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Airport Advisory Board AGENDA

**April 8, 2025, Regular Meeting
5:30 p.m.
Fairmont Airport**

- I Call to Order
- II Approve Minutes
 - a. Minutes of February 11, 2025, Board Meeting
- III Airport consultant update
- IV Airport Manager report
- V Old Business
- VI New Business
- VII Adjourn

Next meeting: May 13, 2025 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
March 11, 2025, 5:30pm

Board members Present:

Council Liaison Present:

Staff Present:

Others:

Meeting cancelled, due to lack of quorum.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

Fairmont Airport Advisory Board Minutes
February 11, 2025, 5:30pm

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

Council Liaison Present: Jay Maynard

Staff Present: Lee Steinkamp, Airport Manager.

Others: Jake Braunagel, KLJ Engineering via phone

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

Jeff Ziemer made a motion, seconded by Ernie Nuss to approve the minutes from the January 14, 2025, meeting. All in favor, motion carried.

Airport consultant update

An update was provided by Jake from KLJ Engineering on current projects.

The Airport Manager's Report

An update was given by the manager on airport projects. Hangar door damage is still in progress. A grant was applied for to purchase a new zero turn mower. We were selected to receive a grant for the mower.

Old Business:

The terminal exterior rehab project was discussed. The project is substantially complete. 2024 fuel sales were discussed. New board members were discussed.

New Business:

The board had a discussion on the state of the current fuel system and a new fuel system. No action taken.

No other business, Jeff Ziemer made a motion to adjourn the meeting 5:56 pm with a second by Ernie Nuss. All in favor, motion carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager



Airport Project Status Report

February 28, 2025

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

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

KLJ #2305-00694

AIG #3-27-0029-022-2024

Facility Inventory and RSA Determination are substantially completed. Aviation Forecast/Critical Design Aircraft is near substantial completion. Currently working on Terminal Area Alternatives, Runway 13 Threshold Alternatives, and Hangar Area Drainage Plan. Terminal Area and Runway 13 Threshold Alternatives will be presented to the Master Plan Advisory Committee (MPAC) in April. Revising narrative report following comments from January 24th meeting with the FAA. Next MPAC meeting will be held on April 15th.

Taxiway A Lighting & Signage Replacement - Design

KLJ #2205-00853

AIP #3-27-0029-023-2024

Plans and specifications are substantially complete and under review by Airport, MnDOT, and FAA. Advertisement for Bids is scheduled for March 27th with Bid Opening on April 17th. Construction anticipated in summer/fall 2025.

OTHER ITEMS

- KLJ will be providing a proposal to the City of Fairmont to produce plans and specifications for the Hangar Doors Replacement project to advertise the project for bids.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Return plans and specifications review comments by March 12th.

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- Return plans and specifications review comments by March 12th.

ITEMS REQUIRING ACTION BY FAA

- Return plans and specifications review comments by March 12th.

Reported by: Jake Braunagel, CM, PE
KLJ Engineering LLC
701-290-9218
Jake.Braunagel@kljeng.com



cc:

Matt York, City of Fairmont
Luke Bourassa, MnDOT Office of Aeronautics
Brian Conklin, MnDOT Office of Aeronautics
Jim McCanney, MnDOT Office of Aeronautics
Sean Johnston, FAA Dakota-Minnesota ADO
Kyle Sebesta, FAA Dakota-Minnesota ADO
Gina Mitchell, FAA Dakota-Minnesota ADO
Tom Probert, FAA Dakota-Minnesota ADO
Erik Fitzgerald, KLJ Engineering
Jack Vogt, KLJ Engineering

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Airport Project Status Report

March 28, 2025

Fairmont Municipal Airport

CLIENT CONTACT PERSON AND ADDRESS

Lee Steinkamp, Airport Manager
2160 East Blue Earth Avenue
Fairmont, MN 56031
lsteinkamp@fairmont.org

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Taxiway A Lighting & Signage Replacement - Design

KLJ #2205-00853

AIP #3-27-0029-023-2024

Plans and specifications are complete, and the project was advertised for bids on March 27th. The Bid Opening is scheduled for April 17th. Construction anticipated in summer/fall 2025.

OTHER ITEMS

- KLJ will be providing a proposal to the City of Fairmont to produce plans and specifications for the Hangar Doors Replacement project to advertise the project for bids.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Complete Independent Fee Estimate (IFE) for the Taxiway A Lighting & Sign Replacement project.

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- None.

ITEMS REQUIRING ACTION BY FAA

- None.

Reported by: Jake Braunagel, CM, PE
KLJ Engineering LLC
701-290-9218
Jake.Braunagel@kljeng.com



cc:

Matt York, City of Fairmont
Luke Bourassa, MnDOT Office of Aeronautics
Brian Conklin, MnDOT Office of Aeronautics
Jim McCanney, MnDOT Office of Aeronautics
Sean Johnston, FAA Dakota-Minnesota ADO
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