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## Airport Advisory Board AGENDA

**October 11, 2022 Regular Meeting  
5:30 p.m.  
Fairmont Airport**

- I Call to Order
- II Approve Minutes
  - a. Minutes of September 13, 2022 Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

**Next meeting: November 8, 2022 @ 5:30 p.m.**  
(note this is election day, meeting time will have to be changed)

**Fairmont Airport Advisory Board Minutes**  
**September 13, 2022, 5:30pm**

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

**Council Liaison Present:** Wayne Hasek

**Staff Present:** Troy Nemmers, PE Director of Public Works/City Engineer Lee Steinkamp, Airport Manager

**Others:**

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

A motion was presented by Jerry Brooks to approve the July 12, 2022, meeting minutes, with the removal of Jerry Brooks as attending. The motion was seconded by Ron Lindberg and carried.

**Airport consultant update:** Jake Braunagel, KLJ Engineering was not able to attend. Lee Steinkamp provided the update.

**The Airport Manager's report:** Lee Steinkamp, Airport Manager, provided updates on activity at the airport .

**Old Business:** Jeff Varboncoeur brought up the status of annual schedule and process of routine maintenance on site. Discussed main hangar terminal door and maintaining a good closure on the door. Staff will continue to work on these topics.

**New Business:** none

No further business for the board, a motion by Jerry Brooks to adjourn the meeting at 6:00 p.m. The motion was seconded by Jeff Varboncoeur and carried.

Respectfully submitted:

Troy Nemmers, PE  
Public Works Director/City Engineer



## Airport Project Status Report

September 30, 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 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 S.P. #A4601-58

The design of the project is ongoing. It was anticipated that the project would be advertised for bids in July 2022 with construction startup in the Fall of 2022, but MnDOT Aeronautics was notified their equipment delivery would be delayed due to a chip recall and following supply chain issues. The project is now anticipated to be advertised for bids in the Winter/Spring of 2023 with construction startup in the Spring of 2023. A state fiscal year 2022 grant for design and bidding has been received, signed, and returned to MnDOT Aeronautics for final signatures. The construction grant will be a state fiscal year 2023 grant.

#### 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. At this time, it is unknown if MnDOT will participate in 5 percent of the project share as they typically do on AIP projects and therefore the project has been put on hold until more information is known. KLJ will compose a task order for professional services to provide the City for review/approval and a grant application will be submitted once all funding details are known.



#### OTHER ITEMS

- Rehabilitate Terminal Building (Exterior): The City/Airport has been offered a state fiscal year 2022 grant for the Rehabilitate Terminal Building (Exterior) project. The Work on the project will take place fall 2022 and is being coordinated by the City/Airport.
- Capital Improvement Plan (CIP): A draft 2023 CIP has been composed by KLJ and provided to the Airport Advisory Board for review and comment. An agency meeting to discuss the revised CIP was held on September 23rd. KLJ is currently working on coordination of entitlement repayments with the City of Orr and the CIP will be revised accordingly once all details of repayment schedule are known.

#### ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None.

#### 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
- Provided Executed State Grant for S.P. #A4601-58

#### ITEMS REQUIRING ACTION BY FAA

- None.

Reported by: Jake Braunagel, PE  
KLJ Engineering LLC  
701-318-7386  
[jake.braunagel@kljeng.com](mailto:jake.braunagel@kljeng.com)

cc: Troy Nemmers, City of Fairmont [tnemmers@fairmont.org](mailto:tnemmers@fairmont.org)  
Brian Conklin, MnDOT Office of Aeronautics [brian.conklin@state.mn.us](mailto:brian.conklin@state.mn.us)  
Luke Bourassa, MnDOT Office of Aeronautics [luke.bourassa@state.mn.us](mailto:luke.bourassa@state.mn.us)  
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