

NORFOLK AIRPORT AUTHORITY

March 9, 2026

The following are the minutes of a regular meeting of the Norfolk Airport Authority held on Monday, March 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: 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 Lampli, Rod Longe, Ryan Hanson, Jim Lange, Sofia Nolte, Mark Throener, and Tyler Zehr.

RECOMMENDED ACTIONS:

- 1) The agenda was reviewed. Moved by Frohberg, seconded by Neuharth to add agenda # 6.1 before item #7. Quote to purchase generator for GPU. Roll Call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried

Moved by Frohberg, seconded by Neuharth to approve the agenda with addition of agenda item pre # 6.1. Roll Call: Voting aye: Geary, Neuharth, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

- 2) Moved by Frohberg, seconded by Clausen to waive the reading, and approve the minutes of February 9, 2026, 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 Neuharth, seconded by Kingsbury to approve progress estimate #8 to HDR Engineering, in the amount of \$2,822 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.
 - b) Moved by Kingsbury, seconded by Neuharth to approve summary of project cost #7 in the amount of \$2,680. for federal funds due to Norfolk Airport 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
 - c) Moved by Clausen, seconded by Frohberg to approve progress estimate #9 to HDR Engineering, in the amount of \$47,838 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.

- d) Moved by Kingsbury, seconded by Neuharth to approve summary of project cost #8 in the amount of \$45,447 for federal funds due to Norfolk Airport 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.

2. Project AIP 3-31-0058-030 – “Construct Hangar” (2-Bay Corporate Hangar)

- a) Moved by Frohberg, seconded by Neuharth to approve progress estimate #3 to HDR Engineering, in the amount of 16,365 and authorize sponsor to sign on behalf of the authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

- b) Moved by Neuharth, seconded by Frohberg to NDOT State grant agreement and State grant resolution for project #3-31-0058-030-2026 (construct 2-bay hangar) and authorize Chairman and Secretary of NAA Board to sign on behalf of the Authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

- c) Moved by Clausen, seconded by Neuharth to approve the following grant application and sponsor certifications:

- Grant Application SF-424 federal assistance
- FAA Form 5100-100 application for federal Assistance
- FAA Form 5100-129 Construction Project Final Acceptance
- FAA Form 5100-130, Drug Free Workplace
- FAA Form 5100-131 Equipment and Construction Contracts
- FAA Form 5100-132 Project Plans and Specifications
- FAA Form 5100-134 Selection of Consultants
- FAA Form 5100-135 Certification and Disclosure regarding potential Conflicts of Interest
- FAA Form 5100-145 Title VI Pre-Grant Award Checklist

And authorize Chairman to sign all on behalf of the Authority. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

3. Discussion was held on updating the bylaws to include literature on Airport Manager’s spending authority. Moved by Neuharth, seconded by Frohberg to approve the changes to bylaws section E made by Jason Lampli, Legal Counsel for the Airport, to include “Creating permanent or full-time positions shall only be done with approval of the Authority. Provided however, Airport Manager shall have the authority to hire permanent or full-time employees to staff vacant positions when such positions have previously been approved by the Authority. Dismissal of any permanent or full-time employee shall be reserved to the Authority, either on its own initiative or on the recommendation of the Airport Manager; however, the Airport Manager shall have the authority to suspend, with or without pay, a permanent or full-time employee pending the dismissal determination of the Authority.” Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

4. Legal Counsel Jason Lampli reported no new information.

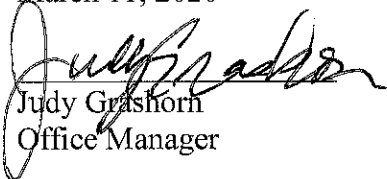
5. Tyler Zehr, MDT, LLC/Cruise and Associates, presented the 6-month compilation report including August 1, 2025-January 31, 2026. No vote was taken.
6. Moved by Neuharth, seconded by Clausen to approve selling the 1985 Jeep Tug CJ10, being the Airport recently purchased a remote-control tug and currently has another jeep tug. The Board suggested Martin contact other Nebraska Airports in need of a tug. Controller magazine and Trade-A-Plane magazine were suggested by Martin. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
- 6.1 Airport Manager presented a quote from Aero Specialties for \$6,575.51 to purchase a new generator for the ground power unit (GPU). Martin explained that Northwest Electric inspected the GPU and reported they were unable to get parts to repair the generator. Moved by Geary, seconded by Frohberg to approve the quote from Aero Specialties to purchase a new generator. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.
7. 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.
8. Moved by Kingsbury, 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 \$6,866.21 to U.S. Treasury for 941 Federal tax deposit.
 - b. EFT \$978.07 to NE Department of Revenue for income tax withholding.
 - c. EFT \$3,584.00 to NDOT/ Dept. Aeronautics for revolving hangar loan.
 - d. EFT \$1,11073 to Mutual of Omaha employee Benefits services.
 - e. EFT \$2,670 to American Funds Simple IRA for monthly payroll.
 - f. EFT \$20,436 for monthly payroll.
 - g. EFT \$23,559.82 to Avfuel Corporation for 8,069 gallons Jet A fuel.

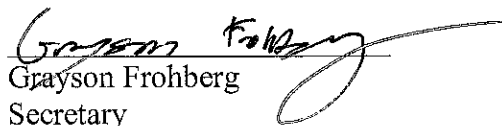
Moved by Kingsbury, seconded by Neuharth to adjourn the meeting. Roll call: Voting aye: Geary, Neuharth, Frohberg, Kingsbury, and Clausen. Voting nay: None. Absent: None. Motion carried.

There being no further business before the Norfolk Airport Authority, Chairman Geary adjourned the meeting at 8:04 p.m. The next regular meeting of the Norfolk Airport Authority is scheduled to be held on Monday, April 13, 2026.

Respectfully submitted:

March 11, 2026


Judy Grashorn
Office Manager


Grayson Frohberg
Secretary