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## Airport Advisory Board AGENDA

**May 11, 2021 Regular Meeting  
5:30 p.m.  
Fairmont Airport**

- I Call to Order
- II Approve Minutes
  - a. Minutes of April 13, 2020 Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

**Next meeting: June 8, 2021 @ 5:30 p.m**

**Fairmont Airport Advisory Board Minutes**  
**April 13, 2021 5:30pm**

**Board members Present:** Jerry Brooks, Barry Altman, Jeff Varboncoeur

**Council Liaison Present:**

**Staff Present:** Lee Steinkamp, Airport Manager

**Others:** Jake Braunagel, KLJ Engineering (telephone)

The meeting was called to order at 5:40 pm.

A motion was presented by Jeff Varboncoeur to approve the March 9, 2021 meeting minutes. The motion was seconded by Barry Altman and carried.

**Airport consultant update** was provided by KLJ Engineering. Updates on current projects and closeouts were discussed. Some final paperwork from the hangar was received from the contractor.

**The Airport Manager's report** was provided by Lee Steinkamp, Airport Manager. Recent activity was discussed. Ongoing improvements and maintenance were discussed.

**Old Business:** Discussions were continued about having an aircraft maintenance shop at the airport.

**New Business:** The board is requesting an updated list of maintenance items from the airport manager for the next meeting.

No further business for the board, a motion by Jerry Brooks to adjourn the meeting at 6:22 pm. The motion was seconded by Barry Altman and carried.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager



## Airport Project Status Report

April 30, 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. The FAA requested a status update on the closeout last fall from KLJ and KLJ provided the original submittal date and a copy of the closeout that was submitted to MnDOT on October 22, 2020. KLJ submitted a status update request to the FAA and MnDOT on April 30, 2021.

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

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

All final construction paperwork has been submitted by the Contractor. The Final construction documents have been submitted to the City for Review/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.

#### Construct Hangar Taxilanes and Aprons – Construction

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

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**

- Process Final Documentation for AIP #3-27-0029-017-2019

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

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

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

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