FAIRMONT

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

October 13, 2026, Regular Meeting
5:30 p.m.
Fairmont Airport

I Call to Order

II Approve Minutes

a. Minutes of September 8, 2026, Board Meeting

III Airport consultant update

IV Airport Manager report

V Old Business

VI New Business

VII Adjourn

Next meeting: November 10, 2026 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
September 8, 2026, 5:30PM

Board members Present: Jeff Ziemer, Bill Eckles, Ernie Nuss
Council Liaison Present:
Staff Present: Lee Steinkamp, Airport Manager
Others: Jake Braunagel KLJ Engineering (via Phone)

A motion was made by Bill Eckles and seconded by Ernie Nuss to approve the minutes from the June 9, 2026, meeting. All in favor.

Airport consultant update
An update was provided by KLJ on current and upcoming projects. MNDOT and FAA are still commenting on the ALP. The hangar door project will be starting around the end of November or beginning of December.

The Airport Manager's Report
An update was provided by the manager. The Advantage Aviation hangar is progressing. Some fuel numbers we provided.

Old Business:
The piper roof was discussed. Contractors and bids were received. The project will go to council for approval. Grading and water drainage between the Advantage hangar and the Piper hangar is concern for Steve with Fairmont Aerial Ag. There are plans to do some grading between the builds and install gutters on the Advantage hangar.

New Business:
No new business

Ernie Nuss made a motion to adjourn the meeting at 5:54 pm with a second by Bill Eckles. All in favor.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

Airport Project Status Report

September 25, 2026

Fairmont Municipal Airport

CLIENT CONTACT AND ADDRESS

Lee Steinkamp, Airport Manager
2160 East Blue Earth Avenue
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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 in October.

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.

Clear Zone Acquisition Plan (CZAP)

KLJ #2605-11537

The Task Order Between Owner and Engineer has been sent to the City for review/approval and is anticipated to be on the September 28, 2026 City Council Agenda.

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 has sent the draft Scope of Work to FAA and MnDOT for review on September 24, 2026. Once Scope of Work comments are received back from FAA and MnDOT, KLJ will submit a Task Order to the Airport/City for 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 appraisal and review appraisal are completed.

Runway 13 End Obstruction Removal - Design and Environmental
KLJ #2605-11539 AIP/AIG #TBD
After further discussion with the FAA and MnDOT, it was determined that this project will be funded with a Federal Fiscal Year 2028 grant. KLJ will begin working with the FAA and State to develop an approved Scope of Work in the Spring of 2027 so that a FAA Grant Pre-Application can be submitted prior to the FY 2028 deadline. The project scope will be to remove obstructions off the Runway 13 End of Runway 13-31.

Hangar Door Replacement & Repair – Construction
KLJ #2605-11626
A Preconstruction Meeting was held on September 15th with a site visit conducted after. The tentative start date for construction is October 28th and is to be completed on or before December 5th.

The Task Order Between Owner and Engineer for Construction Administration & Observation services has been sent to the City for review/approval and is anticipated to be on the September 28th City Council Agenda.

Apron Rehabilitation (Mill and Overlay) – Design
KLJ #TBD AIG #TBD
KLJ sent the draft FAA Grant Pre-Application for the project to the City/Airport for review and approval. The FAA Grant Pre-Application will be submitted to the FAA and MnDOT by the October 1st deadline.

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. The Agreement is anticipated to be on the September 28th City Council Agenda.

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 and MnDOT.

ITEMS REQUIRING ACTION BY CITY/AIRPORT

- Execute the Agreement Between Owner and Engineer for Professional Services – Task Order Edition
- Execute the Task Order Between Owner and Engineer for the Clear Zone Acquisition Plan (CZAP)
- Execute the Task Order Between Owner and Engineer for the Hangar Doors Replacement and Repairs Project Construction Services
- 5-Year Consultant Selection – Provide Official Selection Letter to KLJ and FAA

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- Land Acquisition – Provide Review Comments on Scope of Work

ITEMS REQUIRING ACTION BY FAA

- AIP #3-27-0029-022-2024 – Provide Review Comments on Exhibit A
- Land Acquisition – Provide Review Comments on Scope of Work

Reported by: Jake Braunagel, CM, PE
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cc:

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