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

September 8, 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: October 13, 2026 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
July 14, 2026, 5:30PM

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

No meeting 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 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

August 28, 2026

Fairmont Municipal Airport

CLIENT CONTACT 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
Exhibit A was submitted to FAA on June 26, 2025. Draft ALP and complete narrative report (including appendices) was submitted to FAA and MnDOT on November 12, 2025. FAA provided comments to Chapter 3 – Aviation Activity Forecasts on August 3, 2026. KLJ addressed comments and resubmitted Chapter 3 on August 6, 2026. FAA approved Critical Aircraft on August 17, 2026. FAA and MnDOT provided comments to the ALP on August 14 and 18, 2026, respectively. A meeting was held on August 28, 2026, with the agencies to discuss changes to ALP with the decommissioning of the ILS and scheduled removal of the localizer and glide slope structures in spring of 2027. The direction was to show ILS removed for both existing and future conditions on the ALP. KLJ is addressing comments to the ALP and plans to resubmit by mid September.

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 was submitted for MnDOT and FAA Review on June 16, 2026. No comments have been received to date.

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

Hangar Door Replacement & Repair – Design
KLJ #2505-00626
The Project has been awarded to The Joseph Company of Austin, MN. The Owner-Contractor Agreement has been executed, and the project is moving into construction phase.

Clear Zone Acquisition Plan (CZAP)
KLJ #2605-11537
The Airport/City was awarded a state grant to complete a Clear Zone Acquisition Plan (CZAP). KLJ is working on developing the scope & fee for Airport/City review and approval. Once the Task Order is approved, KLJ will submit a state grant application to MnDOT to initiate the grant process.

Land Acquisition
KLJ #2605-11538
The Airport/City was awarded a state grant to complete Land Acquisition to acquire land for obstruction removals off the Runway 13 End of Runway 13-31. KLJ is working on developing the scope & fee for Airport/City review and approval. Once the Task Order is approved, land acquisition assistance will begin. The state grant application will be submitted to MnDOT once the price of land acquisition is determined/finalized.

Obstruction Removal Design and Environmental
KLJ #2605-11539 AIP/AIG #TBD
KLJ is working on developing the FAA Grant Pre-Application for a project to remove obstructions off the Runway 13 End of Runway 13-31. It is anticipated that a FAA Fiscal Year 2027 Grant will be utilized to fund the design and environmental work required to clear obstructions. Design and Environmental work is anticipated to commence in the summer of 2027.

Hangar Door Replacement & Repair – Construction
KLJ #2605-11626
KLJ is working on developing the Construction Administration & Observation scope & fee for Airport/City review and approval. A preconstruction meeting will be held in September, and construction is anticipated to start on or before October 26, 2026, with all work to be completed in 30 working days and on or before December 5, 2026.

OTHER ITEMS

Agreement Between Owner and Engineer for Professional Services – Task Order Edition
KLJ is currently working with the City of Fairmont and the City's outside legal counsel on finalizing the terms and conditions of the Agreement as the last Agreement has expired with the end of the last 5-year Engineering Selection Cycle. Until the Agreement is finalized and signed by both parties, none of the Task Orders for the new projects mentioned above can be executed. KLJ will continue to work on getting the agreement finalized and signed so that the Task Orders can be submitted for City review and approval as soon as possible.

Airport Zoning Update
No change since previous update. The City reached out to KLJ regarding the redevelopment of the former 3M facility site and how it would work with future airport zoning. The existing zoning ordinances are different and, in most cases, exceed the state standards which currently restrict the site as it falls under the Safety Zones. The city would like to begin the process of updating the Airport Zoning to meet state standards which would reduce the Safety Zone footprint off most of the site and aid in the redevelopment. This would also include establishing a Joint Zoning Committee which includes the participation of nearby Townships and Counties that the Airport Zoning encompasses. With continued growth and development on the east side of the City of Fairmont, the City/Airport wants to ensure that proper Airport Zoning is in place that protects existing and future airspace surrounding the airport. The City/Airport is undertaking this project with its own staff, and KLJ is assisting by answering questions as needed at this time.

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 on June 22, 2026. 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

- Finalize & Execute the Agreement Between Owner and Engineer for Professional Services – Task Order Edition
- 5-Year Consultant Selection – Provide Official Selection Letter to KLJ and FAA

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- No items requiring action

ITEMS REQUIRING ACTION BY FAA

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

Reported by: Jake Braunagel, CM, PE
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Airport Project Status Report

July 31, 2026

Fairmont Municipal Airport

CLIENT CONTACT 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 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 July and were notified that both entities are hoping to start returning review comments by mid-August 2026.

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 was submitted for MnDOT and FAA Review on June 16, 2026. No comments have been received to date.

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

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 has received signed contract documents from the low bidder and submitted them to the City for review/approval on July 29, 2026.

Clear Zone Acquisition Plan (CZAP)
KLJ #2605-11537
The Airport/City was awarded a state grant to complete a Clear Zone Acquisition Plan (CZAP). KLJ is working on developing the scope & fee for Airport/City review and approval. Once the Task Order is approved, KLJ will submit a state grant application to MnDOT to initiate the grant process.

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Obstruction Removal Design and Environmental
KLJ #2605-11539 AIP/AIG #TBD
KLJ is working on developing the FAA Grant Pre-Application for a project to remove obstructions off the Runway 13 End of Runway 13-31. It is anticipated that a FAA Fiscal Year 2027 Grant will be utilized to fund the design and environmental work required to clear obstructions. Design and Environmental work is anticipated to commence in the late spring/early summer of 2027.

Hangar Door Replacement & Repair – Construction
KLJ #2605-11626
KLJ is working on developing the Construction Administration & Observation scope & fee for Airport/City review and approval. Construction is anticipated to start on or before October 26, 2026 with all work to be completed in 30 working days and on or before December 5, 2026.

OTHER ITEMS

Airport Zoning Update
The City reached out to KLJ regarding the redevelopment of the former 3M facility site and how it would work with future airport zoning. The existing zoning ordinances are different and, in most cases, exceed the state standards which currently restrict the site as it falls under the Safety Zones. The city would like to begin the process of updating the Airport Zoning to meet state standards which would reduce the Safety Zone footprint off most of the site and aid in the redevelopment. This would also include establishing a Joint Zoning Committee which includes the participation of nearby Townships and Counties that the Airport Zoning encompasses. With continued growth and development on the east side of the City of Fairmont, the City/Airport wants to ensure that proper Airport Zoning is in place that protects existing and future airspace surrounding the airport. The City/Airport is undertaking this project with its own staff, and KLJ is assisting by answering questions as needed at this time.

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 on June 22, 2026. 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 Contractor Agreement 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

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Airport Project Status Report

June 26, 2026

Fairmont Municipal Airport

CLIENT CONTACT AND ADDRESS

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WORK IN PROGRESS

Master Plan (MP) & Airport Layout Plan (ALP) Update
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KLJ #2505-00248 AIP #3-27-0029-024-2025 and #3-27-0029-025-2025
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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

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