



# AIRPORT ADVISORY BOARD MEETING

October 17, 2023

6:00pm

Albert Lea Airport  
INFORMATIONAL MEETING

In attendance were:

<i>Board Members</i>	<i>Present</i>	<i>Absent</i>
Michael Bowman		x
Craig Ludtke		x
Jerry Morstad		x
Gerald Molkenhuth	x	
Chuck Sandager	x	
Darren Schone		x
Mark Light		x

#### *Ex-Officios*

Steven Jahnke, City Engineer/Director of Public Works  
John Ryther, City Environmental/Civil Engineer  
Robert Rasmussen, Councilmen  
Jim Hanson, Airport Manager  
Silas Parmer, Bolton & Menk  
Chris Gardner, Bolton & Menk  
William Kozelsky, 360 Aviation

---

**The Airport Advisory Board met at the Albert Lea Airport on October 17, 2023. Introductions were held but due to board member attendance no official meeting was called to order.**

Bolton & Menk was officially selected as the Airport Consultant at the October 9<sup>th</sup> council meeting. Silas Parmer and Chris Gardner with Bolton & Menk were at the meeting and provided detailed information about the work they've already completed for the airport (see attachment).

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

Four board members are needed to make a quorum. Since there were only two board members present the meeting was held for informational purposes only. The September meeting minutes were not approved. The September minutes will be approved at the next meeting.

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

The plan was submitted to the FAA for review in the fall of 2022. The FAA has provided comments back

and those comments have been addressed. The City should be receiving final approval within the next few weeks which will complete/closeout the Master Plan Study. However, this process has been very slow and may continue to drag out.

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

The contractor was at the airport last week and did some work, however some parts were missing and the work could not be completed. The contractor is tentatively scheduled to finish the work next week.

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

Bolton & Menk has already submitted the grant request to the State for the AWOS project, and the City has received a notification letter awarding the grant. Bolton & Menk has started the site evaluation process as well. This involves surveying the site and applying the results to the AWOS standards to determine if the current site is viable. The data determined there are a few interfering objects within the 500' critical area and a few more in the 1000' critical area. Bolton & Menk will continue to work with MNDOT to keep this project moving forward. Below is a tentative schedule of the project:

Phase 1: Site Selection Study (Completion by February/March 2024)

- Site Selection Surveying
- City & MNDOT Approval of Site Location
- Complete an Environmental Study
- Prepare 7460 (Notice of Proposed Construction)

Phase 2: Design & Construction (Start Date of Spring of 2024)

- Prepare Bidding Documents
- Assist with Administrating Grant
- Bid Project
- Award Construction
- Construction Oversight (tree removals would take place in the winter, if necessary and if approved)

### **5) Disadvantaged Business Program (DBE)**

The City receives Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the Albert Lea Municipal Airport is required to implement a Disadvantaged Business Enterprise (DBE) Program.

A Disadvantaged Business Enterprise (DBE) program needs to be reviewed, updated (if applicable) and published for public comment every three years. The purpose of a DBE program is to ensure that small disadvantaged business enterprises can compete fairly for federally funded transportation-related projects. The City's (DBE) Program was recertified this fall and will not need to be reviewed again until 2025.

### **6) Capital Improvement Project (CIP)**

The Airport's CIP (Capital Improvement Project) and ALP (Airport Layout Plan) were not updated on the MNDOT site by the Airport's previous consultant (Mead & Hunt). There were several projects that were completed but not reflected on MDOT's site which is likely why the airport did not receive the grant for the hangar improvement project. The CIP and ALP are key components for receiving grants, if the airport doesn't document what projects have been completed, additional grant funds will likely not be distributed because the airport is not reflecting what the funds have accomplished at the airport.

Albert Lea Airport had four projects rated by MNDOT for funding. See attachment for ratings of all airport projects in Minnesota. Below is a summary of Albert Lea's projects:

- |  |    |
|--|----|
| 1. Glider Area Turf Rehabilitation Project | 31 |
| 2. Ramp Lighting Improvement Project       | 19 |
| 3. Existing Hangars Improvement Project    | 11 |
| 4. Bi-Fold Door for South Hangar           | 11 |

Projects over 48 points received funding. Bolton & Menk will work with MNDOT to get the CIP & ALP updated to help increase the project funding scores and increase the chances of receiving grant funds.

With the annual \$150,000 entitlement funds and the new BIL funds (approximately \$150,000/year) available for the next couple of years the airport will be able to accrue approximately \$1.5 million by 2027 at a 90% share. Bolton & Menk will review the airports properties (listed below) and determine what is the best way to utilize the entitlement and BILS funds. The City may also have to borrow and trade with other cities to best utilize funds.

1. Existing Hangar Repairs & Updates (\$200,000)
2. Fuel Tank Purchase (100 Octane) (new CIP item due to the closure of the Pine Bend Refinery)
3. Land Purchase (Runway 17 RPZ)
4. Large Hangar Option (hangar to allow for 4 planes and/or larger planes)
5. SRE Building Design
6. Replace Maintenance Hangar Door
7. Lighting Improvements (North End)

The National Plan of Integrated Airport Systems (NPIAS) is another component for receiving funds. The NPIAS consists of all commercial service airports, all reliever airports, and selected public-owned general aviation airports. This system collects data on how many and the types of aircraft that are registered at an airport, it then determines what class the airport is. The higher the number of aircraft, the higher the class resulting in more funding for the airport, the BILS funds is also increased. The City and Bolton & Menk will be working on finding as many aircraft within the 30 mile radius to add to the AEL airport registration. MNDOT currently shows 44 registered aircraft to AEL. Only airports that are listed in NPIAS qualify for grants from the AIP (Airport Improvement Program).

## 7) Board Members/Terms

When the City Council revised Board term lengths in 2021, a term went from three years to four years. Due to that revision no terms expire at the end of this year. At the end of next year (2024) Craig Ludtke will have served two terms and will not be able to serve another term but can return to the board after a year off if willing to serve again. Michael Bowman will have served one term at the end of next year (2024) and can be reappointed if willing to serve another term. At the end of 2025 three board members (Chuck Sandager, Darren Schone and Jerry Morstad) will have served two terms and will not be able to serve another term until 2027.

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



**ALBERT LEA MUNICIPAL AIRPORT (AEL)**  
**AIRPORT BOARD MEETING**  
October 17, 2023  
6:00 P.M.



**1. Automated Weather Observation System (AWOS) Replacement**

- a. MnDOT has selected AEL AWOS for replacement.
- b. 100% state funding up to a maximum of \$300,000 to replace.
- c. MnDOT will furnish all equipment.
- d. City responsible for siting and civil site work construction.
- e. BMI submitted proposal for Phase 1 Preliminary Design services.
  - i. Complete site selection to ensure existing location can meet FAA siting criteria.
  - ii. Survey of adjacent trees has been completed.
- f. Site Selection layout will be drafted and submitted to MnDOT for review before taking next steps.

**2. Bipartisan Infrastructure Law (BIL) Funding**

- a. Additional federal funding provided from 2022-2026.
- b. AEL received \$159,000 in 2022; used \$40,018 for Pavement Maintenance project.
- c. \$145,000 in 2023.
- d. Anticipated to remain \$145,000 for years 2024-2026.
- e. Anticipated 2024 BIL fund balance \$408,982.
- f. Funds are in addition to annual \$150,000 entitlement funds.
- g. Funding participation follows AIP 90% FAA 10% Local.

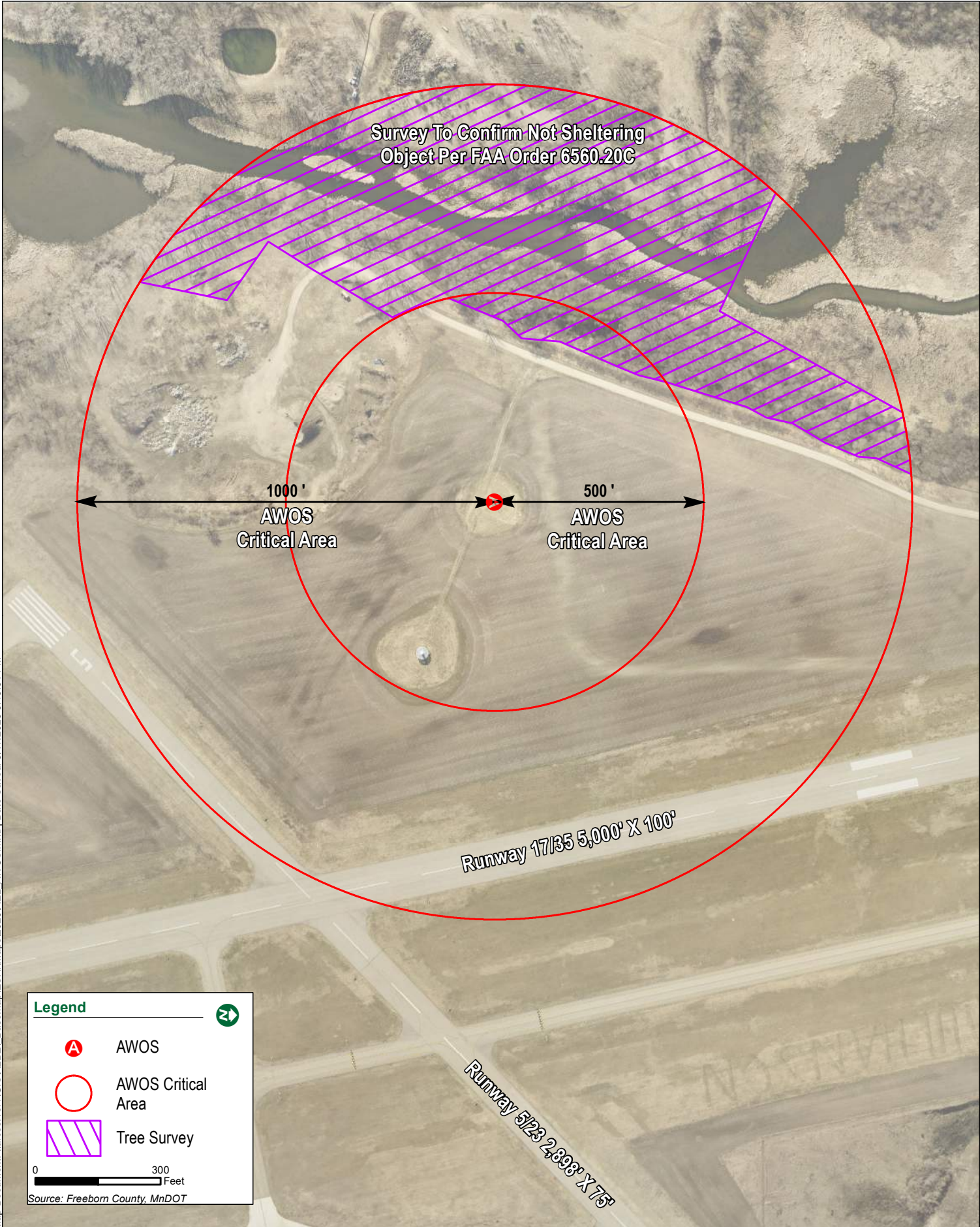
**3. MnDOT SASP**

- a. MnDOT State Aviation System Plan is now complete.
- b. Available for review at [www.mnsasp.org](http://www.mnsasp.org).
- c. Airport Performance for AEL attached.
- d. Need to include "missed target" projects on CIP to avoid reducing project scoring.

**4. Capital Improvement Plan**

- a. State FY 2024 list of funded projects attached.
- b. Projects scoring 48 or higher funded.
- c. AEL projects all scored low.
- d. Attached is the current CIP.

**Contact:** Silas Parmar, P.E.  
email: [silas.parmar@bolton-menk.com](mailto:silas.parmar@bolton-menk.com)  
phone: (612) 987-0138



Map Document: \\arcserver1\GIS\AL\BEL\_Basemap\ESRI\Maps\2023\AEL\_AWOS.mxd | Date Saved: 8/17/2023 3:18:51 PM

**Legend**

- AWOS
- AWOS Critical Area
- Tree Survey

0 300 Feet

Source: Freeborn County, MnDOT

COLOR KEY

- Meets target
- Partially meets target
- Missed target
- Indicator (no target evaluation)

**Runway Width**

**100 ft**

Target: 100 feet

Source: FAA ACP (2012/2015)

**Runway Lighting**

**MIRL**

Target: MIRL

Source: FAA ACP (2012/2015)

**Runway Approach**

Most Critical Approach Type:  
**Non-Precision Approach**

Target: Precision Approach

Source: FAA ACP (2012/2015)

**Runway Visibility Minimums**

Lowest Visibility Minimums:  
**1 MILE**

Target: 3/4 MILE

Source: FAA published approach chart available on FAA DOT website (2015)

**Parallel Taxiway**

**Full Parallel Taxiway**

Target: Full Parallel

Source: M/GASP Inventory 2021

**Navigation Systems**

**All Navigation Systems and Aids Equipped**

Target: ALS, REILs, VGSI, Beacon, Wind Cone

Source: FAA ACP (2012/2015)

**Weather Reporting**

**AWOS III**

Target: AWOS or ASOS

Source: FAA ACP (2012/2015)

**Airport Surfaces Clear of Obstructions**

**Obstructions Present**

Target: No Obstructions

Source: FAA ACP (2012/2015)

**General Aviation (GA) Terminal Building**

**Some Pilot Amenities Available**

Target: GA Terminal with Phone and Restroom

Source: M/GASP Inventory 2021

**Automobile Parking**

**Car Parking Available**

Target: Car Parking Available

Source: M/GASP Inventory 2021

**Airport Layout Plan**

**ALP/Master Plan out of date or missing**

Target: < 10 year old ALP and Master Plan

Source: M/GASP Inventory 2021

**Airport Zoning**

**On-File**

Meets Target

Source: M/GASP Inventory 2021

**Minimum Standards**

**Established**

Recommended: Established

Source: M/GASP Inventory 2021

**Transient Aircraft Storage**

**Heated Transient Storage Available**

Heated Transient Storage Recommended

Source: M/GASP Inventory 2021

**Fuel Availability**

**Jet A and 100LL Available**

Recommended: Jet A and 100LL

Source: M/GASP Inventory 2021

**Taxiway Width**

**50 feet**

Target: > 35 feet

Source: M/GASP Inventory 2021

**Fencing**

**Controlled vehicle access**

Controlled vehicle access and fencing as-needed

Source: M/GASP Inventory 2021

**Aircraft Parking**

**7 tiedowns available**

Target: At least 3 open tie-downs

Source: M/GASP Inventory 2021

**Rental/Courtesy Car Availability**

**Rental and Courtesy Car Available**

Recommended: Rental and Courtesy Car

Source: M/GASP Inventory 2021

**Clear Zone Ownership**

**Partial**

Target: Fee-Simple Ownership

Source: M/GASP Inventory 2021

**Based Aircraft**

**44**

Source: M/GASP Inventory 2021

**Estimated Annual Aircraft Operations (2020)**

**21,275**

Source: M/GASP "Baseline Operations Estimation Tool" (2021)

**Certified Pilots within 30nm**

**99**

Source: FAA Business Aviation Checklist (2011-2020) ACP's proximity analysis

**Available Services**

**See Tabs**

Based on M/GASP Report

### SFY 2024 State-Only Capital Project List

Project Title	Facility Name	IDENT	Total Score	Total Cost	State	Local
Remove Obstructions To Runway 18 Approach	Buffalo Municipal Airport	CFE	85	\$ 30,000.00	\$ 21,000.00	\$ 9,000.00
Airfield Pavement Maintenance - Crack Repair	Forest Lake Airport	25D	80	\$ 33,300.00	\$ 31,635.00	\$ 1,665.00
Airfield Pavement Maintenance - Crack Seal	Olivia Regional Airport	OVL	75	\$ 100,000.00	\$ 95,000.00	\$ 5,000.00
Runway Pavement Maintenance	Bagley Municipal Airport	7Y4	75	\$ 100,000.00	\$ 95,000.00	\$ 5,000.00
Runway Pavement Maintenance - Crack Repair	Aitkin Municipal Airport - Steve Kurtz Field	AIT	75	\$ 177,000.00	\$ 132,750.00	\$ 44,250.00
Runway, Taxiway, and Apron Crack Repair and Seal Coat	Granite Falls Muni-Lenzen-Roe Memorial Fld	GDB	75	\$ 275,000.00	\$ 261,250.00	\$ 13,750.00
Obstruction Removal	Bowstring Airport	9Y0	70	\$ 20,000.00	\$ 19,000.00	\$ 1,000.00
Obstruction Removal - Brush and Trees	Backus Municipal Airport	7Y3	70	\$ 75,000.00	\$ 71,250.00	\$ 3,750.00
Reconstruct Hangar Taxilane A	Maple Lake Municipal Airport	MGG	70	\$ 250,000.00	\$ 237,500.00	\$ 12,500.00
Land Acquisition - Risk Property Parcel	Backus Municipal Airport	7Y3	70	\$ 200,000.00	\$ 190,000.00	\$ 10,000.00
Crack Seal Airport Pavements	Warrond International Memorial Airport	RRT	69	\$ 50,000.00	\$ 37,500.00	\$ 12,500.00
Crack Seal Airfield Pavements	Princeton Municipal Airport	PNM	69	\$ 50,000.00	\$ 35,000.00	\$ 15,000.00
Airfield Pavement Maintenance	Fairmont Municipal Airport	FRM	67	\$ 150,000.00	\$ 105,000.00	\$ 45,000.00
Crack Repair	Red Lake Falls Municipal Airport	DB1	67	\$ 10,000.00	\$ 9,500.00	\$ 500.00
Pavement Seal Runway	Bigfork Municipal Airport	FOZ	60	\$ 15,000.00	\$ 14,250.00	\$ 750.00
Rwy 17/35 Pavement Maintenance - Crack Repair and Seal Coat	Mahnomen County Airport	3N8	60	\$ 125,000.00	\$ 93,750.00	\$ 31,250.00
Obstruction Removal	Hill City-Quadna Mountain Airport	07Y	60	\$ 10,000.00	\$ 9,500.00	\$ 500.00
Runway Crack Seal	Broton Municipal Airport	6D1	60	\$ 20,000.00	\$ 19,000.00	\$ 1,000.00
Turf Runway 17/35 Rehabilitation	Wells Municipal Airport	68Y	60	\$ 250,000.00	\$ 237,500.00	\$ 12,500.00
Airfield Pavements - Crack Repair and Seal Coat	Warren Municipal Airport	D37	60	\$ 340,000.00	\$ 323,000.00	\$ 17,000.00
Crackseal Hangar Taxilane	Tracy Municipal Airport	TKC	60	\$ 15,000.00	\$ 11,250.00	\$ 3,750.00
Airfield Pavement Maintenance - Crack Repair	Two Harbors Municipal - Richard B. Helgeson Field	TWM	60	\$ 200,000.00	\$ 150,000.00	\$ 50,000.00
Crack Seal Airfield Pavement	Roseau Municipal Airport - Rudy Billberg Field	ROX	59	\$ 60,000.00	\$ 45,000.00	\$ 15,000.00
Fuel Pad and Tanks	Falls International Airport	INL	58	\$ 250,000.00	\$ 175,000.00	\$ 75,000.00
Replace T-Hangar Door	Lac Qui Parle County Airport - Bud Frye Field	DXX	56	\$ 25,000.00	\$ 18,750.00	\$ 6,250.00
Annual Crack Seal	St. Cloud Regional Airport	STC	56	\$ 100,000.00	\$ 70,000.00	\$ 30,000.00
Airfield Pavements - Crack Seal	Eveleth-Virginia Municipal Airport	EVM	55	\$ 100,000.00	\$ 70,000.00	\$ 30,000.00
Pavement Maintenance Runway - Crack Repair	Appleton Municipal Airport	AQP	55	\$ 80,000.00	\$ 76,000.00	\$ 4,000.00
Pave Parking Lot and Access Road	Milaca Municipal Airport	18Y	54	\$ 356,000.00	\$ 338,200.00	\$ 17,800.00
Midfield Ramp Repair Phase 2 - Design and Construction	Duluth International Airport	DLH	54	\$ 1,000,000.00	\$ 700,000.00	\$ 300,000.00
Pavement Maintenance - Commercial Apron	Brainerd Lakes Regional Airport	BRD	54	\$ 50,000.00	\$ 35,000.00	\$ 15,000.00
Expand MnDNR Apron - Design	Princeton Municipal Airport	PNM	54	\$ 50,000.00	\$ 35,000.00	\$ 15,000.00
Fuel System Maintenance	Glenwood Municipal Airport	GHW	53	\$ 10,000.00	\$ 7,000.00	\$ 3,000.00
AGIS Survey for Approach To Runway 11	Olivia Regional Airport	OVL	52	\$ 90,000.00	\$ 85,500.00	\$ 4,500.00
Install Perimeter Access Gates & Fence	Buffalo Municipal Airport	CFE	52	\$ 40,000.00	\$ 28,000.00	\$ 12,000.00
Construct Hangar Taxilane H	Maple Lake Municipal Airport	MGG	50	\$ 250,000.00	\$ 237,500.00	\$ 12,500.00
Crack Repair	McGregor - Isedor Iverson Airport	HZX	50	\$ 5,500.00	\$ 5,225.00	\$ 275.00
T-Hangar Taxilane Pavement - Design and Construction	Thief River Falls Regional Airport	TVF	50	\$ 200,000.00	\$ 140,000.00	\$ 60,000.00
Runway 13/31 Approach Development	Forest Lake Airport	25D	50	\$ 50,000.00	\$ 47,500.00	\$ 2,500.00
S. Side Taxilane Ext. and Bldg Area Site Prep - Design and Construction	Backus Municipal Airport	7Y3	50	\$ 190,000.00	\$ 180,500.00	\$ 9,500.00
GA and Terminal Apron Maintenance	Range Regional Airport	HIB	49	\$ 400,000.00	\$ 280,000.00	\$ 120,000.00
Tiedown Relocation	Littlefork Municipal Airport - Hanover Airport	13Y	49	\$ 8,500.00	\$ 8,075.00	\$ 425.00
Seaplane Base - Dock Replacement and Safety Upgrades	Duluth Sky Harbor Airport	DYT	49	\$ 300,000.00	\$ 210,000.00	\$ 90,000.00
Install Credit Card Chip Reader	Olivia Regional Airport	OVL	48	\$ 30,000.00	\$ 21,000.00	\$ 9,000.00
100LL Fuel System Pump Upgrade	Granite Falls Muni-Lenzen-Roe Memorial Fld	GDB	48	\$ 35,000.00	\$ 24,500.00	\$ 10,500.00
A/D Building Window Replacement	Granite Falls Muni-Lenzen-Roe Memorial Fld	GDB	48	\$ 35,000.00	\$ 33,250.00	\$ 1,750.00
Aircraft Fuel System Design	New Ulm Municipal Airport	ULM	48	\$ 75,000.00	\$ 52,500.00	\$ 22,500.00
Fuel System - Install Chip Reader	Montevideo-Chippewa County Airport	MVE	48	\$ 25,000.00	\$ 17,500.00	\$ 7,500.00
A/D Bldg Sewer Improvements	Montevideo-Chippewa County Airport	MVE	48	\$ 15,000.00	\$ 10,500.00	\$ 4,500.00
Fuel System Maintenance	Mora Municipal Airport	JMR	48	\$ 100,000.00	\$ 70,000.00	\$ 30,000.00
A/D Building - Rehabilitation	Montevideo-Chippewa County Airport	MVE	48	\$ 30,000.00	\$ 21,000.00	\$ 9,000.00
Fuel System Tank Monitoring System	South St. Paul Municipal Airport - Fleming Field	SGS	48	\$ 30,000.00	\$ 21,000.00	\$ 9,000.00
Fuel Tank Upgrades	Austin Municipal Airport	AUM	48	\$ 600,000.00	\$ 420,000.00	\$ 180,000.00
Terminal Building Improvements	Backus Municipal Airport	7Y3	48	\$ 20,000.00	\$ 19,000.00	\$ 1,000.00

Install Credit Card Chip Reader	Fertile Municipal Airport	D14	48	\$ 30,000.00	\$ 21,000.00	\$ 9,000.00
Avgas Card and Jet A Card Reader Upgrade	Willmar Municipal Airport - John L. Rice Field	BDH	48	\$ 60,000.00	\$ 42,000.00	\$ 18,000.00
Taxiway A3 Extension	Forest Lake Airport	25D	48	\$ 84,753.00	\$ 80,515.35	\$ 4,237.65
Terminal Building - Unicom Radio	Glencoe Municipal Airport - Vernon Perschau Field	GYL	48	\$ 9,050.00	\$ 6,335.00	\$ 2,715.00
Install 6,000 Gallon Aboveground Tank	Glencoe Municipal Airport - Vernon Perschau Field	GYL	48	\$ 250,000.00	\$ 175,000.00	\$ 75,000.00
Taxilane Bravo Extension	Forest Lake Airport	25D	48	\$ 276,655.40	\$ 262,822.63	\$ 13,832.77
Airport Layout Plan	Bowstring Municipal Airport	9V0	PLN*	\$ 70,000.00	\$ 66,500.00	\$ 3,500.00
Airport Layout Plan and Narrative Report	East Gull Lake Airport	9Y2	PLN*	\$ 59,900.00	\$ 56,905.00	\$ 2,995.00
Airport Zoning	Lac Qui Parle County Airport	DXX	PLN*	\$ 22,500.00	\$ 16,875.00	\$ 5,625.00
Airport Zoning Ordinance Update	Long Prairie Municipal Airport	14Y	PLN*	\$ 50,000.00	\$ 35,000.00	\$ 15,000.00
Airport Layout Plan	Northome Municipal Airport	43Y	PLN*	\$ 70,000.00	\$ 66,500.00	\$ 3,500.00
Zoning Ordinance Update	Baudette International Airport	BDE	PLN*	\$ 35,000.00	\$ 26,250.00	\$ 8,750.00
Airport Zoning Update	Hallock Municipal Airport	HCO	PLN*	\$ 50,000.00	\$ 37,500.00	\$ 12,500.00
Custom Airport Zoning	Range Regional Airport	HIB	PLN*	\$ 136,368.00	\$ 95,457.60	\$ 40,910.40
Construct 6-Unit T-Hangar - Site And Foundation	St. James Municipal Airport	JYG	46	\$ 200,000.00	\$ 150,000.00	\$ 50,000.00
Sewer Utility Relocation	Montevideo-Chippewa County Airport	MVE	46	\$ 50,000.00	\$ 35,000.00	\$ 15,000.00
Hangar Roof Replacement (Hangar #10 & #11)	Owatonna Degner Regional Airport	OWA	46	\$ 400,000.00	\$ 280,000.00	\$ 120,000.00
Hangar Lighting Upgrades (Led)	Austin Municipal Airport	AUM	46	\$ 10,000.00	\$ 7,000.00	\$ 3,000.00
City Owned T-Hangar Door Replacement (2-Doors)	Buffalo Municipal Airport	CFE	46	\$ 50,000.00	\$ 35,000.00	\$ 15,000.00
Improve Telecommunications - Fiber	Windom Municipal Airport	MWM	46	\$ 50,000.00	\$ 37,500.00	\$ 12,500.00
Runway Culvert Lining (200 Lf)	Hill City-Quadna Mountain Airport	07Y	45	\$ 80,000.00	\$ 76,000.00	\$ 4,000.00
2" Mill And Overlay Apron & Rwy.-Design/Bidding/Rpr/Ca	Brooten Municipal Airport	6D1	45	\$ 209,000.00	\$ 198,550.00	\$ 10,450.00
Grading, Taxilane & Bldg. Slab Design/Bid (4-Unit)	Tracy Municipal Airport	TKC	45	\$ 83,000.00	\$ 62,250.00	\$ 20,750.00
Taxilane/Hangar Sitework	Springfield Municipal Airport	D42	45	\$ 260,000.00	\$ 195,000.00	\$ 65,000.00
Tie Down Additions	Northome Municipal Airport	43Y	44	\$ 25,000.00	\$ 23,750.00	\$ 1,250.00
Reconstruct Terminal Parking Lot	South St. Paul Municipal Airport - Fleming Field	SGS	44	\$ 300,000.00	\$ 210,000.00	\$ 90,000.00
Entrance Road/Parking Lot Chip Seal	Benson Municipal Airport - Veterans Field	BBB	44	\$ 35,000.00	\$ 26,250.00	\$ 8,750.00
Hangar Access Road Construction	Willmar Municipal Airport - John L. Rice Field	BDH	44	\$ 250,000.00	\$ 175,000.00	\$ 75,000.00
Entrance Sign	Winsted Municipal Airport	10D	44	\$ 10,000.00	\$ 7,500.00	\$ 2,500.00
Fuel System Improvements	Pelican Rapids Municipal Airport - Lyon's Field	47Y	43	\$ 25,000.00	\$ 17,500.00	\$ 7,500.00
AD Building Utilities - Internet, Computer, Equipment	Bowstring Airport	9V0	43	\$ 10,000.00	\$ 9,500.00	\$ 500.00
Update Fuel Facility-Card Reader And Hose Reel	Slayton Municipal Airport	DVP	43	\$ 75,000.00	\$ 52,500.00	\$ 22,500.00
100LL Credit Card Reader Upgrade	Houston County Airport	CHU	43	\$ 30,000.00	\$ 21,000.00	\$ 9,000.00
Replacement of Diesel/Unleaded Tanks	Thief River Falls Regional Airport	TVF	43	\$ 350,000.00	\$ 245,000.00	\$ 105,000.00
Hangar Rehab.-Siding,Walls, Doors, Door Operators	Slayton Municipal Airport	DVP	41	\$ 436,000.00	\$ 414,200.00	\$ 21,800.00
Hangar Rehabilitation	Springfield Municipal Airport	D42	41	\$ 150,000.00	\$ 142,500.00	\$ 7,500.00
Corporate Hangar Site Construction	Springfield Municipal Airport	D42	41	\$ 500,000.00	\$ 375,000.00	\$ 125,000.00
Fee Simple Land Purchase (12 Acres)	Red Lake Falls Municipal Airport	D81	40	\$ 221,000.00	\$ 209,950.00	\$ 11,050.00
Airside Pavement Maintenance	Duluth International Airport	DLH	40	\$ 150,000.00	\$ 105,000.00	\$ 45,000.00
Drainage Improvements	Hutchinson Municipal Airport - Butler Field	HCD	40	\$ 20,000.00	\$ 14,000.00	\$ 6,000.00
Customs And Border Protection General Aviation Facility	St. Paul Downtown Airport - Holman Field	STP	38	\$ 3,600,000.00	\$ 2,520,000.00	\$ 1,080,000.00
Bituminous Pavement Crack Fill & Fog Seal	Sleepy Eye Municipal Airport	Y58	38	\$ 70,000.00	\$ 66,500.00	\$ 3,500.00
Relocate Hangar G2	Range Regional Airport	HIB	36	\$ 390,000.00	\$ 273,000.00	\$ 117,000.00
Hangar Site Prep - Sfy24	Range Regional Airport	HIB	36	\$ 600,000.00	\$ 420,000.00	\$ 180,000.00
Hangar C Exterior Rehabilitation	Range Regional Airport	HIB	36	\$ 95,000.00	\$ 66,500.00	\$ 28,500.00
Runway Lighting Improvements/Led Catex/Design/Bidding	Appleton Municipal Airport	AQP	36	\$ 61,580.00	\$ 58,501.00	\$ 3,079.00
Construct Taxiway And Pavement	Henning Municipal Airport	05Y	35	\$ 70,000.00	\$ 66,500.00	\$ 3,500.00
Airport Access Road Rehabilitation	Northome Municipal Airport	43Y	34	\$ 40,000.00	\$ 38,000.00	\$ 2,000.00
Apron Security Fence With Auto Gate	Appleton Municipal Airport	AQP	34	\$ 70,000.00	\$ 66,500.00	\$ 3,500.00
100LL Card Reader Upgrade To EMV	Mahnomen County Airport	3N8	33	\$ 35,000.00	\$ 24,500.00	\$ 10,500.00
100LL & Jet A Fuel System Upgrades	Litchfield Municipal Airport	LJF	33	\$ 100,000.00	\$ 70,000.00	\$ 30,000.00
Upgrade Fuel System	Perham Municipal Airport	16D	33	\$ 15,000.00	\$ 10,500.00	\$ 4,500.00
Fuel Management System	Brainerd Lakes Regional Airport	BRD	33	\$ 40,000.00	\$ 28,000.00	\$ 12,000.00
A/D Bldg. Improvements	Litchfield Municipal Airport	LJF	33	\$ 75,000.00	\$ 52,500.00	\$ 22,500.00
White Hangar Painting	Blue Earth Municipal Airport	SBU	31	\$ 43,000.00	\$ 30,100.00	\$ 12,900.00
Acquisition Of Property - Helena Chemical	Southwest Minnesota Regional-Marshall/Ryan Field	MML	31	\$ 575,000.00	\$ 402,500.00	\$ 172,500.00



<b>Glider Area Turf Rehab</b>	<b>Albert Lea Municipal Airport</b>	<b>AEL</b>	<b>31</b>	<b>\$ 10,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ 3,000.00</b>
Pack & Roll Runway	Remer Municipal Airport	52Y	30	\$ 2,500.00	\$ 2,375.00	\$ 125.00
T-Hangar Apron/Taxilane Crack Sealing	Waseca Municipal Airport	ACQ	30	\$ 100,000.00	\$ 70,000.00	\$ 30,000.00
Parking Lot Paving & Apron Fence W/Vehicle Gate-Design/Bidding	Brooten Municipal Airport	6D1	29	\$ 34,000.00	\$ 32,300.00	\$ 1,700.00
South Campus Parking Lot & EMS Staging Area	Brainerd Lakes Regional Airport	BRD	29	\$ 200,000.00	\$ 140,000.00	\$ 60,000.00
Parking Lot Paving & Apron Fence W/Vehicle Gate-Construction	Brooten Municipal Airport	6D1	29	\$ 113,000.00	\$ 107,350.00	\$ 5,650.00
Entrance Road & Parking Paving	Mahnomen County Airport	3N8	29	\$ 100,000.00	\$ 75,000.00	\$ 25,000.00
SRE Improvements	Range Regional Airport	HIB	26	\$ 50,000.00	\$ 35,000.00	\$ 15,000.00
Runway 14/32 Ext. Wetlands Deliniation & Permit	McGregor - Isedor Iverson Airport	HZX	25	\$ 20,000.00	\$ 19,000.00	\$ 1,000.00
Runway 14/32 Ext. Water Quality Permit	McGregor - Isedor Iverson Airport	HZX	25	\$ 50,000.00	\$ 47,500.00	\$ 2,500.00
Runway 14/32 Ext. Design	McGregor - Isedor Iverson Airport	HZX	25	\$ 190,000.00	\$ 180,500.00	\$ 9,500.00
Runway 14/32 Ext. Agis Survey	McGregor - Isedor Iverson Airport	HZX	25	\$ 80,000.00	\$ 76,000.00	\$ 4,000.00
Fuel Tank Replacement (Mogas Tank)	Waseca Municipal Airport	ACQ	23	\$ 100,000.00	\$ 70,000.00	\$ 30,000.00
FBO Building Modifications Ph. 1	Bemidji Regional Airport	BJI	21	\$ 125,000.00	\$ 87,500.00	\$ 37,500.00
<b>Improve Ramp Lighting</b>	<b>Albert Lea Municipal Airport</b>	<b>AEL</b>	<b>19</b>	<b>\$ 25,000.00</b>	<b>\$ 17,500.00</b>	<b>\$ 7,500.00</b>
Terminal Updates	Remer Municipal Airport	52Y	18	\$ 2,500.00	\$ 2,375.00	\$ 125.00
Jet A EMV Card Reader Upgrade	Worthington Municipal Airport	OTG	18	\$ 30,000.00	\$ 21,000.00	\$ 9,000.00
100LL EMV Card Reader Upgrade	Worthington Municipal Airport	OTG	18	\$ 30,000.00	\$ 21,000.00	\$ 9,000.00
Building Improvements	Cook Municipal Airport	CQM	16	\$ 12,000.00	\$ 9,000.00	\$ 3,000.00
Planning Area #3 Utilities - Access Road Paving, Sewer, Water	Bemidji Regional Airport	BJI	15	\$ 2,500,000.00	\$ 1,750,000.00	\$ 750,000.00
Gravel	Remer Municipal Airport	52Y	14	\$ 15,000.00	\$ 14,250.00	\$ 750.00
Security Gate Improvements	Cook Municipal Airport	CQM	14	\$ 10,000.00	\$ 7,500.00	\$ 2,500.00
20,000 Gal Dual 100LL/Jet A Fuel System	Pipestone Municipal Airport	PQN	13	\$ 800,000.00	\$ 560,000.00	\$ 240,000.00
Fueling Card Reader Installation	Waseca Municipal Airport	ACQ	13	\$ 50,000.00	\$ 35,000.00	\$ 15,000.00
A/D Building Improvements	Pipestone Municipal Airport	PQN	13	\$ 50,000.00	\$ 35,000.00	\$ 15,000.00
Equipment Building Insulation & Heat	McGregor - Isedor Iverson Airport	HZX	11	\$ 25,000.00	\$ 23,750.00	\$ 1,250.00
<b>Bi-Fold Door For South Hangar</b>	<b>Albert Lea Municipal Airport</b>	<b>AEL</b>	<b>11</b>	<b>\$ 80,000.00</b>	<b>\$ 56,000.00</b>	<b>\$ 24,000.00</b>
<b>Existing Hangar Repair &amp; Updates</b>	<b>Albert Lea Municipal Airport</b>	<b>AEL</b>	<b>11</b>	<b>\$ 100,000.00</b>	<b>\$ 70,000.00</b>	<b>\$ 30,000.00</b>
Seaplane Ramp Repairs - Construction	Baudette International Airport	BDE	9	\$ 132,000.00	\$ 92,400.00	\$ 39,600.00
Fuel System - Install Chip Reader	Rush City Regional Airport	ROS	8	\$ 50,000.00	\$ 35,000.00	\$ 15,000.00
Environmental Services	Warren Municipal Airport	D37	4	\$ 60,000.00	\$ 57,000.00	\$ 3,000.00
Fuel Card Reader Upgrade	Hector	1D6	3	\$ 12,000.00	\$ 8,400.00	\$ 3,600.00
A/D Building Improvements (Exterior)	Baudette International Airport	BDE	3	\$ 75,000.00	\$ 52,500.00	\$ 22,500.00
EMV-Compatible Terminal Upgrade	Rushford Municipal Airport	55Y	-2	\$ 40,000.00	\$ 28,000.00	\$ 12,000.00

\*PLN: Planning grants were not part of the scoring prioritization model for capital grants and do not have a score.

# Capital Improvement Program Report

Minnesota Department of Transportation - Aviation Division

Albert Lea Municipal Airport

Report Filter - Types: All, Statuses: All

Year	Project Name	Status	FAA	State	Local	Total
<b>2023</b>						
	FFY2022 AIRFIELD CRACK SEALING, SEAL COAT & CIP MARKINGS		402,907.00	86,767.00	49,977.00	\$539,651.00
	FFY2022 FUEL SYSTEM EMV UPGRADE	CIP	0.00	47,271.00	20,259.00	\$67,530.00
	FFY2022 REPLACEMENT AIRFIELD GUIDANCE SIGNS (LED)	CIP	0.00	41,488.00	17,780.00	\$59,268.00
		SubTotal:	\$402,907.00	\$175,526.00	\$88,016.00	\$666,449.00
<b>2024</b>						
	FFY2023 AWOS REPLACEMENT/RELOCATION	CIP	0.00	140,000.00	60,000.00	\$200,000.00
	FFY2023 BI-FOLD DOOR FOR SOUTH HANGAR	CIP	0.00	56,000.00	24,000.00	\$80,000.00
	FFY2023 EXISTING HANGAR REPAIR & UPDATES	CIP	0.00	70,000.00	30,000.00	\$100,000.00
	FFY2023 GLIDER AREA TURF REHAB	CIP	0.00	7,000.00	3,000.00	\$10,000.00
	FFY2023 IMPROVE RAMP LIGHTING	CIP	0.00	17,500.00	7,500.00	\$25,000.00
	FFY2023 MOWER AND LOADER ATTACHMENTS	CIP	0.00	52,500.00	22,500.00	\$75,000.00
	FFY2023 SRE VEHICLE (TRACTOR)	CIP	203,000.00	0.00	87,000.00	\$290,000.00
		SubTotal:	\$203,000.00	\$343,000.00	\$234,000.00	\$780,000.00
<b>2025</b>						
	FFY2024 DESIGN SRE BUILDING	CIP	135,000.00	7,500.00	7,500.00	\$150,000.00
	FFY2024 DESIGN T-HANGAR (6-UNIT)	CIP	0.00	75,000.00	75,000.00	\$150,000.00
	FFY2024 LAND PURCHASE (RUNWAY 17 RPZ)	CIP	333,000.00	18,500.00	18,500.00	\$370,000.00
		SubTotal:	\$468,000.00	\$101,000.00	\$101,000.00	\$670,000.00
<b>2026</b>						
	FFY2025 AIRPORT WELCOME SIGN UPDATE	CIP	0.00	52,500.00	22,500.00	\$75,000.00
	FFY2025 CONSTRUCT 6-UNIT T-HANGAR	CIP	0.00	750,000.00	750,000.00	\$1,500,000.00
	FFY2025 DESIGN FIXED-BASE OPERATOR (FBO) HANGAR	CIP	0.00	100,000.00	100,000.00	\$200,000.00
	FFY2025 DESIGN SITE FOR WOOD HANGAR RELOCATION	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	FFY2025 DESIGN SOUTH BUILDING AREA SITE	CIP	180,000.00	10,000.00	10,000.00	\$200,000.00
	FFY2025 REPLACE MAINTENANCE HANGAR DOOR	CIP	0.00	140,000.00	60,000.00	\$200,000.00
	FFY2025 SRE BUILDING CONSTRUCTION	CIP	1,350,000.00	75,000.00	75,000.00	\$1,500,000.00
		SubTotal:	\$1,530,000.00	\$1,162,500.00	\$1,032,500.00	\$3,725,000.00

Year	Project Name	Status	FAA	State	Local	Total
<b>2027</b>						
	FFY2026 CONSTRUCT FIXED-BASE OPERATOR HANGAR	CIP	0.00	1,000,000.00	1,000,000.00	\$2,000,000.00
	FFY2026 EXISTING HANGAR REPAIR & UPDATES	CIP	0.00	70,000.00	30,000.00	\$100,000.00
	FFY2026 FEE SIMPLE LAND PURCHASE (ULLAND PIT)	CIP	225,000.00	12,500.00	12,500.00	\$250,000.00
	FFY2026 LARGE WOOD HANGAR RELOCATION AND SITE PREP	CIP	0.00	210,000.00	90,000.00	\$300,000.00
	FFY2026 SNOW REMOVAL EQUIPMENT BLOWER	CIP	144,000.00	8,000.00	8,000.00	\$160,000.00
	FFY2026 SOUTH BUILDING AREA CONSTRUCTION	CIP	1,620,000.00	90,000.00	90,000.00	\$1,800,000.00
		SubTotal:	\$1,989,000.00	\$1,390,500.00	\$1,230,500.00	\$4,610,000.00
<b>2028</b>						
	FFY2027 AIRFIELD LIGHTING IMPROVEMENTS	CIP	225,000.00	12,500.00	12,500.00	\$250,000.00
		SubTotal:	\$225,000.00	\$12,500.00	\$12,500.00	\$250,000.00
<b>2029</b>						
	FFY2028 PRECISION APPROACH PREP (ENVIRO. ASSESSMENT, LAND)	CIP	238,500.00	13,250.00	13,250.00	\$265,000.00
		SubTotal:	\$238,500.00	\$13,250.00	\$13,250.00	\$265,000.00
<b>2032</b>						
	FFY2031 AIRFIELD PAVEMENT MAINTENANCE	CIP	360,000.00	90,000.00	50,000.00	\$500,000.00
	FFY2031 EXISTING HANGAR REPAIR AND UPDATES	CIP	0.00	70,000.00	30,000.00	\$100,000.00
		SubTotal:	\$360,000.00	\$160,000.00	\$80,000.00	\$600,000.00
<b>2036</b>						
	FFY2035 AIRFIELD CRACK ROUTING, CLEANING & SEALING	CIP	45,000.00	2,500.00	2,500.00	\$50,000.00
		SubTotal:	\$45,000.00	\$2,500.00	\$2,500.00	\$50,000.00
<b>2037</b>						
	FFY2036 EXISTING HANGAR REPAIR & UPDATES	CIP	0.00	70,000.00	30,000.00	\$100,000.00
		SubTotal:	\$0.00	\$70,000.00	\$30,000.00	\$100,000.00
<b>2042</b>						
	FFY2041 RUNWAY 17/35 OVERLAY & MARKING	CIP	810,000.00	45,000.00	45,000.00	\$900,000.00
		SubTotal:	\$810,000.00	\$45,000.00	\$45,000.00	\$900,000.00
<b>2043</b>						
	FFY2042 EXISTING HANGAR REPAIR & UPDATES	CIP	0.00	70,000.00	30,000.00	\$100,000.00

Year	Project Name	Status	FAA	State	Local	Total
		SubTotal:	\$0.00	\$70,000.00	\$30,000.00	\$100,000.00
	All Projects		\$6,271,407.00	\$3,545,776.00	\$2,899,266.00	\$12,716,449.00

Per MnDOT’s Project Selection Policy, MnDOT Aeronautics is updating state funding prioritization to be as objective, transparent, and data-driven as possible. This policy is intended to consider Minnesota GO recommendations and increase public understanding of MnDOT’s project selection processes.

## SEVEN CRITERIA ON A 100-POINT SCALE

60 Points - System Plan Alignment

40 Points - MnDOT Priorities

### System Plan Alignment

MnSASP Objective	Criteria	Categories	Score
Open Decision-Making	<b>Master Plan/ALP*</b> : Evaluates if the airport has an updated Master Plan/ALP following the MnSASP targets (by state classification) AND the project is included in the updated plan.	Updated ALP/Master Plan on-file and project request is included in plan	10
		Airport has programmed ALP/Master Plan update or in process of updating ALP/Master Plan	5
		Inadequate ALP/Master Plan with no updates programmed	-5
Transportation Safety	<b>Airspace Obstructions*</b> : Evaluates if the airport’s Part 77 surfaces are clear of obstructions per MnDOT’s airport licensing requirements OR the airport has an obstruction clearing project request.	Submitted project will clear obstructions in Part 77 surfaces	10
		Airport has no obstructions in Part 77 surfaces	5
		Airport has at least one submitted obstruction clearing project to alleviate Part 77 deficiencies	5
		Obstructions identified in Part 77 surfaces with no programmed fixes	-10
	<b>Clear Zones*</b> : Evaluates if MnDOT-defined clear zone are owned in 100 percent fee-simple or a MnDOT approved Clear Zone Acquisition Plan (CZAP) is on-file. This is per MnDOT’s update to the Clear Zone Policy recommended by the 2022 MnSASP.	Submitted project will acquire land designated as MnDOT clear zones per Clear Zone Policy	10
		Airport has 100% clear zone ownership or approved CZAP on-file	5
		Airport has at least one submitted land acquisition project for MnDOT clear zones OR the airport is actively coordinating with MnDOT to file a CZAP	5
		Partial/no clear zone ownership without a CZAP on file and no programmed land acquisition or CZAP	-10
System Stewardship	<b>Work Type</b> : Evaluates if the project is remediating a pavement condition deficiency per MnSASP-defined system metric*, preserving other existing airport assets, or constructing new/expanded infrastructure. Ultimately, MnDOT Aeronautics is prioritizing the preservation of existing assets rather than expansion.	Airport has an identified pavement condition deficiency (per MnSASP-defined system metric), and the project request will remediate the issue	20
		Airport has adequate pavement per MnSASP metric, and the project request is addressing other pavement issues	15
		Airport has adequate pavement, but the project request is maintaining other airport assets (ex: lighting)	10
		Project request is constructing new facilities or expanding existing infrastructure	0
		Airport has an identified pavement condition deficiency (per MnSASP-defined system metric) with no programmed fix	-10
Healthy Communities	<b>Zoning*</b> : Evaluates if the airport has proper zoning established and on-file with MnDOT Aeronautics or is in the process of establishing/updating zoning. This is evaluated as a MnSASP performance metric in the MnSASP Hub.	Airport has adequate zoning established and on-file per MnDOT requirements.	10
		Airport is establishing or updating zoning to comply with MnDOT requirements	5
		Airport does not have adequate zoning and hasn’t programmed a project to mitigate	-10

The prioritization model is only considering state-only funding requests for MnDOT-defined capital expenditures.

### MnDOT Priorities

Criteria	Categories	Score
<b>Airport Component</b> : This is indicating where the project is being directed to at the airport, ranging from primary runway to unknown.	Primary Runway	20
	Taxiway Serving Primary Runway	18
	Secondary Runway	16
	Apron	14
	Taxiway Serving Secondary Runway	14
	Other Airfield Location	12
	Taxilane	10
	Terminal Building or Fuel Facilities	8
	Hangar	6
	Other Buildings	6
	Landside	4
Unknown	0	
<b>Licensing Compliance</b> : This is evaluating whether the airport requesting state funds complies with all state licensing standards dictated in Rules (Minnesota Rules 8800.1600 Public Airport Licensing) OR has a project request to remediate a licensing deficiency.	Project alleviates a state licensing deficiency	20
	Airport compliant with all state licensing standards	10
	State licensing deficiency identified, and another project alleviates deficiency	10
	N/A (Part 139 Airports)	10
	Airport has state licensing deficiency and no programmed fix	-10

\*The indicated criteria are evaluated as MnSASP performance metrics. System and airport performance is measured and presented in two interactive dashboards included in the MnSASP Hub: <https://mnsasp-mndot.hub.arcgis.com/>



**2023 AIRPORT ADVISORY BOARD**

<b>NAME</b>	<b>ADDRESS</b>	<b>HOME/CELL</b>	<b>WORK/HOME</b>
Gerald Molkenhain	1507 Highview Trail	507-202-3542	507-473-2080
Mark Light	1613 Canary Dr.	507-402-0794	
Craig Ludtke	309 Lee Cir.	377-1242	379-3660
Michael Bowman	16095 SE 14 <sup>th</sup> Ave, Ellendale, MN	612-716-7412	
Jerry Morstad	1316 Fountain St.	507-402-3954	377-0085
Chuck Sandager	2137 Kenneth Dr.	507-402-7494	
Darren Schone	71767 154 <sup>th</sup> St.	507-383-9366	
 <u>Ex-Officio:</u>			
Steven Jahnke	414 Meredith Road	373-0083	377-4325
Jim Hanson	400 Airport Road	826-3451/612-598-3836	373-0608
Robert Rasmussen	603 St. Peter Avenue	279-7935	

NOTES: Need Four Voting Members for a Quorum (Ex-Officio cannot vote)  
1 Term is 4 years (Updated 8/23/21 per Ordinance 21-060)

Term Expiring December 31, 2024:

Craig Ludtke (Secretary)	<i>Appointed 1/8/18</i>	<i>Re-appointed 1/25/21</i>
Michael Bowman	<i>Appointed 1/25/21</i>	

Term Expiring December 31, 2025:

Chuck Sandager	<i>Appointed 1/14/19</i>	<i>Re-appointed 12/13/21</i>
Darren Schone (Vice President)	<i>Appointed 1/14/19</i>	<i>Re-appointed 12/13/21</i>
Jerry Morstad (President)	<i>Appointed 1/14/19</i>	<i>Re-appointed 12/13/21</i>

Term Expiring December 31, 2026:

Mark Light	<i>Appointed 2/13/23</i>	
Gerald Molkenhain	<i>Appointed 1/13/20</i>	<i>Re-appointed 1/9/23</i>

**The duty and responsibility of the airport advisory board is to recommend, counsel and advise the administrative officers and the council in matters relating to the operation and management of the municipal airport.**