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Airport Advisory Board AGENDA

September 12, 2023, Regular Meeting
5:30 p.m.
Fairmont Airport

- I Call to Order
- II Approve Minutes
 - a. Minutes of August 8, 2023, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

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

Fairmont Airport Advisory Board Meeting

August 8, 2023

Board Members Present: Barry Altman (Chair), Jeff Ziemer (Vice Chair), Ron Lindberg
Council Liaison Present: Jay Maynard
Staff Present: Matthew York, Public Works/Utilities Director
Others:

The Meeting was called to order at 5:33.

Jeff Ziemer presented a motion to approve the June 13, 2023, meeting minutes. The motion was seconded by Barry Altman and carried.

Airport Consultant Update: No update was provided by KLJ Engineering.
Question by Mr. Ziemer about the Construct 7.

Airport Managers Report: Mr. York provided some information regarding the items in the budget for FY 2024.
Question by Mr. Ziemer about the Layout Plans for the building
Question about the Grant Process and what Pre-work can be completed without the Grant approval.

Old Business: Discussion about what is the Vision for the Airport?? Mechanic? Flight School? Rental Facility?

Some information was discussed in Fall 2022; we need to pull that out for upcoming meetings.

No further business for the board, a motion presented by Jeff Ziemer to adjourn the meeting at 5:56 pm. The motion was seconded by Barry Altman and carried.

Respectfully submitted:

Matthew York
Public Works/Utilities Director



Airport Project Status Report

August 31, 2023

Fairmont Municipal Airport

CLIENT CONTACT PERSON AND ADDRESS

Lee Steinkamp, Airport Manager
2160 East Blue Earth Avenue
Fairmont, MN 56031
lstinkamp@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 ended on August 16, 2023. Therefore, the grant must be closed out by MnDOT/FAA before the end of the fiscal year 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)

The MP/ALP Update scope of work was submitted to the FAA for review on June 7, 2023 and approved on August 29, 2023. The airport is in the process of obtaining an Independent Fee Estimate (IFE) from an aviation consultant to compare to KLJ's proposed fee as required by the FAA. The IFE is scheduled to be completed prior to the next City Council meeting agenda deadline, if the IFE comes back satisfactory as compared to KLJ's proposed fee, the task order will be placed on the next City Council agenda for approval. KLJ will work to complete the AGIS aerial survey late summer/fall as there are limitations as to when it can be flown.

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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cc: Matt York, City of Fairmont myork@fairmont.org
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