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## Airport Advisory Board AGENDA

**June 8, 2021 Regular Meeting  
5:30 p.m.  
Fairmont Airport**

- I Call to Order
- II Approve Minutes
  - a. Minutes of May 11, 2020 Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
  - a. Airport Maintenance
- VI New Business
  - a. CIP projects, funding and timeline
- VII Adjourn

**Next meeting: July 6, 2021 @ 5:30 p.m**

**Fairmont Airport Advisory Board Minutes**  
**May 11, 2021 5:30pm**

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

**Council Liaison Present:** Wayne Hasek

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

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

The meeting was called to order at 5:32 pm.

A motion was presented by Jerry Brooks to approve the April 13, 2021 meeting minutes. The motion was seconded by Jeff Varboncoeur 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. Ongoing improvements and maintenance were discussed.

**Old Business:** CIP projects, timeline, and funding were discussed. Airport Maintenance items were discussed.

**New Business:** No new business currently.

No further business for the board, a motion by Jerry Brooks to adjourn the meeting at 6:38 pm. The motion was seconded by Barry Altman and carried.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager



## Airport Project Status Report

May 28, 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. MnDOT sent the final FAA project closeout report to the FAA for processing on May 3, 2021. 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

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

### ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None

### ITEMS REQUIRING ACTION BY FAA

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

Reported by: Jake Braunagel, PE  
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