

Announcement of Meeting
Airport Board
Regular Meeting Agenda

Tuesday, August 4, 2026

4:30 PM

Council Chambers

A. CALL TO ORDER

B. APPROVAL OF MINUTES OF PRECEDING MEETING(S)

B.1. [2026-144](#) June 2, 2026 Airport Board Minutes

C. FINANCIAL REPORT

C.1. [2026-143](#) Airport Financial Reports

D. STAFF REPORT

D.1. [2026-145](#) Hangar Improvement Updates

D.2. [2026-148](#) Airport Master Plan

- RFQ

E. AIRPORT ACTIVITIES

E.1. [2026-149](#) Airport Manager Report

- Airport Policy, Lease Agreement, Hangar Waitlist

E.2. [2026-142](#) Airport Fly-In - August 29

F. DGR ENGINEER REPORT

F.1. [2026-147](#) New Construction 5-Unit T-Hangar

F.2. [2026-150](#) AWOS Relocation

G. OTHER, IF ANY

H. ADJOURNMENT

Staff Report

File #: 2026-144

Agenda Date: 8/4/2026

Agenda #: B.1.

June 2, 2026 Airport Board Minutes

Announcement of Meeting
Airport Board
Regular Meeting Minutes

Tuesday, June 2, 2026

4:30 PM

Council Chambers

A. CALL TO ORDER

Present: Jon McLendon, Jeremy Lehman, Jim Juhl, Kevin Aaker and Pat VonTersch

Additional Attendees: Jill Wolf, Brian Meyer, David Feilmeier, Mandy Van Grootheest, Jessica Mead, Ryan Gee, Laura Gee

B. OATH OF OFFICE

Pat VonTersch - Term expires January, 2027. Filling unexpired term from resignation of Ryan Gee.

C. ELECTION OF OFFICERS

C.1. 2026-82 Elect New Board Chair

A motion was made by McLendon, seconded by Lehman, to elect Jim Juhl as Chair, Jeremy Lehman as Vice Chair, and Jon McLendon as Secretary. The motion carried by a unanimous vote.

D. APPROVAL OF MINUTES OF PRECEDING MEETING(S)

D.1. 2026-30 February 3, 2026 Airport Board Minutes

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

E. FINANCIAL REPORT

E.1. 2026-31 Airport Financial Reports

Fuel sales and pricing strategies were analyzed. Gee reported that Jet A fuel will be delivered this week. The new software is working well.

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

F. STAFF REPORT

F.1. 2026-35 Hangar Improvement Updates

Wolf reported that all hangars were rekeyed including a master key. Chad McClure is getting insulation quotes, grant application was submitted, waiting to hear if funded. Meters are being installed in the hangars for electric.

F.2. [2026-36](#) Hangar Policy, Lease Agreement, Hangar Waitlist

Gee reviewed the hangar policy, lease agreement, and hangar wait list documents. Laura sent emails to all hangar tenants about new keys for hangars. Some emails got kicked back. Airport Board will recommend policies to City Council for approval. A 3-month notice will be given to hangar tenants before the new hangar policy and lease take effect. Final board approval in August to send to City Council. Possible policy start date of January 1.

G. AIRPORT ACTIVITIES

Laura Gee reported they are settling in as the new airport manager. The City - Tim Anderson and Matt McClure have been great help. Mowing is going well. Runway lights have about 15 needing replacement or repairs. There was no air conditioning last week due to no power to the thermostat. Matt McClure and Quinn Buss from McClure Plumbing & Heating investigated the issue and were very informative with how the system works.

G.1. [2026-83](#) Airport Fly-In - August 29

The board discussed the items on the checklist for the Fly-in, scheduled for August 29. Parking and safety measures were discussed. Alternative vendors for the pancake breakfast were considered. Inflatables and climbing wall may be available from the National Guard.

H. DGR ENGINEER REPORT

H.1. [2026-34](#) New Construction 5-Unit T-Hangar

Meyer and Feilmeier reported that the FAA grant application is pending approval. Construction is expected to start in the fall with completion by June 2027.

MnDOT will likely relocate the AWOS next year.

H.2. [2026-32](#) Airport Capital Improvement Program

New airport layout plan and master plan were reviewed. DGR will draft documents to advertise for airport planning bids.

I. OTHER, IF ANY

J. ADJOURNMENT

A motion was made by Lehman, seconded by McLendon, to adjourn the meeting at 5:35 p.m. The motion carried by a unanimous vote.

Submitted by,
Mandy Van Grootheest
Administrative Operations Assistant

Staff Report

File #: 2026-143

Agenda Date: 8/4/2026

Agenda #: C.1.

Airport Financial Reports

Payment Dates 5/28/2026 - 7/30/2026

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 209 - AIRPORT					
Bomgaars	45404416	05/28/2026	4 Cycle Fuel	209-43186-2212	26.99
CHS Eastern Farmers Coopera	June 2026	06/30/2026	2120	209-43186-2212	170.94
CHS Eastern Farmers Coopera	May 2026	05/31/2026	2995	209-43186-2212	238.65
Texas Refinery Corp	315300	05/06/2026	Grease Tubes	209-43186-2213	36.48
Climate Systems Inc	12425	07/21/2026	Preventative Maintenance	209-43186-2221	988.00
Climate Systems Inc	22621	07/21/2026	Replaced Water Loop Actuato	209-43186-2221	605.00
Elan Financial Services	PA May 2026 Sioux Internatio	05/19/2026	#125 Nut/Bolt/Wheel Hard/	209-43186-2221	1,552.99
Luverne Ace Hardware	199585	05/28/2026	Pleat Air Filter	209-43186-2223	83.88
Bomgaars	45411863	06/13/2026	Roundup Weed	209-43186-2225	34.99
Luverne Landscaping, LLC	9653	06/01/2026	Prune & Clean Up Landscape -	209-43186-2225	40.00
Arrow Energy Inc	154587	06/05/2026	100 LL Aviation Fuel	209-43186-2255	20,777.14
Arrow Energy Inc	154586	06/10/2026	Jet Fuel	209-43186-2256	25,609.58
Luverne Ace Hardware	199580	05/28/2026	Trash Can	209-43186-2261	26.99
Amazon Capital Services	1DXV-P3JT-N3TX	05/27/2026	First Aid Kit/Bulletin Board	209-43186-2261	125.61
Bomgaars	45399899	05/19/2026	Door Stop/Fasteners/Bolts/Br	209-43186-2261	32.61
Bomgaars	45411863	06/13/2026	Cleaner	209-43186-2261	6.99
Bomgaars	45423754	07/14/2026	Ribbon/Fly Swatter/AWG Blue	209-43186-2261	6.81
Bomgaars	45423980	07/15/2026	Fasteners/Chisel	209-43186-2261	41.06
QT Pod	9586	05/29/2026	Fuel Cards for Airport	209-43186-2261	35.87
Elan Financial Services	JS May 2026 Dockendorf Equi	05/15/2026	Tank Sticks	209-43186-2261	88.23
DGR Engineering	00284327	06/16/2026	Luverne 5-Unit T-Hangar	209-43186-3303	2,820.00
DGR Engineering	00284929	07/20/2026	Luverne 5-Unit T-Hangar	209-43186-3303	1,990.00
Presto-X	703500C	05/31/2026	Pest/Rodent Control Maint	209-43186-3312	397.58
Presto-X	714741C	06/30/2026	Pest/Rodent Control Maint	209-43186-3312	397.58
GEEUP LLC	July 2026	07/16/2026	Airport Management Agreem	209-43186-3312	2,200.00
GEEUP LLC	June 2026	06/12/2026	Airport Management Agreem	209-43186-3312	2,200.00
Alliance Communications	102871553	06/01/2026	Phone/Cable/Internet - Airpor	209-43186-3321	162.02
Alliance Communications	102883548	07/01/2026	Phone/Cable/Internet - Airpor	209-43186-3321	162.14
Luverne City of	06-2026 Interdept	06/09/2026	Interdepartmental Bills - May	209-43186-3381	1,385.47
Luverne City of	07-2026 Interdept	07/09/2026	Interdepartmental Bills - June	209-43186-3381	1,496.44
Luverne City of	06-2026 Interdept	06/09/2026	Interdepartmental Bills - May	209-43186-3382	29.47
Luverne City of	07-2026 Interdept	07/09/2026	Interdepartmental Bills - June	209-43186-3382	36.67
Luverne City of	06-2026 Interdept	06/09/2026	Interdepartmental Bills - May	209-43186-3384	271.85
Luverne City of	07-2026 Interdept	07/09/2026	Interdepartmental Bills - June	209-43186-3384	271.85
Luverne City of	06-2026 Interdept	06/09/2026	Interdepartmental Bills - May	209-43186-3389	6.75
Luverne City of	07-2026 Interdept	07/09/2026	Interdepartmental Bills - June	209-43186-3389	6.75
McClure Plumbing & Heating I	27197	06/02/2026	Worked on HVAC	209-43186-3403	275.00
Bobs Lock and Key	i12256	05/28/2026	Rekeyed	209-43186-3403	3,839.56
GEEUP LLC	26001	06/17/2026	Promotion Incentive on Fuel S	209-43186-3478	3,798.81
GEEUP LLC	26002	07/15/2026	Promotion Incentives on Fuel	209-43186-3478	1,303.88
GEEUP LLC	848144	07/06/2026	Runway Light Bulbs	209-43186-5520	159.43
Fund 209 - AIRPORT Total:					73,740.06
Grand Total:					73,740.06

Report Summary

Fund Summary

Fund	Payment Amount
209 - AIRPORT	73,740.06
Grand Total:	73,740.06

Account Summary

Account Number	Account Name	Payment Amount
209-43186-2212	Fuel	436.58
209-43186-2213	Lubricants & Additives	36.48
209-43186-2221	Equipment Parts & Main	3,145.99
209-43186-2223	Building Maintenance	83.88
209-43186-2225	Grounds Maintenance	74.99
209-43186-2255	Resale Aviation Fuel	20,777.14
209-43186-2256	Resale Jet Fuel	25,609.58
209-43186-2261	General Supplies	364.17
209-43186-3303	Engineering Services	4,810.00
209-43186-3312	Contractual Service	5,195.16
209-43186-3321	Telephone Charges	324.16
209-43186-3381	Electric Utilities	2,881.91
209-43186-3382	Water Utilities	66.14
209-43186-3384	Refuse Disposal	543.70
209-43186-3389	Miscellaneous Utilities	13.50
209-43186-3403	Repair & Maintenance S	4,114.56
209-43186-3478	Fuel Flowage Fee	5,102.69
209-43186-5520	Runway Improvement	159.43
Grand Total:		73,740.06

Project Account Summary

Project Account Key	Payment Amount
None	73,740.06
Grand Total:	73,740.06



City of Luverne, MN

Balance Sheet

Account Summary

As Of 07/31/2026

Account	Name	Prior Year Balance	Current Year Balance	Variance Favorable / (Unfavorable)
Fund: 209 - AIRPORT				
Assets				
209-11110	Cash in Bank - Airport	233,992.54	135,807.75	-98,184.79
209-11801	Short Term Lease Receivable	2,397.00	2,397.00	0.00
209-12320	Accrued Interest Receivable - Airport	164.62	164.62	0.00
209-12520	Due from State of Minnesota	4,569.21	0.21	-4,569.00
209-12611	Accounts Receivable	1,250.00	590.00	-660.00
209-12633	Credit Card Receivables	605.12	4,826.87	4,221.75
209-14103	Inventory - Airport Fuel	11,218.87	25,234.49	14,015.62
209-14114	Inventory - Jet Fuel	9,482.37	31,116.68	21,634.31
	Total Assets:	263,679.73	200,137.62	-63,542.11
Liability				
209-21120	Accounts Payable	17,164.23	0.00	17,164.23
209-21800	Deferred Inflows - Leases	8,154.00	8,154.00	0.00
	Total Liability:	25,318.23	8,154.00	17,164.23
Equity				
209-26501	Non-Spendable for Inventory	20,701.24	-24,617.05	-45,318.29
209-26699	Undesignated Fund Balance	262,978.55	262,978.55	45,318.29
	Total Beginning Equity:	283,679.79	238,361.50	0.00
Total Revenue		343,699.54	138,745.14	-204,954.40
Total Expense		362,410.35	185,123.02	177,287.33
Revenues Over/(Under) Expenses		-18,710.81	-46,377.88	-27,667.07
Total Equity and Current Surplus (Deficit):		264,968.98	191,983.62	-72,985.36
Total Liabilities, Equity and Current Surplus (Deficit):		290,287.21	200,137.62	-90,149.59



Budget Report

Account Summary

For Fiscal: 2026 Period Ending: 07/31/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 209 - AIRPORT							
Revenue							
209-33163	Federal Airport Construction Aid	636,142.00	636,142.00	0.00	0.00	-636,142.00	100.00 %
209-33462	Airport Aid - Maintenance	25,000.00	25,000.00	0.00	11,679.65	-13,320.35	53.28 %
209-33465	Airport Aid - Hangar	248,178.00	248,178.00	0.00	0.00	-248,178.00	100.00 %
209-34750	Aviation Fuel Sales	75,000.00	75,000.00	0.00	51,960.93	-23,039.07	30.72 %
209-34752	Jet Fuel Sales	70,000.00	70,000.00	0.00	5,648.31	-64,351.69	91.93 %
209-34921	Airport Hangar Rent	50,000.00	50,000.00	180.00	21,255.00	-28,745.00	57.49 %
209-36307	Lease Income	5,000.00	5,000.00	0.00	2,400.00	-2,600.00	52.00 %
209-36308	Lease Revenue - VanSanten 117 acr	0.00	0.00	0.00	2,093.00	2,093.00	0.00 %
209-38101	Interest Earnings	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
209-38300	Property Rental	52,400.00	52,400.00	0.00	23,708.25	-28,691.75	54.76 %
209-39201	Transfer from General	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00 %
Revenue Total:		1,182,720.00	1,182,720.00	180.00	138,745.14	-1,043,974.86	88.27 %
Expense							
209-43186-2212	Fuel	5,000.00	5,000.00	0.00	1,299.71	3,700.29	74.01 %
209-43186-2213	Lubricants & Additives	400.00	400.00	0.00	36.48	363.52	90.88 %
209-43186-2221	Equipment Parts & Maintenance	5,000.00	5,000.00	1,593.00	4,732.91	267.09	5.34 %
209-43186-2222	Tires	500.00	500.00	0.00	0.00	500.00	100.00 %
209-43186-2223	Building Maintenance	1,000.00	1,000.00	0.00	15,707.13	-14,707.13	-1,470.71 %
209-43186-2225	Grounds Maintenance	0.00	0.00	0.00	74.99	-74.99	0.00 %
209-43186-2228	Vehicle Parts & Maintenance	500.00	500.00	0.00	176.99	323.01	64.60 %
209-43186-2241	Small Tools & Equipment	500.00	500.00	0.00	0.00	500.00	100.00 %
209-43186-2255	Resale Aviation Fuel	55,000.00	55,000.00	0.00	37,961.52	17,038.48	30.98 %
209-43186-2256	Resale Jet Fuel	55,000.00	55,000.00	0.00	3,975.27	51,024.73	92.77 %
209-43186-2261	General Supplies	5,000.00	5,000.00	47.87	656.22	4,343.78	86.88 %
209-43186-3303	Engineering Services	146,300.00	146,300.00	1,990.00	41,190.00	105,110.00	71.85 %
209-43186-3304	Legal Fees	0.00	0.00	0.00	9,900.00	-9,900.00	0.00 %
209-43186-3308	Credit Card Fees	0.00	0.00	0.00	1,553.28	-1,553.28	0.00 %
209-43186-3312	Contractual Service	32,000.00	32,000.00	2,200.00	19,081.98	12,918.02	40.37 %
209-43186-3317	Central Garage Charge	10,365.00	10,365.00	0.00	10,365.00	0.00	0.00 %
209-43186-3321	Telephone Charges	2,000.00	2,000.00	137.14	859.44	1,140.56	57.03 %
209-43186-3349	Advertising	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
209-43186-3351	Printing & Publishing	500.00	500.00	0.00	602.00	-102.00	-20.40 %
209-43186-3361	General Liability Insurance	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
209-43186-3362	Property Insurance	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
209-43186-3363	Automotive Insurance	250.00	250.00	0.00	0.00	250.00	100.00 %
209-43186-3365	Other Insurance	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
209-43186-3381	Electric Utilities	20,000.00	20,000.00	1,496.44	14,473.57	5,526.43	27.63 %
209-43186-3382	Water Utilities	700.00	700.00	36.67	223.71	476.29	68.04 %
209-43186-3384	Refuse Disposal	3,000.00	3,000.00	271.85	1,902.95	1,097.05	36.57 %
209-43186-3389	Miscellaneous Utilities	150.00	150.00	6.75	47.25	102.75	68.50 %
209-43186-3403	Repair & Maintenance Service	10,000.00	10,000.00	0.00	4,114.56	5,885.44	58.85 %
209-43186-3478	Fuel Flowage Fee	20,000.00	20,000.00	1,303.88	8,296.38	11,703.62	58.52 %
209-43186-3491	Dues & Subscriptions	200.00	200.00	0.00	150.00	50.00	25.00 %
209-43186-3497	Licenses & Taxes	6,500.00	6,500.00	0.00	6,882.25	-382.25	-5.88 %
209-43186-3499	Miscellaneous Expenditures	5,000.00	5,000.00	0.00	700.00	4,300.00	86.00 %
209-43186-5520	Runway Improvement	0.00	0.00	159.43	159.43	-159.43	0.00 %

[209-49927-5523](#)

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Building Construction	860,000.00	860,000.00	0.00	0.00	860,000.00	100.00 %
Expense Total:	1,258,865.00	1,258,865.00	9,243.03	185,123.02	1,073,741.98	85.29%
Fund: 209 - AIRPORT Surplus (Deficit):	-76,145.00	-76,145.00	-9,063.03	-46,377.88	29,767.12	39.09%
Report Surplus (Deficit):	-76,145.00	-76,145.00	-9,063.03	-46,377.88	29,767.12	39.09%

AIRPORT ACCOUNTS RECEIVABLE

Invoices unpaid as of 07/30/2026

Customer	Purpose	Bill Date	Amount	1-30	31-60	61-90	> 90	TOTAL	TOTAL AMOUNT DUE
South Dakota Skydivers	Sept Hangar rent/Internet	7/15/2026	<u>205.00</u>	<u>205.00</u>	<u></u>	<u></u>	<u></u>	<u>205.00</u>	<u>205.00</u>
Total			<u>\$ 205.00</u>	<u>\$ 205.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 205.00</u>	<u>\$ 205.00</u>

Customer Name	Account Total
South Dakota Skydivers	<u>205.00</u>
	<u>\$ 205.00</u>

City of Luverne
Aviation Fuel Inventory
June 30, 2026

Aviation Fuel Facility

	Aviation Fuel				Jet A Fuel			
	Gallons	Cost		Pump Price	Gallons	Cost		Pump Price
Inventory as of 12/31/2025	2,763.00	11,218.87			3,081.00	9,482.37		
Add: Cost of fuel purchased	12,000.00	51,977.14			7,200.00	25,609.58		
Fuel available for sales	14,763.00	63,196.01			10,281.00	35,091.95		
Less: Ending inventory as of: 6/30/2026	5,142.91	25,234.49	4.906656	5.72	8,989.36	31,116.68	3.461501	6.50
Cost of gas sold	9,620.09	37,961.52			1,291.64	3,975.27		

Purchases:	Gallons	Cost	Cost/gallon	Gallons	Cost	Cost/gallon
2/19/2026	8,000.00	31,200.00	3.900000			
6/4/2026	4,000.00	20,777.14	5.194285			
6/9/2026				7,200.00	25,609.58	3.556886
	<u>12,000.00</u>	<u>51,977.14</u>		<u>7,200.00</u>	<u>25,609.58</u>	

Sales:	Gallons	Receipts	Credit Card Fees	Pump Price	Gallons	Receipts	Credit Card Fees	Pump Price
January	567.700	2,707.92	83.21	4.77	-	-	-	3.90
February	1,336.950	6,377.27	178.91	4.77	299.030	1,166.22	-	3.90
March	1,767.190	8,467.22	195.96	4.89	52.560	231.26	37.20	4.44
April	2,144.910	10,213.26	234.03	4.75	300.340	1,248.95	17.30	3.90
May	2,325.370	13,268.02	328.40	6.25	594.700	2,319.32	37.84	3.90
June	1,477.970	8,527.66	431.10	5.72	45.010	292.56	9.33	6.50
July								
August								
Sprayers - July/August price adj								
September								
October								
November								
December								
	<u>9,620.090</u>	<u>49,561.35</u>	<u>1,451.61</u>		<u>1,291.640</u>	<u>5,258.31</u>	<u>101.67</u>	

Current Price Per Gallon **\$ 5.72** **\$ 6.50**

Date of Last Price Change 6/13/2026 6/14/2026

100LL Average price per gallon

2025	4.86	2012	4.81
2024	5.16	2011	4.50
2023	5.55	2010	3.59
2022	5.48	2009	3.15
2021	4.01	2008	4.15
2020	3.86	2007	3.56
2019	4.25	2006	3.37
2018	4.46	2005	2.87
2017	3.93	2004	2.10
2016	3.81	2003	1.85
2015	4.24	2002	1.73
2014	5.07	2001	1.79
2013	4.90		

Airport Hangar Rent and Debt Information as of: 7/31/2026

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	Y-T-D <u>2026</u>	Projected <u>2026</u>
<u>REVENUE:</u>											
Annual Hangar Rent	38,640.00	38,883.00	38,845.00	36,840.00	33,870.00	39,525.00	50,260.00	49,845.00	48,370.50	21,255.00	50,000.00
<u>DEBT COSTS:</u>											
Old Hangar											
New Hangar											
State of MN 1994 0% loan	-	-	-	-	-	-	-	-	-	-	-
State of MN 1991 0% loan	-	-	-	-	-	-	-	-	-	-	-
State of MN 2007 0% loan	15,298.58	-	-	-	-	-	-	-	-	-	-
State of MN 2009 0% loan	13,980.00	13,980.00	13,980.00	6,746.37	-	-	-	-	-	-	-
State of MN 2011 0% loan	14,376.00	14,376.00	14,376.00	28,478.22	-	-	-	-	-	-	-
FFM Bank Loan (last pmt Aug 1, 2012)	-	-	-	-	-	-	-	-	-	-	-
Revenue over (under) expense	(5,014.58)	10,527.00	10,489.00	1,615.41	33,870.00	39,525.00	50,260.00	49,845.00	48,370.50	21,255.00	50,000.00

Annual Local Taxpayer subsidy \$ 20,000.00 \$ 20,000.00 \$ 20,000.00 \$ 20,000.00 \$ 20,000.00 \$ 20,000.00 \$ 20,000.00 \$ 20,000.00 \$ 20,000.00 \$ 20,000.00 \$ 20,000.00 \$ 20,000.00

Information on Current rents

<u>Hangars</u>	(Billed quarterly in advance)	<u>Annual Rent</u>
Maintenance Building		
Hangar 5 Unit 1	Dakota Air Spray (DAS bought Wilbur Ellis Air LLC)	1,380.00
Hangar 5 Unit 2	VACANT	1,380.00
Hangar 5 Unit 3	Thiele	1,380.00
Hangar 5 Unit 4	Dakota Air Spray (DAS bought Wilbur Ellis Air LLC)	1,380.00
Hangar 5 Unit 5	VACANT	1,380.00
Hangar 4 Unit 1	Super 18 LLC	2,160.00
Hangar 4 Unit 2	Coral Air LLC	2,280.00
Hangar 4 Unit 3	Gee	2,160.00
Hangar 4 Unit 4	Gee	2,160.00
Hangar 4 Unit 5	VACANT	2,640.00
Hangar 4 Unit 6	Tofteland	2,640.00
Hangar 4 Unit 7	Juhl Aviation LLC	2,640.00
Hangar 4 Unit 8	Pro Ag Aviation	2,640.00
Hangar 3 Unit 1	Schwenk Air LLC	1,380.00
Hangar 3 Unit 2	Schomacker	1,080.00
Hangar 3 Unit 3	Odland	1,080.00
Hangar 3 Unit 4	Huntington	1,380.00
Hangar 3 Unit 5	Fogarty	1,080.00
Hangar 2 Unit 1	Paquette	1,080.00
Hangar 2 Unit 2	Raley	1,080.00
Hangar 2 Unit 3	Tull Companies	1,080.00
Hangar 2 Unit 4	Super 18 LLC	1,080.00
Hangar 2 Unit 5	Fodness	1,080.00
Hangar 1 Unit 1	Clement Aviation	2,160.00
Hangar 1 Unit 2	South Dakota Skydivers - Billed monthly	2,160.00
Hangar 1 Unit 3	Tailwinds Aircraft Services LLC	2,160.00
Hangar 1 Unit 4	Tailwinds Aircraft Services LLC	2,160.00
		<u>46,260.00</u>
<u>Storage Units</u>	(Billed annually in advance)	
Hangar 5 Unit 6	City use	-
Hangar 5 Unit 7	City use	-
Hangar 3 Unit 6	Schwenk Air LLC	900.00
Hangar 3 Unit 7	Gee	540.00
Hangar 2 Unit 6	Gary Mann	900.00
Hangar 2 Unit 7	Tailwinds Aircraft Services LLC	900.00
		<u>3,240.00</u>

Staff Report

File #: 2026-145

Agenda Date: 8/4/2026

Agenda #: D.1.

Hangar Improvement Updates

Staff Report

File #: 2026-148

Agenda Date: 8/4/2026

Agenda #: D.2.

Airport Master Plan

- RFQ

NOTICE TO AIRPORT PLANNING CONSULTANTS REQUEST FOR QUALIFICATIONS (RFQ)

**Luverne Municipal Airport
Luverne, Minnesota**

DRAFT

The City of Luverne, Minnesota is soliciting Statements of Qualifications (SOQ) from qualified Airport Planning Consultants for an Airport Master Plan project for the Luverne Municipal Airport.

SOQ's will be received by the City of Luverne until 4:00 pm, Tuesday, September 15, 2026, to furnish services outlined in the RFQ.

SOQ's must be emailed to Jessica Mead, Operations Manager, at jmead@cityofluverne.org, and copy Jill Wolf, City Administrator, at jwolf@cityofluverne.org. SOQ's must be submitted in PDF format with a maximum of 20 PDF pages, with a PDF file size not exceeding 10 MB or, if the PDF file size is larger, a download link may be submitted including any download instructions. Include "Luverne Airport Planning Statement of Qualifications" in the email subject line.

SCOPE OF WORK. Professional planning services for the project will be accomplished in accordance with all Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and Minnesota Department of Transportation Aeronautics (MnDOT) program requirements. The proposed project:

- Airport Master Plan. The final scope of services will be negotiated between the City of Luverne, FAA, MnDOT, and the selected consultant. The project is included in the Luverne Municipal Airport Capital Improvement Program for a grant in Federal Fiscal Year 2027. The existing Airport Layout Plan and Airport Layout Plan Report were originally approved in 2003 with multiple updates over the years. Email copies of select supporting documents are available upon request to Jessica Mead.

SOQ FORMAT. Submissions should include the following items, although no specific format is required:

- Experience of the Firm. Provide description of firm's prior experience and qualifications in airport planning services and projects similar in scope to the Luverne Municipal Airport. Include relevant firm experience with FAA and MnDOT regulations, requirements, and procedures.
- Project Team. Identify proposed project team members and responsibilities. Provide a brief bio for key staff on the project team outlining credentials and experience. If other support firms are proposed as subconsultants, provide a brief description of the firms, anticipated role, and key individuals assigned to project.
- Knowledge of the Airport. Describe understanding of the Luverne Municipal Airport and any known or relevant airport or industry issues.
- FAA and MnDOT Airport Planning Experience. Describe past planning project experience with the FAA airport district office and staff. Describe past planning project experience with MnDOT airport planning office and staff.
- References. Provide the name and contact information for references on similar airport projects that are familiar with the quality of work by your firm.
- Other Supporting Data. Include other information you believe is relevant to the selection such as special insights or approach to the project.

CRITERIA FOR REVIEW OF SOQ. The following criteria will be used in screening, ranking and selection of the successful firm:

- Qualifications of the Firm and Key Personnel. Preference will be given for key personnel with experience on similar projects and with relevant airport planning experience.

- Experience with FAA and MnDOT Grant Programs. Preference will be given to project teams whose personnel have demonstrated a thorough understanding of regulations and procedures of agency funding programs.
- Approach to Project. Preference will be given to those firms that can demonstrate a clear understanding and familiarity of the issues and an approach that establishes a strategy, timeline or schedule for completing the project.
- Experience in Comparable Projects. Preference will be given to project firms who have demonstrated satisfactory experience and performance on similar projects.
- Favorable References. Preference will be given to firms that provide favorable references from airports similar in size and scope.
- Knowledge of Airport. Preference will be given to firms who have demonstrated an understanding and knowledge of the Luverne Municipal Airport and relevant current issues.

SELECTION OF THE CONSULTANT. The qualifications-based selection process will conform to FAA Advisory Circular 150/5100-14 (current version) which will be utilized to select the most qualified firm. Fee information will not be considered in the selection process and should not be submitted.

It is the intent to review and rank firms based on their qualifications and experience from the SOQ's submitted. The City may select the most qualified firm directly from submittals but also reserves the option to create a short list of the highest rated firms and conduct formal, informal, and/or phone interviews.

All unsuccessful firms will be notified. The City reserves the right to reject any or all submissions, request clarification, or waive technicalities, as may be deemed in the best interest of the City. The City assumes no responsibility for costs incurred in responding to this RFQ.

CONTRACT. The top-ranked firm will be invited to negotiate a contract with the City. If successful negotiation cannot be reached, the City reserves the right to negotiate with other qualified firms that submit an accepted SOQ. The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is encouraged.

All questions regarding this RFQ should be directed by email only to Jessica Mead at the email address identified.

City of Luverne, Minnesota

Staff Report

File #: 2026-149

Agenda Date: 8/4/2026

Agenda #: E.1.

Airport Manager Report

- Airport Policy, Lease Agreement, Hangar Waitlist

Staff Report

File #: 2026-142

Agenda Date: 8/4/2026

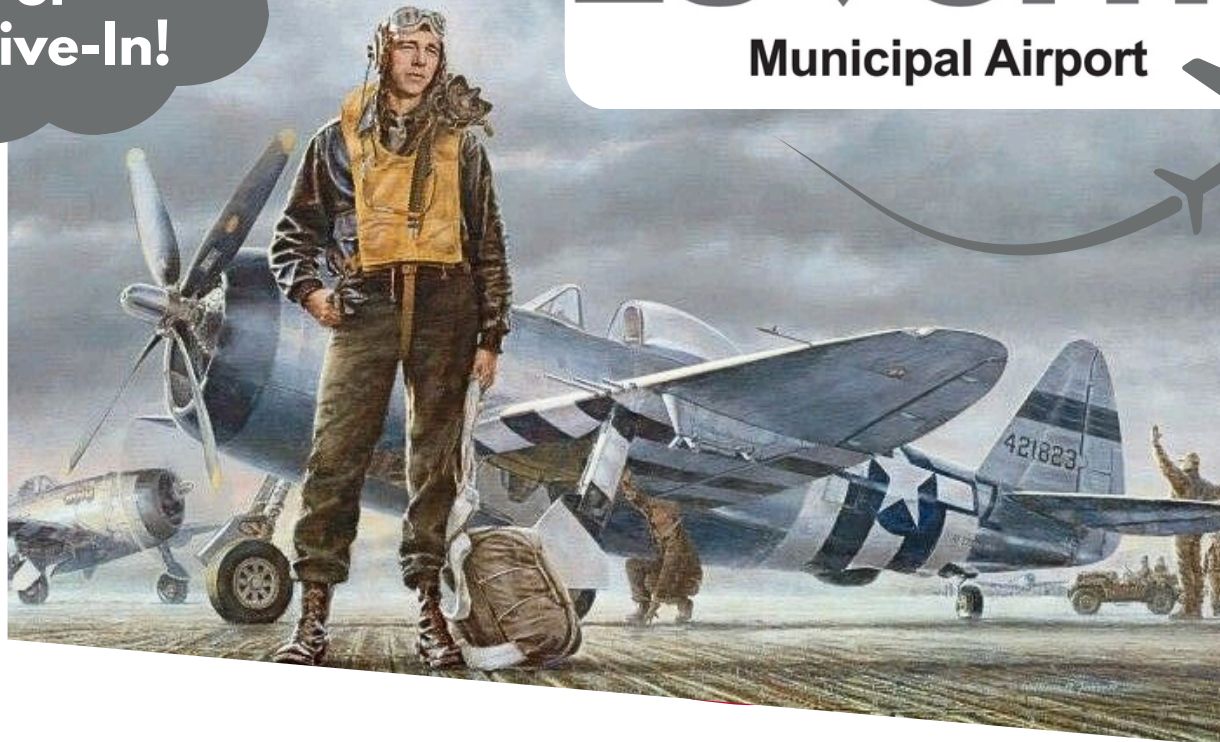
Agenda #: E.2.

Airport Fly-In - August 29

**Fly-In
or
Drive-In!**

Luverne

Municipal Airport



**JOIN US FOR A MORNING OF FOOD
AND FUN AT THE AIRPORT!**

SATURDAY, AUGUST 29

7:00 AM - 12:00 PM

**QUENTIN AANENSON FIELD
LIVERNE MUNICIPAL AIRPORT**

**Open
to the
Public!**

Enjoy a
delicious
pancake
& sausage
breakfast
at the
airport!

All You Can Eat Breakfast!

Adults - \$10

Kids (Ages 2-10) - \$5

Pilots in Command and
Classic Car Drivers eat free!

Proceeds benefit
the Luverne Hockey Club

Other attractions to enjoy:

Car Show, Air Ambulance, Aircraft on Display, Inflatables, Skydive
Adventures, and Free Young Eagle Airplane Rides for Ages 8-17
Pre-register Online at YoungEaglesDay.org (Weather Permitting)

FLY-IN BREAKFAST

Saturday, August 29, 2026

7 am – 12 pm

FOOD/BEVERAGES	(Vendor)	(Assigned to task)
Pancake/Sausages	ChrisCakes	<i>Mandy</i>
Syrup/Butter		
Juice/Coffee		
Milk	Prairie Farms	<i>Jon</i>
Coolers		
2 Guys to help Set-up @ 5am	ChrisCakes	Laura
SUPPLIES		
Plates/Utensils/Cups	ChrisCakes	
18 Picnic Tables, 5 Tables	Public Works	<i>Jill/John S</i>
Trash Cans, Liners, Dumpster	Public Works	<i>Jill/John S</i>
Inflatables	Bounce Around Inflatables	<i>Jon/Jim</i>
Vests/Cones	Public Works	<i>Jill/John S</i>
Tickets		<i>Jim</i>
\$400 in small bills, cash box	City Finance	<i>Mandy</i>
2 Porta Potties	Big Top	<i>Mandy</i>
VOLUNTEERS		
Contact Hockey Club	Hockey Association	<i>Ryan/Laura</i>
Set-up		<i>Public Works</i>
Registration/Take money		<i>Laura</i>
Parking Cars 40-50 cars	Ken Vos & John Call	<i>Jill</i>
Serving Food/Clearing	Hockey Association	<i>Jill get check for \$500</i>
Clean-up		<i>Public Works</i>
Young Eagles		<i>Jim</i>
MARKETING		
Flyers	Star Herald, Chamber, Area Airports	<i>Mandy</i>
Letters to Car Owners		<i>Mandy</i>
Letters to Hangar Renters		<i>Mandy</i>
Contact Jerry Aanenson		<i>Jill</i>
Contact Skydivers	Skydive Adventures	<i>Ryan/Laura</i>
Contact MNDOT		<i>Ryan/Laura</i>
Contact Fagen Fighters		<i>Ryan/Laura</i>
Contact Air Ambulance	Sanford	<i>Kevin</i>

Staff Report

File #: 2026-147

Agenda Date: 8/4/2026

Agenda #: F.1.

New Construction 5-Unit T-Hangar

Staff Report

File #: 2026-150

Agenda Date: 8/4/2026

Agenda #: F.2.

AWOS Relocation