



Minutes

AIRPORT ADVISORY BOARD MEETING

July 18, 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	
Mark Light	x	

Ex-Officios

Steven Jahnke, City Engineer/Director of Public Works
Robert Rasmussen, Councilmen
Jill Steinhauer, Public Works Office Specialist
Joshua Kogle, 360 Aviation
William Kozelsky, 360 Aviation

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

Jerry Morstad called the meeting to order.

1) Approval of Board Minutes

After the last meeting Jim Hanson researched the NOTAM further and discovered the NOTAM is still in place. Mead & Hunt has been working to get this NOTAM removed, it was believed to be due to the water tower construction and the new tower being approximately 35' taller, that is not that case. Another possibility was the antenna on the court house. This NOTAM raises the approach minimums 50'. The City's airport consultant will continue to work on getting this NOTAM removed.

Craig Ludtke made a motion to approve the past minutes, with the correction of the NOTAM not being resolved. Mark Light seconded it. The minutes were approved with correction.

2) Master Plan Study

The plan was submitted to the FAA for review in the fall of 2022. To date, no comments, feedback or approval have been received. City Staff & Mead & Hunt will be submitting the final credit application and grant closeout report.

3) Fuel Master/Fuel System & Runway Sign Upgrades State Grant

The signs are in, Josh and Will commented on the improvement that made. They also noted visitors coming to the airport comment on how nice the facility is.

The City only received two quotes for the fuel system upgrade. Minnesota Petroleum was awarded the project for \$46,195, their quote was considerably lower, approximately \$20,000 less. City Staff will continue to contact Minnesota Petroleum on a regular basis to get this upgrade completed as soon as possible.

Fuel Master recently installed a chip reader on the current fuel system. When Minnesota Petroleum comes to install the new system, that chip reader will be switched over at no additional cost.

The hose reel failed last month. City staff has ordered a new reel.

4) AWOS State Project

MNDOT is currently replacing several AWOS units in the state, Albert Lea's is one proposed to be replaced. A study will need to be completed to determine whether to upgrade or replace the system and whether to relocate the system. This study is budgeted for in 2024.

The State is advising that airports planning to update/upgrade their AWOS program should hold off, that the State is working on creating a fund that would fund the project 95/5/5 (Federal/State/City). Currently an AWOS project would be a 70/30 (State/City) funded project.

5) Hangar Improvements

The State is in support of the hangar improvements project, the grant for this work is expected late summer/early fall of this year. The grant will be in the amount of \$100,000. City staff will coordinate the work and start with the hangars needing the most work. Repairs will include patching floors, walls, and hangar door repairs and upgrades. Work will not be scheduled until the funds have been received, tenants will be contacted once a schedule has been set for the repairs. This grant will not cover the expense to repair all the hangars. Once this work is completed, another grant will be pursued to repair the remaining hangars.

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 (RFP) to multiple consulting firms requesting a bid for their services as the airport's aviation consultant. This normally occurs every five years, however due to the on-going Master Plan Project the last term has been extended. Now that the Master Plan project is wrapping up the new consultant selection process can started.

The City has been holding off on sending out RFPs until the Master Plan was finished, however due to the hold up with the FAA and next year's projects fast approaching the City & Mead & Hunt will be submitting the final credit application and grant closeout report for the Master Plan, and will start the airport consultant selection process. The RFPs will be sent out within the next two weeks with interviews taking place in August. The board will be involved with the interviews of the potential consultants, Craig Ludkte and Michael Bowman volunteered to be a part of the interview panel.

The CIP will be discussed at the next meeting. With all the runway needs being met, the airports priorities will be building construction. This will likely affect the airport consultant response and the choice made by City staff and the Airport Advisory Board members.

7) New Business

Young Eagles Event

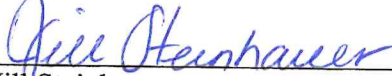
The Young Eagles Event was held on May 27th from 8:30 to noon at the airport. The event educates those interested/involved in aviation and offers guidance in becoming a pilot. Airplane rides were provided to those interested. The event was well attended and more than 100 airplane rides were given.

Next meeting

The next meeting will be held **Tuesday, September 19, 2023 at 6:00pm** at the airport.


Mark Light made a motion to adjourn, Darren Schone seconded it. The meeting was adjourned.

Respectfully submitted,



Jill Steinhauer
Public Works Office Specialist

Approved:



Craig Ludtke
Airport Advisory Board Secretary