

NORFOLK AIRPORT AUTHORITY

January 12, 2026

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, January 12, 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: 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: Grayson Frohberg. Roll call resulted in a quorum.

In the absence of Secretary Grayson Frohberg, Chairman Dan Geary appointed Board Member Doris Kingsbury to be acting Secretary.

Also, present were Justin Martin, Judy Grashorn, Jason Lammler, Rod Longe, Ryan Hanson, Jim Lange, Steve Rames, Jim McKenzie, and Alejandro Ramirez.

RECOMMENDED ACTIONS:

1) The agenda was reviewed. Moved by Neuharth, seconded by Clausen to add agenda item pre #1. FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements. The form from NDOT noted a deadline for approval and was received after agenda was distributed. Roll Call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried

Moved by Clausen, seconded by Neuharth to approve the agenda with addition of agenda item pre#1. Roll Call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.

2) Moved by Kingsbury, seconded by Clausen to waive the reading, and approve the minutes of December 8, 2025, regular board meeting. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.

REGULAR AGENDA:

Pre #1. Moved by Neuharth, seconded by Clausen to approve waiving the receipt of FY2023 non-primary expiring entitlement funds in the amount of \$150,000, and transferring funds to Nebraska Department of Aeronautics till funds are needed. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.

1. Moved by Kingsbury, approved by Neuharth to approve 2024 NDOT/Aeronautics Grant (repair sink hole on runway 02/20) in the amount of \$8,890 for state funds due to Norfolk Airport and authorize sponsor to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.

2. Project AIP 3-31-0058-029 - Norfolk Airport Layout Plan
 - a) Moved by Clausen, seconded by Kingsbury to approve progress estimate #6 to HDR Engineering, in the amount of \$15,812.70 and authorize sponsor to sign on behalf of the authority. 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 #6 in the amount of \$38,018. for federal funds due to Norfolk Airport and authorize sponsor to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried
 - c) Moved by Neuharth, seconded by Kingsbury to approve progress estimate #7 to HDR Engineering, in the amount of \$24,205.30 and authorize sponsor to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried
3. Project AIP 3-31-0058-030 – 2-Bay Corporate Hangar
 - a) Moved by Kingsbury, seconded by Neuharth to approve progress estimate #1 to HDR Engineering, in the amount of 47,909.50 and authorize sponsor to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
4. Ryan Hanson, HDR, presented Airfield recapitalization for rehabilitating both runways, taxiways, etc. Probable cost summary of \$29,203,552. with a local share of \$2,558,252. over a minimum of eight years. Moved by Neuharth, seconded by Clausen to approve fiscal year 2027-2029 Federal AIP Grants and NDOT Capital Improvement Program as presented on CIP (Capital Improvement Program) data sheet by Ryan Hanson, HDR Engineering. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
5. Moved by Clausen, seconded by Kingsbury to approve BC Builder’s quote for \$2,176 to construct the opening of end cap “DW” for a 9’x7’ overhead door. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
6. Moved by Neuharth, seconded by Clausen to approve Elite Door’s quote for \$1,015. for a 9’x7’ overhead door and installation. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
7. Moved by Kingsbury, seconded by Neuharth to approve Johnson’s Electric quote for \$3,125. to replace eight electric meters on hangar row “T”. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
8. Discussion was held on updating the bylaws to include literature on Airport Manager’s spending authority. Moved by Geary, seconded by Kingsbury to table this discussion till next meeting. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.


9. Discussion was held regarding the Airport Manager's authority to give employees wage increases without Board approval. Moved by Clausen, seconded by Neuharth to approve a wage increase of 12.19% for an individual employee in question, and table the discussion of Manager's spending authority till next meeting. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
10. Moved by Neuharth, seconded by Kingsbury to remove the Airport Office Manager from Elkhorn Valley Bank's signature authority. Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
11. Legal Counsel Jason Lammler reported no new information.
12. Airport Manager Justin Martin and Chairman of NAA Board Dan Geary attended the City of Norfolk's Strategic Planning Session on December 17, 2025. Discussion on plans for the future of Norfolk Airport, becoming County or City operated vs. ran by an Authority Board was discussed. No vote was taken.
13. Annual employee appreciation dinner is scheduled for Saturday, February 21, 2026, at Black Cow Fat Pig Restaurant. No vote was taken.
14. 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.
15. Moved by Kingsbury, seconded by Neuharth to ratify the following payments: Roll call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: Frohberg. Motion carried.
 - a) EFT \$6,344.71 to U.S. Treasury for 941 Federal tax deposit.
 - b) EFT \$920.09 to NE Department of Revenue for income tax withholding.
 - c) EFT \$3,584.00 to NDOT/ Dept. Aeronautics for revolving hangar loan.
 - d) EFT \$918.41 to Mutual of Omaha employee Benefits services.
 - e) EFT \$2,575.43 to American Funds Simple IRA for monthly payroll.
 - f) EFT \$20,616.11 for monthly payroll.
 - g) EFT \$25,854.16 to Avfuel Corporation for 8,069 gallons Jet A fuel.

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 9:00 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, February 9, 2026.

Respectfully submitted:
January 14, 2026


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary