



Phone (507)238-9461

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031  
www.fairmont.org ♦ citygov@fairmont.org

Fax (507)238-9469

## Airport Advisory Board AGENDA

**Meeting to be held virtually due to pandemic**

**March 9, 2021 Regular Meeting  
5:30 p.m.  
Fairmont Airport**

- I Call to Order
- II Approve Minutes
  - a. Minutes of February 9, 2020 Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

**Next meeting: April 13, 2021 @ 5:30 p.m**

**Fairmont Airport Advisory Board Minutes**  
**February 9, 2021 5:00pm**

**Board members Present:** Mike Schmid, Jerry Brooks, Barry Altman, Jim Tate

**Council Liaison Present:**

**Staff Present:** Lee Steinkamp, Airport Manager, Troy Nemmers, City Engineer/Public works Director

**Others:** Blake Faith, Fairmont Sentinel

The meeting was called to order at 5:10 pm.

A motion was presented by Barry Altman to approve the January 12, 2021 meeting. The motion was seconded by Mike Schmid and carried.

**Airport consultant update** was provided by KLJ Engineering. Updates on current projects and closeouts were discussed.

**The Airport Manager's report** was provided by Lee Steinkamp, Airport Manager. Recent activity was discussed. An update on the CARES act was discussed. Pricing for a camera system is being put together.

**Old Business:** Discussions were continued about having an aircraft maintenance shop starting at the airport. Details and expectations for both airport sponsor and maintenance business need to be worked through.

**New Business:** None

No further business for the board, a motion by Mike Schmid to adjourn the meeting at 5:30 pm. The motion was seconded by Barry Altman and carried.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager



## Airport Project Status Report

February 26, 2021

Fairmont Municipal Airport

### **CLIENT CONTACT PERSON AND ADDRESS**

Lee Steinkamp, Airport Manager  
2160 East Blue Earth Avenue  
Fairmont, MN 56031  
[lsteinkamp@fairmont.org](mailto:lsteinkamp@fairmont.org)

### **WORK IN PROGRESS**

#### Construct T-Hangar and Taxilanes – Environmental and Design

KLJ #141217112 (Task Order #6 & #7) AIP #3-27-0029-016-2018

KLJ submitted the final FAA project closeout report to MnDOT on July 30, 2020. No comments have been received to date.

#### Construct 7-Unit T-Hangar – Construction

KLJ #1905-00426 (Task Order #9) AIP #3-27-0029-017-2019

All punchlist items have been completed except for final paperwork items that KLJ is working with the Contractor on. The hangar is currently in use.

KLJ is currently working on a draft of the FAA Project Closeout Report and will work with MnDOT Aeronautics to ensure final financials are aligned prior to submitting the final version to the City for review and approval.

#### Construct Hangar Taxilanes and Aprons – Construction

KLJ #2005-00244 (Task Order #2005-00244-1) AIP #3-27-0029-019-2020

All final construction paperwork has been submitted to the City for processing.

KLJ is currently working on a draft of the FAA Project Closeout Report and will work with MnDOT Aeronautics to ensure final financials are aligned prior to submitting the final version to the City for review and approval.

### **OTHER ITEMS**

- None at this time.

### **ITEMS REQUIRING ACTION BY CITY/AIRPORT**

- None at this time.

### **ITEMS REQUIRING ACTION BY FAA**

- Closeout for AIP #3-27-0029-016-2018

Reported by: Jake Braunagel, PE  
KLJ  
605-271-4414  
[jake.braunagel@kljeng.com](mailto:jake.braunagel@kljeng.com)



cc: Troy Nemmers, City of Fairmont  
Brian Conklin, MnDOT Office of Aeronautics  
Luke Bourassa, MnDOT Office of Aeronautics  
Ben Garrow, FAA Dakota-Minnesota ADO

[tnemmers@fairmont.org](mailto:tnemmers@fairmont.org)  
[brian.conklin@state.mn.us](mailto:brian.conklin@state.mn.us)  
[luke.bourassa@state.mn.us](mailto:luke.bourassa@state.mn.us)  
[Benjamin.A.Garrow@faa.gov](mailto:Benjamin.A.Garrow@faa.gov)