



AIRPORT ADVISORY BOARD MEETING

June 18, 2024
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
Jim Hanson, Airport Manager
Chris Gardner, Bolton & Menk
Robert Rasmussen, Councilmen
Jill Steinhauer, Public Works Admin. Assistant
John Ryther, City Environmental/Civil Engineer

1) Approval of Board Minutes

Four board members are needed to make a quorum. Since there were only three board members present for the meeting, it was held for informational purposes only. The March Minutes were not approved, the March Minutes will be approved at the September 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 is currently waiting for final approval, however due to the additional funding the airport is receiving (BILS funds) the City's priorities and CIP items have shifted. With those funds, construction of new buildings is possible, and with that the area proposed for construction has been discussed. At the March meeting the board favored a location that our current Airport Layout Plan (ALP) does not allow for, the ALP also has some inaccurate information that is affecting the proposed construction area.

Bolton & Menk has reached out to the FAA to discuss options on what can be updated or adjusted to allow for the favored location. If only a sheet update is needed, the process is relatively quick and should not accrue significant costs, and the Master Plan can be finalized and completed.

3) AWOS State Project

The proposed location has been sent to MNDOT and FAA to verify there are no impacts to the proposed location. MNDOT and the FAA then submitted to NavAid for an airspace review which is standard for any on airport construction to determine if there are any impacts to flight procedures. It was indeed determined that the location did not impact existing flight procedures.

A discussion about future approach systems such as GPS or ILS was held. Either of those approach systems would require an update to the ALP but the new AWOS location would still not impact those flight procedures. Construction is tentatively scheduled for fall of this year.

Jim Hanson inquired about an access road to the AWOS, stating there currently is not an actual access road, however the gravel path is used as such. He inquired about the costs to construct an actual access road.

4) Equipment Grant & Capital Improvement Projects (CIP)

Chris Gardner gave an update on the CIP items, see Bolton & Menk handout for additional information.

State grant applications were reviewed the past few months. The City resubmitted the grant application for the hangar repairs project (overhead door, floor and roof repairs to existing t-hangar). The City did not receive funding last year, likely due to the fact that the airports completed projects were not reflected on State's site. Bolton & Menk has reached out to the State to get that information updated and the City is hopeful funding will be granted this year.

The hangar repairs project, a 100LL fuel tank and pad replacement project estimated at \$125,000, and an apron security lighting upgrade project estimated at \$25,000 are the 2025 CIP items. The fuel tank project will only occur if fuel shortage justifies the purchase.

The FAA requires any equipment purchased with federal funds be USA made. With that requirement the lack of models made in the USA are either too small or much larger than necessary, therefore either inadequate or more expensive than what is needed at the airport. Since the last meeting Bolton & Menk has worked with the City to find a few models that are USA made and fit the needs of the airport. The City is currently working on getting quotes for those models. The current tractor would be kept and used for snowplowing, the new tractor would be used for summer maintenance. The tractor and attachments are estimated at \$400,000, the tractor itself is eligible for BILS funds, the attachments are eligible for state funds only.

A discussion about the hangar construction was held. Bolton & Menk presented the following three options:

1. 195' x 65' three bay located on the south end, estimated at \$2.4 million
2. 130' x 65' two bay located on the south end, estimated at \$1.8 million
3. 130' x 65' 2 bay off apron, estimated at \$1.1 million

Option three reduces the cost due to the fact that less paving is required for that location. It also allows for future expansion to the south and less congestion for all users including maintenance and operations. However, as earlier noted, changes to the ALP may be needed for this option (option 3).

Bolton & Menk will be working with MNDOT on the location and ALP requirements. The next step for the board and City staff is to evaluate the need and cost/payback of the hangar. Further discussion is planned for the next meeting.

5) New Business – No new business

Hangar No. 6 (Barb Rofshus) – Bill Koza has been communicating with Barb and the City to arrange for purchase of that hangar. Barb is ready to sell, however the City has right of first refusal and the City will likely purchase the hangar and rent out.

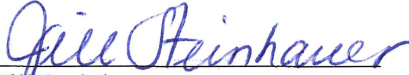
Freeborn Mower Solar Field – Freeborn Mower is pursuing a solar field located along 740th Avenue (north of Plaza Street). The City has reached out to MNDOT in regards to the proximity of the proposed solar field and the airport, conducting a glare study was also requested by the City. Nothing has been finalized and the City will continue to be involved with the possible impacts of the proposed project.

The Young Eagles event was held June 8th. 72 kids attended the event.

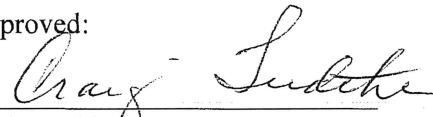
The next meeting will be held **Tuesday, September 17, 2024 at 6:00pm** at the airport.

The meeting was adjourned.

Respectfully submitted,


Jill Steinhauer
Public Works Office Specialist

Approved:


Craig Ludtke
Airport Advisory Board Secretary



ALBERT LEA MUNICIPAL AIRPORT (AEL)
AIRPORT BOARD MEETING
June 18, 2024
6:00 P.M.



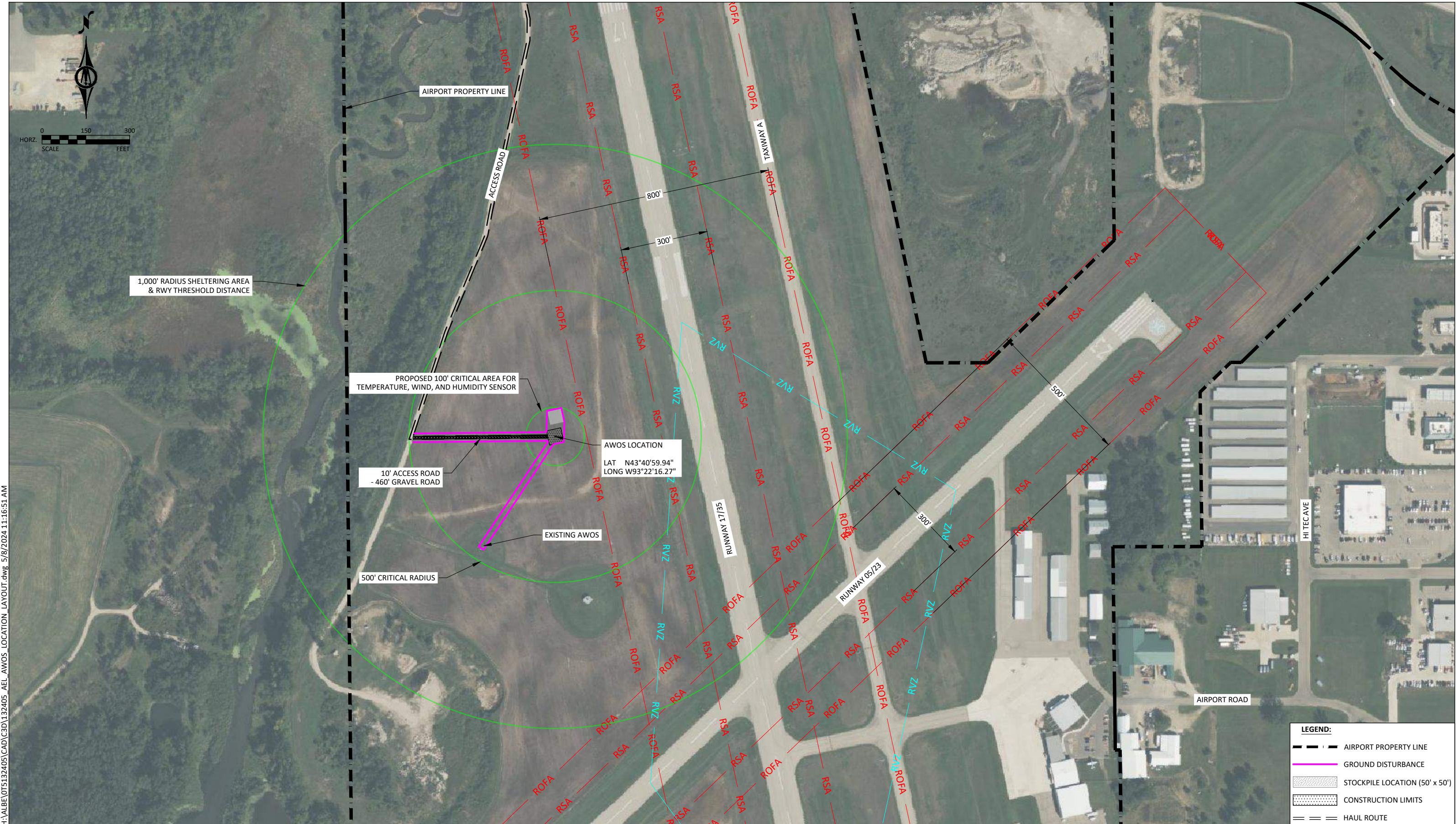
1. Automated Weather Observation System (AWOS) Replacement

- a. New location will not impact current or future airport airspace or approach procedures.
- b. Environmental study (CATEX) submitted to FAA for review.
- c. Phase 2 Design and Construction services will begin this month.
- d. Anticipate construction this fall.

2. Capital Improvement Plan

- a. Attached is the revised CIP.
- b. SFY 2025 Projects:
 - i. City Owned T-Hangar Repair - \$100,000
 - ii. 100LL Fuel Tank and Pad Replacement - \$125,000
 - iii. Apron Security Lighting Upgrade to LED - \$25,000
 - iv. **MnDOT will announce funded projects by June 30, 2024.**
- c. FFY 2025 Project
 - i. **\$118,982 for remaining BIL funds from 2022 need to be under grant in 2025.**
 - ii. Snow Removal Equipment – Tractor with Loader and Mower Attachments.
 - iii. Mower attachment eligible for state funding only.
 - iv. \$400,000 cost estimate.
 - v. If equipment is desired for this winter, can acquire this fall and wait for reimbursement in summer 2025.
- d. Future Hangar Construction
 - i. Three-Bay Hangar Construction (195' x 65') - \$2,400,000 (South Alternative #1).
 - ii. Two-Bay Hangar Construction (130' x 65') - \$1,800,000 (South Alternative #2).
 - iii. Two-Bay Hangar Construction on Apron (130' x 65') - \$1,100,000 (South Alternative #3).
 - iv. See attached project layouts.

Contact: Chris Gardner
email: christopher.gardner@bolton-menk.com
phone: (507) 327-2243



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LEGEND:

- AIRPORT PROPERTY LINE
- GROUND DISTURBANCE
- STOCKPILE LOCATION (50' x 50')
- CONSTRUCTION LIMITS
- HAUL ROUTE



Federal Aviation Administration
 Air Traffic Airspace Branch, AJV-A5
 10101 Hillwood Parkway
 Fort Worth, TX 76177

Aeronautical Study No.
 2024-AGL-21-NR

Issued Date: 03/05/2024

TO:
 John B Dalton
 395 John Ireland Blvd
 MS 410
 St Paul, MN 55155-1800
 john.dalton@state.mn.us

RE: (See attached Table 1 for referenced case(s))

Table 1 - Letter Referenced Case(s)

ASN	Prior ASN	Airport Name	Facility Name	Location	Latitude (NAD83)	Longitude (NAD83)	AGL (feet)	AMSL (feet)
2024-AGL-21-NR			Albert Lea Municipal Airport	Albert Lea, MN	43-40-59.94N	93-22-16.27W	40	1293

Description:

We do not object to the alteration described in this proposal provided:

You comply with the requirements set forth in FAA Advisory Circular 150/5370-2, "Operational Safety on Airports During Construction."

Your proposal impacts the following National Airspace System (NAS) equipment:
 AWOS at Albert Lea Municipal Airport (AEL) in Albert Lea, MN

The proponent shall notify the FAA's Air Traffic Organization (ATO) Planning and Requirements (P&R) Service Area office a minimum of 45 days prior to the "physical construction start date" for this project. Submit FAA Form entitled Airport Sponsor Strategic Event Submission Form including all date, time and/or duration changes via email to 9-AJV-SEC- CSA@faa.gov.

Prior to AWOS construction, either wait for ALP sheet update with the new AWOS location (referencing this aeronautical study number) or a Pen & Ink change to the ALP.

This NR Study indicates that a new AWOS system will be installed at the Albert Lea Municipal (KAEL) Airport. The KAEL VOR RWY 35 procedure will require FDC NOTAMS providing alternate altimeter information when AWOS is not available during construction. The alternate altimeter information will be determined by OKC AIS. FDC NOTAMS ARE REQUIRED. All requests for FDC NOTAM action must be made utilizing the users OE/AAA account. The Sponsor (or Sponsor's representative) is to log into their OE/AAA account and go to "Search Archives". The aeronautical study number (ASN) associated with the proposed obstruction is to be entered (see FAA determination letter for ASN). If the Sponsor (or Sponsor's representative) is having difficulty using the tool, please contact the OE/AAA support desk at 202-580-7500 or refer to the online instructions. Request must be initiated a minimum of 5 business days prior to conducting operations/ construction to allow for processing and issuance of NOTAMS. The Sponsor (or Sponsor's representative) is responsible to verify NOTAMS are active prior to beginning operations.


This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.

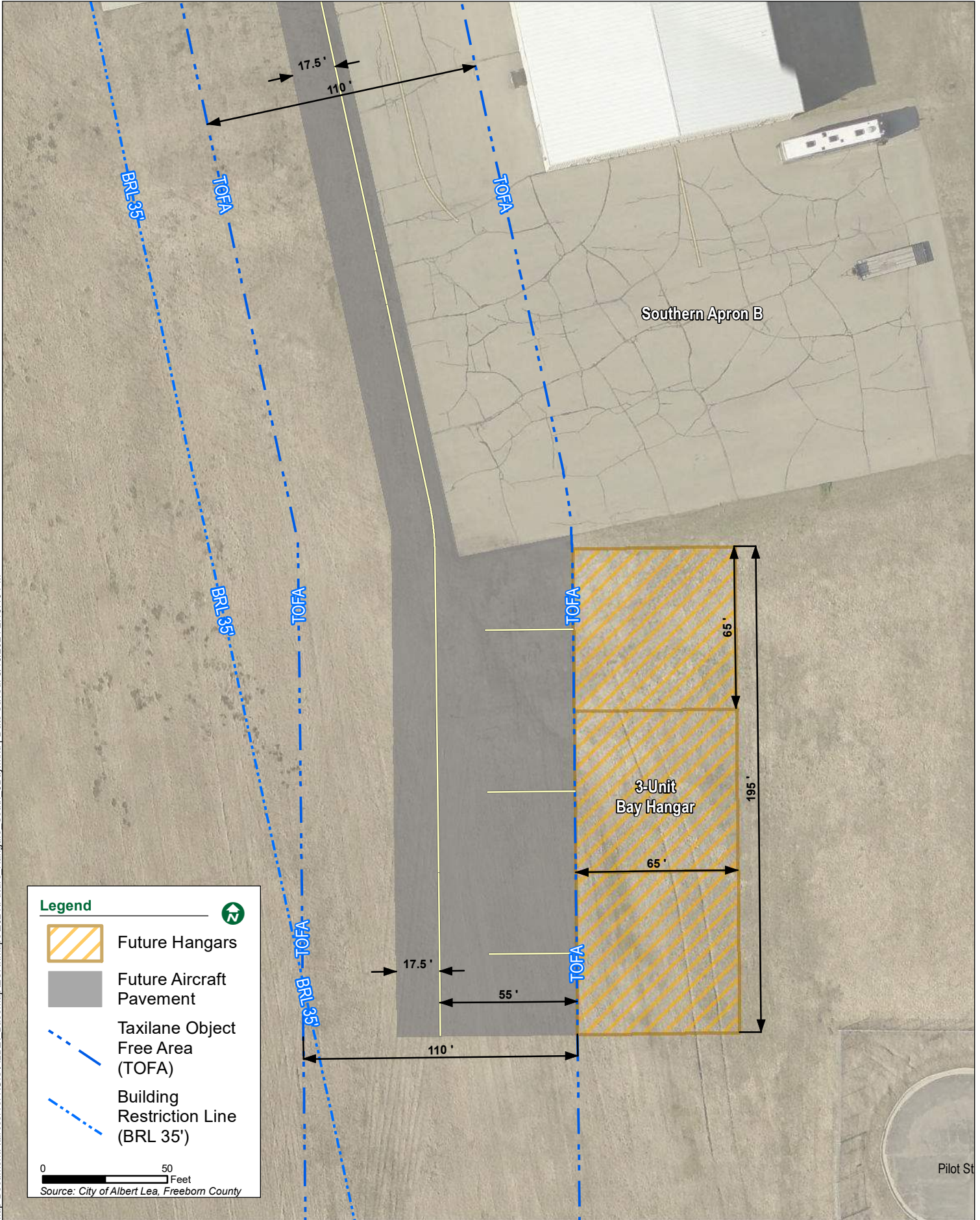
In making this determination, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with the FAA), and known natural objects within the affected area would have on the airport proposal.

This determination expires on September 5, 2025 unless extended, revised or terminated by the issuing office.

If we can be of further assistance, please contact our office at (817) 222-4247. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2024-AGL-21-NR.

Franklin Hodge
Specialist

ALBERT LEA MUNICIPAL AIRPORT (AEL)			FFY 2024 - 2030 CIP								4/2/2024	DRAFT	
State FY	Fed FY	Description	Funding % Rates			Project Cost	Federal Entitlement Funding	Federal BIL Funding	Additional Federal Funding	State Funding	Local Funding	Federal Entitlement Balance	Federal BIL Balance
			FAA %	State %	Local %								
FFY 2024											FFY 2024 ENTITLEMENT & BIL BALANCE	\$ 300,000.00	\$ 407,982.00
2025	2024	NPE LOAN TO AUSTIN (FFY 24)	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 407,982.00
2025	2024	CITY OWNED T-HANGARS REPAIR (DOORS, ROOF, LIGHTING)	0%	70%	30%	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 30,000.00	\$ 150,000.00	\$ 407,982.00
2025	2024	100LL FUEL TANK AND PAD REPLACEMENT (8,000 GAL)	0%	70%	30%	\$ 125,000.00	\$ -	\$ -	\$ -	\$ 87,500.00	\$ 37,500.00	\$ 150,000.00	\$ 407,982.00
2025	2024	APRON SECURITY LIGHTING UPGRADE TO LED	0%	70%	30%	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 17,500.00	\$ 7,500.00	\$ 150,000.00	\$ 407,982.00
FFY 2024 TOTALS						\$ 250,000.00	\$ -	\$ -	\$ -	\$ 175,000.00	\$ 75,000.00		
FFY 2025											FFY 2025 ENTITLEMENT & BIL BALANCE	\$ 300,000.00	\$ 551,982.00
2026	2025	NPE REPAYMENT FROM AUSTIN (FFY 25)	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 450,000.00	\$ 551,982.00
2026	2025	SRE ACQUISITION (TRACTOR W/LOADER) AND MOWER ATTACHMENT (FFY 25 BIL)	81.0%	11.5%	7.5%	\$ 400,000.00	\$ -	\$ 324,000.00	\$ -	\$ 46,000.00	\$ 30,000.00	\$ 450,000.00	\$ 227,982.00
2026	2025	CITY OWNED T-HANGARS REPAIR (DOORS, ROOF, LIGHTING)	0%	70%	30%	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 30,000.00	\$ 450,000.00	\$ 227,982.00
FFY 2025 TOTALS						\$ 500,000.00	\$ -	\$ 324,000.00	\$ -	\$ 116,000.00	\$ 60,000.00		
FFY 2026											FFY 2026 ENTITLEMENT & BIL BALANCE	\$ 600,000.00	\$ 371,982.00
2027	2026	SRE BUILDING DOOR REPLACEMENT	0%	70%	30%	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 280,000.00	\$ 120,000.00	\$ 600,000.00	\$ 371,982.00
FFY 2026 TOTALS						\$ 400,000.00	\$ -	\$ -	\$ -	\$ 280,000.00	\$ 120,000.00		
FFY 2027											FFY 2027 ENTITLEMENT BALANCE	\$ 750,000.00	\$ 371,982.00
2028	2027	THREE-BAY HANGAR (195'X65') CONSTRUCTION (FFY 27 AIP/BIL)	90%	5%	5%	\$ 2,400,000.00	\$ 750,000.00	\$ 371,982.00	\$ 1,038,018.00	\$ 120,000.00	\$ 120,000.00	\$ -	\$ -
2028	2027	THREE-BAY HANGAR RADIANT HEATING SYSTEM	0%	70%	30%	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 30,000.00	\$ -	\$ -
FFY 2027 TOTALS						\$ 2,500,000.00	\$ 750,000.00	\$ 371,982.00	\$ 1,038,018.00	\$ 190,000.00	\$ 150,000.00		
FFY 2028											FFY 2028 ENTITLEMENT BALANCE	\$ 150,000.00	\$ -
2029	2028	LAND ACQ. RWY 17/35 RPZ & CLEAR ZONE (PARCEL 19-15.69 AC/ PARCEL 22-10.10 AC) ENVIRONMENTAL ASSESSMENT (FFY 28)	90%	5%	5%	\$ 75,000.00	\$ 67,500.00	\$ -	\$ -	\$ 3,750.00	\$ 3,750.00	\$ 82,500.00	\$ -
FFY 2028 TOTALS						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
FFY 2029											FFY 2029 ENTITLEMENT BALANCE	\$ 232,500.00	\$ -
2030	2029	LAND ACQ. RWY 17 RPZ & CLEAR ZONE (PARCEL 19-15.69 AC/ PARCEL 22-10.10 AC) (FFY 29)	90%	5%	5%	\$ 500,000.00	\$ 232,500.00	\$ -	\$ 217,500.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -
2030	2029	RWY 17/35 RPZ & CLEAR ZONE OBSTRUCTION REMOVALS (FFY 29)	90%	5%	5%	\$ 50,000.00	\$ -	\$ -	\$ 45,000.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -
FFY 2029 TOTALS						\$ -	\$ -	\$ -	\$ 262,500.00	\$ 27,500.00	\$ 27,500.00		
FFY 2030											FFY 2030 ENTITLEMENT BALANCE	\$ 150,000.00	\$ -
2031	2030	NO PROJECT PLANNED	90%	5%	5%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -
FFY 2030 TOTALS						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

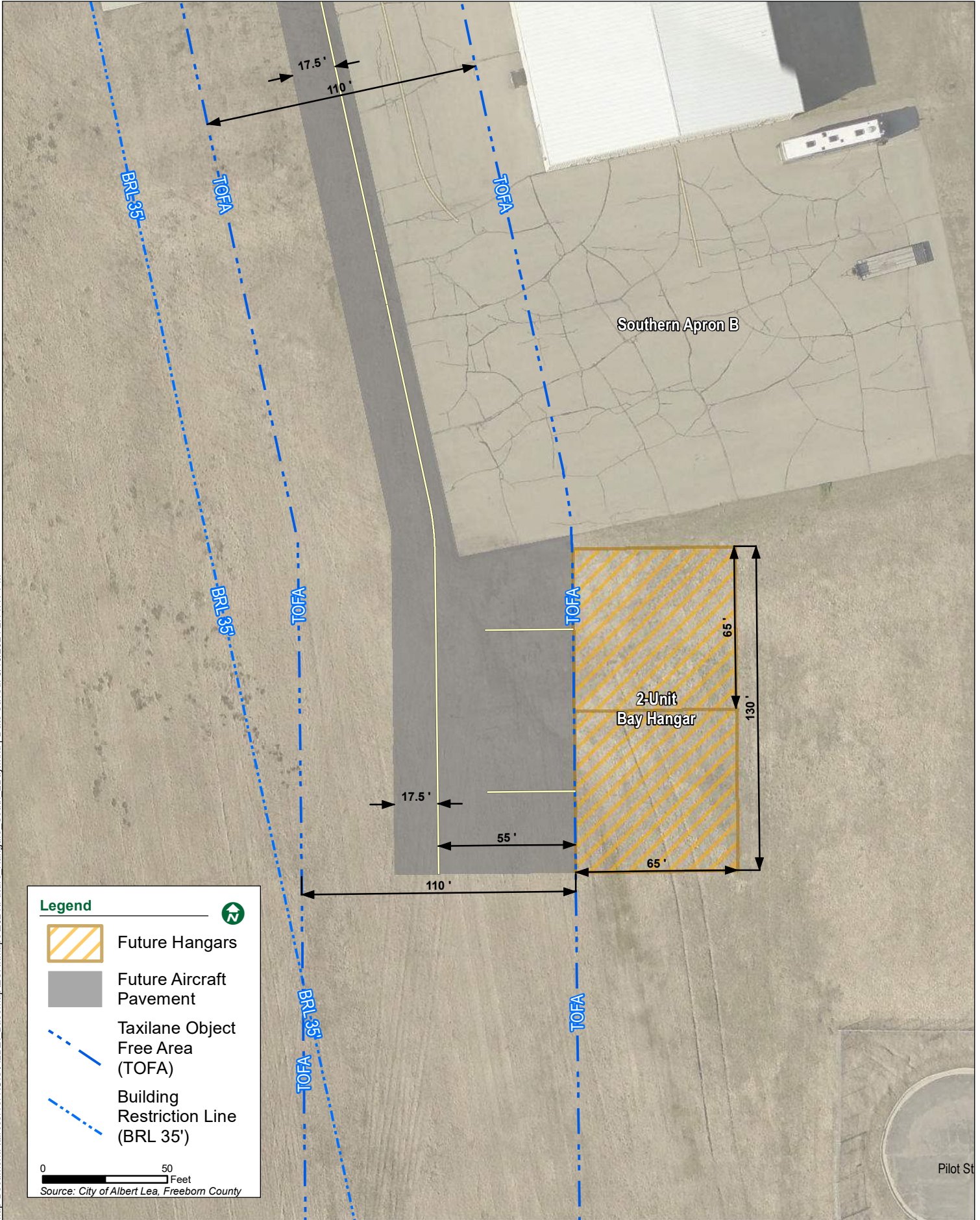


Legend

- Future Hangars
- Future Aircraft Pavement
- Taxilane Object Free Area (TOFA)
- Building Restriction Line (BRL 35')

0 50 Feet
Source: City of Albert Lea, Freeborn County

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Legend

- Future Hangars
- Future Aircraft Pavement
- Taxilane Object Free Area (TOFA)
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0 50 Feet
Source: City of Albert Lea, Freeborn County



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