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## Airport Advisory Board AGENDA

**May 13, 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: June 10, 2025 @ 5:30 p.m.**

**Fairmont Airport Advisory Board Minutes**  
**April 8, 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**  
**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

April 25, 2025

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

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

KLJ #2305-00694      AIP #3-27-0029-022-2024

Facility Inventory and RSA Determination are substantially completed. Revised Aviation Forecast/Critical Design Aircraft submitted to FAA on April 15th. Currently working on refinement of Terminal Area Alternatives and drainage basin locations based on feedback from the April 15th MPAC meeting and updating Alternatives chapter. Next MPAC meeting will be held in June (date TBD).

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

KLJ #2205-00853      AIP #3-27-0029-023-2024

The Bid Opening was held on April 17<sup>th</sup> and one bid was received that was above engineer's estimate. The recommendation is to move forward with the project as the airport has available funding to complete the project and delaying the project would jeopardize the FAA Supplemental Discretionary Grant that was listed on the Notice of Intent to Award list approved by Secretary of Transportation on September 6, 2024.

#### Taxiway A Lighting & Signs Replacement and Removal of Non-Standard Hold Bay – Construction

KLJ #2505-00248      AIP #3-27-0029-024-2025 (Pending) and #3-27-0029-025-2025 (Pending)

Grant applications are scheduled to be presented to the City Council for approval on April 28<sup>th</sup>. Grant applications will be submitted to the FAA & MnDOT for processing once approved by the City Council. Grant offers are anticipated in June 2025. The KLJ Construction Administration & Observation (CACO), Materials Testing, and Construction Staking Services Task Order is scheduled to be presented to the City Council for approval on April 28<sup>th</sup>. Construction is anticipated to start in August 2025.

### OTHER ITEMS

- KLJ is working to finalize a task order to produce plans and specifications for the Hangar Doors Replacement project to advertise the project for bids.

### ITEMS REQUIRING ACTION BY CITY/AIRPORT

- AIP #3-27-0029-024-2025 – Approve grant application.
- AIP #3-27-0029-025-2025 – Approve grant application and KLJ task order.

### ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- None.



#### ITEMS REQUIRING ACTION BY FAA

- None.

Reported by: Jake Braunagel, CM, PE  
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## Airport Project Status Report

March 28, 2025

Fairmont Municipal Airport

### CLIENT CONTACT PERSON AND ADDRESS

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2160 East Blue Earth Avenue  
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[lstinkamp@fairmont.org](mailto:lstinkamp@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 24<sup>th</sup> meeting with the FAA. Next MPAC meeting will be held on April 15<sup>th</sup>.

#### 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 27<sup>th</sup>. The Bid Opening is scheduled for April 17<sup>th</sup>. 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  
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## 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](mailto: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 24<sup>th</sup> meeting with the FAA. Next MPAC meeting will be held on April 15<sup>th</sup>.

#### 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 27<sup>th</sup> with Bid Opening on April 17<sup>th</sup>. 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 12<sup>th</sup>.

### ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- Return plans and specifications review comments by March 12<sup>th</sup>.

### ITEMS REQUIRING ACTION BY FAA

- Return plans and specifications review comments by March 12<sup>th</sup>.

Reported by: Jake Braunagel, CM, PE  
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