

Announcement of Meeting
Airport Board
Regular Meeting Minutes

Tuesday, March 4, 2025

4:30 PM

Luverne Municipal Airport

A. CALL TO ORDER

A Regular Meeting of the Airport Board was held in the Airport Board Room, commencing at 4:45 PM.

Present: Kevin Aaker, Jon McLendon, Jim Juhl and Ryan Gee

Absent: Jeremy Lehman

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

B. OATHS OF OFFICE

Ryan Gee - Term expires January, 2027

Jim Juhl - Term expires January, 2027

C. ELECTION OF OFFICERS

C.1. [2025-71](#) Elect Juhl as Chair, McLendon Vice-Chair, and Gee as Secretary

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

D. APPROVAL OF MINUTES OF PRECEDING MEETING(S)

D.1. [2025-73](#) December 3, 2024 Airport Board Minutes

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

E. FINANCIAL REPORT

E.1. [2025-72](#) Airport Financial Report as of February 25, 2025

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

F. CITY ADMINISTRATOR REPORT

F.1. [2025-74](#) MNDOT Aeronautics Equipment Grant

Wolf reported award of grant to purchase mower.

F.2. [2025-70](#) Review Hangar Leases

Discussed a market rate study on hangar lease rent.

Review of current leases

- Aviation primary use
- Project planes must be actively showing progress
- 30-day time frame to correct situation and 6 months to vacate

There are 12 interested parties on the hangar waiting list. Staff will send letters to tenants out of compliance.

F.3. [2025-76](#) Future Projects

- New Hangar
- Airport Layout Plan

Board discussed prioritizing new hangar or airport layout plan (ALP). Decision was made to first move forward with 5-unit hangar in northwest corner, then apply for ALP funding when hangar is complete.

G. AIRPORT ACTIVITIES - BEN BAUM, FBO**H. DGR ENGINEER REPORT****H.1. [2025-77](#) AWOS Relocation****H.2. [2025-78](#) Seal Coat Project Closeout****H.3. [2025-79](#) 6-Unit Hangar Project Update**

DGR will begin plans and environmental studies for a 5-unit hangar in 2025, apply for funding in spring 2026, construction summer/fall 2026, and completed by spring 2027.

I. OTHER, IF ANY

Next Meeting will be held on June 3, 2025.

I.1. [2025-75](#) 2025 Minnesota Airports Conference

The annual Minnesota Airports Conference is April 23-25 at the Mayo Clinic Health System Event Center in Mankato. The conference aims to deliver the most up-to-date and advanced information for Minnesota aviation professionals and provide an opportunity for industry and government officials to exchange ideas on funding, trends, airport management, operations, maintenance, and best practices. To register, visit airtap.umn.edu/events/airportsconference/2025.

J. **ADJOURNMENT**

A motion was made by McLendon, seconded by Gee, to adjourn the meeting at 5:53 PM. The motion carried unanimously.

/s/ Jill Wolf