



221 East Clark Street
Albert Lea, Minnesota 56007-2496
507-377-4300

DATE: April 2, 2025

TO: All Airport Advisory Board Members

FROM: Jill Steinhauer, Public Works Office Specialist

SUBJ: Upcoming Meeting

The next scheduled meeting date for the Airport Advisory Board will be **Tuesday, April 15, 2025**.
The meeting will be held at **6pm** at the **Airport**.

Attached are the Minutes from the last meeting, and the Agenda for the upcoming meeting.

Please call the City Engineer's office, 507-377-4325 to let me know if you **can not** attend.

cc: Ian Rigg, City Manager
Jim Hanson, Airport Manager
Silas Parmar, Bolton & Menk
Chris Gardner, Bolton & Menk
Steven Jahnke, City Engineer/Director of Public Works
Reid Olson, Councilman
Teresa Kauffmann, City Public Coordinator
Cathy Malakowsky, Director of Community Engagement



ALBERT LEA MUNICIPAL AIRPORT (AEL)
AIRPORT BOARD MEETING
February 18, 2025
6:00 P.M.



1. Automated Weather Observation System (AWOS) Replacement

- a. Final plans and specs have been approved by MnDOT.
- b. Estimated construction cost \$97,575.
- c. Project is 100% funded by MnDOT.
- d. Project Schedule:
 - i. City Council Bid Authorization: February 24, 2025
 - ii. Contractor Quotes Deadline: March 19, 2025
 - iii. City Council Low Bid Authorization: March 24, 2025
 - iv. Construction: May – June, 2025

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 March 2025.

3. State FY 2025 Equipment Grant

- a. City applied for state funding for a mower attachment to the proposed loader acquisition.
- b. MnDOT awarded funding for the mower attachment.
- c. Mower cost \$46,915.47 with state share \$32,840.83 and local share \$14,074.64.

4. 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. Project Schedule:
 - i. City Council Bid Authorization: March 10, 2025
 - ii. Contractor Quotes Deadline: April 9, 2025
 - iii. City Council Low Bid Authorization: April 14, 2025

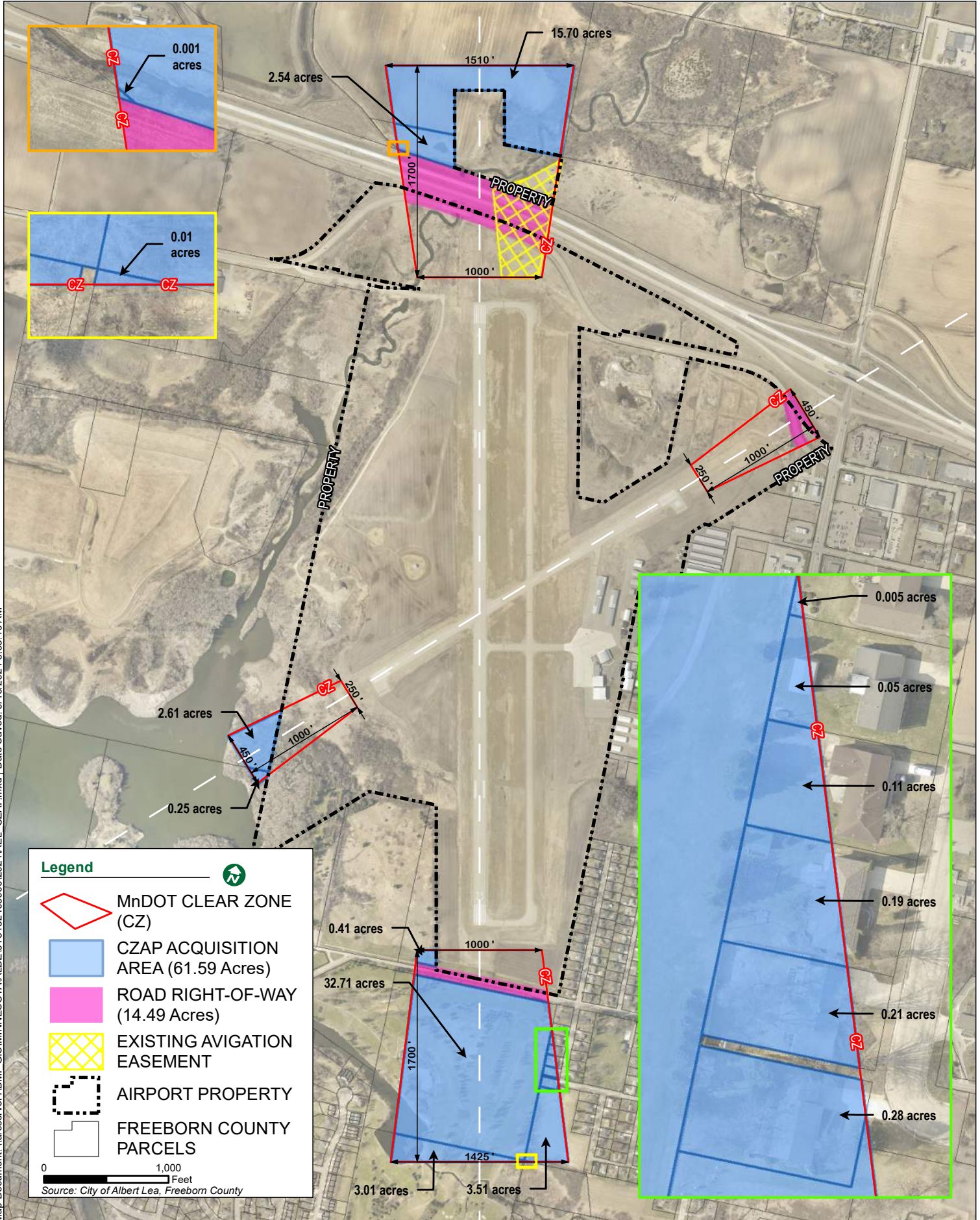


Albert Lea Municipal Airport
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5. Capital Improvement Plan

- a. Attached is the draft CIP.

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



ALBERT LEA MUNICIPAL AIRPORT (AEL)			FFY 2024 - 2030 CIP										2/11/2025	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	\$	544,982.00						
2026	2025	NPE REPAYMENT FROM AUSTIN (FFY 25)	100%	0%	0%	\$	150,000.00	\$	150,000.00	\$	-	\$	-	\$	450,000.00	\$	544,982.00				
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	\$	544,982.00
2026	2025	SRE ACQUISITION (TRACTOR W/LOADER) T (FFY 25 BIL)	95%	2.5%	2.5%	\$	420,000.00	\$	-	\$	399,000.00	\$	-	\$	10,500.00	\$	10,500.00	\$	450,000.00	\$	145,982.00
2026	2025	MOWER ATTACHMENT	0%	70%	30%	\$	46,915.47	\$	-	\$	-	\$	-	\$	32,840.83	\$	14,074.64	\$	450,000.00	\$	145,982.00
FFY 2025 TOTALS						\$	616,915.47	\$	-	\$	399,000.00	\$	-	\$	148,340.83	\$	69,574.64				
FFY 2026										FFY 2026 ENTITLEMENT & BIL BALANCE		\$	600,000.00	\$	282,982.00						
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	\$	282,982.00
2027	2026	SRE BUILDING DOOR REPLACEMENT	0%	70%	30%	\$	400,000.00	\$	-	\$	-	\$	-	\$	280,000.00	\$	120,000.00	\$	600,000.00	\$	282,982.00
FFY 2026 TOTALS						\$	500,000.00	\$	-	\$	-	\$	-	\$	350,000.00	\$	150,000.00				
FFY 2027										FFY 2027 ENTITLEMENT BALANCE		\$	750,000.00	\$	282,982.00						
2028	2027	THREE-BAY HANGAR (195'X65') CONSTRUCTION (FFY 27 AIP/BIL)	90%	5%	5%	\$	2,400,000.00	\$	750,000.00	\$	282,982.00	\$	1,127,018.00	\$	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	\$	282,982.00	\$	1,127,018.00	\$	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 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						\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				



AIRPORT ADVISORY BOARD

*April Agenda
April 15, 2025 at 6:00pm
Airport Conference Room*

- 1) Approve Minutes
- 2) Master Plan Update
- 3) AWOS State Project
- 4) Equipment Grant
 - Mower Attachment Purchase (State Grant)
 - Tractor Purchase (Federal Grant)
- 5) New Business
 - Tentative Next Meeting: May 20th or June 17th or July 15th