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Airport Advisory Board AGENDA

**April 18, Regular Meeting
5:30 p.m.
Fairmont Airport**

- I Call to Order
- II Approve Minutes
 - a. Minutes of February 14, 2023, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
 - a. Select an Airport Consultant and make the recommendation to the City Council
- VII Adjourn

Next meeting: May 9, 2023 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
February 14, 2023, 5:30pm

Board members Present: Ron Lindberg, Jeff Varboncoeur, Jeff Ziemer, Barry Altman, Bill Eckles

Council Liaison Present: Jay Maynard

Staff Present: Lee Steinkamp, Airport Manager; Cathy Reynolds, City Administrator

Others: Erik Fitzgerald with KLJ (phone), Verlus Burkhart

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

A motion was presented by Barry Altman to approve the January 10, 2022, meeting minutes. The motion was seconded by Jeff Varboncoeur and carried.

Airport consultant update was provided by KLJ Engineering. Updates on current projects and closeouts were discussed. The ILS and Taxiway lighting project are on hold. A planning study and a masterplan update will be the next project.

The Airport Manager's report was provided by Lee Steinkamp, Airport Manager.

Old Business: The hydraulic door fix was discussed. It will be addressed when the weather gets better.

New Business: Jeff Varboncoeur resigned from the board. A new member will fill the position.

No further business for the board, a motion by Jeff Varboncoeur to adjourn the meeting at 5:55 pm. The motion was seconded by Barry Altman and carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

Fairmont Airport Advisory Board Minutes
March 14, 2023, 5:30pm

Board members Present: Jeff Zeimer

Council Liaison Present: Jay Maynard

Staff Present: Lee Steinkamp, Airport Manager; Cathy Reynolds, City Administrator

Others: Jake Braunagel, KLJ

No Meeting Due to Lack of Quorum

Airport consultant update

The Airport Manager's report

Old Business:

New Business:

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

March 31, 2023

Fairmont Municipal Airport

CLIENT CONTACT PERSON AND ADDRESS

Lee Steinkamp, Airport Manager
2160 East Blue Earth Avenue
Fairmont, MN 56031
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. KLJ submitted the final city signed FAA Project Closeout Report to the FAA on January 26, 2023. On March 24, 2023, MnDOT sent out an email that their financial numbers match the closeout report numbers. MnDOT is working on providing FAA final closeout documents required.

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. KLJ submitted the final city signed FAA Project Closeout Report to the FAA on January 26, 2023. On March 24, 2023, MnDOT sent out an email that their financial numbers match the closeout report numbers. MnDOT is working on providing FAA final closeout documents required.

Replace ILS System (Localizer and Glideslope) – Design

KLJ #2205-00594 (Task Order #2205-00594.2) S.P. #A4601-58

The design of the project has been put on hold with plans and specifications at approximately 90% completion. KLJ met with MnDOT Aeronautics and the FAA on January 19, 2023 to discuss the siting of the localizer and glideslope. The FAA expressed concern that the current ALP shows a runway shift in the future and want to make sure the equipment is placed in a position that can meet the needs of any new runway ends anticipated for the future. Ultimately, the FAA recommended the city move forward with a planning study to determine exact location of displaced Runway 13 End to clear MnDOT 34:1 Approach Surface which currently has penetrations as well as determine what the current justified runway length is. MnDOT agreed to putting the current project on hold until this information is obtained. KLJ met with the City and Airport on January 24, 2023 to discuss the same and it was determined the project would be put on hold for the time being. KLJ provided the city with an Amendment request to remove the remaining work out of the current Task Order so that the project can be closed until planning is completed. The Amendment was approved at the February 27, 2023 City Council meeting.



OTHER ITEMS

- Rehabilitate Terminal Building (Exterior): The City/Airport accepted 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 and is expected to be completed in the spring of 2023.
- Consultant Reselection: Due to the Planning Study and Taxiway Lighting & Signage Rehab Project not being on the 2019 Request for Qualifications (RFQ) project list, the City/Airport will be required to go out for consultant selection for both projects prior to commencing work on either. The City/Airport has issued the RFQ and Statement of Qualifications (SOQ) are due on April 7th.
- Obstruction Removals: Trees northwest of Runway 13 End are currently causing penetration to the MnDOT 34:1 approach surface. KLJ and City/Airport have worked to determine steps for environmental clearance. The work on the removals is being coordinated by the City/Airport and is expected to be completed in the spring of 2023.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Coordinate obstruction removal work

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

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

ITEMS REQUIRING ACTION BY FAA

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

Reported by: Jake Braunagel, PE
KLJ Engineering LLC
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jake.braunagel@kljeng.com

cc: Cathy Reynolds, City of Fairmont creynolds@fairmont.org
Brian Conklin, MnDOT Office of Aeronautics brian.conklin@state.mn.us
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