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## Airport Advisory Board AGENDA

**February 13, 2024, Regular Meeting  
5:30 p.m.  
Fairmont Airport**

- I Call to Order
- II Approve Minutes
  - a. Minutes of January 9, 2024, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
  - a. Election of Officers
- VII Adjourn

**Next meeting: March 12, 2024 @ 5:30 p.m.**

**Fairmont Airport Advisory Board Minutes**  
**January 9, 2024, 5:30pm**

**Board members Present:** Barry Altman, Jeff Ziemer, Ron Lindberg, 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 Jeff Ziemer to approve the November 14, 2023, meeting minutes. The motion was seconded by Barry Altman 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:** Barry Altman Term has ended and will serve another term. Jerry Brooks' term has ended.

**New Business:** The election of board member officers will take place at the next meeting.

No further business for the board, a motion presented by Jeff Ziemer to adjourn the meeting at 5:43 pm. The motion was seconded by Barry Altman and carried.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager



## Airport Project Status Report

January 26, 2024

Fairmont Municipal Airport

### CLIENT CONTACT PERSON AND ADDRESS

Lee Steinkamp, Airport Manager  
2160 East Blue Earth Avenue  
Fairmont, MN 56031  
[lsteinkamp@fairmont.org](mailto: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. The FAA is currently working on getting the Amendment request in process.

#### 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. The FAA is currently processing the requested amendment.

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

KLJ #2305-00694

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

The aeronautical imagery flight mission and ground survey work have been completed. KLJ has compiled the FAA Grant Application and submitted to the city/airport for review/processing. 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. Bids were received in December and the City has awarded the project in full. KLJ has sent the Notice of Award and Agreement package to the low bidder. The State Grant Application was submitted to MnDOT on January 3, 2024. Construction is planned for the 2024 construction season.

#### Taxiway A Lighting & Signage Replacement - Design

KLJ #2205-00853

AIP #3-27-0029-023-2024 (Pending)

KLJ is composing the Detailed Scope of Services for review by the FAA, MnDOT Aeronautics and City of Fairmont. Design will take place in 2024 with construction anticipated for 2025.



#### 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.

#### ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Process FAA Grant Application for AIG #3-27-0029-022-2024

#### ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- Grant Offer for State Grant #A4601-59

#### 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](mailto:Jake.Braunagel@kljeng.com)

cc: Matt York, City of Fairmont  
Brian Conklin, MnDOT Office of Aeronautics  
Luke Bourassa, MnDOT Office of Aeronautics  
Kyle Sebesta, FAA Dakota-Minnesota ADO  
Erik Fitzgerald, KLJ Engineering

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