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## Airport Advisory Board AGENDA

**May 10, 2022 Regular Meeting  
5:30 p.m.  
Fairmont Airport**

- I Call to Order
- II Approve Minutes
  - a. Minutes of April 12, 2022 Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

**Next meeting: June 14, 2022 @ 5:30 p.m**

**Fairmont Airport Advisory Board Minutes**  
**April 12, 2022, 5:30pm**

**Board members Present:** Jerry Brooks, Barry Altman, Jim Tate, Ron Lindberg

**Council Liaison Present:** Wayne Hasek

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

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

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

A motion was presented by Barry Altman to approve the March 8, 2022, meeting minutes. The motion was seconded by Ron Lindberg 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. The CRSSA grant was paid. The ILS System replacement is on track.

**Old Business:** Current and future projects were discussed.

**New Business:** The Fly In Breakfast is Sunday, June 26, 2022. Jerry recommended we participate in the ACE program at the High School.

No further business for the board, a motion by Jim Tate to adjourn the meeting at 6:10 pm. The motion was seconded by Barry Altman and carried.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager



## Airport Project Status Report

April 29, 2022

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 Aeronautics 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. No additional updates received to date.

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

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

KLJ submitted a draft FAA Project Closeout Report to MnDOT Aeronautics for financial review on December 1, 2021. Once review is completed by MnDOT, KLJ will finalize the report for signature by the city and final submittal to the FAA/MnDOT. No comments received to date.

#### Construct Hangar Taxilanes and Aprons – Construction

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

KLJ submitted a draft FAA Project Closeout Report to MnDOT Aeronautics for financial review on February 2, 2022. Once review is completed by MnDOT, KLJ will finalize the report for signature by the city and final submittal to FAA/MnDOT. No comments received to date.

#### Replace ILS System (Localizer and Glideslope) – Design

KLJ #2205-00594

The City/Airport has been notified by MnDOT Aeronautics that grant funds and equipment have become available for an ILS replacement project to include replacement of the Localizer and Glideslope Antennas along with associated equipment shelters. A meeting is scheduled with KLJ, MnDOT and City staff to finalize the scope of work the first week of May. Once Scope is finalized, KLJ will compose a task order for professional services to provide the City for review/approval. At this time, it is anticipated that an agreement along with associated grant for design and bidding will be processed in state fiscal year 2022 with the construction grant to come in state fiscal year 2023.

#### Replace Taxiway A Lighting System – Design

KLJ #2205-00853

The project will consist of replacing the original lighting and signage on the parallel taxiway. The design is planned for 2022 under an Airport Infrastructure Grant (AIG) which is part of the Bipartisan Infrastructure Bill (BIL). KLJ has started research for compiling justification for the grant application and began drafting the Scope of Work for design to be reviewed by the FAA. Once the FAA announces the timelines for receiving FY 2022 AIG grant funds, KLJ will compose a task order for professional services to provide the City for review/approval and a grant application will be submitted.



#### **OTHER ITEMS**

- Rehabilitate Terminal Building (Exterior): The City/Airport has been notified that the Rehabilitate Terminal Building (Exterior) project submitted on the Airport Capital Improvement Plan has been selected to receive a future state grant offer. The City/Airport has compiled quotes for the work to be completed per the infrastructure needs report so that a state grant application package can be submitted. KLJ provided the airport template documents for compilation of the state grant application package for submittal to MnDOT.
- BIL Capital Improvement Plan (CIP) Update: The FAA has requested an updated CIP be submitted by April 1, 2022 to include all anticipated BIL projects. The airport advisory board has reviewed the CIP and KLJ submitted to the FAA on March 30, 2022.

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

- Submit Grant Application for the Rehabilitate Terminal Building (Exterior) Project

#### **ITEMS REQUIRING ACTION BY MnDOT Aeronautics**

- Review Draft Closeout for AIP #3-27-0029-017-2019
- Review Draft Closeout for AIP #3-27-0029-019-2020

#### **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 [tnemmers@fairmont.org](mailto:tnemmers@fairmont.org)  
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