

Announcement of Meeting
Airport Board
Regular Meeting Minutes

Tuesday, December 2, 2025

4:30 PM

Luverne Municipal Airport

A. CALL TO ORDER

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

Absent: Ryan Gee

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

B. APPROVAL OF MINUTES OF PRECEDING MEETING(S)

B.1. 2025-352 September 2, 2025 Airport Board Minutes

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

C. FINANCIAL REPORT

C.1. 2025-353 Airport Financial Report as of November 24, 2025.

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

D. CITY ADMINISTRATOR REPORT

D.1. 2025-354 Hangar Policy/Lease Update

The board read through and noted a few changes in the Hangar Policy and Lease.

D.2. 2025-357 Hangar Updates/Electric Meters

City staff is working on getting insulation quotes. All electric meters are in stock and will be installed by the Electric Department.

D.3. 2025-355 Hangar Lease Compliance

Wolf will check with legal about Glen Thiele subletting his hangar.

E. AIRPORT ACTIVITIES - BEN BAUM, FBO

Baum reported that the papi lights will be replaced.

MnDOT conducted their 5010 Airport Inspection and found the following items:

- rodent holes
- markers and lights are down
- fence waiver

Baum will work with City staff to submit a corrective action letter to MnDot.

F. DGR ENGINEER REPORT**F.1. 2025-356 New Construction 5-Unit T-Hangar**

Plans are at 90%, bidding will be in April, grant will be completed in August, construction will start in September, and completion in June 2027. Funding is split 95% FAA and 5% City. The new taxiway will be split 70% MnDOT and 30% City. The City will be ordering a new transformer for the new hangar.

F.2. 2025-358 Airport Layout Plan

DGR will assist with developing RFPs from consultants to conform Airport Layout Plan (ALP) in the summer of 2026. In early 2027, apply for funding to complete ALP. Summer of 2027, sign agreement with consultant chosen through RFP process. Fall 2027, begin ALP strategic planning process.

G. OTHER, IF ANY

Wolf led discussion about future Through the Fence agreements and long-term leases on City-owned property with private hangar development.

G.1. 2025-359 2026 Bi-Monthly Meetings

- February 3
- April 7
- June 2
- August 4
- October 6
- December 1

H. ADJOURNMENT

A motion was made by Aaker, seconded by Lehman, that this meeting be adjourned. The motion carried by a unanimous vote.

Submitted by,
Jill Wolf
City Administrator