



NORFOLK AIRPORT AUTHORITY

4100 South 13th Street Norfolk, NE 68702-1343

Daniel E. Geary, Chairman

Grayson Frohberg, Secretary

Randy Neuharth, Vice Chairman

Doris Kingsbury, Board Member

Rich Clausen, Board Member

The following is the agenda for a regular meeting of the Norfolk Airport Authority to be held on December 8, 2025, in the board room at Norfolk Regional Airport / Karl Stefan Memorial Field at 7:30 PM.

CALL TO ORDER

1. 7:30 p.m. – call meeting to order.
2. Proof of publication of meeting
3. Inform the public about the location of the Open Meetings Act posted in the Board Room and accessible to members of the public.
4. Roll call.

RECOMMENDED ACTIONS

1. Approve agenda.
2. November 10, 2025, regular meeting minutes.

REGULAR AGENDA

1. Update and status of Airport projects by HDR Engineering.
2. Discussion and consideration of fiscal year 2027-2029 Federal AIP Grants and NDOT Capital Improvement Program.
3. Discussion and/or approval of signing certificate of completion for project 3-31-005-028, Install REIL-RWY-20, MIRL-RWY 14/32 & Replace signs RWY 14/32, TWYs A, B, & C, by NDOT and Daniell's Approach, LLC to Norfolk Airport Authority.
4. City of Norfolk will be hosting a Strategic Planning Session on December 17, 2025, 4:00-8:00 p.m. at a location TBD. The Airport Manager and a Board Member are requested by the city to be present as Norfolk Airport is on the agenda.
5. Discussion and/or approval of "Avfuel" sign to replace current "fuel" sign near self-service fuel pump.
6. Discussion and/or approval of hiring someone to change out the walk-through door and replace with an overhead door on end cap in row D.
7. 2026 Lease for Hangar F2 and G2
 - a) Discussion and/or approval of increasing hangar F2 lease rate FY 2026.
 - b) Discussion and/or approval of increasing hangar G2 lease rate FY 2026.
 - c) Discussion and/or approval of revising "combined" hangar lease F2 & G2.

8. Appointment of 2026 Authority Officers

- Chairman
- Vice Chairman
- Secretary

Appointment of 2026 Authority Staff

- Accountant
- Legal Counsel
- Treasurer
- Safety Committee

9. Motion to approve Airport Authority Board members and staff to attend the Annual Nebraska Aviation Symposium in Kearney, NE on January 28-29, 2026.

10. Discussion of Norfolk Airport Authority's website <https://norfolkairportservices.com> posting more documents/reports in addition to the agenda and minutes of monthly board meetings currently posted.

11. Report from Legal Counsel.

12. Approve bills for payment.

13. Ratify Payments:

- a) EFT \$5,919.48 to U.S. Treasury for 941 Federal tax deposit.
- b) EFT \$915.94 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 \$650.01 to Mutual of Omaha employee Benefits services.
- e) EFT \$2,502.34 to American Funds Simple IRA for monthly payroll.
- f) EFT \$19,427.52 for monthly payroll.
- g) EFT \$73.20 to Avfuel Corporation for lid gasket ring for fuel truck.
- h) EFT \$25,318.56 to Avfuel Corporation for 8,071 gallons Jet A shipped 11/11/2025

14. Executive Session – Personnel review.

ADJOURNMENT