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## Airport Advisory Board AGENDA

**December 13, 2022 Regular Meeting  
5:30 p.m.  
Fairmont Airport**

- I Call to Order
- II Approve Minutes
  - a. Minutes of November 8, 2022 Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

**Next meeting: January 10, 2023 @ 5:30 p.m.**

**Fairmont Airport Advisory Board Minutes  
November 8, 2022, 5:00pm**

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

**Council Liaison Present:** Wayne Hasek

**Staff Present:** Lee Steinkamp, Airport Manager; Troy Nemmers, City Engineer

**Others:**

The meeting was called to order at 5:00 pm.

A motion was presented by Jerry Brooks to approve the Sept 13, 2022, meeting minutes. The motion was seconded by Jeff Varboncoeur and carried. No meeting was held in October.

**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.

**Old Business:** The Structural assessment for the terminal building was completed. A recommendation was to assess again in 10 years. The lift cylinders on the big hangar are periodically malfunctioning. The manager will plan to get fixed.

**New Business:** Terms for two members are ending Jan 31, 2023.

No further business for the board, a motion by Barry Altman to adjourn the meeting at 5:35 pm. The motion was seconded by Jeff Varboncoeur and carried.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager



## Airport Project Status Report

November 25, 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 (Task Order #2205-00594-1) 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 was executed on July 5, 2022. The construction grant will be a state fiscal year 2023 grant.

#### Replace Taxiway A Lighting System – Design and Construction

KLJ #2205-00853

The project will consist of replacing the original lighting and signage on the parallel taxiway. The design is planned for a 2023 AIP grant with construction planned for a 2023 AIG grant which is part of the Bipartisan Infrastructure Bill (BIL). KLJ has submitted the grant preapplications 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 AIG portion of the project as they typically do on AIP projects. Therefore, the airport/city will have to decide on if they would like to proceed with a grant for design by the AIP grant application deadline which is anticipated to be in March of 2023.



#### **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 is being coordinated by the City/Airport.
- Capital Improvement Plan (CIP): The 2023 CIP has been uploaded to the MnDOT CIP portal. 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**

- Decide if would like to proceed with a design grant for Replacement of Taxiway Lighting and Signage Project by grant application deadline.

#### **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**

- None.

Reported by: Jake Braunagel, PE  
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cc: Cathy Reynolds, City of Fairmont [creynolds@fairmont.org](mailto:creynolds@fairmont.org)  
Brian Conklin, MnDOT Office of Aeronautics [brian.conklin@state.mn.us](mailto:brian.conklin@state.mn.us)  
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