

NORFOLK AIRPORT AUTHORITY

February 9, 2026

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, February 9, 2026, 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: Acting Chairman Randy Neuharth called the Norfolk Airport Authority meeting to order at 7:30 PM.

Acting Chairman Randy Neuharth 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: Vice Chairman Randy Neuharth, Secretary Grayson Frohberg, and Member Rich Clausen. Absent: Chairman Dan Geary and Member Doris Kingsbury. Roll call resulted in a quorum.

In the absence of Chairman Dan Geary, Vice-Chairman Randy Neuharth will fill in role as active Chairman for this meeting.

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

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Clausen, seconded by Frohberg to add agenda item pre #1 renewal of a six-month CD at Elkhorn Valley Bank. The form from Elkhorn Valley Bank noted a deadline for approval and was received after agenda was distributed. Roll Call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried
- 1) Moved by Clausen, seconded by Frohberg to approve the agenda with addition of agenda item pre #1. Roll Call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried
- 2) Moved by Clausen, seconded by Frohberg to waive the reading, and approve the minutes of January 12, 2026, regular board meeting. Roll Call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried.

REGULAR AGENDA:

Pre #1. Moved by Clausen, seconded by Frohberg to approve renewal of six-month bank CD #xxx2977 at 3.75%. Roll call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried.

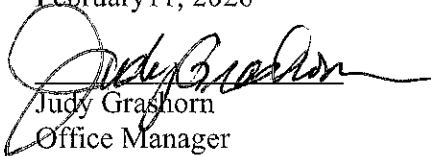
1. Project AIP 3-31-0058-030 – 2-Bay Corporate Hangar
 - a) Moved by Clausen, seconded by Frohberg to approve progress estimate #2 to HDR Engineering, in the amount of \$49,095 and authorize sponsor to sign on behalf of the authority. Roll call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried.

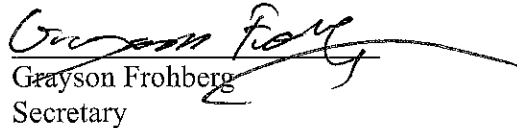
- b) Ryan Hanson, HDR, stated he has sent the pre-solicitation notice to several contractors, and will advertise bid Monday, February 16, 2026. The bid opening date is anticipated to be Friday, March 13, 2026. The 2-bay corporate hangar is anticipated to be completed in spring 2027. No vote was taken.
2. A meeting was held on January 29, 2026, with NDOT, FAA, HDR, and Norfolk Airport Manager to discuss the Airfield Recapitalization project. The FAA stated that traffic at Norfolk Airport doesn't justify replacing both runways with the length and width of our current runways. Suggesting runway 14/32 be narrowed by 25 feet and the length for both runways be shortened from 5800' to 5500'. Ryan Hanson, HDR is researching runway length justification and will outline this in finalizing the ALP drawing set. Drafts of ALP drawing set and narrative report are expected to be available at the March 2026 board meeting. No vote was taken.
 3. Two different database systems were researched by Airport Manager and Board Member Randy Neuharth. Runway Stats and 1200.aero were discussed with Runway Stats being more expensive and currently no airport in Nebraska is utilizing the database, 1200.aero was preferred. Moved by Frohberg, seconded by Clausen to do a three-month free trial 1200.aero beginning June 1st, 2026. The prolonged starting date is to accommodate the busy season of summer versus current winter traffic. Roll call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried.
 4. Moved by Clausen, seconded by Frohberg to approve the purchase of three nitrogen tanks, and five oxygen tanks from Matheson Trigas for \$2,997.74. Matheson Trigas quote was less than Island Supply's quote of \$3,282. Currently Norfolk Airport rents nitrogen and oxygen tanks each month from Island Supply. Roll call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried.
 5. Moved by Clausen, seconded by Frohberg to update NAA bylaws by adding letter "K" to section 1-106: **Incur expenditures on behalf of the Airport for necessary capital purchases or equipment in an amount not to exceed Five Thousand Dollars (\$5000.00) per item or transaction without prior approval of the Authority. Any capital or equipment expenditure in excess of Five Thousand Dollars (\$5000.00) shall require the prior approval of the Authority. Notwithstanding the foregoing, the Airport Manager is authorized to incur expenses in the ordinary course of the Airport's day-to-day operations, including but not limited to utilities, maintenance, repairs, supplies, payroll, fueling equipment, and contracted services, without dollar limitation, provided such expenses are customary, reasonable, and consistent with the approved budget and operational needs of the Airport; thereafter, all expenses incurred by the Airport Manager must be reported and approved to be paid by the Authority in accordance with Section 1-107 below.** and adding literature to section 1-107: **All disbursements of Authority funds, whether expenses are incurred with or without prior authorization shall be upon approval of the Authority, and such disbursement approval shall be reflected in the minutes of the meeting in which the funds were approved for payment.** regarding the Airport Manager's spending authority. Roll call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried.

6. Moved by Clausen, seconded by Frohberg to table the discussion and consideration of Airport Manager's authority to offer/give hiring wage for PT and/or Ft positions, merit increases, job title increases, etc. to employees without Board approval. Section 1-106 E of the Bylaws. Roll call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried.
7. Legal Counsel Jason Lammler reported no new information.
8. Moved by Frohberg, seconded by Clausen to approve the bills for payment. Roll call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried.
9. Moved by Clausen, seconded by Frohberg to ratify the following payments: Roll call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried.
 - a) EFT \$6,750.37 to U.S. Treasury for 941 Federal tax deposit.
 - b) EFT \$989.48 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 \$918.41 to Mutual of Omaha employee Benefits services.
 - e) EFT \$2,545.64 to American Funds Simple IRA for monthly payroll.
 - f) EFT \$21,864.97 for monthly payroll.
 - g) EFT \$19,679.08 to Avfuel Corporation for 8,119 gallons Jet A shipped 12/31/2025
10. Moved by Clausen, seconded by Frohberg to adjourn the meeting. Roll call: Voting aye: Neuharth, Frohberg, and Clausen. Voting nay: None. Absent: Geary and Kingsbury. Motion carried.

There being no further business before the Norfolk Airport Authority, Acting Chairman Randy Neuharth adjourned the meeting at 8:40 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, March 9, 2026.

Respectfully submitted:
February 11, 2026


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary