

NORFOLK AIRPORT AUTHORITY

October 13, 2025

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, October 13, 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, Member Doris Kingsbury, and Member Rich Clausen. Absent: Secretary Grayson Frohberg. None. Roll call resulted in a quorum.

Also, present were Justin Martin, Judy Grashorn, Jason Lammler, Rod Longe, Jim Lange, Jim McKenzie, Ryan Hanson, and Bill Jepsen.

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Kingsbury, seconded by Neuharth to approve the agenda. Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
- 2) Moved by Kingsbury, seconded by Neuharth to waive the reading, and approve the minutes of September 15, 2025, special board meeting. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.

REGULAR AGENDA:

1. Project AIP 3-31-0058-029 - Norfolk Airport Layout Plan
 - a) Moved by Kingsbury, seconded by Clausen to approve progress estimate #4 to HDR Engineering, in the amount of \$11,458 and authorize sponsor to sign on behalf of the airport. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
 - b) Moved by Kingsbury, seconded by Neuharth to approve summary of project cost #4 in the amount of \$10,885 for federal funds due the Norfolk Airport and authorize sponsor to sign on behalf the authority. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
 - c) Moved by Neuharth, seconded by Clausen to approve Amendment #1 for professional services to HDR Engineering, Inc. in the amount of \$35,000 for 12 core samples on runway 2/20 and 12 core samples on runway 14/32. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting

nay: None. Absent: Frohberg. Motion carried.

2. Project OFK 3-31-0058-30 Construct Hangar
 - a) Moved by Clausen, seconded by Kingsbury to approve cost proposal of \$196,342.00 for a 2-bay box hangar, 55'-6" wide by 18' high from HDR Engineering. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
 - b) Moved by Kingsbury, seconded by Clausen to approve professional service agreement to HDR Engineering for the 2-bay box hangar and authorize sponsor to sign on behalf of the airport.
3. Ryan Hanson, HDR Project Manager, was present and explained that he is continuing to work on ALP plan. Critical aircraft and design aircraft determination got approved by FAA on September 11, 2025. Hanson anticipates a second ALP sub-committee meeting in December. No vote was taken.
4. Moved by Kingsbury, seconded by Clausen to approve purchase of a remote-control tug, TowFLEXX 4 Series from TowFLEXX Inc. in New Castle, DE, for \$40,435. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
5. Manager Justin Martin proposed increasing end cap hangar rent (with overhead door) from \$40/mo. to \$80/mo. and all other hangar rentals go up either 2.5% or 5% for 2026 annual lease, except for hangar F2 and G2, Martin suggested going up from \$1400/mo. to \$2,000/mo. for both hangars rented by same tenant. After further discussion the board tabled the vote till next month due to not having enough board members present to vote after two board members are refrained from conflict of interest.
6. Discussion was held on planning the First annual Halloween at the Hangars on October 30, 2025, 5:00-7:30 p.m. No vote was taken.
7. Legal Counsel Jason Lammler had no information to report.
8. Moved by Kingsbury, seconded by Neuharth to approve the bills for payment. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
5. Moved by Kingsbury, seconded by Clausen to ratify the following payments: Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
 - a) EFT \$6,891.29 to U.S. Treasury for 941 Federal tax deposit.
 - b) EFT \$1,131.58 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 \$2,827.68 to American Funds Simple IRA for monthly payroll.
 - f) EFT \$22,940.62 for monthly payroll.
 - g) EFT \$21,701.08 to Avfuel Corporation for 7965 gallons Jet A shipped 8/27/2025

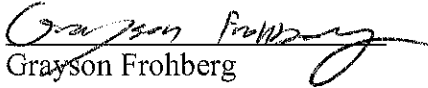
h) EFT \$22,587.58 to Avfuel Corporation for 7963 gallons Jet A shipped 9/12/2025.

Moved by Kingsbury, seconded by Clausen to adjourn the meeting. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. 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, November 10, 2025.

Respectfully submitted:
October 15, 2025


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary