



# AIRPORT ADVISORY BOARD MEETING

## Minutes

May 16, 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	x
Gerald Molkenthin	x	
Chuck Sandager	x	
Darren Schone		x
Mark Light	x	

### *Ex-Officos*

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

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

**Chuck Sandager called the meeting to order.**

### **1) Approval of Board Minutes**

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

### **2) Master Plan Study**

The plan has been submitted to the FAA for review, comments and approval. Mead & Hunt has not heard back from the FAA.

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

Albert Lea Electric has installed all the signs, the sign portion of the project is complete. The fuel system was suppose to be delivered at the end of March, the system has still not been received. Jim Hanson noted the issues that continue to be a problem with the current system, the largest being the billing issue. Those

issues will be resolved once the new system is installed, unfortunately the new equipment has not been received nor has the contractor set a schedule for completing the upgrade.

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.

#### **4) AWOS State Project**

The current AWOS does not meet FAA standards, it is too close to the trees west of the gravel pit. An evaluation will need to be completed to determine whether to upgrade or replace the system and whether to relocate the system. This will require a planning phase, design phase and construction phase. The area north of the current location is the optimal location for relocation.

Jim noted the issues involved in relocating, specifically the interference with the telephone lines and getting electricity to a new location.

Matt Wagner gave an update. Matt recently attended the Minnesota conference and was able to speak with the state representatives about the AWOS project. The state advised 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 100%. 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, however they are still behind and won't be getting the grants written until mid/late summer. The grant will be in the amount of \$100,000, funds should be received by late summer/early fall of this year. 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.

#### **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 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 Mast Plan Project is wrapping up the new consultant selection process can be started.

This will take place in June/early July. 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. A decision on who will be the next airport consultant is expected by the July airport meeting.

#### **7) New Business**

##### **Glider Competition**

The Glider Completion will be held May 20<sup>th</sup> – 27<sup>th</sup>, it's a quarter national event. NOTAMs have been filed regarding the event but runways will not be closed for those not involved with the contest, the airport will operate as usual throughout the event.

### **Low Minimums Issue**

Earlier this year the airport had a NOTAM issued for a tower obstruction in the downtown area that raised the airports minimums. Jim Hanson checked and that NOTAM is no longer active, the issue has been resolved.

### **Young Eagles Event**


The Young Eagles Event will be held on May 27<sup>th</sup> from 8:30 to noon at the airport. The event educates those involved in aviation and offers guidance in becoming a pilot. Airplane rides will be provided to those interested.

### **Next meeting**


The next meeting will be held **Tuesday, July 18, 2023 at 6:00pm** at the airport.

Mark Light made a motion to adjourn, Michael Bowman seconded it. The meeting was adjourned.

Respectfully submitted,

  
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Steven Jahnke  
Public Works Director

Approved:

  
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Craig Ludtke  
Airport Advisory Board Secretary