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Airport Advisory Board AGENDA

**September 10, 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: October 10, 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

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

Board members Present:

Council Liaison Present: Jay Maynard

Staff Present: Lee Steinkamp, Airport Manager

Others: Jake Braunagel,

The meeting was cancelled due to lack of a quorum.

Airport consultant update

The Airport Manager's

Old Business:

New Business:

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

July 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
Grant Amendment Agreement has been processed. Awaiting final FAA Project Closeout Letter.

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 received the Grant Amendment Agreement from MnDOT for processing.

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 2nd Master Plan Advisory Committee meeting will be scheduled for September.

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 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 Agreement was received by the city for processing on July 26, 2024. 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. The city was not offered a grant for any of the submitted grant applications for this round of grant funding.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Execute Grant Amendment Agreement for AIP #3-27-0029-019-2020
- Execute Grant Amendment Agreement for State Grant #A4601-59
- Execute Grant Agreement for AIP #3-27-0029-023-2024

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- Close and Make Final Payment for AIP #3-27-0029-019-2020

ITEMS REQUIRING ACTION BY FAA

- Issue Grant Closeout Letter 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
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Jake.Braunagel@kljeng.com

cc: Matt York, City of Fairmont myork@fairmont.org
Brian Conklin, MnDOT Office of Aeronautics brian.conklin@state.mn.us
Luke Bourassa, MnDOT Office of Aeronautics luke.bourassa@state.mn.us
Kyle Sebesta, FAA Dakota-Minnesota ADO Kyle.E.Sebesta@faa.gov
Erik Fitzgerald, KLJ Engineering Erik.Fitzgerald@kljeng.com



Airport Project Status Report

August 30, 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

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Grant Amendment Agreement has been processed. Awaiting final FAA Project Closeout Letter.

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 received the MnDOT Grant Amendment Agreement and approved the agreement on August 12, 2024.

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. Beginning to work on Runway 13 threshold alternatives. A questionnaire was sent on August 30, 2024 to the stakeholders identified by the Master Plan Advisory Committee. A 2nd Master Plan Advisory Committee meeting will be scheduled for September or October 2024. City is still awaiting the MnDOT companion grant for this project.

Airfield Pavement Maintenance

KLJ #2305-01532 State Grant #A4601-59
Construction was completed on June 13, 2024 and final payment request was submitted on August 9, 2024 after all construction final paperwork was completed. A state grant amendment request was submitted to MnDOT to increase the grant an additional 15% to help reduce the local share. The Grant Amendment Agreement has been executed by the City and MnDOT.

Taxiway A Lighting & Signage Replacement - Design

KLJ #2205-00853 AIP #3-27-0029-023-2024
The FY24 Entitlement Grant Agreement and MnDOT companion grant have been executed. 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. Announcement for Supplemental Discretionary grant recipients was anticipated in August 2024, but no announcement has been released by the FAA to date. 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 2024.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Make Final Payment to Contractor for Airfield Pavement Maintenance

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- Close and Make Final Payment for AIP #3-27-0029-019-2020
- Issue Companion Grant for AIG #3-27-0029-022-2024

ITEMS REQUIRING ACTION BY FAA

- Issue Grant Closeout Letter for AIP #3-27-0029-017-2019
- Close and Make Final Payment for AIP #3-27-0029-019-2020

Reported by: Jake Braunagel, PE
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cc: Matt York, City of Fairmont myork@fairmont.org
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