



AIRPORT ADVISORY BOARD MEETING

September 17, 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
John Ryther, City Environmental/Civil Engineer
Bill Koza, Airport Tenant
William Kozelsky

1) Approval of Board Minutes

The June meeting did not have a quorum, therefore meeting notes were taken for informational purposes only and the March minutes were tabled. This meeting did have a quorum, Mark Light made a motion to approve the March meeting minutes, Darren Schone seconded it. The March 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. Currently, final approval from MnDOT regarding the design details is needed. Once MnDOT approval is granted, construction can start. Construction is still scheduled for this fall, however if approval takes longer than expected and an early frost occurs, it is possible construction would get pushed back to spring.

A discussion about the VOR was held. Jim Hanson stated, 24-hour access to an airports VOR is required by MnDOT. MnDOT does have 24-hour access to the VOR, however it is locked with a key and apparently MnDOT rarely has that key available with the staff accessing the site and airport staff is contacted to get them access. A keypad or another form of access may be more suitable and something the City can look into. As far as road access, there is no official access road. There is a gravel road to access the site, however that is not suitable due to the debris that encroaches onto the runway pavement, the access road would have to be paved, at least the end portion of the access road. The City did ask MnDOT if the state would fund the paving of this access road and were told they would not. Jim Hanson stated he spoke to MnDOT recently and they indicated they would fund paving of this access road. Bolton & Menk will ask MnDOT again about funding for this paving.

A discussion about future approach systems such as GPS or ILS to replace the VOR 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. A GPS approach allows for similar minimums with minimal infrastructure expenses along with minimal maintenance costs. Jim Hanson indicated the State will be participating in funding approach light systems in the future.

A discussion about the RCO was held. The State has disconnected the RCO, however the building and related equipment is still on site. Jim Hanson has indicated he'd like to have that RCO reinstated, however if that is not possible the remaining components of the RCO should be removed as well. Bolton & Menk will discuss this with the FAA but it will likely be denied. The trend in technology amongst most pilots these days is to use their cell phones not the RCO, therefor eliminated the need for an RCO.

4) Equipment Grant & Capital Improvement Projects (CIP)

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

The share of FAA funds has increased from 90% to 95% for 2025 and 2026 projects. The City also has \$118,982 of Bipartisan Infrastructure Law (BIL) funds that need to be under grant in 2025 or the funds will expire, these funds can not be rolled or transferred. Due to those grant terms the City is proposing to use those funds to purchase snow removal equipment in 2025. The next step is to upload the airports CIP to the State's site and have the grant application submitted to the State by October 1st.

Mark Light made a motion to approve the CIP with amendment to the CIP to include a project to extend the taxiway past the proposed three unit hangar location, Darren Schone seconded. The amended CIP was approved.

A discussion about the Clear Zone Acquisition Plan (CZAP) was held. 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. Bolton & Menk has drafted a CZAP to include with the CIP submittal. This was created to boost the scoring of state grants. As mentioned last year, the airport missed out on several grants due to the low scoring. There were several reasons for the low scoring (incorrect ALP, insufficient documentation of completed projects, etc), those items have been corrected but it is anticipated that this CZAP should also boost the scoring significantly.

A discussion about construction of private and public hangars was held. 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. Public hangars would be feasible due to the current funding available but there are also many stipulations with the funding. There are also additional regulations about what is allowed on a municipal airport.

One issue discussed was hangar residency, although a hangar can have amenities of a residence, it's basis/sole purpose can not be a residence.

Through The Fence (TTF) was also discussed. In general, the FAA defines TTF operations as allowing people who own property with aircraft storage facilities near an airport to access the airport from off-airport property. This is unfavorable due to the conflicts of usage, and maintenance and repair expenses.

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. The City is pursuing federal funds to purchase the hangar, and if successful, the City would purchase and rent the hangar out. This process allows the City to plan for future use of that hangar/site because this hangar is located in an area proposed for future development, if future development is needed/desired.

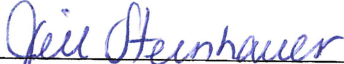
The Regional Soaring Contest will be held at the airport May 18 – 24, 2025.

The next meeting will be held **Tuesday, November 19, 2024 at 6:00pm** at the airport.

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


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
September 17, 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 this fall/early winter.

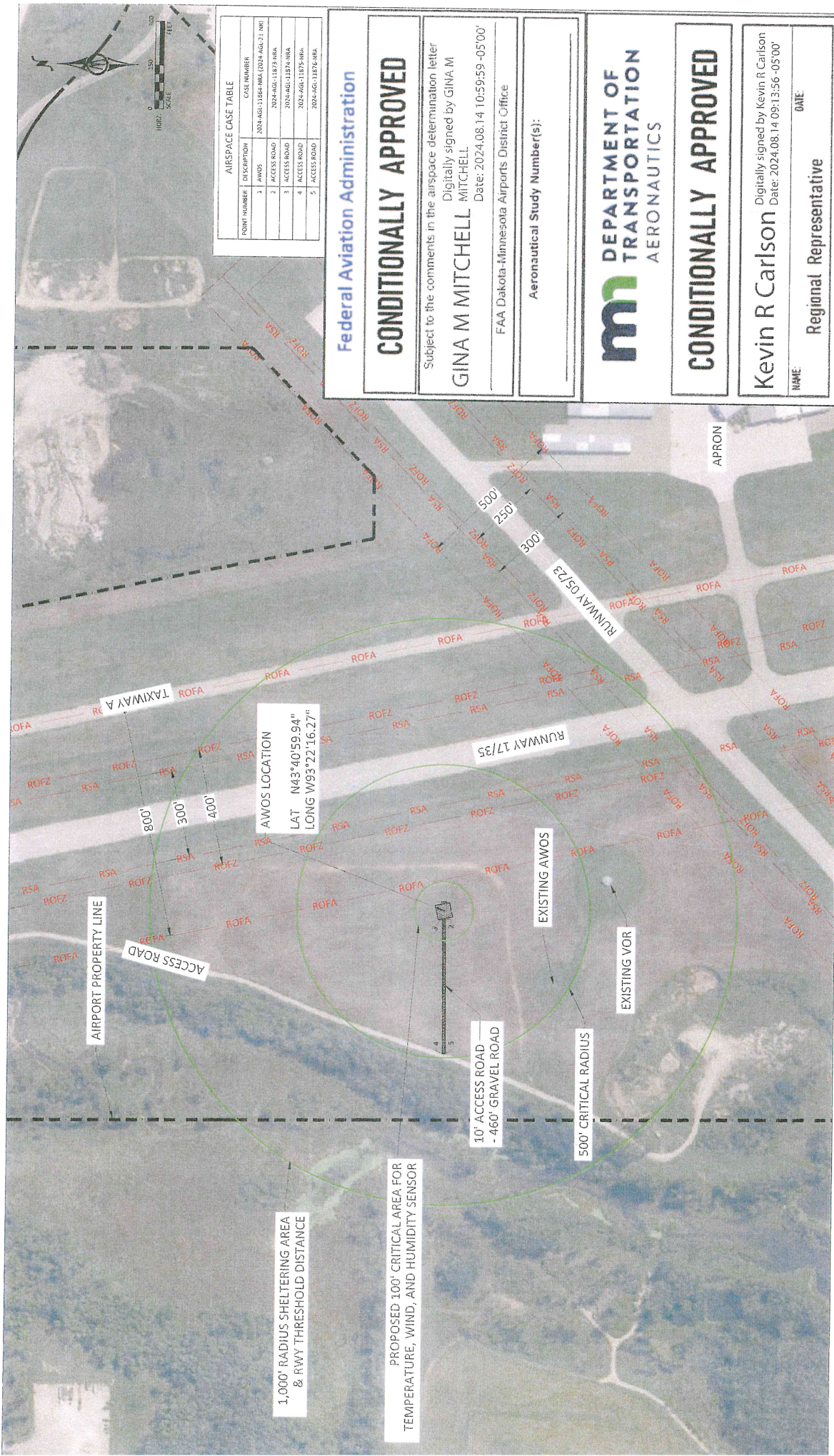
2. Clear Zone Acquisition Plan (CZAP)

- 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. MnDOT understands acquisition of the clear zone may not be feasible for all airports.
- d. Those airports can request an exemption to the clear zone policy explaining why compliance with the policy is not feasible.
- e. BMI recommends Albert Lea request and exemption to better compete for state funding in State FY 2026.

3. Capital Improvement Plan

- a. Attached is the draft CIP.
- b. MnDOT offered state funding for Apron Security Lighting project but no others.
 - i. City turned down the funding.
- c. FAA share for AIP/BIL funded projects in 2025 and 2026 increased to 95%.
- d. \$118,982 of 2022 BIL funding needs to be under grant in 2025 or will expire.
- e. FFY 2025 Project:
 - i. Snow Removal Equipment – Tractor with Loader and Mower Attachments.
 - ii. Mower attachment eligible for state funding only.
 - iii. \$435,000 cost estimate.

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



AIRSPACE CASE TABLE	
POINT NUMBER	DESCRIPTION
1	AWOS
2	ACCESS ROAD
3	ACCESS ROAD
4	ACCESS ROAD
5	ACCESS ROAD

Federal Aviation Administration

CONDITIONALLY APPROVED

Subject to the comments in the airspace determination letter

GINA M MITCHELL
MITSHELL

Date: 2024.08.14 10:59:59 -05'00'

FAA Dakota-Minnesota Airports District Office

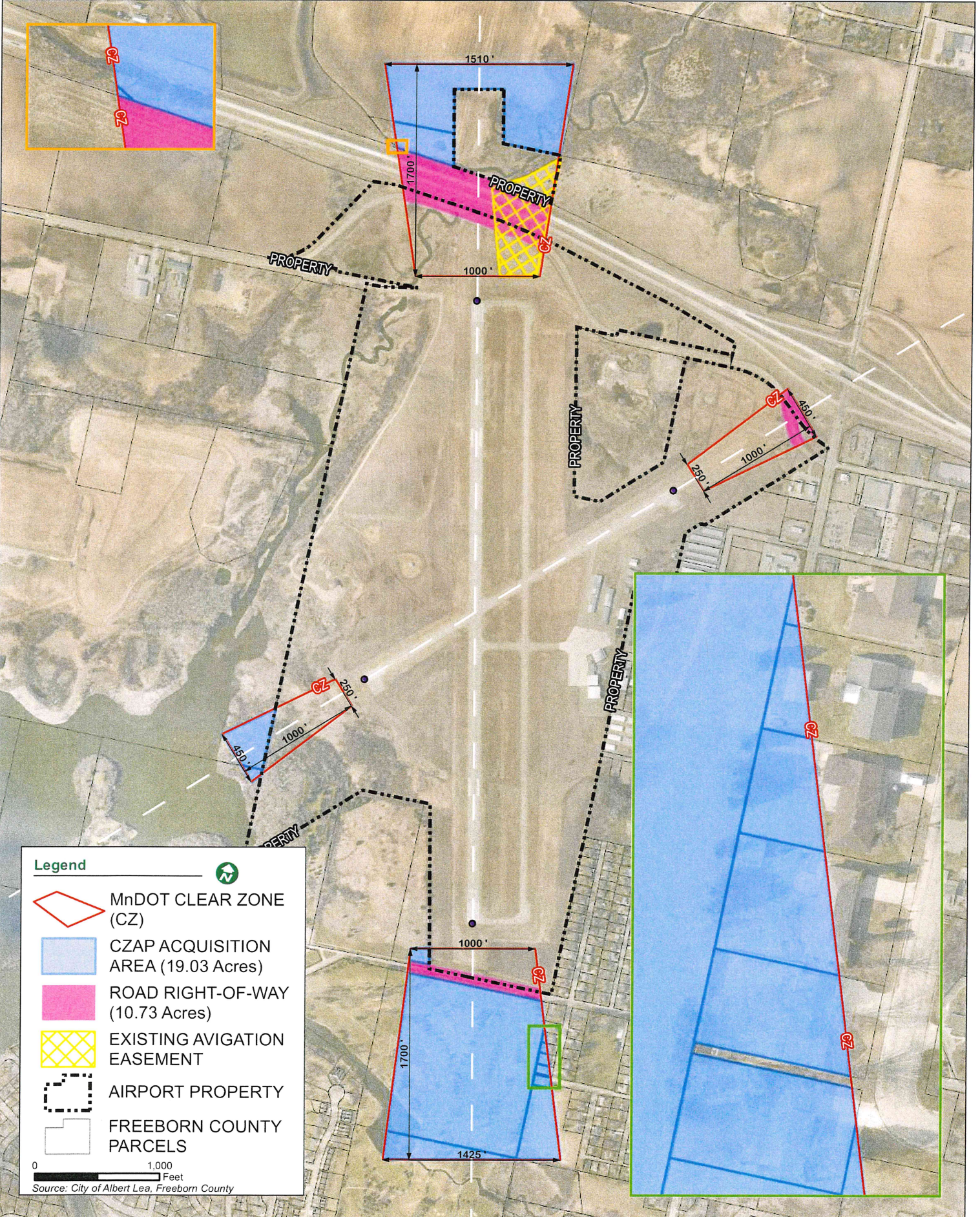
Aeronautical Study Number(s):

m DEPARTMENT OF TRANSPORTATION AERONAUTICS

CONDITIONALLY APPROVED

Kevin R Carlson
Digitally signed by Kevin R Carlson
Date: 2024.08.14 09:13:56 -05'00'

NAME: _____ DATE: _____
Regional Representative



Map Document: \\arcsrver1\BIMI_GIS\MINNESOTA\ALBE\05132405000\2024\AEL_CZAP.mxd | Date Saved: 9/13/2024 4:57:34 PM

ALBERT LEA MUNICIPAL AIRPORT (AEL)

FFY 2024 - 2030 CIP



9/12/2024

DRAFT

State FY	Fed Description	Funding % Rates		Project Cost	Federal Entitlement Funding	Federal Bill Funding	Additional Federal Funding	State Funding	Local Funding	Federal Entitlement Balance	Federal Bill Balance
		FAA %	Local %								
FFY 2025											
2025	NPE REPAYMENT FROM AUSTIN (FFY 25)	100%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	\$ 551,982.00
2026	100LL FUEL TANK AND PAD REPLACEMENT (8,000 GAL)	0%	70%	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 105,000.00	\$ 45,000.00	\$ 450,000.00	\$ 551,982.00
2026	SRE ACQUISITION (TRACTOR W/LOADER) AND MOWER ATTACHMENT (FFY 25 BIL)	84.1%	10.3%	\$ 435,000.00	\$ -	\$ 365,750.00	\$ -	\$ 44,625.00	\$ 24,625.00	\$ 450,000.00	\$ 186,232.00
2026	CITY OWNED T-HANGARS REPAIR (DOORS, ROOF, LIGHTING)	0%	70%	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 30,000.00	\$ 450,000.00	\$ 186,232.00
FFY 2025 TOTALS \$ 685,000.00 \$ - \$ 365,750.00 \$ 99,625.00											
FFY 2026											
2026	CITY OWNED T-HANGARS REPAIR (DOORS, ROOF, LIGHTING)	0%	70%	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 30,000.00	\$ 600,000.00	\$ 330,232.00
2026	SRE BUILDING DOOR REPLACEMENT	0%	70%	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 280,000.00	\$ 120,000.00	\$ 600,000.00	\$ 330,232.00
FFY 2026 TOTALS \$ 500,000.00 \$ - \$ - \$ 996,250.00											
FFY 2027											
2027	THREE-BAY HANGAR (195'X65') CONSTRUCTION (FFY 27 AIP/BIL)	90%	5%	\$ 2,400,000.00	\$ 750,000.00	\$ 330,232.00	\$ 1,079,768.00	\$ 120,000.00	\$ 120,000.00	\$ 750,000.00	\$ 330,232.00
2028	THREE-BAY HANGAR RADIANT HEATING SYSTEM	0%	70%	\$ 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											
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%	\$ 75,000.00	\$ 67,500.00	\$ -	\$ -	\$ 3,750.00	\$ 3,750.00	\$ 82,500.00	\$ -
FFY 2028 TOTALS \$ - \$ - \$ - \$ - \$ - \$ 150,000.00											
FFY 2029											
2029	LAND ACQ. RWY 17 RPZ & CLEAR ZONE (PARCEL 19-15.69 AC/ PARCEL 22-10.10 AC) (FFY 29)	90%	5%	\$ 500,000.00	\$ 232,500.00	\$ -	\$ 217,500.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -
2030	RWY 17/35 RPZ & CLEAR ZONE OBSTRUCTION REMOVALS (FFY 29)	90%	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											
2031	NO PROJECT PLANNED	90%	5%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ -
FFY 2030 TOTALS \$ - \$ - \$ - \$ - \$ - \$ 150,000.00											