



Minutes

AIRPORT ADVISORY BOARD MEETING

March 21, 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
Jim Hanson, Airport Manager
Matt Wagner, Mead & Hunt
Clark Hagen, City Engineering Department

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

Jerry Morstad called the meeting to order.

1) Approval of Board Minutes

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

2) Introduction to Mark Light and Terms

Mark Light was introduced, Mark gave a brief history of his time related to the airport. Introductions of everyone were done.

Board terms were also discussed. In 2021 the City revised Ordinance 21-060 that extended the term limit by one year, terms are now 4 years instead of 3 years. Chuck Sandager, Darren Schone, and Jerry Morstad had terms ending in 2024 but with this revision their terms now expire in 2025 (12/31/25).

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 has heard nothing on progress from the FAA.

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

Clark Hagen gave an update. The signs are expected to arrive at the end of March and are scheduled for installation in April. The Fuel System is 4-6 week out.

5) Hangar Improvements

There was a long discussion regarding the condition of the existing hangars. The Board's priorities for repairs were as follows:

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 went through options to upgrade the hangars with the \$100,000 state grant. The repairs will focus on replacing the overhead doors and repairs to the floors, starting with the hangars that are in the worst shape. The floor repairs will vary from minor repairs that involve small fills/patching to more extensive repairs that involve removing a section of the floor and re-pouring. The \$100,000 state grant will not cover the costs to repair all the hangars, it is anticipated that the work will be done in years/phases, once this years project is completed the City will report the repairs and apply for another grant for the following year until all hangars have been repaired. Roof repairs will also be evaluated next year.

Additional repairs this year will include:

1. Replacing the rubber bottoms to the overhead doors. This will be completed by Interstate Junction when they complete the annual maintenance/repairs (late summer).
2. The hangars that are heaving in the middle door latch will be repaired by the Street Department this summer.

A discussion about construction of new t-hangars was held. T-hangars are not eligible for federal funds, however just recently the FAA has revised those terms, if all runway needs have been met t-hangars could be eligible for federal funds. Unfortunately, the cost of new construction is extremely high and a large demand would need to be present before this option could be evaluated, rent for the hangars would be increased considerably as well. Currently all t-hangars are full but there is no waiting list of tenants wanting a hangar.

De-icing was also discussed. Steve Jahnke and Jim Hanson did contact surrounding areas to discuss what methods are used at their facilities for de-icing around the hangars. Unfortunately, no answers were provided, no other facilities use salt or other chemicals for ice removal around the hangars due to the corrosive side-effects of those substances. The above repairs should help some with the ice issues, and airport maintenance will continue to address the ice issues as best as possible, in a timely manner.

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 April or May of this year. 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. This normally occurs every five years.

7) New Business

AWOS Discussion

Matt Wagner gave the board an update on the AWOS. The current AWOS does not meet FAA standards, it's too close to the trees west of the gravel pit. To relocate the current system or upgrade the system and relocate will need to be evaluated. This will require a planning phase, design phase and construction phase. The area north of the current location is the optimal location.

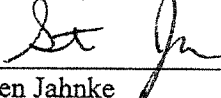
Jim Hanson discussed his concerns with the relocation, one being the need for electricity to the new location. The concerns will be incorporated as the project progresses.

Next meeting

The next meeting will be held **Tuesday, May 16, 2023 at 6:00pm** at the airport.

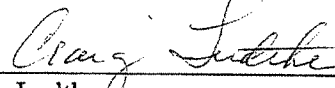
Craig Ludkte made a motion to adjourn, Mark Light seconded it. The meeting was adjourned.

Respectfully submitted,



Steven Jahnke
Public Works Director

Approved:



Craig Ludtke
Airport Advisory Board Secretary

CATEGORY - BID



Schweiss Doors
P.O. Box 220
Fairfax, MN 55332
800-746-8273 • Phone
507-498-7408 • Fax

ORDER INFORMATION		Invoice Number	Repair #	Door #	Department	Category	Priority	Going By	Payment By	Who Bid	Handled By	Date Left
22818-CAP		8/18/22			SHIP	BI-F PARTS	ASAP	REGULAR	CREDIT CARD	JEREMY		
CREDIT CARD INFORMATION		SHIPPING INFORMATION		SHIPPING ADDRESS		BILLING ADDRESS		BILLING ADDRESS		SHIPPING ADDRESS		
<input type="checkbox"/> The Bi-Fold or Hydraulic Door repairs have been performed satisfactorily Customer Signature - _____ Installer Signature - _____ <input type="checkbox"/> Customer Copy <input type="checkbox"/> Shipping Copy <input type="checkbox"/> Office Copy		Company Tracking Num: _____ Need Tag: _____ Call Date: _____ Qty: _____ Part #: _____ Part Description: _____		Company Name: Clark Hagen Street Add: 221 E Clark St City/Zip: Albert Lea MN 56007-2496 Phone1: 507-377-4325 Phone2: 507-377-4329 Phone3: _____ Fax: _____ E-Mail: chagen@ci.albertlea.mn.us		Company Name: Clark Hagen Street Add: 221 E Clark St City/Zip: Albert Lea MN 56007-2496 Phone1: 507-377-4325 Phone2: _____ Phone3: _____ Fax: _____ E-Mail: chagen@ci.albertlea.mn.us		Company Name: _____ Street Add: _____ City/Zip: _____ Phone1: _____ Phone2: _____ Phone3: _____ Fax: _____ E-Mail: _____		Company Name: _____ Street Add: _____ City/Zip: _____ Phone1: _____ Phone2: _____ Phone3: _____ Fax: _____ E-Mail: _____		

DESCRIPTION
 I bid strap lift systems and manual latches for (25) 40' x 12' 6" doors, (2) 45' x 12' 6" doors, and (1) 46' x 12' 6" door. 240 volt single phase. JCR

LABOR / MILEAGE / PARTS			Customer Total Each	Customer Cost Total
Line	Part Number	Qty	Part Description	
1				
2				
3	20319P	28	2 HP 56C, 115/208-230, 1PH w/6FTLb Dings	1452.55
4	20000P	28	SCH5-21 (N1) 230V-1PH-B2	553.17
5	27310	28	35 Chain- (33 Links w/ Con. Link) Bot. Dr.	12.27
6	21002P	28	30A Disc. - 3PH (No Fuse) 250V	141.42
7	21260P	28	125/250V Locking Plug	25.36
8	21100P	28	USD Switch - PBS-3	46.92
9	26000	28	9L JS x 1-1/4 Drive - 30T Ass'y	1401.39
10	26500	28	Jackshaft Shield	72.91
11	20006P	28	SCH-Limit Box 70:1 (N1)	187.55
12		28	Complete Strap Lift Systems (Total of All Lifts Combined)	813.96
13	41250	28	Decal Plates Complete - Boxed	270.87
14		28	Temporary Wiring	460.52
15				
16	18000	28	Standard Side Latch - L&R	536.93
17	18070	56	Manual Side Latch Catch	17.17
18				
19			**Plus shipping	
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30				

47493.92
 [Signature]
 13 units

Invoice Number

Customer Cost Total

LABOR / MILEAGE / PARTS

Line	Part Number	Qty	Part Description	Customer Total Each
31				
32				
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Strap Conversions - Schweiss doors are provided with temporary electrical wiring that is only to be used for the initial setup. Temporary wiring must be removed, hookups must be done by a licensed electrician. Schweiss is not responsible for the final hookup of your door. Failure to do this will void the warranty.
 Customer Supplies - 1-1/4 or 1-1/2 drive shaft and any tubes needed to modify the existing door to accept our drive system.
 Restocking Fee - All parts returned to Schweiss for credit will be subject to a 20% restocking fee, plus freight both ways.
 Sign and Return - Schweiss will not start to process this order until it has been signed and returned - Fax 507-426-7408.

TOTAL - \$ 168284.48
 SALES TAX - MN TAX RATE - 6.875% \$ 11569.56
 TAX EXEMPT - GRAND TOTAL - \$ 179854.04
 All Payments In US Funds Only Please
 CREDIT CARD

Customers Signature : _____ **Date :** _____

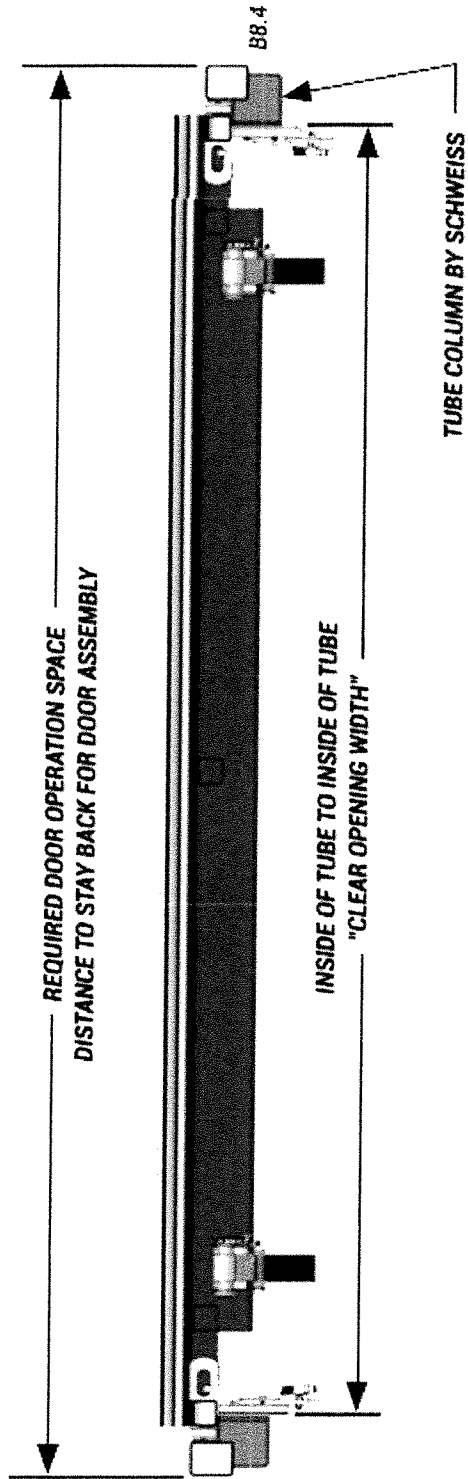
DOOR DESCRIPTION		WIDTH	HEIGHT	WEDGE	ACTUAL	LIFT	ELECT LOCATION	ELECTRIC	TRUSS	DRIVE	T RUBBER															
<p>ACCOUNTING</p> <table border="1"> <tr> <td>Amount Paid</td> <td>Chk #</td> <td>ROA Date</td> <td>Inv. #</td> <td>Inv. Date</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4">Unpaid Balance Due</td> <td>179,854.04</td> </tr> </table>												Amount Paid	Chk #	ROA Date	Inv. #	Inv. Date						Unpaid Balance Due				179,854.04
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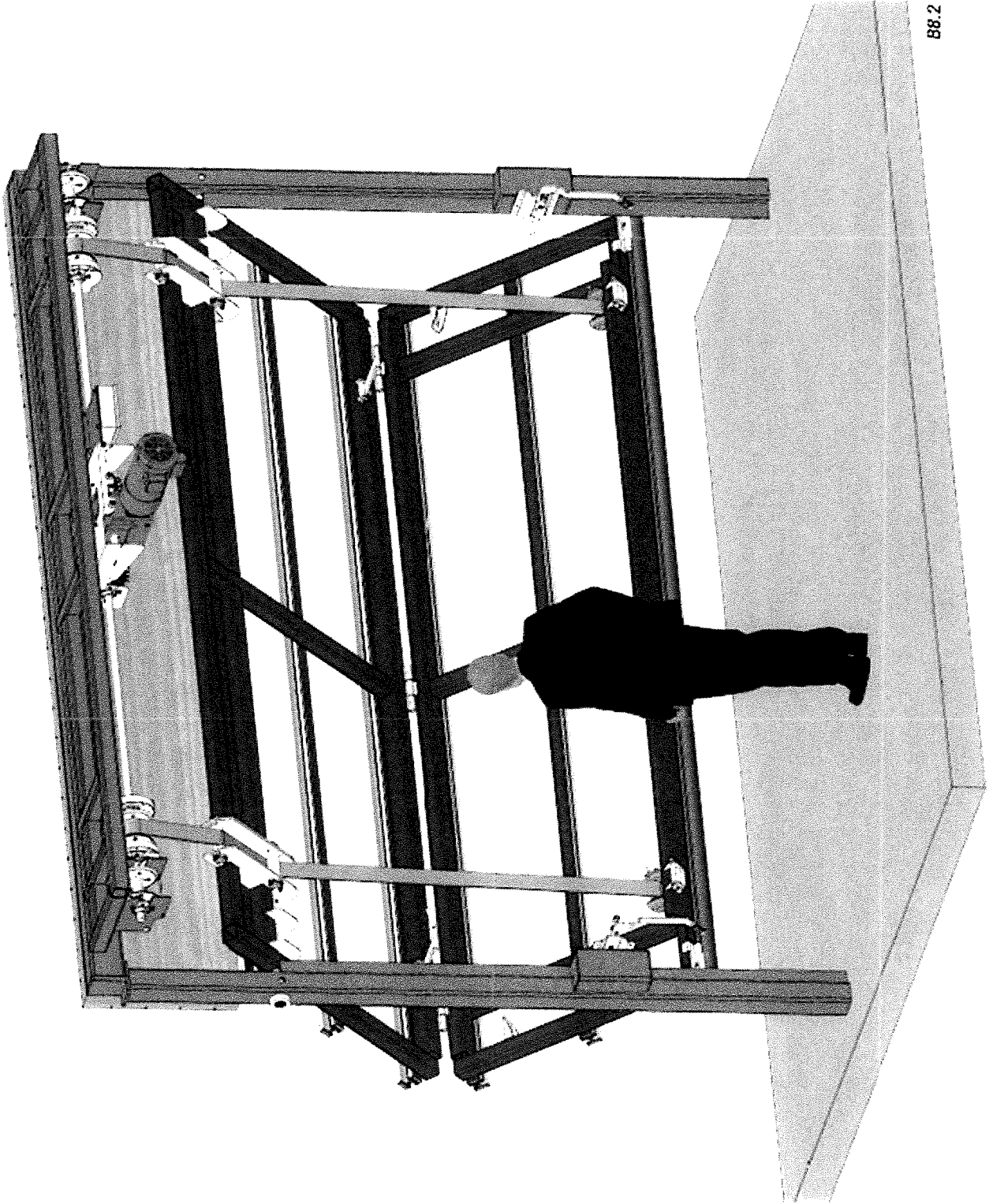
DIRECTIONS TO JOBSITE











Motor / Gearbox

Limit Box

**Lift
Strap**

**Manual
Latch**

**Bottom
Rollers**

**Control
Panel**



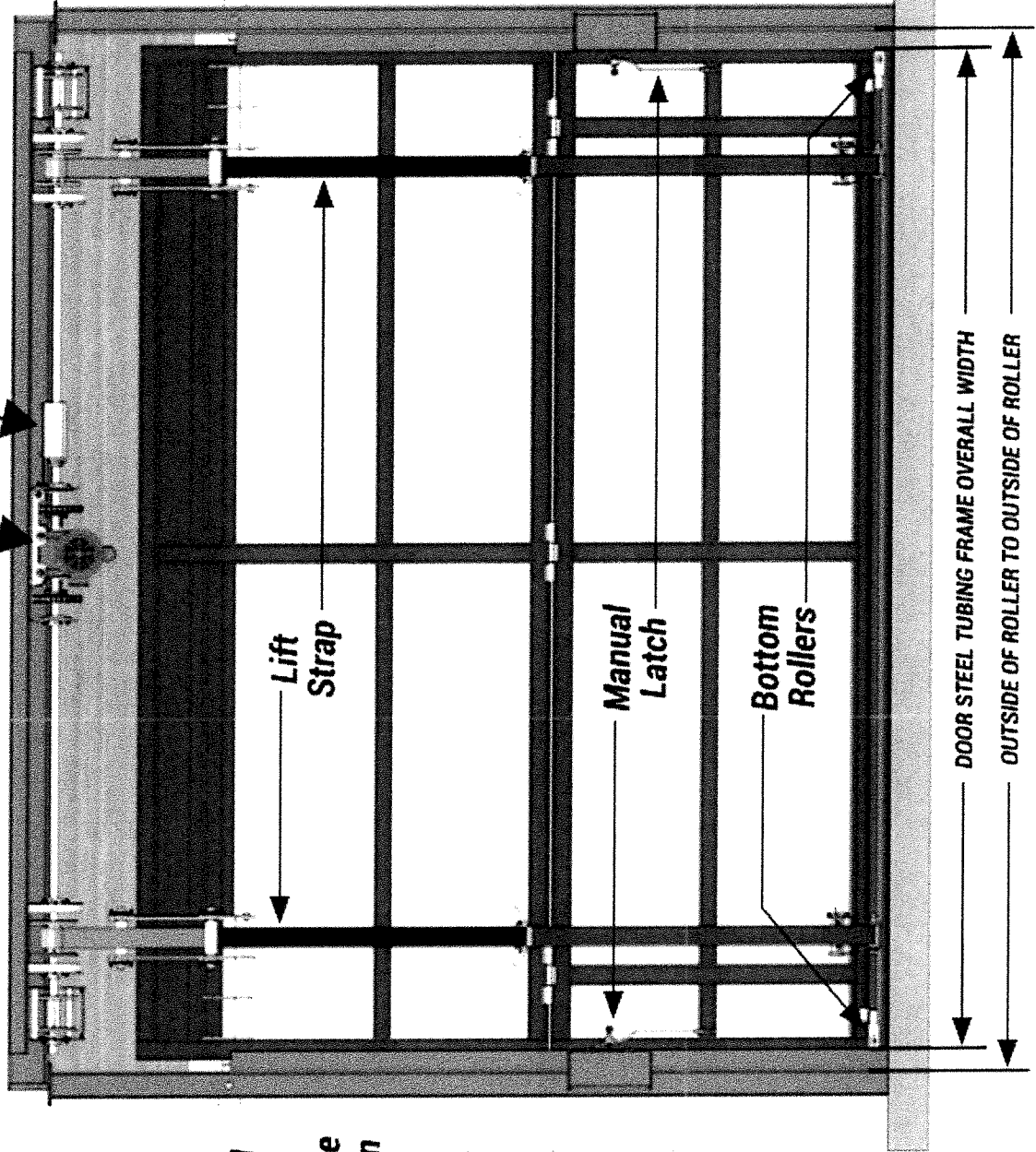
**Control
Panel
Alternate
Location**

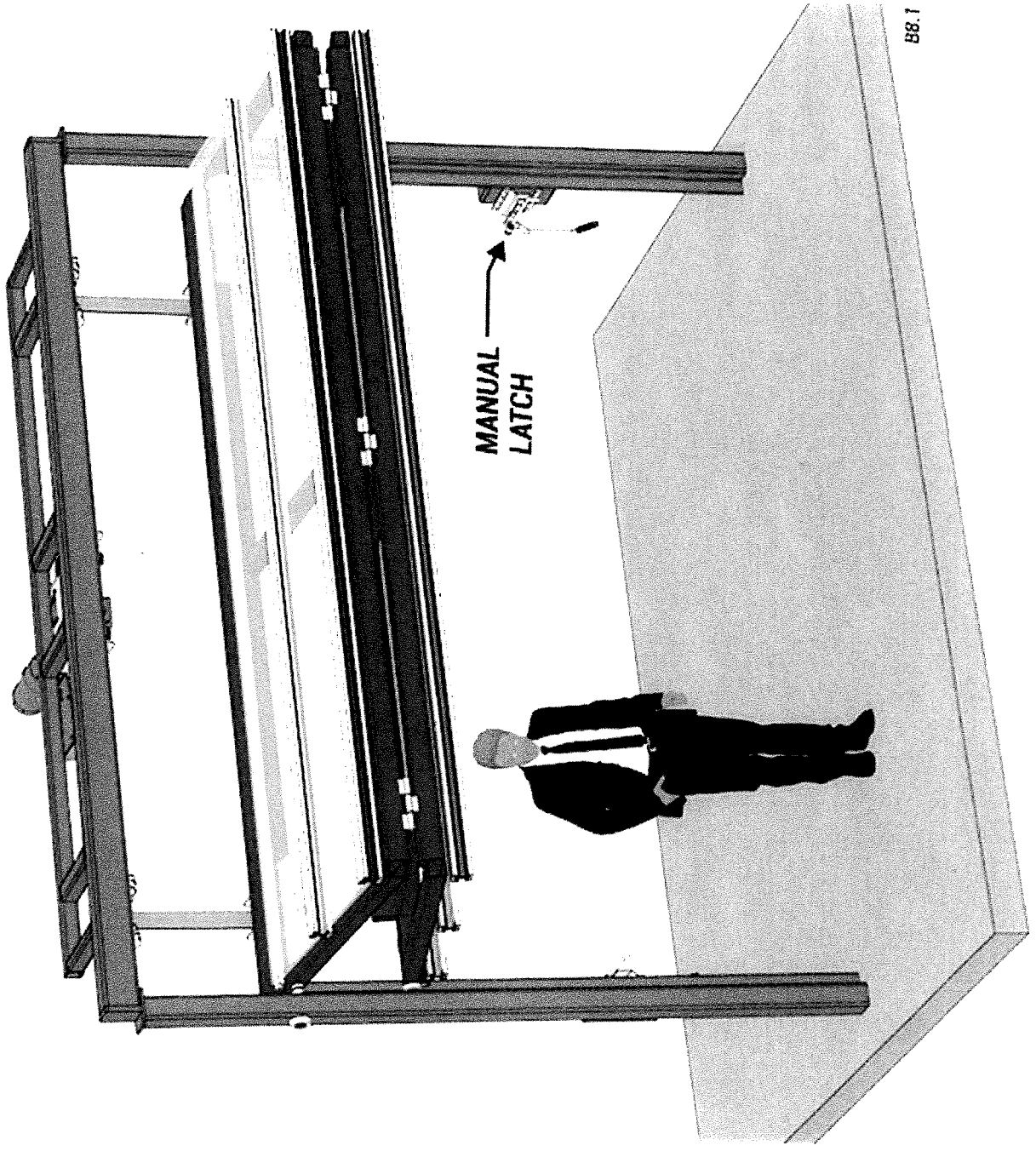


B8.3

DOOR STEEL TUBING FRAME OVERALL WIDTH

OUTSIDE OF ROLLER TO OUTSIDE OF ROLLER





B8.1