

NORFOLK AIRPORT AUTHORITY

September 8, 2025

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, September 8, 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 Lammler, Jim Lange, Alejandro Ramirez, Steve Rames, Drake Harrington, Ryan Hanson, and Bill Jepsen.

RECOMMENDED ACTIONS:

1) The agenda was reviewed. Moved by Frohberg, seconded by Kingsbury, to add two agenda items and place them after agenda item #3. Agenda item #7 is progress report from HDR Engineering, Agenda item #8 is Disadvantaged Business Enterprise (DBE) Program. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

Moved by Kingsbury, seconded by Clausen to approve the agenda with amendments. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

2) Moved by Frohberg, seconded by Neuharth to waive the reading, and approve the minutes of August 11, 2025, 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 Kingsbury, seconded by Frohberg to approve progress estimate #3 to HDR Engineering, in the amount of \$36,482 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 Neuharth, seconded by Kingsbury to approve summary of project cost #3 in the amount of \$34,658 for federal funds due 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.

2. Update on project AIP 3-31-0025-028-Install REIL-RWY 20, MIRL- RWY 14/32 & replace signs (RWY14/32, TWY's A, B & C).
 - a) Moved by Kingsbury, seconded by Frohberg to approve summary of project cost #10 in the amount of \$51,942 for federal funds due 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.

3. Board members agreed to meet on September 15, 2025, at 4:00 p.m. in board room at Norfolk Regional Airport for FY2025-2026 open Budget Hearing meeting.

7. Ryan Hanson, HDR Engineer, presented a progress report on HDR projects.
 - a) Airport Layout Plan project: ALP subcommittee meeting took place September 3, 2025, another subcommittee is planned later this fall once a draft list of proposed improvements is ready to review. Critical Aircraft Determination was submitted to FAA and NDOT for review. HDR will address comments and resubmit.
 - b) Two bay box hangar project: Featuring doors 55'-6" high by 18' wide, according to FAA grant timeline, construction contract will be awarded summer of 2026, with project completion in spring or summer of 2027.

8. Disadvantaged Business Enterprise (DBE) Program was presented to Board members, requesting authorization to renew a three-year policy that will comply with 49 CFR Part 26. Board members decided to table the approval until they have time to read the 48-page policy. No vote was taken.

4. Legal Counsel Jason Lammi had no information to report.

5. Moved by Kingsbury, seconded by Neuharth to approve the bills for payment. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

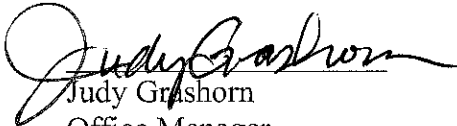
6. Moved by Neuharth, seconded by Kingsbury to ratify the following payments: Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
 - a) EFT \$6,871.48 to U.S. Treasury for 941 Federal tax deposit.
 - b) EFT \$1,120.02 to NE Department of Revenue for income tax withholding.
 - c) EFT \$3,584.00 to NDOT/ Dept. Aeronautics for revolving hangar loan payment.
 - d) EFT \$1,186.81 to Mutual of Omaha employee Benefits services.
 - e) EFT \$2,772.60 to American Funds Simple IRA for monthly payroll.
 - f) EFT \$23,316.44 for monthly payroll.
 - g) EFT \$22,464.82 to Avfuel Corporation for 7429 gallons Jet A shipped 7/25/2025
 - h) EFT \$23,012.61 to Avfuel Corporation for 7947 gallons Jet A shipped 8/08/2025
 - i) EFT \$31,591.60 to Avfuel Corporation for 7779 gallons 100LL shipped 8/13/2025
 - j) EFT \$135.80 to Avfuel Corporation for lid gasket O-ring 8/15/2025


k) Check # 26123 \$45,220.00 HDR Engineering, 8/18/2025

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 7:55 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, October 13, 2025.

Respectfully submitted:
September 11, 2025


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary 