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## Airport Advisory Board AGENDA

**August 8, 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: September 12, 2023 @ 5:30 p.m.**

**Fairmont Airport Advisory Board Minutes**  
**July 11, 2023, 5:30pm**

**Board members Present:**

**Council Liaison Present:**

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

**Others:**

No quorum. No meeting was held.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager

## **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

July 28, 2023

Fairmont Municipal Airport

### **CLIENT CONTACT PERSON AND ADDRESS**

Lee Steinkamp, Airport Manager  
2160 East Blue Earth Avenue  
Fairmont, MN 56031  
[lsteynkamp@fairmont.org](mailto:lsteynkamp@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 with FAA to get final closeout documents submitted and amendments processed if funds available. No closeout letter or final payment has been made to date. The period of performance ends on August 16, 2023. Therefore, the grant must be closed out by MnDOT/FAA before that time so that final payment can be received by the City of Fairmont.

#### 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. No closeout letter or final payment has been made to date.

#### Master Plan (MP) & Airport Layout 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 MP/ALP Update portion of the project, as well as held a scoping meeting with the Airport/City. The draft MP/ALP Update 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. The AGIS aerial survey scope of work was also submitted to the FAA for review and approved. KLJ will work to complete the AGIS aerial survey late summer/fall 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 January 2024. 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 confirmed with MnDOT the reimbursement policy would allow for reimbursement of work completed prior to a grand on a federally funded project. Once FAA review comments are received and addressed for the MP/ALP Update scope of work, 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 MP/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

- 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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