



AIRPORT ADVISORY BOARD MEETING

November 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-Officios

Steven Jahnke, City Engineer/Director of Public Works
Robert Rasmussen, Councilmen
Jim Hanson, Airport Manager
John Ryther, City Environmental/Civil Engineer
Jill Steinhauer, City Public Works Office Specialist
Chris Gardner, Bolton & Menk

Jerry Morstad called the meeting to order.

1) Approval of Board Minutes

The past minutes were reviewed. Darren Schone made the motion to approve the past minutes, Chuck Sandager seconded it. The minutes were approved.

2) Master Plan Study

The plan has still not been finalized. The City and Bolton & Menk will continue to communicate with the FAA to get this finalized and closed out.

3) AWOS State Project

The new location has been approved by FAA, this location will not require any obstruction removals. MNDOT is handling the construction and oversight of this project, MNDOT has recently changed vendors and construction has been postponed until spring.

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

Applications for State funding are due early next year (January/February of 2025). The State funding is maxed at \$200k making tractor purchasing through grant funding very competitive. Bolton & Menk and the City will be working together to get the tractor and attachment grant applications submitted.

Bipartisan Infrastructure Law (BIL) funding for AEL reduced to \$137K for 2027, down from \$144K. To better future funding for AEL Bolton & Menk has drafted and will be submitting a Clear Zone Acquisition Plan (CZAP) to MNDOT. A CZAP is defined as areas immediately beyond the ends of runways by identifying suitable land uses for the airport. The plan provides guidelines for property acquired to be considered eligible for funding if needed for an eligible airport project, essentially increasing funding.

5) New Business

Board Members

Michael Bowman's first term expires at the end of this year, he stated he would serve another term. Craig Ludtke's second term expires at the end of this year and can not serve another term, however candidates for a new board member have not presented. The City will advertise for the open position, in the meantime Craig Ludtke has agreed to stay on until a replacement has been found. Board members were encouraged to recruit a board member as well.

The council term for Robert Rasmussen, City Council Representative for the Airport Advisory Board, term is up at the end of this year. Robert did not decide to run for council again, therefore this was his last Airport Advisory Board meeting, he was thanked for his service. A new council representative for the Airport Advisory Board will be appointed at the January 13, 2025 council meeting.

VOR & AWOS Access

Jim Hanson inquired about the access road to the VOR and AWOS equipment, asking again if MNDOT would participate in paving the road. Bolton & Menk again stated that MNDOT is not opposed to paving the road but will not participate in the costs.

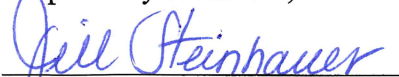
Private Hangars

Board members asked about private hangars again. Steve Jahnke stated the City's stance is that the City is open to construction of private hangars, however there hasn't been a huge push for private hangars. The City will not participate in any of the costs and would have the right to purchase if the land was needed for future expansion. The south area would likely be the location of private hangars.

Bill Koza has been pursuing the purchase of hangar 6 from Barb Rofshus, The City has right of first refusal, after some research and several discussions the City has agreed to allow Bill to purchase the hangar and executed a land lease agreement with Bill for this hangar. The lease allows the City to control the land usage in the future if needed for airport expansion.

The next meeting will be held **Tuesday, February 18, 2025 at 6:00pm** at the airport. The meeting was adjourned.

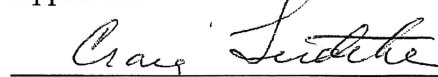
Respectfully submitted,


Jill Steinhauer

Public Works Office Specialist

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Approved:


Craig Ludtke
Airport Advisory Board Secretary



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



1. Automated Weather Observation System (AWOS) Replacement

- a. New location approved by FAA.
- b. Waiting for design details from MnDOT from the new equipment vendor, Mesotech.
- c. Anticipate civil site work construction next spring.

2. Clear Zone Acquisition Plan (CZAP)

- a. MnDOT clear zone policy desires all airport sponsors own the land under each runway end clear zone in fee.
- b. For those airports which do not, state funding is limited per the scoring prioritization model.
- c. Airports can submit an exemption request to the policy from the state.
- d. BMI will submit the CZAP exemption request in early 2025.

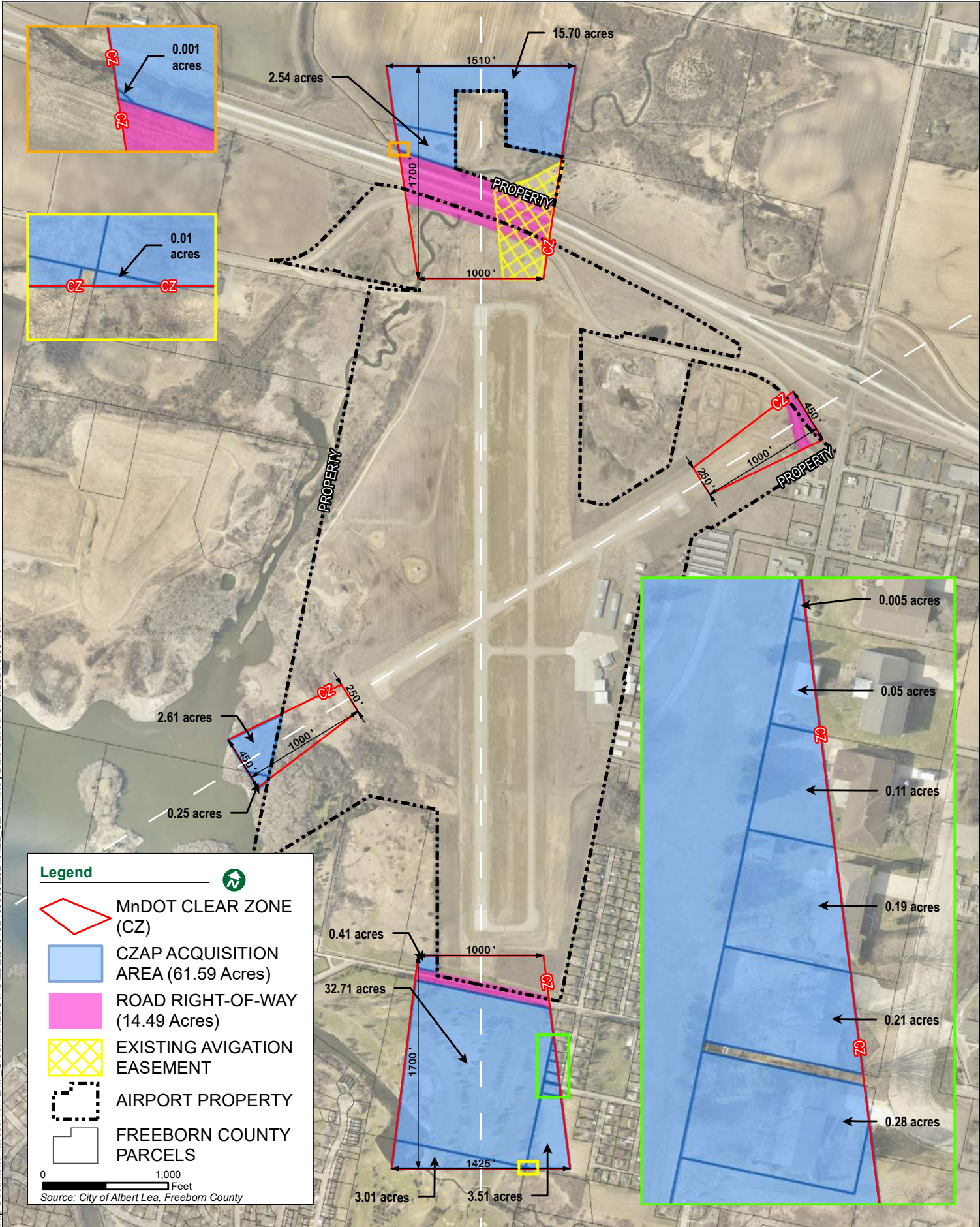
3. 2025 Snow Removal Equipment Project

- a. Acquire a tractor with loader attachment.
- b. FAA requires SRE projects be let for bids and meet Buy America requirements.
- c. Estimated project cost: \$400,000
 - i. FAA Share 95% \$380,000
 - ii. State Share 2.5% \$ 10,000
 - iii. Local Share 2.5% \$ 10,000
- d. Submit State FY 25 Equipment Grant request for mower attachment
 - i. Estimated project cost: \$47,000
 - ii. State Share 70% \$32,900
 - iii. Local Share 30% \$14,100

4. Capital Improvement Plan

- a. Attached is the draft CIP.

Contact: Chris Gardner
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phone: (507) 327-2243



MNDOT AERONAUTICS STATE FUNDING PRIORITIZATION MODEL GUIDE

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	Master Plan/ALP* : 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	Airspace Obstructions* : 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
	Clear Zones* : 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	Work Type : 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	Zoning* : 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
Airport Component : 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
Licensing Compliance : 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.	Landside	4
	Unknown	0
	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/>



ALBERT LEA MUNICIPAL AIRPORT (AEL)			FFY 2024 - 2030 CIP							9/12/2024	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 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	100LL FUEL TANK AND PAD REPLACEMENT (8,000 GAL)	0%	70%	30%	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 105,000.00	\$ 45,000.00	\$ 450,000.00	\$ 551,982.00	
2026	2025	SRE ACQUISITION (TRACTOR W/LOADER) AND MOWER ATTACHMENT (FFY 25 BIL)	84.1%	10.3%	5.7%	\$ 435,000.00	\$ -	\$ 365,750.00	\$ -	\$ 44,625.00	\$ 24,625.00	\$ 450,000.00	\$ 186,232.00	
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	\$ 186,232.00	
FFY 2025 TOTALS						\$ 685,000.00	\$ -	\$ 365,750.00	\$ -	\$ 219,625.00	\$ 99,625.00			
FFY 2026											FFY 2026 ENTITLEMENT & BIL BALANCE		\$ 600,000.00	\$ 330,232.00
2027	2026	CITY OWNED T-HANGARS REPAIR (DOORS, ROOF, LIGHTING)	0%	70%	30%	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 30,000.00	\$ 600,000.00	\$ 330,232.00	
2027	2026	SRE BUILDING DOOR REPLACEMENT	0%	70%	30%	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 280,000.00	\$ 120,000.00	\$ 600,000.00	\$ 330,232.00	
FFY 2026 TOTALS						\$ 500,000.00	\$ -	\$ -	\$ -	\$ 350,000.00	\$ 150,000.00			
FFY 2027											FFY 2027 ENTITLEMENT BALANCE		\$ 750,000.00	\$ 330,232.00
2028	2027	THREE-BAY HANGAR (195'X65') CONSTRUCTION (FFY 27 AIP/BIL)	90%	5%	5%	\$ 2,400,000.00	\$ 750,000.00	\$ 330,232.00	\$ 1,079,768.00	\$ 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	\$ 330,232.00	\$ 1,079,768.00	\$ 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 1735 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						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			