



# AIRPORT ADVISORY BOARD MEETING

*Minutes*

January 17, 2023  
6:00pm  
Albert Lea Airport

In attendance were:

<i>Board Members</i>	<i>Present</i>	<i>Absent</i>
Michael Bowman	x	
Craig Ludtke	x	
Jerry Morstad	x	
Gerald Molkenthin	x	
Chuck Sandager	x	
Darren Schone	x	
Paul Stieler		x

*Ex-Officios*

Steven Jahnke, City Engineer/Director of Public Works  
Robert Rasmussen, Councilmen  
Jim Hanson, Airport Manager  
Matt Wagner, Mead & Hunt  
William Kozelsky – In attendance

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

**Jerry Morstad called the meeting to order.**

**1) Board Members/Elections**

The 2022 positions were:

Jerry Morstad (President)  
Paul Stieler (Vice President)  
Craig Ludtke (Secretary)

Paul Stieler has served two terms. Paul's term was up at the end of 2022, however a new board member has not yet been appointed. Paul will remain on the board until the position is filled.

The board discussed possible candidates to fill the open seat. A condition of the board only allows two board members to live outside of the City limits but still within the County. Currently the board already has two non-city members, therefore the new member must be a City resident. Mark Light and Luke Routh were discussed with the final decision being to ask Mark to serve on the board. Steve Jahnke will reach out to Mark.

Michael Bowman made the motion to elect Darren Schone as Vice President, and re-elect Jerry Morstad as President and Craig Ludtke as Secretary. Chuck Sandager seconded it. The vote was held and unanimously approved.

## **2) Approval of Board Minutes**

Darren Schone made a motion to approve the past minutes, Craig Ludtke seconded it. The minutes were approved.

## **3) Master Plan Study**

The plan has been submitted to the FAA for review, comments and approval. Mead and Hunt has indicated that there has not been a lot of movement on reviewing, that the FAA has been more focused on getting out grants. Mead & Hunt expects to see comments early this spring.

## **4) Tree & Fence Project Update**

Albert Lea Tree Service has removed all the trees and Rolling Green Fencing has completed the fence relocation. All work is completed.

## **5) Fuel Master/Fuel System & Runway Sign Upgrades State Grant**

This is a state only grant, the City Council approved the grant at the January 9<sup>th</sup> city council meeting. The fully executed grant was received back from the State this week. City staff will work to get these projects completed this year.

## **6) Airport Consultant Selection**

The City is required to have an aviation consultant for the airport. The FAA requires this for airports that use federal funds. This process involves sending out Requests for Proposals to several consultant firms requesting a bid for their services as the airport's aviation consultant. This will take place in early 2023. The board will be involved with the interviews of the potential consultants. This normally occurs every five years.

## **7) New Business**

### **Hangar Conditions**

Taylor Matz had written an e-mail to the board with three general comments: These were:

1. How to improve the condition of the existing hangars
2. Austin is exploring a 10-unit t-hangar. Is this a possibility at Albert Lea?
3. Is Albert Lea open to construction of private hangars?

There was a long discussion regarding the condition of the existing hangars. The City will be asking the State for a grant this year for approximately \$100,000. The Board's priorities of this grant were:

1. Patching floor holes and getting the floor in good shape where needed
2. Patching holes in hangar walls
3. Belting the bottoms of the doors on the hangars that do not have a good seal
4. Upgrades/Improvements to the openers and doors

Clark Hagen will be working on a priority list and estimated costs, he will have this ready and present it at the March 21<sup>st</sup> meeting. Steven Jahnke will be calling Austin to discuss how they will be funding a new t-hangar and if it will have heat. It was discussed that the current Master Plan addresses a location for private hangars. If someone is interested in building a private hangar, the process of grading and paving will need to be started.

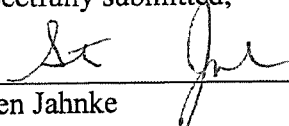
Craig Ludtke brought up how difficult it has been to get the airplanes out of the hangars and to fly the last couple of weeks due to the amount of ice that developed with all the snow and rain that occurred the last two weeks. Different deicing options were discussed. The concern is that salt and eurea are corrosive and typically not used near the hangars. Steve Jahnke and Jim Hanson will be contacting surrounding airports to see if any have a method to keep the areas by the hangars from icing up. This will be presented at the next board meeting.

#### **Next meeting**

The next meeting will be held **Tuesday, March 21, 2023 at 6:00pm** at the airport.

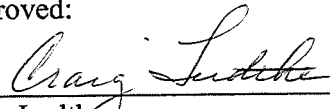
Jerry Morstad made a motion to adjourn, Craig Ludkte seconded it. The meeting was adjourned.

Respectfully submitted,



Steven Jahnke  
Public Works Director

Approved:



Craig Ludtke  
Airport Advisory Board Secretary