

# NORFOLK AIRPORT AUTHORITY

August 11, 2025

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, August 11, 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, Jason Lammler, Jim Lange, Jim McKenzie, Alejandro Ramirez, Steve Rames, Tyler Zehr, and Bill Jepsen.

## 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 Neuharth to waive the reading, and approve the minutes of July 14, 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 Frohberg to approve progress estimate #2 to HDR Engineering, in the amount of \$45,220 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 Neuharth to approve summary of project cost #2 in the amount of \$42,959 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.

In absence of HDR Engineer Ryan Hanson, Justin Martin read Hanson's progress report stating an airport inventory has been completed, and the critical aircraft determination is being finalized. The existing critical design aircraft is the B-11 family, and the proposed critical aircraft determination is the C-11 family. This

change should allow for the removal of the 297-foot displaced threshold on Runway 20. The C-11 family has historically been the critical aircraft for OFK and includes many Essential Air Service (EAS) air carrier aircraft.

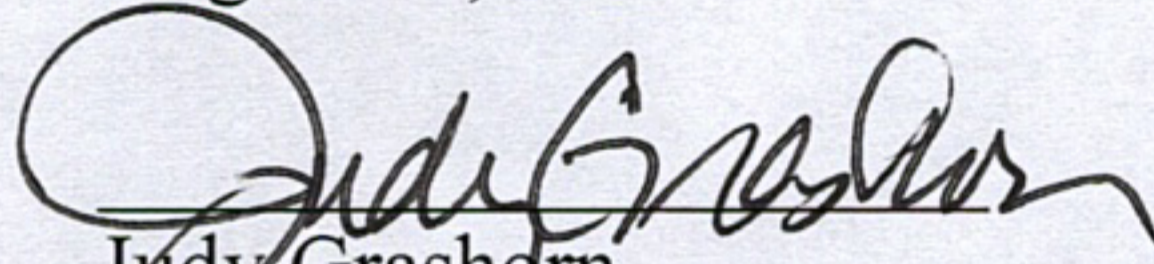
The first meeting of the ALP sub-committee is scheduled for September 3, 2025, 1:00 p.m., in the board room at Norfolk Regional Airport. The meeting will be advertised and open to the public. Moved by Geary, seconded by Neuharth to approve ALP sub-committee members to include Jeff Jensen, Jim Lange, Rich Clausen, Grayson Frohberg, Steves Rames, Blake Mosher, and Brian Wilcox. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.

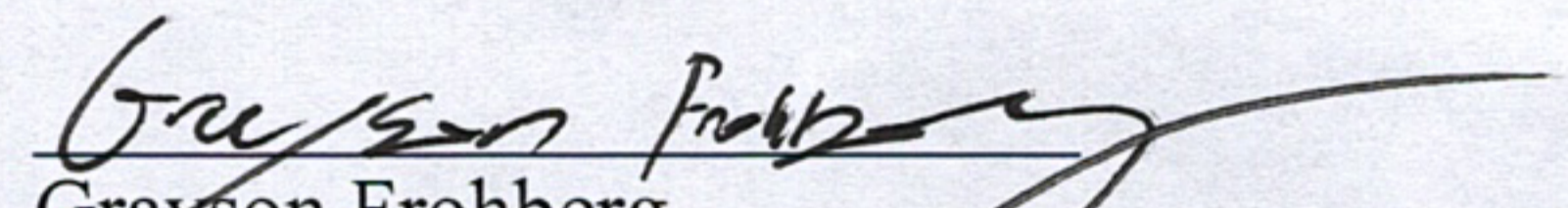
2. On August 7, 2025, Airport Manager Justin Martin, and accountant Tyler Zehr presented the 2025-2026 Fiscal Year budget at the City's second budget review session. Decision was made to move \$425,000,000 for the new FBO/Terminal towards next year's budget and leave \$250,000 in the budget to account for design plans. This decision was made after no definitive plans were presented and wouldn't be necessary in the 2025-2026 fiscal year budget. City Council members will vote on Norfolk Regional Airport's 2025-2026 levy during the August 18, 2025, City Council meeting. In the budget review session, during open discussion some council members voiced their preference in the City of Norfolk dissolving the Norfolk Airport Authority Board and having the Airport become a department of the city. Mayor Shane Clausen did not want to discuss this topic at this time. Airport Manager Martin advised Norfolk Airport Authority members present to set up a meeting with the City officials to address and discuss their thoughts and intentions. No vote was taken.
3. Airport tenant Guy Ellsworth informed Martin that he has changed his mind on wanting to raise his hanger up 4 foot to accommodate his new aircraft. No vote was taken.
4. Airport Manager Martin presented 3 ideas for a new FBO/Terminal building including:
  - A. Current design plan, 5,833 sq. ft., \$5,727,326
  - B. Design comparable to FBO at Spearfish, SD, 3,600 sq. ft., \$3,039,596
  - C. Renovate original Terminal, 4,580 sq. ft., \$2,009,810 (estimated in 2022)After further discussion, Board members decided to table this item and discuss these options during the ALP sub-committee. No vote was taken.
5. Moved by Neuharth, seconded by Frohberg to combine our checking account with our money market account, and transfer some of our money from the money market account into 5 -month and 11-month CDs (certificate of deposit). Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
6. Legal Counsel Jason Lammler had no information to report.
7. Accountant Tyler Zehr presented the August 2024 -April 2025 compilation report to board members. No vote was taken.

8. Moved by Kingsbury, seconded by Neuharth to approve the bills for payment. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
9. Moved by Kingsbury, seconded by Frohberg to ratify the following payments: Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. Motion carried.
  - a) EFT \$7,193.96 to U.S. Treasury for 941 Federal tax deposit.
  - b) EFT \$1,187.44 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 \$1,186.81 to Mutual of Omaha employee Benefits services.
  - e) EFT \$2,699.00 to American Funds Simple IRA for monthly payroll.
  - f) EFT \$24,341.31 for monthly payroll.
  - g) EFT \$22,895.98 to Avfuel Corporation for 7,928 gallons Jet A shipped 6/25/2025
  - h) Check # 26100 \$49,556.26 Auto Owners Insurance 7/28/2025
  - i) Check # 26101 \$28,437.00 HUB International 7/28/2025
10. Moved by Kingsbury, seconded by Frohberg to adjourn the meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, and Kingsbury. Voting nay: None. Absent: Clausen. 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, September 8, 2025.

Respectfully submitted:  
August 13, 2025

  
Judy Grashorn  
Office Manager

  
Grayson Frohberg  
Secretary