

Announcement of Meeting
Airport Board
Regular Meeting Minutes

Tuesday, September 2, 2025

4:30 PM

Luverne Municipal Airport

A. CALL TO ORDER

Present: Kevin Aaker, Jon McLendon and Jim Juhl

Remote: Jeremy Lehman and Ryan Gee

Additional Attendees: Jill Wolf, Ben Baum, Brian Meyer, David Feilmeier, Pat Baustian, Pat VonTersch

B. APPROVAL OF MINUTES OF PRECEDING MEETING(S)

B.1. [2025-272](#) June 3, 2025 Airport Board Minutes

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

C. FINANCIAL REPORT

C.1. [2025-273](#) Airport Financial Report as of August 25, 2025

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

D. AIRPORT ACTIVITIES - BEN BAUM, FBO

Baum reported on spray season at the airport, noting 4 new companies for this year. He informed the board about fuel sales, fuel tanks and said he talked to the pilots about traffic patterns.

D.1. [2025-274](#) Airport Fly-In Recap

596 people attended, 50 to 60 aircraft, 37 Young Eagle riders between 4 planes
Improvements for next year were discussed including: National Guard recruitment table, Hockey Club expectations, breakfast options, and 1/2 price tickets for car drivers.

E. CITY ADMINISTRATOR REPORT

- E.1. [2025-275](#) Hangar Lease Update
- Hangar Improvements
 - New Leases 1/1/2026
 - Rate Increases
 - Utilities
 - Application Criteria

Wolf discussed updates to all hangars including: insulation, vapor barrier, fire retardant, and electric meters.

The Hangar Lease Agreement will be updated with the following:

- rates based on square footage, instead of age/condition of hangar
- rent increase to account for hangar improvements and to eliminate subsidy
- bill utilities monthly for each hangar
- add verbiage on emergency access and new locks, parking in designated areas, project airplanes, and hangar inspections

Hangar application process will be updated to include points for:

- MN Registration
- Current insured aircraft
- Airworthy Certificate with annual inspection
- Licensed and qualified pilot
- Airport tie-down at Luverne airport

- E.2. [2025-282](#) Courtesy Car

Baum will start a log sheet for the courtesy car.

F. DGR ENGINEER REPORT

- F.1. [2025-277](#) AWOS Relocation

Wait for MNDOT to replace.

- F.2. [2025-276](#) 5-Unit Hangar Project Update

Discussion followed on building a new hangar or completing a new Airport Layout Plan (ALP). The last ALP was done in 2003.

A motion was made by Gee, seconded by McLendon, to build a new Airport Hangar. The motion carried by a unanimous vote.

G. OTHER, IF ANY

It was mentioned to invite MNDOT to the December board meeting.

H. ADJOURNMENT

A motion was made by Aaker, seconded by Gee, that the meeting be adjourned. The motion carried unanimously.

Submitted by,
Jill Wolf,
City Administrator