln, Nebraska this 13th day of March, 20 26.

*Philip C. Abel*

Director



**NORFOLK AIRPORT AUTHORITY**

**RESOLUTION NO. 2026-02**

**A RESOLUTION ACCEPTING THE LOWEST RESPONSIVE AND RESPONSIBLE BID  
AND AWARDING THE CONTRACT FOR THE CONSTRUCT HANGAR PROJECT  
(FAA GRANT NO. 3-31-0058-030)**

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**WHEREAS,**

The Norfolk Airport Authority solicited bids for the “Construct Hangar” Project at the Norfolk Regional Airport, which is expected to be funded in part by the Federal Aviation Administration under FAA Grant No. 3-31-0058-030; and

**WHEREAS,**

The Advertisement for Bids was posted on the QuestCDN plan room and publicly advertised in the *Norfolk Daily News* on March 5, 2026 and March 12, 2026; and

**WHEREAS,**

Sealed bids were received and publicly opened at 1:00 PM local time on Friday, March 13, 2026, at which time four (4) bids were received and read aloud; and

**WHEREAS,**

The bids received were as follows:

- Otte Construction Company, LLC (Wayne, Nebraska): **\$1,127,469.60**
- B-D Construction, Inc.: **\$1,344,327.65**
- J.H. Hespe Co., Inc.: **\$1,396,740.67**
- Screed Tech, LLC: **\$1,535,531.71**; and

**WHEREAS,**

The Engineer has determined that the bid submitted by **Otte Construction Company, LLC** in the amount of **\$1,127,469.60** is the **lowest responsive bid**, is fair and reasonable when compared to the Engineer’s estimate and recent similar projects, and contains only minor irregularities that do not materially affect bid responsiveness; and

**WHEREAS,**

The Engineer has further determined that **Otte Construction Company, LLC** is a **responsible bidder**, possessing the necessary qualifications, experience, and resources to perform the work, and that the firm and its principals are not listed on the federal debarment list; and

**WHEREAS,**

Bidding requirements, including submission of required bid forms, bid security, DBE documentation, Buy American Preference certifications, addenda acknowledgements, and insurance requirements, have been satisfied or deemed acceptable in accordance with project requirements; and

**WHEREAS,**

The Engineer has recommended awarding the Contract for the Construct Hangar Project to **Otte Construction Company, LLC of Wayne, Nebraska**, subject to review and approval by the Authority's legal counsel and FAA concurrence.

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**NOW, THEREFORE, BE IT RESOLVED BY THE NORFOLK AIRPORT AUTHORITY THAT:**

**1. Acceptance of Bid**

The bid submitted by **Otte Construction Company, LLC** in the amount of **\$1,127,469.60** for the Construct Hangar Project is hereby accepted as the lowest responsive and responsible bid.

**2. Award of Contract**

The Contract for the Construct Hangar Project is hereby awarded to **Otte Construction Company, LLC of Wayne, Nebraska**, in the amount of **\$1,127,469.60**, subject to FAA concurrence and completion of all contractual requirements.

**3. Authorization**

The Authority's Chairperson, Secretary, or other authorized officials are hereby authorized and directed to execute the Agreement and Contract Documents on behalf of the Authority, upon approval by legal counsel and receipt of required bonds, insurance, and FAA approvals.

**4. Notice to Proceed**

The Notice to Proceed shall be issued upon execution of the Contract, receipt of all required bonds and insurance, and formal concurrence from the Federal Aviation Administration.

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**ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026.**

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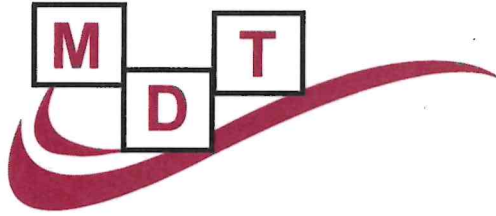
**NORFOLK AIRPORT AUTHORITY**

By: \_\_\_\_\_

Chairperson

Attest: \_\_\_\_\_

Secretary



# MDT, LLC

## Certified Public Accountants

Address: 3204 Koenigstein Ave. Suite 200, Norfolk, NE 68701 • Phone: 402-371-5300 • Fax: 402-562-6134

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March 5, 2026

To the Board of the  
Norfolk Airport Authority  
PO Box 1343  
Norfolk, NE 68701-1343

We are pleased to confirm our acceptance and understanding of the services we are to provide for Norfolk Airport Authority ("the Airport Authority") for the year ended July 31, 2026.

You have requested that we perform a compilation engagement with respect to the financial statements of the Airport Authority, which comprise the annual and quarterly statement of cash receipts and disbursements for the year ended July 31, 2026. These financial statements will not include statements of cash flows and related notes to the financial statements. You have also requested that we prepare the Supplementary Schedules 1 and 2 Summary Cash Receipts and Disbursements and the Fuel Margin Report based on information provided by you.

### **Our Responsibilities**

The objective of our engagement is to apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the cash basis of accounting.

We will conduct our compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Airport Authority or noncompliance with laws and regulations.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any

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While MDT, LLC is a CPA firm, licensed in Nebraska and regulated by the Nebraska Board of Public Accountancy, the service you may receive from Cruise & Associates Inc., or its affiliates are not provided by a licensed CPA firm and are not regulated by this same board. There may be overlapping services with the CPA firm, therefore, if you are uncertain which entity is providing any of the services, you should ask for clarification from the individual providing such service.

consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

### **Your Responsibilities**

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to assist you in the presentation of the financial statements in accordance with the cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- 1) The selection of the cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The preparation and fair presentation of financial statements in accordance with the cash basis of accounting.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- 4) The prevention and detection of fraud.
- 5) To ensure that the Airport Authority complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 7) To provide us with—
  - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - additional information that we may request from you for the purpose of the compilation engagement.
  - unrestricted access to persons within the Airport Authority of whom we determine it necessary to make inquiries.

### **Our Report**

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

The supplementary information accompanying the financial statements will be presented for purposes of additional analysis. Our report will not express an opinion, a conclusion, nor provide any assurance on such information.

Our report will disclose that the Airport Authority's management has elected to omit the statement of cash flows and substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the statement of cash flows and omitted disclosures were to be included in the financial statements, they might influence the user's conclusions about the Airport Authority's financial position, results of operations, and cash flows. Accordingly, the financial statements will not be designed for those who are not informed about such matters.

We are not independent with respect to the Airport Authority and will disclose that we are not independent in our compilation report.

You agree to include our accountant's compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to obtain our permission to do so.

**Other Relevant Information**

Jeff Thoene is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fees for these compilation services will be \$6,000 (\$1,500 per quarter). The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees are payable on presentation.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

*MDT, LLC*

MDT, LLC

This letter correctly sets forth the understanding of Norfolk Airport Authority.

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Signature

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Title

Year	Month	Jet A Gal	Jet \$	100LL Gal	100LL \$		
2025	January	9373	\$39,781.06	1947.41	10,929.17		
2025	February	9627	\$41,496.02	1347.4	\$7,717.01		
2025	March	9066	\$39,786.17	1872.85	\$10,484.47		
2025	April	12695	\$52,429.38	2592.89	\$14,564.41		
2025	May	7836.5	\$33,165.89	3482.18	\$19,719.28		
2025	June	13454	\$55,291.40	2635.81	\$14,891.83		
2025	July	9946.1	\$42,738.03	3690.53	\$20,893.09		
2025	August	13046	\$54,751.39	4081.07	\$22,941.96		
2025	September	9623	\$41,067.50	2628.5	\$14,859.64		
2025	October	9234	\$39,376.77	3564.33	\$20,187.36		
2025	November	7136	\$31,585.83	2208.25	\$12,529.34		
2025	December	5694	\$26,046.86	1574.46	\$8,930.78		
Total		116730.6	\$497,516.30	31625.68	\$167,719.17		

Year	Month	Jet A Gal	Jet \$	100LL Gal	100LL \$	Jet A Dif Gal.	100LL Dif Gal
2026	January	6693	\$27,035.25	2913.53	\$16,501.14	-2680	966.12
2026	February	5941	\$24,137.99	1815.25	\$10,272.29	-3686	467.85
2026	March	12794	\$58,507.15	2538.49	\$14,151.87	3728	665.64
2026	April					-12695	-2592.89
2026	May					-7836.5	-3482.18
2026	June					-13454	-2635.81
2026	July					-9946.1	-3690.53
2026	August					-13046	-4081.07
2026	September					-9623	-2628.5
2026	October					-9234	-3564.33
2026	November					-7136	-2208.25
2026	December					-5694	-1574.46
Total		25428	\$109,680.39	7267.27	\$40,925.30	-91302.6	-24358.41