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Airport Advisory Board AGENDA

**July 11, 2023, Regular Meeting
5:30 p.m.
Fairmont Airport**

- I Call to Order
- II Approve Minutes
 - a. Minutes of June 13, 2023, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

Next meeting: August 8, 2023 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes

June 13, 2023, 5:30pm

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

Council Liaison Present: Jay Maynard

Staff Present: Lee Steinkamp, Airport Manager; Matt York, Public Works Director

Others:

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

A motion was presented by Bill Eckles to approve the May 9, 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. MNDOT Aero is working on closeouts for the T-hangar project.

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

Old Business: Election of officers took place. A motion presented by Bill Eckles to appoint Barry Altman as Chair of the Fairmont Airport Advisory Board, seconded by Ron Lindberg, and carried. Bill Eckles made a motion to appoint Jeff Ziemer as Vice Chair of the Fairmont Airport Advisory Board, seconded by Barry Altman.

New Business: Fuel System Maintenance was discussed. The waste-water system and replacement were discussed. Staff is working on a solution for replacement.

No further business for the board, a motion presented by Barry Altman to adjourn the meeting at 5:49 pm. The motion was seconded by Ron Lindberg and carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

June 30, 2023

Fairmont Municipal Airport

CLIENT CONTACT PERSON AND ADDRESS

Lee Steinkamp, Airport Manager
2160 East Blue Earth Avenue
Fairmont, MN 56031
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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 with FAA to get final closeout documents submitted and amendments processed if funds available.

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 with FAA to get final closeout documents submitted and amendments processed if funds available.

Master Plan & ALP Update

KLJ #2305-00694

AIP #3-27-0029-022-2024 (Pending)

KLJ has developed a draft scope of work and fee for the project, as well as held a scoping meeting with the Airport/City. The final draft scope of work was submitted to the FAA for review on June 7, 2023. No comments have been received on the scope of work to date, but the FAA has informed that this grant will be a 2024 grant due to fiscal year timelines. KLJ has spoken with the Airport/City about still completing the AGIS aerial survey this summer as there are limitations as to when it can be flown. This would require the city to front the costs until the grant is in place, likely from September to December 2023. The Airport/City has stated they would be able to bridge this financial gap if acceptable to MnDOT based on their grant reimbursement policies. KLJ believes the reimbursement policy of not being able to reimburse for work completed before a grant is in place is not applicable to federally funded projects but is verifying with MnDOT Aeronautics as multiple interpretations have been received over the years. KLJ has reached out to MnDOT Aeronautics but has not received a response to date. Once FAA review comments are received and addressed, an independent fee estimate will have to be completed by the Airport/City to compare with KLJ's proposed fee prior to agreements being executed.

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 2023.



- Obstruction Removals: Trees northwest of Runway 13 End are currently causing penetration to the MnDOT 34:1 approach surface according to MnDOT 5010 inspection reports. KLJ and City/Airport have worked to determine steps for environmental clearance for tree removal/trimming. The work on the removals is being coordinated by the City/Airport. The Master Plan & ALP Update process will include an AGIS Aerial Survey of the airport and surrounding features which can be utilized to determine the exact penetrations and extent of penetration to surfaces to identify removal limits.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- Verify MnDOT Reimbursement Policy doesn't apply to federally funded projects
- 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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