

**Announcement of Meeting**  
**Airport Board**  
**Regular Meeting Minutes**

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Tuesday, May 7, 2024

4:30 PM

Luverne Municipal Airport

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**I. CALL TO ORDER**

**Present:** Kevin Aaker, Jon McLendon and Jim Juhl

**Absent:** Ryan Gee and Jeremy Lehman

Additional Attendees: City Administrator Jill Wolf, Engineer Brian Meyer, Engineer David Feilmeier

**II. APPROVAL OF MINUTES OF PRECEDING MEETING(S)**

II.1. [2024-131](#) April 2, 2024 Airport Board Minutes

A motion was made by McLendon, seconded by Aaker, that the Airport Board Regular Meeting Minutes be approved. The motion carried by a unanimous vote.

**III. FINANCIAL REPORT**

Finance Director Tyler Reisch will be invited to the next meeting to explain the financial report.

III.1. [2024-130](#) Airport Financial Report as of April 30, 2024

Wolf reported the grant from the 2023 Seal Coat Project was closed. Meyer explained aviation funding formula from MN DOT and FAA.

A motion was made by Aaker, seconded by McLendon, that this Motion be approved. The motion carried by a unanimous vote.

**IV. CITY ADMINISTRATOR REPORT**

**IV.1. [2024-132](#) Airport Fly-In**

The board set the date for the Fly-In for Saturday, August 24. Discussion was held on hiring Chris Cakes or Dad's Belgium Waffles, marketing and mailing. McClendon will line up bouncy houses. Aaker will line up the air ambulance. Jill will contact John Call and Ken Vos for parking. John Stoffel will be asked to provide garbage cans, road blocks, cones, tables and chairs. Juhl will offer flight lessons. DGR will have a booth set up. Wolf will email the board a check list.

**V. AIRPORT ACTIVITIES - BEN BAUM, FBO**

No updates due to Baum's absence.

**VI. DGR ENGINEER REPORT**

The Board is interested in learning more about hangar and ground leases. The University of Minnesota AirTap has information on leasing hangars and offers a template. The Wisconsin DOT also has a lease template for hangar and ground leases. Feilmeier will research and send information to Wolf to forward on to the Board.

The airport name change will be discussed further at the next meeting.

Meyer suggested to get on a waiting list for MN DOT hangar loans. The loan would be for a future project. The waiting list is out 6-7 years. It was Board consensus to apply for the waiting list. Wolf and Meyer will work together on submitting an application.

**VII. OTHER, IF ANY**

The board decided to meet every other month instead of monthly. There will be no meeting in June.

**VIII. ADJOURNMENT**

A motion was made by Aaker, seconded by McLendon, that the meeting be adjourned at 5:34 p.m. The motion carried unanimously.

/s/ Jill Wolf