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Airport Advisory Board AGENDA

**June 11, 2024, Regular Meeting
5:30 p.m.
Fairmont Airport**

- I Call to Order
- II Approve Minutes
 - a. Minutes of May 14, 2024, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

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

Fairmont Airport Advisory Board Minutes
May 14, 2024, 5:30pm

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

Council Liaison Present:

Staff Present: Lee Steinkamp, Airport Manager

Others: Jake Braunagel, KLJ (phone)

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

A motion was presented by Ernie Nuss to approve the March 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, current and upcoming projects. The first ALP stake holder meeting will be June 11.

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

Old Business: The terminal exterior rehab project is on going.

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

Jeff Ziemer made a motion seconded by Bill Eckles to appoint Ron Lindberg as Chair of the Board.

Bill Eckles made a motion seconded by Ernie Nuss to appoint Jeff Ziemer as Vice Chair of the Board.

The fly in breakfast will be Sunday, June 23, 2024.

No further business for the board.

A motion presented by Ernie Nuss and seconded by Bill Eckles to adjourn the meeting at 6:04pm

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

May 31, 2024

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. The city received the Grant Amendment Agreement for review and processing on May 29, 2024.

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. The city has not received the Grant Amendment Agreement to date.

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

KLJ #2305-00694

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

Currently working on Facility Inventory, RSA Determination, Cultural Inventory, and Stakeholder Outreach Plan. A Master Plan Advisory Committee has been identified and a kickoff meeting will take place on June 11, 2024. The FAA Grant Agreement was received by the City on May 22, 2024 for review and processing.

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 startup on June 4, 2024.

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. The FY24 Entitlement Grant Application was submitted to the FAA on May 16, 2024. Design will take place in 2024 with construction anticipated in 2025. A FY23 Supplemental Discretionary Grant Application for construction of the project was also submitted on May 2, 2024. This grant program is competitive, and no construction funding is guaranteed from the Supplemental Discretionary funding program.



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 summer 2024.
- CIP Update: The Capital Improvement Plan (CIP) was updated and entered into MnDOT's online CIP portal on May 1, 2024.
- State Grant Applications: State grant applications for State Fiscal Year 2025 were submitted on May 1, 2024 through MnDOT's new online state grant application portal.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Accept Grant Amendment Agreement for AIP #3-27-0029-017-2019
- Accept Grant Offer for AIP #3-27-0029-022-2024

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- Close and Make Final Payment for AIP #3-27-0029-017-2019
- Close and Make Final Payment for AIP #3-27-0029-019-2020
- Complete SF-424 for AIP #3-27-0029-023-2024

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 #3-27-0029-023-2024

Reported by: Jake Braunagel, PE
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