FAIRMONT

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

June 9, 2026, Regular Meeting
5:30 p.m.
Fairmont Airport

I Call to Order

II Approve Minutes

a. Minutes of May 12, 2026, Board Meeting

III Airport consultant update

IV Airport Manager report

V Old Business

a. Consultant Evaluation

VI New Business

a. Consultant Selection

VII Adjourn

Next meeting: July 14, 2026 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
May 12, 2026, 5:30PM

Board members Present: Jeff Ziemer, Ernie Nuss, Jerry Brooks
Council Liaison Present: Jay Maynard
Staff Present: Lee Steinkamp, Airport Manager, Jason Baker City Administrator
Others: High school students from the Principles of Flight class

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

The students from the flight class spoke about the class, interest in aviation, and future education and career plans in the aviation field.
Ernie Nuss made a motion, seconded by Jeff Ziemer to approve the minutes from the April 14, 2026, meeting. All in favor, motion carried.

Airport consultant update

An update was provided by KLJ Engineering on current projects.

The Airport Manager's Report

An update was given by the manager on current projects and airport maintenance.

Old Business:

Update on the piper roof was discussed. We are still looking for a new board member.

New Business:

Storm water drainage around the new hangar was discussed. Current fuel pricing was also discussed. No action taken.

No other business, Jerry Brooks made a motion to adjourn the meeting at 6:15 pm with a second by Ernie Nuss. All in favor, motion carried.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

Airport Project Status Report

May 29, 2026

Fairmont Municipal Airport

CLIENT CONTACT AND ADDRESS

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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 was submitted to FAA on April 15, 2025. Exhibit A was submitted to FAA on June 26, 2025. Revised Chapter 4 and 5 (Facility Requirements and Alternatives) was submitted to FAA on November 6, 2025. Draft ALP and complete narrative report (including appendices) was submitted to FAA and MnDOT on November 12, 2025. No comments on the submitted items noted above have been received to date. KLJ followed up with FAA and MnDOT in April, and no responses have been received to date.

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
KLJ is working on finalizing the Draft FAA Project Closeout Reports for MnDOT and FAA Review.

Hangar Door Replacement & Repair – Design
KLJ #2505-00626
The City/Airport has determined that the project will be rebid due to the bids expiring from the original bid opening. Additionally, slight revisions to the project work description are required to accommodate negotiations with the insurance company. The project was readvertised for bids on May 19, 2026. The bid opening will be conducted on June 15, 2026. An amendment to the KLJ Task Order will be sent to the City for review/approval for the additional scope of work to rebid the project.

OTHER ITEMS

Off-Airport Obstruction Removals
After discussion with FAA and reviewing all avigation easements and zoning currently in place, it is KLJ's opinion that the Airport/City does not have adequate land use control to prohibit off-airport obstructions from reoccurring if obstructions were removed at this time. This deems an off-airport obstruction removal project ineligible for federal funding. KLJ met with MnDOT and FAA to discuss options and both MnDOT and FAA recommended proceeding with land acquisition in lieu of new zoning through a joint zoning board or avigation easements. Due to the estimated amount of expenses that would need to be incurred by the Airport/City prior to being able to be reimbursed through a federal grant, a state grant application for land acquisition has been submitted for consideration by MnDOT Aeronautics. If the grant is awarded, a project to begin the land acquisition will be initiated.

5-Year Consultant Selection

The Airport/City published the Request for Qualifications (RFQ) for a 5-year Engineering and Planning Services selection on April 14, 2026. Statement of Qualifications (SOQ) were due on Monday, May 11, 2026. No selection has been made to date.

Airports Capital Improvement Plan (ACIP)

Annually, the FAA requests each NPIAS Airport's Capital Improvement Plan (CIP) for incorporation into the FAA's ACIP. This allows for nationwide planning for airport funding. KLJ assisted the city in updating the CIP and submitting the CIP to the FAA prior to the May 1st deadline.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Complete Consultant Selection Process

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

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

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 and Narrative Report

Reported by: Jake Braunagel, CM, PE
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cc:

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