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Airport Advisory Board AGENDA

**May 14, 2024, Regular Meeting
5:30 p.m.
Fairmont Airport**

- I Call to Order
- II Approve Minutes
 - a. Minutes of March 12, 2024, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
 - a. Election of New Officers
- VI New Business
- VII Adjourn

Next meeting: June 11, 2024 @ 5:30 p.m.

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

Board members Present:

Council Liaison Present:

Staff Present: Lee Steinkamp, Airport Manager

Others:

The meeting was cancelled due to lack of quorum.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

Fairmont Airport Advisory Board Minutes
March 12, 2024, 5:30pm

Board members Present: Jeff Ziemer, Ron Lindberg, Ernie Nuss

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 February 12, 2024, meeting minutes. The motion was seconded by Ron Lindberg and carried.

Airport consultant update was provided by KLJ Engineering. Updates on the ALP and grant, current projects, and closeouts were discussed. MNDOT Aero is working on closeouts for the T-hangar project. Provided information on the upcoming pavement maintenance project.

The Airport Manager's report was provided by Lee Steinkamp, Airport Manager.

Old Business: The fuel farm filters are scheduled to be changed out on April 17. Board officers will be elected at the next meeting.

New Business: Erine Nuss is a new member of the Airport Advisory Board.

No further business for the board, a motion presented by Ernie Nuss to adjourn the meeting at 5:50 pm. The motion was seconded by Ron Lindberg and carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

April 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

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 distributing the Amendment for City signature.

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 working on distributing the Amendment for City signature.

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

KLJ #2305-00694

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

Planning team currently working on Facility Inventory, Master Plan Advisory Committee composition, and Stakeholder Outreach Plan. A Master Plan Advisory Committee kickoff meeting will take place once composition is finalized. The FAA Grant Application has been submitted to the FAA & MnDOT for review/processing on February 16, 2024. No updates on Grant Application have been provided by MnDOT to date.

Airfield Pavement Maintenance

KLJ #2305-01532

State Grant #A4601-59

The project consists of crack sealing and large crack repairs on all airfield pavements. The project has been awarded and the State Grant has been executed. Construction is planned for the 2024 construction season and KLJ is working with the contractor on the proposed startup date.



Taxiway A Lighting & Signage Replacement - Design

KLJ #2205-00853

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

The Task Order for design has been executed by KLJ and the Airport/City. KLJ is working on the FY24 Entitlement Grant Application for submittal prior to the May 20, 2024 deadline. Design will take place in 2024 with construction anticipated in 2025. KLJ is also currently working on a FY23 Supplemental Discretionary Grant Application for construction of the project for submittal prior to the May 2, 2024 deadline.

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.
- **MnDOT CIP/Grant Application Deadline:** The MnDOT state grant application deadline is May 1, 2024. The City/Airport has coordinated with KLJ on the SFY25 grant applications that will be submitted for projects listed on the current CIP. The CIP will be updated, and grant applications submitted prior to the May 1, 2024 deadline.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

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

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