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Airport Advisory Board AGENDA

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

- I Call to Order
- II Approve Minutes
 - a. Minutes of June 11, 2024, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

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

Fairmont Airport Advisory Board Minutes
June 11, 2024, 5:30pm

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

Council Liaison Present: Jay Maynard

Staff Present: Lee Steinkamp, Airport Manager

Others: Jake Braunagel, KLJ Andrew Zielke, KLJ (via zoom)

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

A motion was presented by Ernie Nuss to approve the May 14, 2024, meeting minutes. The motion was seconded by Jeff Ziemer 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. Jake said the closeout for the new t-hangar is close.

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

Old Business: The Fly in Breakfast is June 23rd, 2024.

New Business: No new business for this meeting.

No further business for the board.

A motion presented by Jeff Ziemer and seconded by Bill Eckles to adjourn the meeting at 6:01pm

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

June 28, 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. The city received the Grant Amendment Agreement for review and processing on May 29, 2024 from MnDOT.

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 from MnDOT to date.

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

KLJ #2305-00694

AIG #3-27-0029-022-2024

Currently working on Facility Inventory, Aviation Forecast, RSA Determination, Cultural Inventory, and Stakeholder Outreach Plan. A Master Plan Advisory Committee kickoff meeting took place on June 11, 2024. The FAA Grant Agreement has been executed.

Airfield Pavement Maintenance

KLJ #2305-01532

State Grant #A4601-59

Construction was completed on June 13, 2024. A state grant amendment request was submitted to MnDOT on June 14, 2024 to increase the grant an additional 15% to help reduce the local share. The city received the Grant Amendment Agreement for review and processing on June 24, 2024. KLJ submitted a construction observation amendment request to the City of Fairmont for additional time required due to the contractor taking more time to complete the work than was initially estimated in the detailed scope of services. The contractor will be assessed one day of liquidated damages for exceeding allotted contract time on the project. KLJ is working with the contractor to complete all final construction paperwork and submit final contractor payment request.



Taxiway A Lighting & Signage Replacement - Design

KLJ #2205-00853

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

The FY24 Entitlement Grant Application was submitted to the FAA on May 16, 2024 for the design of the project. A grant offer has not been received to date. 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. Announcements for Supplemental Discretionary grant recipients is anticipated in August 2024. Design will take place in 2024 with construction anticipated in 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 summer 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. Grant recipients have not been announced to date.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Execute Grant Amendment Agreement for AIP #3-27-0029-017-2019
- Execute Grant Amendment Agreement for State Grant #A4601-59
- Execute KLJ Amendment #1 for KLJ Project #2305-01532

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

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