FAIRMONT

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

November 10, 2026, Regular Meeting
5:30 p.m.
Fairmont Airport

I Call to Order

II Approve Minutes

a. Minutes of October 13, 2026, Board Meeting

III Airport consultant update

IV Airport Manager report

V Old Business

VI New Business

VII Adjourn

Next meeting: December 8, 2026 @ 5:30 p.m.

Fairmont Airport Advisory Board Minutes
October 13, 2026, 5:30PM

Board members Present: Jeff Ziemer, Jerry Brooks, Ernie Nuss
Council Liaison Present: Jay Manard
Staff Present: Lee Steinkamp, Airport Manager
Others: Sean and Crystal Schimmelman, Steve Holmseth

A motion was made by Ernie Nuss and seconded by Jerry Brooks to approve the minutes from the September 8, 2026, meeting. All in favor.

Airport consultant update
An update was provided by KLJ on current and upcoming projects.

The Airport Manager's Report
An update was provided by the manager. The Advantage Aviation hangar is progressing. The hangar door project will start around the beginning November.

Old Business:
The piper roof project was approved by council. Still planning to complete project in November. Grading and water drainage between the Advantage hangar and the Piper hangar is concern for Steve with Fairmont Aerial Ag. There has been some grading and drainage improvements between the Piper hangar and Advantage hangar.

New Business:
The board is still one member short and looking for a new board member.

Ernie Nuss made a motion to adjourn the meeting at 5:50 pm with a second by Jerr Brooks. All in favor.

Respectfully submitted:

Lee Steinkamp
Fairmont Airport Manager

Airport Project Status Report

October 30, 2026

Fairmont Municipal Airport

CLIENT CONTACT AND ADDRESS

Lee Steinkamp, Airport Manager
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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 November.

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 approved. KLJ is working on the MnDOT Aeronautics State Grant Request that will be submitted by the end of the calendar year.

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 sent the draft Scope of Work to FAA and MnDOT for review and has received comments back. Once the Scope of Work comments are incorporated and approved by 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 per MnDOT Aeronautics policy.

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 November 2nd and is to be completed on or before December 5th.

The Task Order Between Owner and Engineer for Construction Administration & Observation services has been approved and executed.

Apron Rehabilitation (Mill and Overlay) – Design
KLJ #2605-11539 AIG #3-27-0029-026-2027
The FAA Grant Pre-Application was submitted to the FAA and MnDOT on October 1st. KLJ met with the FAA on October 29, 2026 to discuss the Pre-Application. The FAA stated that due to the additional funding request for construction and timeline for potentially receiving the additional funding based on available funds and priority rating of projects, they will not be able to issue a design grant for the project in FFY 2027. At the meeting between KLJ and FAA, it was discussed that the project scope of work will likely be changed to pavement maintenance to preserve the pavements while waiting for funding to become available for rehabilitation. KLJ will discuss it with the airport/city and will determine if a project for pavement maintenance design will be initiated.

OTHER ITEMS

Agreement Between Owner and Engineer for Professional Services – Task Order Edition
The Agreement has been approved and executed.

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

- 5-Year Consultant Selection – Provide Official Selection Letter to KLJ, FAA and MnDOT.

ITEMS REQUIRING ACTION BY MnDOT Aeronautics

- AIP #3-27-0029-024-2025 – Provide Review Comments on Closeout Report.

ITEMS REQUIRING ACTION BY FAA

- AIP #3-27-0029-022-2024 – Provide Review Comments on Exhibit A.
- AIP #3-27-0029-024-2025 – Provide Review Comments on Closeout Report.

Reported by: Jake Braunagel, CM, PE
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cc:

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