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

August 12, 2025, Regular Meeting
5:30 p.m.
Fairmont Airport

I Call to Order

II Approve Minutes

a. Minutes of July 8, 2025, Board Meeting

III Airport consultant update

IV Airport Manager report

V Old Business

VI New Business

a. High School Aviation Program – Jerry Brooks

VII Adjourn

Next meeting: September 9, 2025 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
July 8, 2025, 5:30pm

Board members Present: Jeff Ziemer, Ernie Nuss, Bill Eckles
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.
Bill Eckles made a motion, seconded by Ernie Nuss to approve the minutes of the February 11, 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 current projects.

Old Business:

No old business currently.

New Business:

Bill Eckles made a motion with a second by Ernie Nuss to appoint Jeff Ziemer as Chair of the Board. All in favor, motion carried. A motion by Jeff Ziemer seconded by Ernie Nuss to appoint Bill Eckles for vice chair. All in favor, motion carried.
There was discussion about having one (1) seat on the airport advisory board available for a person not residing in the city limits of Fairmont but residing in Martin County. A motion was made by Jeff Ziemer and seconded by Bill Eckles to recommend to the city council to have one (1) seat on the airport advisory board available for a person not residing in city limits of Fairmont. All in favor, motion carried.

No other business, Ernie Nuss made a motion to adjourn the meeting at 6:06 pm with a second by Bill Eckles. All in favor, motion carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

Airport Project Status Report

July 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
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
FAA Project Closeout Report was signed by the City & MnDOT and sent to FAA for 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 and #3-27-0029-025-2025 (Pending)
Grant Agreement -024-2025 has been signed by all parties. Grant Agreement -025-2025 has been sent to the City for signature but has not been signed to date. The Agreement Between Owner & Contractor has been signed by all parties. Neo Electric has begun submitting shop drawings and materials certifications for Engineer's review. Construction is anticipated to start in late August or September 2025, dependent on lead times for electrical equipment.

Hangar Door Replacement & Repair – Design
KLJ #2505-00626
Design is approximately 80% complete. The project is expected to be advertised for bids in Summer 2025 with construction in Fall 2025.

OTHER ITEMS

- Updated CIPs for Federally Funded projects are due to the FAA by August 8, 2025.
- Grant Preapplications for FFY26 are due to the FAA by October 1, 2025.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- AIP #3-27-0029-025-2025 – Execute Grant Agreement

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- AIP #3-27-0029-024-2025 – Complete State Grant Offer

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

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