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Airport Advisory Board AGENDA

**March 12, 2024, Regular Meeting
5:30 p.m.
Fairmont Airport**

- I Call to Order
- II Approve Minutes
 - a. Minutes of February 13, 2024, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

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

Fairmont Airport Advisory Board Minutes
February 13, 2024, 5:30pm

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

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 January 9, 2024, meeting minutes. The motion was seconded by Bill Eckles 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: The fuel farm filters need to be changed out soon.

New Business: The election of board member officers as follows.

Jeff Ziemer made a motion and seconded by Bill Eckles to approve Barry Altman as the Chair of the FAAB. Barry Altman made a motion and seconded by Bill Eckles to approve Jeff Ziemer as Vice Chair of the FAAB. Bill Eckles made a motion and seconded by Barry Altman to approve Lee Steinkamp as the secretary of the FAAB.

No further business for the board, a motion presented by Jeff Ziemer to adjourn the meeting at 5:57 pm. The motion was seconded by Barry Altman and carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

February 23, 2024

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. 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. The FAA Grant Application has been approved by the city and submitted to the FAA & MnDOT for review/processing on February 16, 2024. 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 signed Agreement from the Contractor to the city for execution. The State Grant was received, approved by the city, and submitted to MnDOT for execution on February 2, 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 submitted the Detailed Scope of Services to the FAA for review. Comments were received and the Detailed Scope of Services will be revised, then an agreement will be composed for city review/execution. 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

- Execute Contractor construction agreement for State Grant #A4601-59

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- Execute Grant 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
- Grant Offer for AIP #3-27-0029-022-2024

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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