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Airport Advisory Board AGENDA

**September 14, 2021 Regular Meeting
5:30 p.m.
Fairmont Airport**

- I Call to Order
- II Approve Minutes
 - a. Minutes of August 10, 2021 Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

Next meeting: October 12, 2021 @ 5:30 p.m

Fairmont Airport Advisory Board Minutes
August 10, 2021, 5:30pm

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

Council Liaison Present: Wayne Hasek

Staff Present: Lee Steinkamp, Airport Manager

Others: Jordan Lampman, Verlus Burkhart

The meeting was called to order at 5:30 pm.

A motion was presented by Jerry Brooks to approve the July 13, 2021, meeting minutes. The motion was seconded by Jim Tate 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 were discussed. Airport Maintenance items were discussed.

New Business: Jordan Lampman updated the board with his plans to do aircraft maintenance.

No further business for the board, a motion by Barry Altman to adjourn the meeting at 5:45 pm. The motion was seconded by Jim Tate and carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

August 27, 2021

Fairmont Municipal Airport

CLIENT CONTACT PERSON AND ADDRESS

Lee Steinkamp, Airport Manager
2160 East Blue Earth Avenue
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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. The FAA has reviewed the closeout and will begin initiating closure of the grant.

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. KLJ has received the MnDOT draft final pay summary for comparison to the closeout financials and is working with the City/Airport on ensuring all project expenses are submitted to MnDOT for processing.

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. KLJ has received the MnDOT draft final pay summary for comparison to the closeout financials and is currently completing the comparison on financials.

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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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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