



221 East Clark Street
Albert Lea, Minnesota 56007-2496
507-377-4300

DATE: October 9, 2018
TO: All Airport Advisory Board Members
FROM: Jill Steinhauer, Public Works Office Specialist
SUBJ: Upcoming Meeting

The next scheduled meeting date for the Airport Advisory Board will be **Tuesday, October 16, 2018**. The meeting will be held at **6pm** at the **Airport**.

An email was also sent to you this week regarding the Airport Open House scheduled for October 16th from 3-6pm with a Ribbon Cutting Ceremony at 5pm.

Attached are the Minutes from the last meeting, and the Agenda for the upcoming meeting.

Please call the City Engineer's office, 377-4325 to let me know if you **can not** attend.

cc: Chad Adams, City Manager
Jim Hanson, Airport Manager
Matt Wagner, Mead & Hunt Inc.
Steven Jahnke, City Engineer/Director of Public Works
Robert Rasmussen, Councilman
Teresa Kauffmann, City Public Coordinator



AIRPORT ADVISORY BOARD MEETING

Minutes

August 21, 2018
6:00pm
Albert Lea Airport

In attendance were:

Board Members

John Schulz
Steve Nesse
Larry Anderson
Jerry Morstad

Ex-Officos

Steven Jahnke, City Engineer/Director of Public Works
Jill Steinhauer, Public Works Office Specialist
Robert Rasmussen, Councilmen
Jim Hanson, Airport Manager

Steve Nesse called the meeting to order.

1. Approve Past Minutes

John Schulz moved to approve past Minutes, seconded by Jerry Morstad. The Minutes were approved.

2. AD Building & Parking Lot Construction

Steven Jahnke gave a construction update.

The construction is approximately 2 months behind schedule. Phone/cables lines are scheduled to be transferred to the new building tomorrow (August 22nd). Once the lines are moved the employees and flight school will be able to move into the new building. A long list of punch list items remain including the installation of the conference room divider wall, installation of blinds, siding repair, landscaping, and completion of the parking lot are a few of the larger items. The contractor has until September 20th to complete the punch list items. After September 20th liquidated damages will start accruing.

3. Hangar Agreements

The City still intends to have all tenants complete the agreement by year end.

4. Jet Fuel System Damage

The new jet fuel cabinet is expected to be installed the end of October. The system will have a lower profile and bumper posts will be installed, both will improve the safety of the equipment.

4. AD Building Open House & MNDOT Meeting

MNDOT has contacted the City about meeting with the Airport Advisory Board regarding the future needs of the airport. Updating the airport master plan, upgrading the snow equipment, and a new maintenance hangar are the major items proposed for the airport.

Ideally this meeting and the open house would take place at the next airport advisory board meeting tentatively scheduled for October 16, 2018.


5. New Business

- Jim Hanson has found an Eagle Scout to complete the polishing of the decorative jet. Ideally this would be completed before the open house.

The next meeting date was set for **Tuesday, October 16, 2018 at 6:00 p.m.** at the **Airport**. If the Open House and MNDOT meeting are scheduled for this date, the time of the meeting may change.

Larry Anderson made motion to adjourn, seconded by John Schulz. The meeting was adjourned. After the meeting the board toured the facility.

Respectfully submitted:


Jill Steinhauer
Public Works Office Specialist

Approved:


Craig Ludtke
Airport Advisory Board Secretary

Agenda



AIRPORT ADVISORY BOARD MEETING

October 16, 2018
6:00 PM
Airport

- 1) Approve Past Minutes
- 2) AD Building & Parking Lot Construction Update
- 3) MNDOT Future Planning Session scheduled for November 20th from 4-6pm
- 4) New Board Member(s)
- 5) New Business
 - Tentative Next Meeting – November 20th at 4pm