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Airport Advisory Board AGENDA

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

- I Call to Order
- II Approve Minutes
 - a. Minutes of November 14, 2023, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

Next meeting: January 9, 2024 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
November 14, 2023, 5:30pm

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

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 Jeff Ziemer to approve the September 12, 2023, meeting minutes. The motion was seconded by Barry Altman and carried.

Airport consultant update was provided by KJ 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: Roles of the board members were discussed. Lee will provide more information. Terms for board members were also discussed. More information will be provided at the next meeting.

New Business: Terminal interior updates were discussed, and the addition of aircraft maintenance was discussed.

No further business for the board, a motion presented by Bill Eckles to adjourn the meeting at 6:15 pm. The motion was seconded by Jeff Ziemer and carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

November 24, 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)

The aeronautical imagery flight mission and ground survey work have been completed. The FAA Grant Preapplication was submitted to the FAA and MnDOT on October 13, 2023. The project will primarily be in a holding pattern until the grant is in place per previous discussions between the city/airport and KLJ.

Airfield Pavement Maintenance

KLJ #2305-01532

State Grant #A4601-59 (Pending)

The project will consist of crack sealing and large crack repairs on various areas of the airfield. Preliminary plans & specifications were completed on November 8, 2023 and final plans & specifications are anticipated to be completed the week of November 27th. Solicitation for quotes will be made on or before December 1, 2023 so that the MnDOT grant application deadline can be met. MnDOT is requesting a complete grant request by December 31, 2023, that includes as bid construction costs. Construction will be planned for 2024 construction season.



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