

NORFOLK AIRPORT AUTHORITY
November 10, 2025

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, November 10, 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, Rod Longe, Jim Lange, Jim McKenzie, Quinten Kann, and Alejandro Ramirez.

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Kingsbury, seconded by Frohberg to approve the agenda. Roll Call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
- 2) Moved by Kingsbury, seconded by Neuharth to waive the reading, and approve the minutes of October 13, 2025, regular 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 #5 to HDR Engineering, in the amount of \$60,894 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 Kingsbury, seconded by Neuharth to approve summary of project cost #5 in the amount of \$57,849 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.
 - c) Ryan Hansen, HDR Engineering, emailed an "Engineer Progress Report" in his absence. Field investigations were completed in late October 2025, including core samples of both runways, HDR team is working on evaluation and analysis reports, with a goal to submit their suggestions to

NDOT (Nebraska Department of Transportation-Aeronautics) before FY2027 CIP data sheets are due in January 2026. Inventory and facility requirement narratives are nearly complete. HDR plans to send drafts of narratives and ALP drawing set to NAA Board Members in December and the ALP drawing set to FAA for review in January 2026. A second ALP subcommittee meeting will be scheduled once a draft list of proposed improvements is ready for review.

Regarding the two-bay hangar construction project. The schematic design submittal is scheduled November 21, 2025, for the proposed 55'-6" wide by 18' high two-bay hangar. Manager Justin Martin reported to the board he changed the hangar door from 55'-6" wide to 60' wide. No vote was taken.

2. Moved by Neuharth, seconded by Frohberg to approve the Disadvantaged Business Enterprise Program (DBE) for FY 2025, 2026, & 2027 as presented and authorize Chairman to sign Policy Statement on behalf of the Authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
3. Moved by Frohberg, seconded by Clausen to approve audit proposal with Williams & Company, P.C., in an amount not to exceed \$26,750 for fiscal year 2024/2025 and authorize Chairman to sign on behalf of the Authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
4. Manager Justin Martin presented to the board a letter typed by a City of Norfolk official. The letter is to Major Craig W. Strong, Nebraska Adjutant General, from the Norfolk Airport Authority Board Members regarding the support and approval in the divestment of current airport property (approximately 37.5 acres) for construction of a new Readiness Facility to replace the current 70-year-old Readiness Facility located at 817 S. 1st. St. in Norfolk. Board members signed the letter. No vote was taken.
5. Moved by Geary, seconded by Frohberg to approve quote from Rion Equipment in the amount of \$4,569.50 for repairs to JLG Lift. Roll Call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
6. Moved by Neuharth, seconded by Frohberg to approve another 25-year land lease with Norfolk Iron and Metal (hangar M1) after expiration of the existing 25-year land lease in 2025. Also, changing the name on the lease from Dick Robinson to corporate name of Norfolk Iron and Metal with Dick Robinson's personal name listed under the corporate name. Roll Call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
7. Discussion was held on leasing the south ramp to one or more aerial applicators. Manager Justin Martin proposed the leasing of the whole south ramp to Jace Bender (tenant/aerial applicator) for purpose of not having another aerial applicator on the south ramp. Board members were insistent that the lease be drawn up with requirements for aerial applicators in requiring a loading pad, fuel flowage fee, water fee, etc. Board members were not interested in leasing the south ramp to individuals/aerial applicators for their own purpose. No vote was taken.

8. Discussion was held on the rate increase for a 2026 lease that includes both hangars F2 & G2 currently leased by Liberty Aviation for \$1,400/month. Martin suggested raising it 5% compared to \$2,000/month as he suggested last month. Martin also suggested the lease be separated into two leases. (one for each hangar). Board member Rich Clausen suggested the Airport get more revenue from hangar G2, by collecting rent income from transient aircraft to be hangared nightly, weekly, monthly, incongruent with Liberty Aviation leasing hangar G2. Board members instructed Martin to converse with legal counsel Jason Lammler and Liberty Aviation to see if this plan is feasible to all parties. Martin suggested if Liberty Aviation was not in agreement with this idea, he would charge him the average rate per square foot for other businesses on the Airport. Moved by Neuharth, seconded by Frohberg to table the decision of Liberty Aviation's 2026 F2 & G2 hangar lease till next month. Roll Call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

9. Moved by Frohberg, seconded by Kingsbury to approve 2.5% increase for 2026 leases for hangars in row C, D, E, L, T, and G4. Row end cap hangars will increase from \$40/month to \$60/month, with exception of end cap DE (no overhead door) will increase from \$40/month to \$45/month. Roll call: Voting aye: Geary, Neuharth, and Kingsbury. Voting nay: None. Absent: None. Abstain: Neuharth and Clausen. Motion carried.

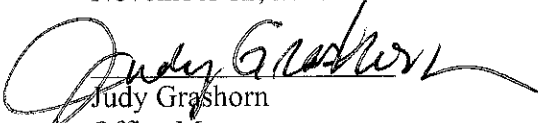
10. Moved by Kingsbury, seconded by Neuharth to approve the bills for payment. Roll Call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

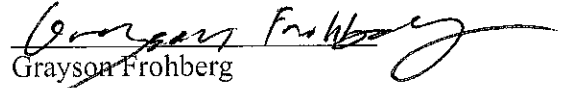
11. Moved by Neuharth, seconded by Frohberg to ratify the following payments: Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
 - a. EFT \$7,388.45 to U.S. Treasury for 941 Federal tax deposit.
 - b. EFT \$1,225.67 to NE Department 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 \$2,970.51 to American Funds Simple IRA for monthly payroll.
 - f. EFT \$24,258.56 for monthly payroll.
 - g. WIRE TRANSFER \$20,217.50 TowFLEXX Inc. half down-payment for remote control tug.
 - h. EFT \$5,347.57 to Avfuel Corporation for Aquacon filter, water barrier, coalescer cartridge for fuel trucks/fuel farm.10/14/2025
 - i. EFT \$22,586.38 to Avfuel Corporation for 7,986 gallons Jet A shipped 10/16/2025
 - j. EFT \$32,633.96 to Avfuel Corporation for 8,109 gallons 100 LL shipped 10/19/2025
 - k. CHECK #26169 \$22,910. Courtesy Ford Auto, Norfolk, NE for 2025 Ford Bronco Sport, with trade of 2004 Ford F150 truck for Airport Manager.

Moved by Kingsbury, seconded by Clausen 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 8:14 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, December 8, 2025.

Respectfully submitted:
November 12, 2025


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary