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Airport Advisory Board AGENDA

**January 9, 2024, Regular Meeting
5:30 p.m.
Fairmont Airport**

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

Next meeting: February 13, 2024 @ 5:30 p.m.

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

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

Council Liaison Present: Jay Maynard

Staff Present: Lee Steinkamp, Airport Manager

Others: Jake Braunagel, KLJ

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

A motion was presented by Jeff Ziemer to approve the November 14, 2023, meeting minutes. The motion was seconded by Jerry Brooks and carried.

Airport consultant update was provided by KLJ Engineering. Updates on the ALP, 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. The TV and city website were updated.

New Business: No new business.

No further business for the board, a motion presented by Barry Altman to adjourn the meeting at 6:03 pm. The motion was seconded by Jerry Brooks and carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

December 29, 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. 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. KLJ is compiling the FAA Grant Application for submittal to the FAA and MnDOT. 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 all airfield pavements. Quotes were received in December 2023. KLJ is compiling the Letter of Recommendation and State Grant Application for Submittal to the City and MnDOT in early January 2024. 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 spring 2024.



- Obstruction Removals: Trees northwest of Runway 13 End were penetrating the MnDOT 34:1 approach surface according to MnDOT 5010 inspection reports. KLJ and City/Airport determine steps required for environmental clearance for tree removal/trimming. The City/Airport coordinated the tree trimming areas required with MnDOT and completed the obstruction removal work in December 2023.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- 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
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