FAIRMONT

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

July 14, 2026, Regular Meeting
5:30 p.m.
Fairmont Airport

I Call to Order

II Approve Minutes

a. Minutes of June 9, 2026, Board Meeting

III Airport consultant update

IV Airport Manager report

V Old Business

VI New Business

VII Adjourn

Next meeting: August 11, 2026 @ 5:30 p.m.

Fairmont Airport Advisory Board Meeting
June 9, 2026, 5:30 PM

Board Members Present: Jeff Ziemer, Ernie Nuss, Jerry Brooks, Bill Eckels
Council Liaison Present: Jay Maynard
Staff Present: Matthew York, Jason Baker
Other: Jake Braunagel, KLJ (Consultant)

Minutes Approved: Motion – Ernie Nuss and 2nd – Jerry Brooks

Airport Consultants Update

- FAA still has not yet reviewed the ALP or Master Plan. They have 4 Years to approve.
- Close Out of the Taxiway A/Sign Project
- Hanger Door Project has bid opening on 6/15
- Working on Grant for Off-Airport Obstructions – Ratings probably high, working through FAA Environmental

Airport Manager's Report

- Lee was absent from meeting
- Question on Cost of Fuel

Old Business

- Discussed the pros and cons of the KLJ and Bolton and Menk Proposals for Engineering Services at the Airport
- Both were highly respected and it was difficult to see differences between the 2 proposals
- Talked about cost which was not a part of it as it is FAA regulated

New Business

- Recommendation to award the Engineering Services Contract to KLJ
- Question about the Drainage Plans for the new building and how it affects the existing structures on-site.

Respectfully submitted – Matthew R York, Public Works and Utilities Director 7/8/2026

Airport Project Status Report

June 26, 2026

Fairmont Municipal Airport

CLIENT CONTACT AND ADDRESS

Lee Steinkamp, Airport Manager
2160 East Blue Earth Avenue
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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 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
Draft FAA Project Closeout Report for AIP #3-27-0029-024-2025 has been submitted for MnDOT and FAA Review.

Draft FAA Project Closeout Report for AIP #3-27-0029-025-2025 is being finalized and will be sent for MnDOT and FAA Review.

Hangar Door Replacement & Repair – Design
KLJ #2505-00626
The project was readvertised for bids and bids were opened on June 15, 2026. An acceptable bid was received, and award of the project was approved at the June 22, 2026 City Council Meeting. KLJ is awaiting the executed Notice of Award from the City and will coordinate the contractor agreement & other required documents once the executed Notice of Award is received from the City.

An amendment to the KLJ Task Order was executed 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 selection committee recommended reselection of KLJ Engineering for the upcoming 5-year term. The recommendation was taken to City Council and approved at the June 22, 2026 City Council Meeting. KLJ is awaiting an official selection letter from the city/airport. The official selection letter should also be provided to the FAA.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- KLJ #2505-00626 – Provide Executed Notice of Award to KLJ
- 5-Year Consultant Selection – Provide Official Selection Letter to KLJ and FAA

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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