FAIRMONT

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031
Phone (507)238-9461 www.fairmont.org ♦ citygov@fairmont.org Fax (507)238-9469

Airport Advisory Board
AGENDA

July 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: August 12, 2025 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
June 10, 2025, 6:30pm

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
May 13, 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
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

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. 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 17th 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 28th. 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 28th. 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
KLJ Engineering LLC
701-290-9218
Jake.Braunagel@kljeng.com

cc:

Matt York, City of Fairmont	myork@fairmont.org
Luke Bourassa, MnDOT Office of Aeronautics	luke.bourassa@state.mn.us
Brian Conklin, MnDOT Office of Aeronautics	brian.conklin@state.mn.us
Jim McCanney, MnDOT Office of Aeronautics	james.mccanney@state.mn.us
Sean Johnston, FAA Dakota-Minnesota ADO	Sean.M.Johnston@faa.gov
Gina Mitchell, FAA Dakota-Minnesota ADO	Gina.Mitchell@faa.gov
Melissa Jenny, FAA Dakota-Minnesota ADO	Melissa.M.Jenny@faa.gov
Erik Fitzgerald, KLJ Engineering	Erik.Fitzgerald@kljeng.com
Jack Vogt, KLJ Engineering	Jack.Vogt@kljeng.com
Andrew Zielike, KLJ Engineering	Andrew.Zielike@kljeng.com

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

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 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	myork@fairmont.org
	Luke Bourassa, MnDOT Office of Aeronautics	luke.bourassa@state.mn.us
	Brian Conklin, MnDOT Office of Aeronautics	brian.conklin@state.mn.us
	Jim McCanney, MnDOT Office of Aeronautics	james.mccanney@state.mn.us
	Sean Johnston, FAA Dakota-Minnesota ADO	Sean.M.Johnston@faa.gov
	Gina Mitchell, FAA Dakota-Minnesota ADO	Gina.Mitchell@faa.gov
	Melissa Jenny, FAA Dakota-Minnesota ADO	Melissa.M.Jenny@faa.gov
	Erik Fitzgerald, KLJ Engineering	Erik.Fitzgerald@kljeng.com
	Jack Vogt, KLJ Engineering	Jack.Vogt@kljeng.com
	Andrew Zielike, KLJ Engineering	Andrew.Zielike@kljeng.com

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	myork@fairmont.org
	Luke Bourassa, MnDOT Office of Aeronautics	luke.bourassa@state.mn.us
	Brian Conklin, MnDOT Office of Aeronautics	brian.conklin@state.mn.us
	Jim McCanney, MnDOT Office of Aeronautics	james.mccanney@state.mn.us
	Sean Johnston, FAA Dakota-Minnesota ADO	Sean.M.Johnston@faa.gov
	Kyle Sebesta, FAA Dakota-Minnesota ADO	Kyle.E.Sebesta@faa.gov
	Gina Mitchell, FAA Dakota-Minnesota ADO	Gina.Mitchell@faa.gov
	Tom Probert, FAA Dakota-Minnesota ADO	Thomas.G.Probert@faa.gov
	Erik Fitzgerald, KLJ Engineering	Erik.Fitzgerald@kljeng.com
	Jack Vogt, KLJ Engineering	Jack.Vogt@kljeng.com

Airport Project Status Report

May 30, 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
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 on June 10th. A Public Informational Meeting will be held on June 10th from 4:30-6:30 PM.

Taxiway A Lighting & Signage Replacement - Design
KLJ #2205-00853 AIP #3-27-0029-023-2024
The Bid Opening was held on April 17th and one bid was received that was above engineer's estimate. The Letter of Recommendation has been submitted to the City for the June 9th City Council Agenda and recommends award of the project. The FAA Project Closeout Report has been reviewed by the FAA & MnDOT and sent to the City for review/approval.

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 were approved by the City Council and submitted to the FAA & MnDOT for processing. The City is still awaiting receipt of the grant agreements from the FAA. Grant agreements receipt is anticipated in June 2025. The KLJ Construction Administration & Observation (CACO), Materials Testing, and Construction Staking Services Task Order was approved by City Council. Construction is anticipated to start in August 2025.

Hangar Door Replacement & Repair – Design
KLJ #2505-00626
The KLJ Design & Bidding Services Task Order was submitted to the City for review/approval on May 30th. The project is expected to be advertised for bids in Summer 2025 with construction in Fall 2025.

OTHER ITEMS

- None

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- AIP #3-27-0029-025-2025 – Award Construction Contract
- KLJ #2505-00626 – Approve KLJ Task Order

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- None.

ITEMS REQUIRING ACTION BY FAA

- AIP #3-27-0029-024-2025 – Send out Grant Agreement
- AIP #3-27-0029-025-2025 – Send out Grant Agreement

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

cc:

Matt York, City of Fairmont	myork@fairmont.org
Luke Bourassa, MnDOT Office of Aeronautics	luke.bourassa@state.mn.us
Brian Conklin, MnDOT Office of Aeronautics	brian.conklin@state.mn.us
Jim McCanney, MnDOT Office of Aeronautics	james.mccanney@state.mn.us
Sean Johnston, FAA Dakota-Minnesota ADO	Sean.M.Johnston@faa.gov
Gina Mitchell, FAA Dakota-Minnesota ADO	Gina.Mitchell@faa.gov
Melissa Jenny, FAA Dakota-Minnesota ADO	Melissa.M.Jenny@faa.gov
Erik Fitzgerald, KLJ Engineering	Erik.Fitzgerald@kljeng.com
Jack Vogt, KLJ Engineering	Jack.Vogt@kljeng.com
Andrew Zielike, KLJ Engineering	Andrew.Zielike@kljeng.com

Airport Project Status Report

June 27, 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
Revised Aviation Forecast/Critical Design Aircraft submitted to FAA on April 15, 2025. The preferred Terminal Area alternative was developed based on feedback from the June 10, 2025 MPAC meeting and Public Informational Meeting. Currently working on updating Alternatives and Implementation chapter. Exhibit A was submitted to FAA on June 26, 2025.

Taxiway A Lighting & Signage Replacement - Design
KLJ #2205-00853 AIP #3-27-0029-023-2024
The construction of the project has been awarded to Neo Electrical Solutions. The FAA Project Closeout Report has been signed by the City & MnDOT and sent to the FAA for final approval on June 16, 2025.

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 were submitted to the FAA & MnDOT for processing on May 1, 2025. The City is still awaiting receipt of the grant agreements from the FAA. Grant agreements receipt is anticipated in July 2025. The Agreement Between Owner & Contractor has been signed by Neo Electrical Solutions and was sent to the City for signature on June 24, 2025. Construction is anticipated to start in August or September 2025 dependent on lead times for electrical equipment.

Hangar Door Replacement & Repair – Design
KLJ #2505-00626
The KLJ Design & Bidding Services Task Order has been executed. The project is expected to be advertised for bids in Summer 2025 with construction in Fall 2025. Design is currently approximately 60% complete.

OTHER ITEMS

- None

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- AIP #3-27-0029-024-2025 and AIP #3-27-0029-024-2025 – Execute Agreement Between Owner and Contractor

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- None.

ITEMS REQUIRING ACTION BY FAA

- AIP #3-27-0029-022-2024 – Provide Review Comments on Critical Design Aircraft
- AIP #3-27-0029-022-2024 – Provide Review Comments on Exhibit A
- AIP #3-27-0029-023-2024 – Approve FAA Project Closeout Report and Issue Final Payment
- AIP #3-27-0029-024-2025 – Send out Grant Agreement
- AIP #3-27-0029-025-2025 – Send out Grant Agreement

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

cc:

Matt York, City of Fairmont	myork@fairmont.org
Luke Bourassa, MnDOT Office of Aeronautics	luke.bourassa@state.mn.us
Brian Conklin, MnDOT Office of Aeronautics	brian.conklin@state.mn.us
Jim McCanney, MnDOT Office of Aeronautics	james.mccanney@state.mn.us
Mark Schrader, FAA Dakota-Minnesota ADO	Mark.Schrader@faa.gov
Gina Mitchell, FAA Dakota-Minnesota ADO	Gina.Mitchell@faa.gov
Melissa Jenny, FAA Dakota-Minnesota ADO	Melissa.M.Jenny@faa.gov
Erik Fitzgerald, KLJ Engineering	Erik.Fitzgerald@kljeng.com
Andrew Zielike, KLJ Engineering	Andrew.Zielike@kljeng.com