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Airport Advisory Board AGENDA

**May 9, 2023, Regular Meeting
5:30 p.m.
Fairmont Airport**

- I Call to Order
- II Approve Minutes
 - a. Minutes of April 18, 2023, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

Next meeting: June 13, 2023 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes

April 18, 2023, 5:30pm

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

Council Liaison Present:

Staff Present: Lee Steinkamp, Airport Manager

Others: Jake Braunagel with KLJ; Troy Nemmers with Bolton & Menk; Verlus Burkhardt, Radann Dawson

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

A motion was presented by Jeff Ziemer to approve the February 14, 2023, meeting minutes. The motion was seconded by Barry Altman 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.

Old Business: Election of officers was discussed, and officers will be selected at a future meeting. The waiver, ILS project were discussed.

New Business: The proposals for the Consultant Selection were scored and reviewed. A motion to approve the score sheets was presented by Barry Altman and Seconded by Ron Lindberg. All approved, motion carries. A motion to Approve KLJ as the Consultant for the Fairmont Municipal Airport and to make recommendation to the City Council was presented by Barry Altman and seconded by Ron Lindberg. All approved, motion carries. Radann Dawson, a hangar tenant and airport user, provided ideas and concerns about the terminal building and weed control at the airport.

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

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

April 28, 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.

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 once temperatures allow.
- 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 went out for consultant selection for both projects. The City/Airport approved making a recommendation to the City Council that KLJ be reselected on April 18th.
- 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.

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
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cc: Cathy Reynolds, City of Fairmont creynolds@fairmont.org
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