



# AIRPORT ADVISORY BOARD MEETING

March 19, 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-Officos*

Steven Jahnke, City Engineer/Director of Public Works  
Jim Hanson, Airport Manager  
Chris Gardner, Bolton & Menk  
Robert Rasmussen, Councilmen

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## 1) Approval of Board Minutes

Jerry Morstad called the meeting to order and past minutes were approved.

## 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. With the FAA reaching out to the City this month about an easement with Northern Natural Gas easement, the City is hopeful final review is taking place.

Regarding the easement, there was an easement with Northern Natural Gas, however around 2008 Northern Natural Gas moved their lines north of I90. The lines under the runway were removed and the lines near the hangars were abandoned. Steven Jahnke sent the easement and documentation about the removal and abandonment of the lines to the FAA. Matt Wagner will follow-up with the FAA. Hopefully once that documentation is verified the plan can be given final approval and closed out.

### **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. MNDOT has indicated they should have the determination back by April.

If the proposed location is acceptable then an environmental study will be completed and an Airport Layout Plan (ALP) sheet update will be required. An ALP sheet update is required because the proposed AWOS location was not shown on the draft ALP or the ALP included in the Master Plan Study. Without an updated ALP showing the proposed AWOS location the FAA would have nothing to approve from. A sheet update is much quicker than an entire ALP update, especially if it affects a project proposed in the near future, as this project is. A Geotech report will need to be completed as well. Construction is proposed for the fall of 2024.

### **4) Equipment Grant & Capital Improvement Projects (CIP)**

The City submitted three separate grant applications for the purchase of a tractor, loader attachment and mower attachment, funding is through the State at a 70/30 split (State/local). The purpose of three separate applications was to better the City's chances of receiving funding for at least one purchase, submitting all three pieces as one lump sum is a much higher request and had the potential of being thrown out completely. Unfortunately the grants were denied due to the fact that these projects are eligible for FAA funding.

There was a discussion about the made in the USA requirement the FAA requires for equipment purchases. There is USA made equipment but those models are either too small or much larger than necessary, therefore either inadequate or more expensive than what is needed at the airport. Nothing in the appropriate/necessary size for the airport is made in the USA. Bolton & Menk will research possible equipment options.

Next the board discussed the hangar construction options. Based off the discussions from the last meeting, Chris Gardner presented a 3 bay hangar with 65' x 65' units and door widths of 64', located on the south end which would require apron extension. The estimated cost for this design was 2.4 million which includes electrical and insulation but no plumbing.

The board also discussed other possible locations to allow the south end to remain open for future private development but because the current ALP does not show accurate data and the City must follow the allowed regulations of the current ALP (stay within the current footprint) the options are limited. An ALP update is the only way to allow for the options the board discussed. An ALP update is a large, timely and expensive project/process and the BIL funds could expire before the ALP is updated/approved.

A long discuss about a T-Hangar was also discussed, however the benefits of the 3 bay hangar were addressed and the board agreed upon the 3 bay hangar design but would like Bolton & Menk to reach out to the FAA about a different configuration/location.

The project timeline would be 2025 design with construction in 2026. This would also require the City to borrow entitlement funds for approximately 4 years as well which will "freeze" projects and purchases for the next 4 years following the project. The entitlement funds can be banked for 3 years, they can also be borrowed to other communities. The BIL funds can not be banked or borrowed, if you don't use them, you

lose them. BILS funds can not be used on hangar construction but can be used for equipment purchases. See Bolton & Menk handout for more details.


The board closed with a recap of the CIP items. The equipment purchase is a high priority, it will remain on the CIP and Bolton & Menk will further look into purchasing options. The door replacements on the SRE building will also remain on the CIP, the replacement of the doors can be pushed back several years but should remain on the CIP in case state funding becomes available. The CIP will be revised and reviewed again at the next meeting.

**5) New Business – No new business**

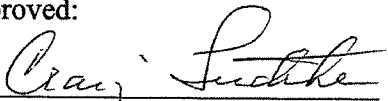
The next meeting will be held **Tuesday, June 18, 2024 at 6:00pm** at the airport.

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

Respectfully submitted,

  
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Jill Steinhauer  
Public Works Office Specialist

Approved:

  
\_\_\_\_\_  
Craig Ludtke  
Airport Advisory Board Secretary



**ALBERT LEA MUNICIPAL AIRPORT (AEL)**  
**AIRPORT BOARD MEETING**  
March 19, 2024  
6:00 P.M.



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

- a. Submitted relocated AWOS location layout to MnDOT and FAA for review and comment.
- b. MnDOT submitted FAA Airspace study to ensure no impacts with proposed location.
  - i. MnDOT anticipates receiving confirmation from FAA in April.
- c. MnDOT stated no access road required off Runway 17/35 will access from existing gravel road.
- d. If location passes airspace study, will proceed with environmental study (CATEX) and ALP sheet update.
- e. Anticipate construction this fall.

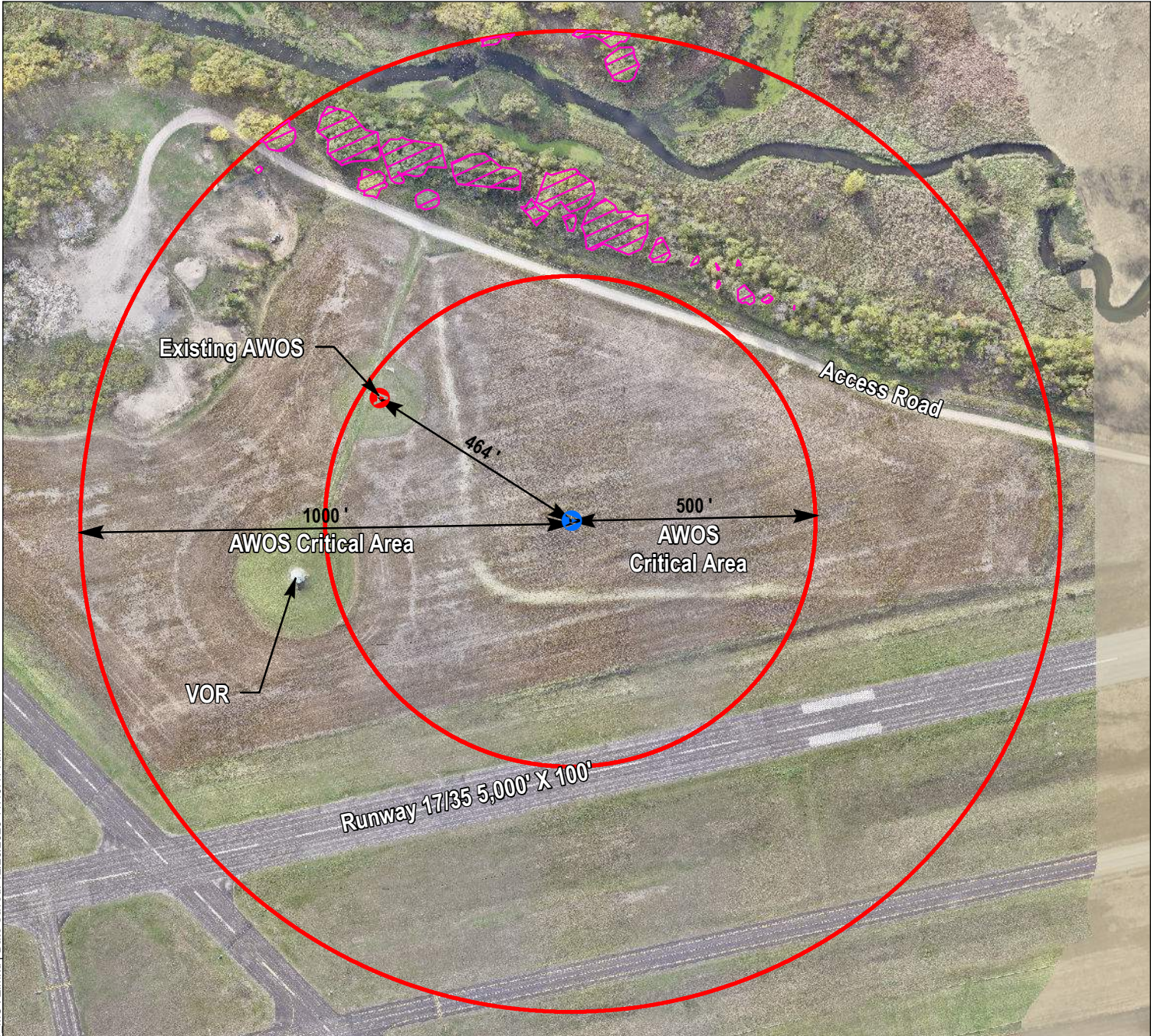
**2. State FY 24 Equipment Grant Application**

- a. Submitted three separate applications for tractor, loader, and mower attachments.
- b. MnDOT did not award funding due to projects being eligible for FAA funding.

**3. Capital Improvement Plan**

- a. Attached is the revised CIP.
- b. SFY 2025 Projects:
  - i. City Owned T-Hangar Repair - \$200,000
  - ii. 100LL Fuel Tank and Pad Replacement - \$125,000
  - iii. Ramp Lighting Upgrade to LED - \$25,000
- c. FFY 2025/2026 Project
  - i. Three-Bay Hangar Construction (195' x 65') - \$2,400,000
  - ii. See attached project layout.
- d. **Remaining 2022 BIL funds need to be under grant in 2025 (\$118,982).**
  - i. Propose design grant for Three-Bay Hangar.
- e. MnDOT SFY 25 funding application window is open March 1 – May 1.
  - i. MnDOT intends to inform sponsors of funded projects in July.

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



Map Document: \\arcserver1\gis\AL\B\DOT\5132405\ESRI\Map\AEL\_AWOS\_MOVE.mxd | Date Saved: 12/20/2023 11:40:17 AM

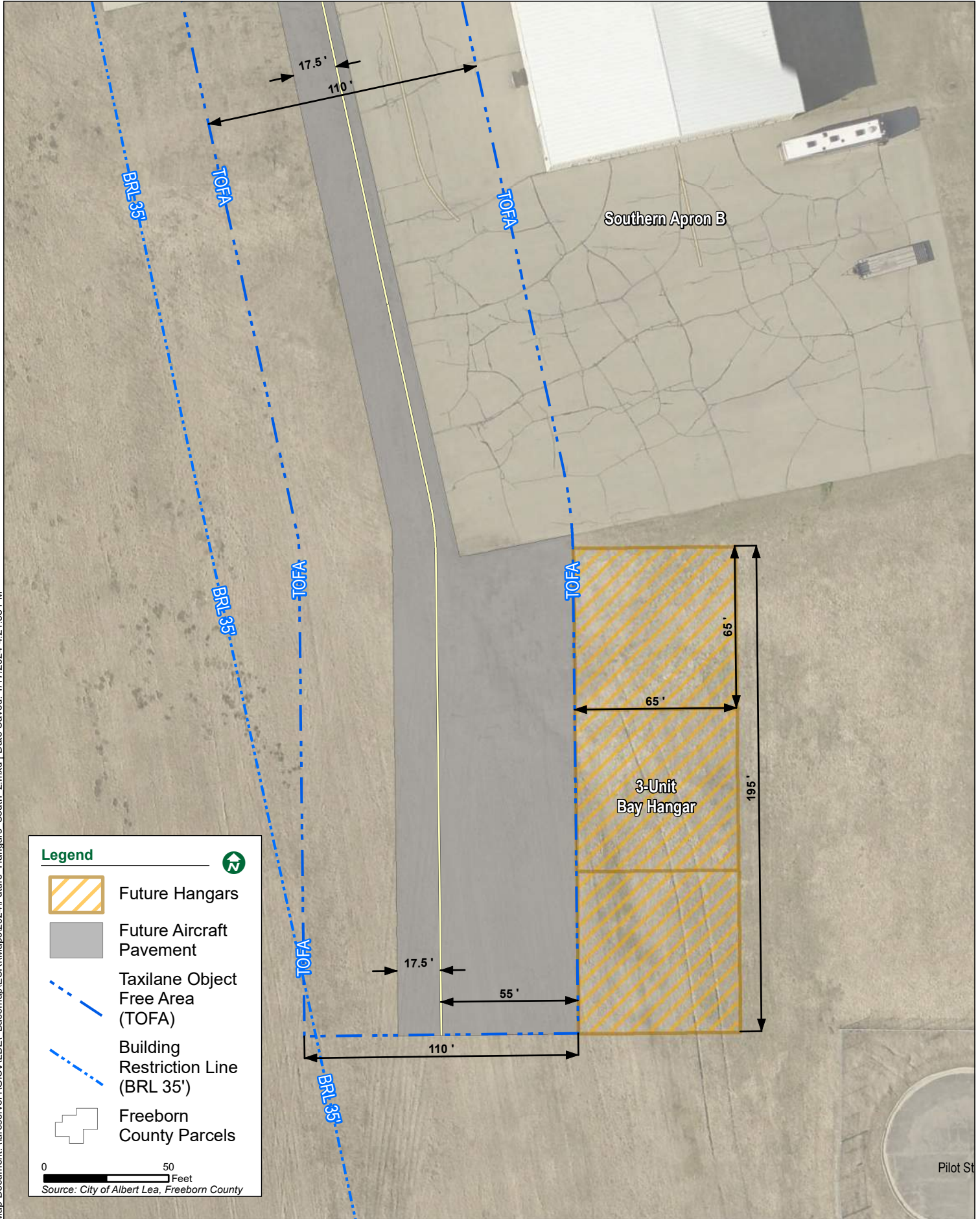
**Legend**

- Relocated AWOS
- AWOS Critical Area
- 500'-1,000' AWOS CA Obstacles

0 300 Feet

Source: Freeborn County, MnDOT

AREA	TOP OF TREE ELEV	GROUND ELEV @ AWOS	SENSOR ELEV (33' AGL)	TREE HEIGHT ABOVE SENSOR	10x HEIGHT	DISTANCE FROM AWOS	DIFFERENCE	ANGLE	SHELTERING OBSTRUCTION
1	1283	1253	1286	-3	-30	628	658	-0.274	FALSE
2	1278	1253	1286	-8	-80	596	676	-0.769	FALSE
3	1283	1253	1286	-3	-30	567	597	-0.303	FALSE
4	1280	1253	1286	-6	-60	623	683	-0.552	FALSE
5	1278	1253	1286	-8	-80	563	643	-0.814	FALSE
6	1277	1253	1286	-9	-90	596	686	-0.865	FALSE
7	1279	1253	1286	-7	-70	577	647	-0.695	FALSE
8	1284	1253	1286	-2	-20	555	575	-0.206	FALSE
9	1292	1253	1286	6	60	556	496	0.618	FALSE
10	1301	1253	1286	15	150	909	759	0.945	FALSE
11	1308	1253	1286	22	220	970	750	1.299	FALSE
12	1295	1253	1286	9	90	631	541	0.817	FALSE
13	1281	1253	1286	-5	-50	593	643	-0.483	FALSE
14	1287	1253	1286	1	10	608	598	0.094	FALSE
15	1286	1253	1286	0	0	684	684	0.000	FALSE
16	1283	1253	1286	-3	-30	986	1016	-0.174	FALSE
17	1294	1253	1286	8	80	765	685	0.599	FALSE
18	1296	1253	1286	10	100	701	601	0.817	FALSE
19	1314	1253	1286	28	280	769	489	2.085	FALSE
20	1307	1253	1286	21	210	837	627	1.437	FALSE
21	1315	1253	1286	29	290	957	667	1.736	FALSE
22	1284	1253	1286	-2	-20	953	973	-0.120	FALSE




**Legend**

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

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

Map Document: \\arcserver1\GIS\ALBEL\Basemap\ESRI\Maps\2024\Future Hangars South 2.mxd | Date Saved: 1/17/2024 4:21:58 PM

Pilot St

ALBERT LEA MUNICIPAL AIRPORT (AEL)			FFY 2024 - 2030 CIP						3/14/2024	DRAFT				
State FY	Fed FY	Description	FAA %	Funding % Rates State %	Local %	Project Cost	Federal Entitlement Funding	Federal BIL Funding	Additional Federal Funding	State Funding	Local Funding	Federal Entitlement Balance	Federal BIL Balance	
<b>FFY 2024</b>											<b>FFY 2024 ENTITLEMENT &amp; BIL BALANCE</b>		\$ 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	
<b>FFY 2024 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>FFY 2025</b>											<b>FFY 2025 ENTITLEMENT &amp; BIL BALANCE</b>		\$ 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	THREE-BAY HANGAR (195'X65') DESIGN (FFY 25 BIL)	90%	5%	5%	\$ 125,000.00		\$ 112,500.00	\$ -	\$ 6,250.00	\$ 6,250.00	\$ 450,000.00	\$ 439,482.00	
2026	2025	CITY OWNED T-HANGARS REPAIR (DOORS, ROOF, LIGHTING)	0%	70%	30%	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 140,000.00	\$ 60,000.00	\$ 450,000.00	\$ 439,482.00	
2026	2025	100LL FUEL TANK AND PAD REPLACEMENT (8,000 GAL)	0%	70%	30%	\$ 125,000.00	\$ -	\$ -	\$ -	\$ 87,500.00	\$ 37,500.00	\$ 450,000.00	\$ 439,482.00	
2026	2025	RAMP LIGHTING UPGRADE TO LED	0%	70%	30%	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 17,500.00	\$ 7,500.00	\$ 450,000.00	\$ 439,482.00	
<b>FFY 2025 TOTALS</b>						\$ 475,000.00	\$ -	\$ 112,500.00	\$ -	\$ 251,250.00	\$ 111,250.00			
<b>FFY 2026</b>											<b>FFY 2026 ENTITLEMENT &amp; BIL BALANCE</b>		\$ 600,000.00	\$ 583,482.00
2027	2026	BORROW ENTITLEMENTS FROM FOUR (4) SPONSORS	100%	0%	0%	\$ 600,000.00	\$ 600,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000.00	\$ 583,482.00	
2027	2026	THREE-BAY HANGAR (195'X65') CONSTRUCTION (FFY 26 AIP/BIL)	90%	5%	5%	\$ 2,275,000.00	\$ 1,200,000.00	\$ 583,482.00	\$ 264,018.00	\$ 113,750.00	\$ 113,750.00	\$ -	\$ -	
2027	2026	THREE-BAY HANGAR RADIANT HEATING SYSTEM	0%	70%	30%	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 30,000.00	\$ -	\$ -	
<b>FFY 2026 TOTALS</b>						\$ 2,375,000.00	\$ 1,200,000.00	\$ 583,482.00	\$ 264,018.00	\$ 183,750.00	\$ 143,750.00			
<b>FFY 2027</b>											<b>FFY 2027 ENTITLEMENT BALANCE</b>		\$ 150,000.00	\$ -
2028	2027	REPAY BORROWED ENTITLEMENT FUNDS (FFY 27)	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FFY 2027 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>FFY 2028</b>											<b>FFY 2028 ENTITLEMENT BALANCE</b>		\$ 150,000.00	\$ -
2029	2028	REPAY BORROWED ENTITLEMENT FUNDS (FFY 28)	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FFY 2028 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>FFY 2029</b>											<b>FFY 2029 ENTITLEMENT BALANCE</b>		\$ 150,000.00	\$ -
2030	2029	REPAY BORROWED ENTITLEMENT FUNDS (FFY 29)	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FFY 2029 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>FFY 2028</b>											<b>FFY 2028 ENTITLEMENT BALANCE</b>		\$ 150,000.00	\$ -
2031	2030	REPAY BORROWED ENTITLEMENT FUNDS (FFY 30)	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>FFY 2028 TOTALS</b>						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			