



Phone (507)238-9461

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031
www.fairmont.org ♦ citygov@fairmont.org

Fax (507)238-9469

Airport Advisory Board AGENDA

**October 10, 2023, Regular Meeting
5:30 p.m.
Fairmont Airport**

- I Call to Order
- II Approve Minutes
 - a. Minutes of September 12, 2023, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

Next meeting: November 14, 2023 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
September 12, 2023, 5:30pm

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

Council Liaison Present: Jay Maynard

Staff Present: Lee Steinkamp, Airport Manager

Others:

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

A motion was presented by Barry Altman to approve the August 8, 2023, meeting minutes. The motion was seconded by Ron Lindberg and carried.

Airport consultant update was provided by KLJ Engineering. Updates on current projects and closeouts were discussed. ALP Survey work will begin soon. 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: Ideas for the vision of the airport were discussed. Aircraft maintenance, flight instruction are a couple ideas. Surveys will be reviewed.

New Business: The 2024 pavement maintenance project was selected for a grant. We will put a package together and submit it to MNDOT.

No further business for the board, a motion presented by Jeff Ziemer to adjourn the meeting at 6:13 pm. The motion was seconded by Jerry Brooks and carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

September 29, 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. On September 27, 2023 the FAA reported they had reviewed and signed the closeout and the project will officially close in early FY2024 when the FAA accounting system is back online after end of FY2023 shutdown.

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. On September 27, 2023 the FAA reported they had reviewed and signed the closeout and the project will officially close in early FY2024 when the FAA accounting system is back online after end of FY2023 shutdown.

Master Plan (MP) & Airport Layout Plan (ALP) Update

KLJ #2305-00694

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

An Independent Fee Estimate (IFE) was completed by the airport and KLJ's Task Order was approved by the City Council on September 11, 2023. KLJ began aeronautical ground survey work the week of September 25, 2023 and anticipate completion the week of October 2, 2023. The aeronautical imagery flight mission is anticipated to occur sometime the week of October 2, 2023 or October 9, 2023.

Airfield Pavement Maintenance

KLJ #2305-01532

State Project Number: A4601-59 (Pending)

The Airport/City was notified on August 16, 2023 that they were selected for a state fiscal year 2024 grant for Airfield Pavement Maintenance. The Airport/City responded to MnDOT Aeronautics to let them know they would like to proceed with the project. The project will consist of crack sealing and large crack repairs on various areas of the airfield. KLJ will develop a Task Order for design, bidding, and Construction Administration & Observation for the project. Design will commence shortly as MnDOT asks for a complete grant request by December 31, 2023 that includes as bid construction costs.



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 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 required.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- None
- None

ITEMS REQUIRING ACTION BY FAA

- Close and Make Final Payment for AIP #3-27-0029-017-2019
- Close and Make Final Payment for AIP #3-27-0029-019-2020

Reported by: Jake Braunagel, PE
KLJ Engineering LLC
701-290-9218
Jake.Braunagel@kljeng.com

cc: Matt York, City of Fairmont myork@fairmont.org
Brian Conklin, MnDOT Office of Aeronautics brian.conklin@state.mn.us
Luke Bourassa, MnDOT Office of Aeronautics luke.bourassa@state.mn.us
Ben Garrow, FAA Dakota-Minnesota ADO Benjamin.A.Garrow@faa.gov
Kyle Sebesta, FAA Dakota-Minnesota ADO Kyle.E.Sebesta@faa.gov
Erik Fitzgerald, KLJ Engineering Erik.Fitzgerald@kljeng.com