



Minutes

AIRPORT ADVISORY BOARD MEETING

January 18, 2022
6:00pm
Albert Lea Airport

In attendance were:

Board Members

Jerry Morstad
Gerald Molkenthin
Chuck Sandager
Darren Schone

Ex-Officios

Steven Jahnke, City Engineer/Director of Public Works
Robert Rasmussen, Councilmen
Jim Hanson, Airport Manager
Rob Sims, Mead & Hunt

The Airport Advisory Board meeting was held at the Albert Lea Airport.

Jerry Morstad called the meeting to order.

The three members (Chuck Sandager, Darren Schone and Jerry Morstad) with terms that expired December 31, 2021 were able to serve another term. All three volunteered to serve another term. Elections were held, nominations for officers were as follows (same as last year):

Jerry Morstad, President
Paul Stieler, Vice President
Craig Ludtke, Secretary

The officers were approved as nominated.

The past minutes were reviewed. Chuck Sandager noted two corrections under “New Business”, his name was spelt wrong and the next meeting date was January 18, 2021 and should have been 2022. Darren Schone made the motion to approve the past minutes with corrections stated. Chuck Sandager seconded it. The minutes were approved.

Master Plan Study

Rob Sims gave an update on the Master Plan. The presentation is attached.

The majority of the presentation pertained to the crosswind runway and hangar location impact. There was also a discussion about clearways and stopways and what could and could not be done in Albert Lea.

Tree & Fence Project Update (CATEX)

Steven Jahnke and Rob Sims gave an update.

Albert Lea Tree Service has completed cutting trees down to below penetration heights along Green Lea Golf Course. A large tree on the Overgaard property was removed along with several trees at the end of the western end of the crosswind runway. The remainder of the trees on the disc golf property and along the fence line will not be removed until the CATEX 60-day notice is over and approved. The initial comment period ended Tuesday November 16, 2021 with no comments received. The City submitted a CATEX to FAA to review and approve. This process will take approximately 60 days to complete. The tree clearing and fence relocation on the frisbee golf course can occur after this process is complete. The final approvals are expected the first week of February.

A CATEX (categorical exclusion) is a less invasive environmental study that must be completed when airport property is disturbed. This is required to keep the airport eligible for federal and state funding.

Capital Improvement Program

The final draft Capital Improvement Plan (CIP) was distributed (see attachment). This draft incorporated the discussions held at the last airport board meeting. The City and Mead & Hunt updated the CIP on the FAA website.

New Business


Darren Schone identified two lights that are out. These have since been repaired.

The next meeting will be held **Tuesday, March 15, 2022 at 6:00pm** at the airport.

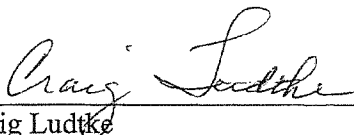
Darren Schone made a motion to adjourn, Chuck Sandager seconded it. The meeting was adjourned.

Respectfully submitted

Approved



Steven Jahnke
Public Works Director/City Engineer



Craig Ludtke
Airport Advisory Board Secretary



CHAPTER 5

Implementation Plan

5.1 Introduction

Keeping a current Capital Improvement Plan (CIP) that accurately reflects the anticipated expense and timing of upcoming projects is crucial for any publicly funded airport. Projects must be listed on the CIP in order to be eligible for funding. In Minnesota there are 136 publicly funded airports in the state and 97 federally funded airports. The CIP allows projects to be reviewed and funding distributed to airports based on priority.

5.2 CIP General Outline

This table shows the order of many of the focal projects discussed in the previous chapter in addition to their potential funding sources. This serves to demonstrate not only the priority of these projects but how they can fit together over the long-term vision of the Airport. While correcting issues or building hangars as the need arises can be a tempting avenue, it can lead to long-term congestion or an inefficient use of space. The order of projects below is intended to meet immediate needs while also adhering to the Airport's long-term vision. The CIP for the planning period at the Albert Lea Municipal Airport is shown in **Table 5-1**.

Table 5-1: Airport Capital Improvement Plan

Description	FAA	MnDOT	Local	Total
2022 (SFY 2023)				
X Airfield Crack Routing, Cleaning & Sealing, Seal Coat and Pavement Marking ¹	\$450,000 \$360,000	\$25,000 \$90,000	\$25,000 \$50,000	\$500,000
X Bi-Fold Door & Heat for Maintenance Building	\$0	\$47,600	\$20,400	\$68,000
X Glider Area Turf Rehab ²	\$0	\$7,000	\$3,000	\$10,000
X Fuel System EMV Upgrade	\$0	\$21,000	\$9,000	\$30,000
X Replacement Runway Guidance Signs and Updates to LED	\$0	\$28,000	\$12,000	\$40,000
2023 (SFY 2024)				
X Loader, Blower and Mower Replacement, Sweeper Attachment	\$0	\$140,000	\$60,000	\$200,000
X Existing Hangar Repair & Updates	\$0	\$70,000	\$30,000	\$100,000
X Improve Ramp Lighting	\$22,500 \$0	\$1,250 \$17,500	\$1,250 \$7,500	\$25,000
X Design and Site Preparation for T-Hangar (4-unit) 6-unit	\$0	\$50,000	\$50,000	\$100,000
Sweeper Attachment included above	\$0	\$16,100	\$6,900	\$23,000
2024 (SFY 2025)				
X Construct T-Hangar (4-unit) 6-unit	\$0	\$500,000	\$500,000	\$1,000,000
X Snow Removal Equipment Building Design	\$90,000 \$135,000	\$5,000 \$7,500	\$5,000 \$7,500	\$100,000 \$150,000
X Airport Welcome Sign Update	\$0	\$52,500	\$22,500	\$75,000
2025 (SFY 2026)				
X Snow Removal Equipment Building Construction ³	\$1,350,000	\$75,000	\$75,000	\$1,500,000
X Site Design for Central Wooden Hangar Relocation	\$0	\$35,000	\$15,000	\$50,000
X Design Fixed Base Operator Hangar ⁴	\$0	\$101,500	\$43,500	\$145,000
X Snow Removal Equipment Vehicle	\$144,000	\$8,000	\$8,000	\$160,000
2026 (SFY 2027)				
X Central Wooden Hangar Site Preparation and Relocation	\$0	\$210,000	\$90,000	\$300,000
X Construct Fixed Base Operator Hangar	\$0	\$1,050,000	\$450,000	\$1,500,000
X Fee Simple Land Purchase of Ulland Pit - Approx. 21 acres	\$225,000	\$12,500	\$12,500	\$250,000
X South Building Area Site Design	\$180,000	\$10,000	\$10,000	\$200,000
X Existing Hangar Repair & Updates	\$0	\$35,000	\$15,000	\$50,000



Table 5-1: Airport Capital Improvement Plan (Continued)

Description	FAA	MnDOT	Local	Total
2027 (SFY 2028)				
X South Building Area Site Preparation and Construction ADDED in 2028 (SFY 2029) Precision Approach Proj (EA & Land) \$238k FAA, \$13,250 State, \$13,250 Local	\$1,620,000	\$90,000	\$90,000	\$1,800,000
2031 (SFY 2032)				
X Airfield Crack Routing, Cleaning & Sealing, Seal Coat and Pavement Marking ¹	\$450,000	\$25,000 same as 2022 project	\$25,000	\$500,000
X Hangar Repair & Updates	\$0	\$35,000	\$15,000	\$50,000
2035 (SFY 2036)				
X Airfield Crack Routing, Cleaning & Sealing	\$40,500	\$2,250	\$2,250	\$45,000
2036 (SFY 2037)				
X Hangar Repair & Updates	\$0	\$35,000	\$15,000	\$50,000
2041 (SFY 2042)				
X Runway 17/35 Pavement Overlay & Pavement Marking	\$810,000	\$45,000	\$45,000	\$900,000

Notes

SFY: State Fiscal Year

1: Crosswind Runway 5/23 pavement maintenance is not AIP eligible

2: Approximately 800-foot section of turf

3: Assumes a new 7,000 square foot building

4: Assumed to be a 100-foot by 120-foot hangar with a concrete floor and average finishes

5.3 Annual Project Descriptions

Part of any planning effort should include a more detailed description of the scope of anticipated projects. This assists in ensuring that needs are met, and projects are completed in a complementary fashion. Previous chapters describe the development of these and in greater detail while the remainder of this section provides additional details on each project per year.

5.3.1 2022 (SFY 2023)

The routing maintenance for crack sealing and pavement markings will include the airport surfaces, however Runway 5/23 may not be eligible for federal funding based on its current status. This routine maintenance for the Airport is expected to cover the airfield surfaces, such as the runways, taxiways and aprons. The improvements for the maintenance building include a bi-fold door as current equipment does not fit through the current opening. This year will include a submission to conduct an airspace review for the addition of a clearway on Runway 17. Other immediate projects include rehabilitating the turf surface east of Runway 17/35, which is used during glider operations, improving payment options for the existing fueling system, and improving Airport signage.

5.3.2 2023 (SFY 2024)

Projects slated for this year focus on providing the Airport with adequate equipment and improving the existing hangar areas. Attachments for the maintenance and snow removal equipment will be added to the Airport vehicle fleet. Hangar improvements include repairs to the existing T-hangars in the terminal area as many are in disrepair even as several new based aircraft have relocated to the Airport. The design for a new four unit T-hangar in this area will also be conducted this year to expand the Airport's capacity for based aircraft.

5.3.3 2024 (SFY 2025)

The efforts for an additional T-hangar designed in 2023 will be continued this year by preparation of the site and construction of the building. Planned improvements for this area would also continue as an improved Snow Removal Equipment Building would be designed in this year. Also included is an update to the welcome sign for the Airport.

5.3.4 2025 (SFY 2026)

The Snow Removal Equipment Building designed in the previous year would be constructed this year. Another of the building improvements slated for this year is the site design for the relocation of the large 80-foot by 80-foot wooden hangar currently located adjacent to the Arrival/Departure Building. As the currently unoccupied area to the south of the existing terminal area is intended to build a row of larger box hangars, plans would be designed to relocate this hangar to that area and initiate this hangar row. The space that the wooden hangar is planned to vacate would be an excellent location for a Fixed Base Operator (FBO) and the hangar design for that building would occur this year.

5.3.5 2026 (SFY 2027)

In addition to continued improvements and repairs to existing hangars, the major effort slated for this year is the design of the south building area and hangar improvements in the terminal area. This south building area is intended to be developed into larger box hangars with an entrance from Pilot Street with connected taxiways and parking. Design will include developing detailed layouts for this area. The existing terminal area would also be improved by relocating the existing 80-foot by 80-foot central wooden hangar to the south, as described in the previous year plan, and constructing in its place the new FBO hangar.

5.3.6 2027 (SFY 2028)

The construction of the south building development area will include enacting the design of the previous year. This construction will include site preparation for privately developed hangars, such as preparing parking areas and bringing utilities to the area.

5.3.7 2031 (SFY 2032)

This year includes regular maintenance and upkeep for the Airport through crack sealing and seal coating for the airfield as well as normal hangar upkeep and repair.

5.3.8 2035 (SFY 2036)

Normal maintenance upkeep of the airfield is scheduled for this year. Work will involve airfield crack routing, cleaning and sealing.

5.3.9 2036 (SFY 2037)

Additional hangar repairs for the existing terminal area are planned for this year. Work will include miscellaneous maintenance of the doors, walls and hangar roofs.

5.3.10 2041 (SFY 2042)

Runway maintenance and updated pavement markings are planned for this year.