

NORFOLK AIRPORT AUTHORITY
March 10, 2025

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, March 10, 2025, in the board room at Norfolk Regional Airport/Karl Stefan Memorial Field. Notice of the meeting and publication of the agenda for public view were made in accordance with state law.

CALL TO ORDER: Chairman Geary called the Norfolk Airport Authority meeting to order at 7:30 PM.

Chairman Geary noted this meeting has been properly publicized and there is a current copy of the Open Meetings Act posted in the hallway adjacent to the meeting room and is accessible to the public.

Roll call as follows: Members present: Chairman Dan Geary, Vice Chairman Randy Neuharth, Secretary Grayson Frohberg, Member Doris Kingsbury, and Member Rich Clausen. Absent: None. Roll call resulted in a quorum.

Also present were Justin Martin, Judy Grashorn, Jason Lampli, Rod Longe, Steve Rames, Bill Jepsen, Ryan Hanson, Jim Lange, Jim McKenzie, and Alejandro Ramirez.

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Kingsbury, seconded by Frohberg to approve agenda. Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
- 2) Moved by Kingsbury, seconded by Frohberg to waive the reading, and approve the minutes of February 10, 2025, board meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

REGULAR AGENDA:

1. Moved by Neuharth, seconded by Clausen to approve Justin Martin as the new Airport Manager, granting authorization, and signing authority to all Norfolk Airport bank accounts, including obtaining a business credit card. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
2. Continued discussion covering the planning progress for the proposed construction of a new Terminal/FBO building.
 - a) Consideration and approval for Federal Grant #3-31-0058-030-2025, (two story aviation terminal building approximately 5,700 SF) that the President and Secretary of NAA Board is authorized to sign on behalf of the Authority. After discussion on the deadline of April 28, 2025, for submitting the Federal Grant in the amount of \$5,538,750 for the new Terminal/FBO building. Board members decided to table the signing of grant until next month's board meeting. No vote was taken.

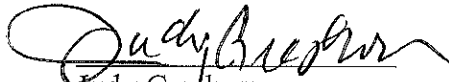
3. AIP 3-31-0058-027/028 Install REIL – RWY 20, MIREL – RWY14/32 & Replace Signs (RWY 14/32, TWY's A, B & C. Dan Geary announced the flight check for completing this project will be March 13, 2025, at 3 p.m.
 - a) Moved by Kingsbury, seconded by Frohberg to approve progress estimate #4 to Danielle's Approach, in the amount of \$73,546.56 and authorize sponsor to sign on behalf of the airport. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
 - b) Moved by Kingbury, seconded Frohberg to approve summary of project cost in the amount of \$59,858.00 for federal funds due to the Norfolk Airport and authorize sponsor to sign on behalf the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
4. Moved by Frohberg, seconded by Neuharth to ratify the payment of \$2,095.81 to Madison County Treasurer for unpaid 2020 real estate property tax and interest owed on old Terminal building (Barnstormer's Restaurant). Roll call: Voting aye: Geary, Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: None. Abstaining: Kingsbury. Motion carried.
5. Justin Martin suggested the line technicians get paid a determined percentage of the call out fee charged to the customer for after hour service to fuel aircraft or render services in addition to the time clocked in for rendering the service. Board members agreed to authorize Justin as Airport Manager to make that decision. No vote was taken.
6. Moved by Clausen, seconded by Frohberg to eliminate the .10 cent per gallon discount to fuel charging customers including tenants and reoccurring customers. Roll call: Voting aye: Geary, Frohberg, Kingsbury and Clausen. Voting nay: None. Absent: None. Abstaining: Neuharth. Motion carried.
7. Legal Counsel Jason Lammler had no 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 Clausen. Voting nay: None. Absent: None. Motion carried.
9. Moved by Kingsbury, seconded by Neuharth to ratify the following payments: Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
 - a) EFT \$5,093.78 to U.S. Treasury for 941 Federal tax deposit.
 - b) EFT \$825.38 to NE Department of Revenue for income tax withholding.
 - c) EFT \$3,584.00 to NDOT/ Dept. Aeronautics for revolving hangar loan payment.
 - d) EFT \$862.92 to Mutual of Omaha employee Benefits services.
 - e) EFT \$1,982.95 to American Funds Simple IRA for monthly payroll.

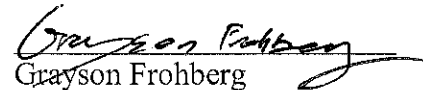
- f) EFT \$18,071.79 for monthly payroll.
- g) \$24,404.97 to Avfuel Corporation for 8,096 gallons Jet A with \$24,404.97 credit.
- h) Check # 25984 Elkhorn Valley Bank/Visa for \$1,309.95
- i) Check # 25985 Madison County Treasurer for \$2,095.81

Moved by Kingsbury, seconded by Frohberg 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 8:09 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, April 14, 2025.

Respectfully submitted:
March 11, 2025


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary