

## NORFOLK AIRPORT AUTHORITY

December 8, 2025

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, December 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, Rod Longe, Jim Lange, Steve Rames, Bill Jeppsen, and Ryan Hanson.

### 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 Frohberg to waive the reading, and approve the minutes of November 10, 2025, regular board meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

### REGULAR AGENDA:

1. Ryan Hanson, HDR Engineering, was present to speak with Board Members and present the schematic design of the two-bay box hangar to be built near the beacon. Hanson stated the probable construction cost of the project would increase with local share increasing from \$58,903 to \$193,492 primarily due to amending the width of overhead door from 55'6" wide to 60' wide. The anticipated advertisement for construction bids is early February 2026. Hanson announced he would present drafts of ALP Drawing Set and CIP Data Sheets to Board Members at the January 2026 monthly meeting. No vote taken.
2. Board members discussed current and future construction projects they would like to list on the CIP (Capital Improvement Plan) data sheet for NDOT and FAA. No Vote was taken.
3. Moved by Kingsbury, seconded by Clausen to approve NDOT's requested 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 and authorize Chairman and Secretary 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. City of Norfolk requested Airport Manager and Chairman of NAA Board Dan Geary to attend the Strategic Planning Session on December 17, 2025, 4:00-8:00 p.m. at a location to be determined. Dan Geary and Justin Martin stated they intend on attending. No vote was taken.
5. Moved by Kingsbury, seconded by Neuharth to change out the lighted "fuel" sign by self service station for a free lighted "Avfuel" sign with a request to Avfuel sales representative to add "Self Service" on the sign. Roll Call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
6. Martin proposed hiring someone to change the walk-through door with a 9' X 7' overhead door on end cap hangar of D row (east side). Martin would like to charge more money for renting out the end cap which is currently empty. Board members requested Martin obtain several quotes and approach the board after he has done so. No vote was taken.
7. Martin presented a 2026 lease for hangar G2 (leased by Liberty Aviation) that was revised by legal counsel Jason Lammler to add an exclusivity under possession of hangar. Norfolk Airport Authority may use hangar G2 to hangar transient aircraft and collect revenue of service after they have permission from the tenant to do so. Martin also suggested raising Liberty Aviation's 2026 lease by 5%, suggesting hangar F2 be charged \$714/mo. and hangar G2 be charged \$756 for 2026. Moved by Kingsbury, seconded by Frohberg to raise 2026 hangar rent for F2 and G2 by 5%, and to approve additional exclusivity to lease of hangar G2. Roll Call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
8. Appointment of 2026 Authority Officers and Authority Staff is as follows:

Officers

- Moved by Kingsbury, seconded by Frohberg to retain Dan Geary as Chairman of the Norfolk Airport Authority. Roll call: Refraining: Geary. Voting aye: Neuharth, Frohberg, Kingsbury and Clausen. Voting nay: None. Absent: None. Motion carried.
- Moved by Kingsbury, seconded by Frohberg to retain Randy Neuharth as Vice Chairman of the Norfolk Airport Authority. Roll call: Refraining: Neuharth. Voting aye: Geary, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
- Moved by Kingsbury, seconded by Neuharth to retain Grayson Frohberg as Secretary of the Norfolk Airport Authority. Roll call: Refraining: Frohberg. Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

Staff

- Moved by Frohberg, seconded by Neuharth to approve Cruise and Associates, as Accountant for the Norfolk Airport Authority. Roll call: Voting aye: Geary, Frohberg, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
- Moved by Frohberg, seconded by Neuharth to retain Jason Lammler, as airport Legal Counsel. Roll call: Voting aye: Geary, Frohberg, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

- Moved by Geary, seconded by Neuharth to retain Judy Grashorn as Treasurer for the Norfolk Airport Authority. Roll call: Voting aye: Geary, Frohberg, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
  - Moved by Frohberg, seconded by Kingsbury to include safety committee representatives, as follows: Airport Manager to represent Management, Neuharth to represent the Airport Authority Board and all employees representing the labor work. Roll call: Refraining: Neuharth, Voting aye: Geary, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
9. Moved by Kingsbury, seconded by Frohberg to approve NAA Board Members, NAA staff, and one Norfolk City staff member or City Council member to attend the annual Nebraska Aviation Symposium in Kearney, NE on January 28-29, 2026.
  10. Moved by Frohberg, seconded by Clausen to approve adding supportive documents minus the monthly financial reports to the already posted agenda on the Norfolk Airport Services website. <https://norfolkairportservices.com>. Roll Call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried. Monthly financial reports are created and made available the day of the monthly meeting. Following the voting, Airport Manager Justin Martin read the following email submitted by Jim McKenzie (Norfolk Citizen not present), requesting this letter be read to the board members before the meeting and making the letter public record (see below).

I hope this discussion is not about legalistic minimum requirements, but is about transparency, accountability, and being supportive of the public to have full knowledge and input into the management and spending of taxpayer dollars for the airport

The amount of effort required to make the agenda item detailed information available on the airport website is extremely minimal and will cost nothing. The airport already has the electronic version of the detail information behind each agenda item. There are many FREE sites on the internet where you can upload the agenda and the detailed attachments, and combine them into one document. The single combined document could be uploaded to the website or emailed to interested parties.

A denial of this simple request will be a clear indication that the Norfolk Airport Authority does not value, nor encourage, public knowledge or participation in the Airport Authority meetings where public taxpayer dollars are spent.

I encourage you to take a positive step forward now, to allow the citizens full access to the workings of the Norfolk Airport Authority. If this request is denied, I intend to bring it up at the upcoming City Council Strategic Planning Session, at other public meetings, and via other media channels.

I would ask that you share this email with all the board members prior to the Monday meeting, and make this part of the public record of this meeting.

Thank you.

Jim McKenzie

NAA Chairman Dan Geary responded to McKenzie's letter and stated Norfolk Airport Authority is not and has not withheld information from the public. Norfolk Airport Authority has always provided the public with agenda, minutes and supporting documents at each monthly NAA Board meeting. Jim McKenzie is the first individual to request supporting documents be included with the already posted monthly agenda on the Norfolk Airport Services website.

11. Legal Counsel Jason Lammler announced he has drawn up a resolution and map regarding boundary confirmations for Norfolk Airport Authority. Lammler stated the NAA boundaries are the same as city limits for Norfolk. Madison County Clerk requested this information for voting and property tax purposes. Moved by Neuharth, seconded by Froberg to approve resolution and map and authorize Chairman and Secretary to sign on behalf of the Authority. Roll Call: Voting aye: Geary, Neuharth, Froberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

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

13. Moved by Kingsbury, seconded by Neuharth to ratify the following payments: Roll call: Voting aye: Geary, Neuharth, Froberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

- 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 Nov 11.

14. Moved By Neuharth, seconded by Clausen to move to an executive session with board members, legal counsel Jason Lammler, Airport Manager Justin Martin, and Office Manager Judy Grashorn included in the discussion of employee performance review. Roll Call: Voting aye: Geary, Neuharth, Froberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.  
At 8:37 p.m. board members convened to executive session.

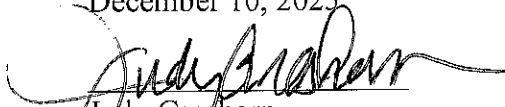
Moved by Neuharth, seconded by Clausen to adjourn from executive session at 9:05 p.m. Roll Call: Voting aye: Geary, Neuharth, Froberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

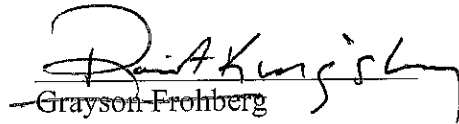
Reconvened to the regular meeting at 9:05 p.m. As per executive session:  
Moved by Froberg, seconded by Clausen to approve the hiring of a second full-time FBO Line Technician. Roll Call: Voting aye: Geary, Neuharth, Froberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

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 9:08 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, January 12, 2026.

Respectfully submitted:  
December 10, 2025

  
Judy Grashorn  
Office Manager

  
~~Grayson Frohberg~~  
Secretary  
Acting Secretary  
in Absence of Frohberg.  
Doris Kingsbury