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## Airport Advisory Board AGENDA

**October 8, 2024, Regular Meeting  
5:30 p.m.  
Fairmont Airport**

- I Call to Order
- II Approve Minutes
  - a. Minutes of September 10, 2024, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

**Next meeting: November 12, 2024 @ 5:30 p.m.**

**Fairmont Airport Advisory Board Minutes**  
**September 10, 2024, 5:30pm**

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

**Council Liaison Present:** Jay Maynard

**Staff Present:** Lee Steinkamp, Airport Manager. Matt Skaret, City Administrator

**Others:** Jake Braunagel, KLJ via phone

Meeting was called to order at 5:35 PM. Jeff Ziemer made a motion to approve the minutes from the June 11, 2024, Meeting. A second by Ernie Nuss. All in favor.

**Airport consultant update:**

Jake from KLJ gave an update on current and future projects. He provided information some FAA supplemental funding.

**Airport Manager's Report:**

A report was given by Lee Steinkamp on the operations and projects at the airport.

**Old Business:**

No old business.

**New Business:**

The board currently is one member short of a full board. We are seeking a new member.

No other business. A motion by Ernie Nuss seconded by Jeff Ziemer to adjourn the meeting at 6:05pm, all in favor. Motion carried.

Respectfully submitted:

Lee Steinkamp  
Fairmont Airport Manager



## Airport Project Status Report

September 27, 2024

Fairmont Municipal Airport

### CLIENT CONTACT PERSON AND ADDRESS

Lee Steinkamp, Airport Manager  
2160 East Blue Earth Avenue  
Fairmont, MN 56031  
[lsteinkamp@fairmont.org](mailto: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  
Grant Amendment Agreement has been processed. Awaiting final FAA Project Closeout Letter.

#### 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, Stakeholder Outreach, Runway 13 threshold alternatives, and Hangar Area Drainage Plan. Stakeholder questionnaire responses are being received and evaluated. A 2<sup>nd</sup> Master Plan Advisory Committee meeting will be held on October 16, 2024. The MnDOT companion grant for this project is now in place.

#### Airfield Pavement Maintenance

KLJ #2305-01532 State Grant #A4601-59  
Final Review & Acceptance and Final Payment have been made on the project. The project is now closed.

#### Taxiway A Lighting & Signage Replacement - Design

KLJ #2205-00853 AIP #3-27-0029-023-2024  
A FY23 Supplemental Discretionary Grant has been awarded to FRM for construction of the project. Design is underway 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

- None.

### ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- None.



**ITEMS REQUIRING ACTION BY FAA**

- Issue Grant Closeout Letter for AIP #3-27-0029-017-2019
- Issue Grant Closeout Letter for AIP #3-27-0029-019-2020

Reported by: Jake Braunagel, PE  
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701-290-9218  
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cc: Matt York, City of Fairmont  
Brian Conklin, MnDOT Office of Aeronautics  
Luke Bourassa, MnDOT Office of Aeronautics  
Kyle Sebesta, FAA Dakota-Minnesota ADO  
Erik Fitzgerald, KLJ Engineering

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