



Phone (507)238-9461

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031  
[www.fairmont.org](http://www.fairmont.org) ♦ [citygov@fairmont.org](mailto:citygov@fairmont.org)

Fax (507)238-9469

## Airport Advisory Board AGENDA

**October 12, 2021 Regular Meeting  
5:30 p.m.  
Fairmont Airport**

- I Call to Order
- II Approve Minutes
  - a. Minutes of September 14, 2021 Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

**Next meeting: November 9, 2021 @ 5:30 p.m**

**Fairmont Airport Advisory Board Minutes**  
**September 14, 2021, 5:30pm**

**Board members Present:** Jerry Brooks, Barry Altman, Jeff Varboncoeur, Mike Schmid via phone

**Council Liaison Present:**

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

**Others:**

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

A motion was presented by Barry Altman to approve the August 10, 2021, meeting minutes. The motion was seconded by Jerry Brooks and carried.

**Airport consultant update** was provided by KJ 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:** Terminal updates were discussed. Airport Maintenance items were discussed.

**New Business:** The topic of private hangars at the airport was discussed.

No further business for the board, a motion by Jerry Brooks to adjourn the meeting at 6:00 pm. The motion was seconded by Barry Altman and carried.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager



## Airport Project Status Report

September 24, 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. 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. KLJ is currently awaiting invoice for Single Audit expenses for incorporation into the closeout financials prior to submitting to MnDOT for review.

#### 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 and compiling all closeout documentation.

### OTHER ITEMS

- None

### ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Provide Single Audit invoice for inclusion in closeout 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  
KLJ Engineering LLC  
701-318-7386  
[jake.braunagel@kljeng.com](mailto:jake.braunagel@kljeng.com)