FAIRMONT

CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031
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Airport Advisory Board
AGENDA

December 9, 2025, Regular Meeting
5:30 p.m.
Fairmont Airport

I Call to Order

II Approve Minutes

a. Minutes of August 12, 2025, Board Meeting

III Airport consultant update

IV Airport Manager report

V Old Business

VI New Business

VII Adjourn

Next meeting: January 13, 2026 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
August 12, 2025, 5:30pm

Board members Present: Jeff Ziemer, Ernie Nuss, Bill Eckles, Jordan Derfus
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.
Ernie Nuss made a motion, seconded by Bill Eckles to approve the minutes of the July 15, 2025, meeting. All in favor, motion carried.

Airport consultant update

An update was provided by Jake from KLJ Engineering on current projects. The Master plan is still waiting on the FAA.

The Airport Manager's Report

An update was given by the manager on current projects.

Old Business:

A discussion continued about having a non-Fairmont resident sitting on the airport board. No action was taken.

New Business:

There was a discussion on the flight program at the high school. The program is looking to establish a formal board. More information will be provided at the next meeting; no action was taken.

No other business, Ernie Nuss made a motion to adjourn the meeting at 5:51 pm with a second by Bill Eckles. All in favor, motion carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

Fairmont Airport Advisory Board Minutes
September 9, 2025, 5:30pm

Board members Present:
Council Liaison Present:
Staff Present: Lee Steinkamp, Airport Manager.
Others:

Meeting cancelled due to lack of quorum.

Airport consultant update

The Airport Manager's Report

Old Business:

New Business:

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

Fairmont Airport Advisory Board Minutes
October 14, 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

Airport Project Status Report

August 29, 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. Updated obstacles in ADIP (utilizing RAM tool) that were removed/lowered in late 2024. Currently drafting Airport Layout Plan (ALP) and making revisions to 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. Awaiting Final Payment Approval and Closeout Letter from FAA.

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
Both Grant Agreements have been executed. A preconstruction meeting has been scheduled for September 9th at 10:30am and construction startup is tentatively scheduled for September 22nd , dependent on delivery dates for electrical equipment. Neo continues to submit material certifications and shop drawings for review/approval.

Hangar Door Replacement & Repair – Design
KLJ #2505-00626
The project was Advertised for Bids on August 20, 2025 and Bid Opening will be held on September 10, 2025. Construction is anticipated to begin Fall of 2025 with completion by Spring 2026 with much of the time having limited impacts to airport tenants.

OTHER ITEMS

- CIP was submitted to the FAA/MnDOT for review on August 8, 2025. FAA plans to provide comments by the week of September 8th for incorporation into Grant Preapplications.
- Grant Preapplications for FFY26 are due to the FAA by October 1, 2025.
- City/Airport will be required to complete a Consultant Selection prior to any agreements being signed for FFY26 project.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- None.

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 – Issue Final Payment Approval & Closeout Letter
- Provide review comments on FFY26-FFY30 CIP

Reported by: Jake Braunagel, CM, PE
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Andrew Zielike, KLJ Engineering	Andrew.Zielike@kljeng.com

Airport Project Status Report

September 26, 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. Updated obstacles in ADIP (utilizing RAM tool) that were removed/lowered in late 2024. Currently drafting Airport Layout Plan (ALP) and making revisions to 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. Awaiting Final Payment Approval and Closeout Letter from FAA.

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
Construction started on September 22, 2025, and is ongoing. Completion anticipated October 31, 2025, per Contractor's submitted schedule.

Hangar Door Replacement & Repair – Design
KLJ #2505-00626
The project Bid Opening was held on September 10, 2025. One bid was received that was slightly above Engineer's Opinion of Probably Cost (Approximately 4%). The Letter of Recommendation has been sent to the City/Airport for review and KLJ is awaiting determination if the project will be awarded based on available funding.

If project is awarded, construction is anticipated to begin late Fall of 2025 with completion by Spring 2026 with much of the time having limited impacts on airport tenants.

OTHER ITEMS

- CIP comments were received from the FAA and will be incorporated into an updated CIP to be submitted to the FAA with the Grant Preapplication by October 1, 2025.
- City/Airport will be required to complete a Consultant Selection prior to any agreements being signed for FFY26 project.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- KLJ #2505-00626 – Determination on Award of Project.

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 – Issue Final Payment Approval & Closeout Letter

Reported by: Jake Braunagel, CM, PE
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Erik Fitzgerald, KLJ Engineering	Erik.Fitzgerald@kljeng.com
Andrew Zielike, KLJ Engineering	Andrew.Zielike@kljeng.com

Airport Project Status Report

November 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
Revised Aviation Forecast/Critical Design Aircraft submitted to FAA on April 15, 2025. Updated obstacles in ADIP (utilizing RAM tool) on August 11, 2025 that were removed/lowered in late 2024. Exhibit A was submitted to FAA on June 26, 2025. Submitted revised Chapter 4 and 5 (Facility Requirements and Alternatives) to FAA incorporating agency comments on November 6, 2025. Submitted draft ALP and complete narrative report (including appendices) to FAA and MnDOT on November 12, 2025. No comments on the submitted items noted above have been received to date.

Taxiway A Lighting & Signage Replacement - Design
KLJ #2205-00853 AIP #3-27-0029-023-2024
FAA Closeout Letter was received on November 25, 2025 with a project closeout date of November 21, 2025. This project is now completed.

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
Substantial Completion was obtained October 31, 2025. Punchlist items have been substantially completed. KLJ is awaiting prerequisites to final acceptance from the Contractor.

Hangar Door Replacement & Repair – Design
KLJ #2505-00626
The project Bid Opening was held on September 10, 2025. One bid was received that was slightly above Engineer's Opinion of Probably Cost (Approximately 4%). The Letter of Recommendation has been sent to the City/Airport for review. KLJ is awaiting a final determination on how the Airport would like to proceed.

OTHER ITEMS

- KLJ is working with the FAA to determine eligibility of Off-Airport Obstructions Removal for potential FFY26 Project. A revised preapplication and CIP will be submitted if the project is determined eligible and FAA agrees to proceed with FFY26 timeline.
- City/Airport will be required to complete a Consultant Selection prior to any agreements being signed for FFY26 project.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- KLJ #2505-00626 – Determination on how to proceed with project.

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 #3-27-0029-022-2024 – Provide Review Comments on ALP

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