

NORFOLK AIRPORT AUTHORITY
July 14, 2025

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, July 14, 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, and Member Doris Kingsbury. Absent: Rich Clausen**. Roll call resulted in a quorum.

Also present were Justin Martin, Judy Grashorn, Rod Longe, Jim Lange, Jim McKenzie, Alejandro Ramirez, Steve Rames, Ryan Hanson and Rick Masilko.

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Kingsbury, seconded by Neuharth to approve the agenda. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
- 2) Moved by Kingsbury, seconded by Frohberg to waive the reading, and approve the minutes of June 23, 2025, board meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.

REGULAR AGENDA:

1. Project AIP 3-31-0058-029 - Norfolk Airport Layout Plan
 - a) Moved by Kingsbury, seconded by Neuharth to approve progress estimate #1 to HDR Engineering, in the amount of \$8,228 and authorize sponsor to sign on behalf of the airport. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
 - b) Moved by Kingsbury, seconded by Frohberg to approve summary of project cost #1 in the amount of \$7,686 for federal funds due the Norfolk Airport and authorize sponsor to sign on behalf the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.


** Board Member Rich Clausen arrived at the meeting at 7:35 p.m.

2. On July 10, 2025, Justin Martin, Dan Geary, and accountant Tyler Zehr presented the 2025-2026 Fiscal Year budget at the City's budget review session. Airport officials were asked to come back to meet with city officials on July 22, 2025, with a request to present a building plan of a \$4,500,000 FBO building, as budgeted in the 2025-2026 Fiscal year budget. Justin plans to show them building plans of a FBO currently being built in Spearfish, South Dakota. No vote was taken.
3. Citizen Rick Masilko, inquired about the possibility of building a row of 6 hangars on the airfield in efforts to sublease them out. Board members asked him to come back with square footage of building and cement. The board also wanted a business plan to know the owner or owners and their intentions of rent charges, subleasing, land lease, etc. No vote was taken.
4. Airport Manager Justin Martin is compiling a list of people who would like to be on the ALP (Airport Layout Plan) sub-committee. Board members Rich Clausen and Randy Neuharth have agreed to participate, along with city councilmembers Jeff Jensen and Jim Lange, City Engineer Steve Rames, and other pilots from the airport Blake Mosher and Brian Wilcox. No vote was taken.
5. Legal Counsel Jason Lammler was absent, no information to report.
6. Moved by Neuharth, seconded by Clausen to ratify the following payments: Roll call: Voting aye: Geary, Neuharth, Frohberg, Clausen, and Kingsbury. Voting nay: None. Absent: None. Motion carried.
 - a) EFT \$6,843.14 to U.S. Treasury for 941 Federal tax deposit.
 - b) EFT \$1,123.02 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 \$1,159.25 to Mutual of Omaha employee Benefits services.
 - e) EFT \$2,6005.34 to American Funds Simple IRA for monthly payroll.
 - f) EFT \$23,319.56 for monthly payroll.Moved by Kingsbury, seconded by Neuharth to approve the bills for payment. Roll call: Voting aye: Geary, Neuharth, Frohberg, Clausen and Kingsbury. Voting nay: None. Absent: None. Motion carried.
7. Moved by Kingsbury, seconded by Neuharth to adjourn the meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, Clausen, and Kingsbury. Voting nay: None. Absent: None. Motion carried.

There being no further business before the Norfolk Airport Authority, Chairman Geary adjourned the meeting at 8:21 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, August 11, 2025.

Respectfully submitted:
July 16, 2025


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary