

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