



AIRPORT ADVISORY BOARD MEETING

September 19, 2023
6:00pm
Albert Lea Airport

In attendance were:

Board Members

Michael Bowman

Craig Ludtke

Jerry Morstad

Gerald Molkenthin

Chuck Sandager

Darren Schone

Mark Light

Present

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x

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x

Absent

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x

x

Ex-Officos

Steven Jahnke, City Engineer/Director of Public Works

Robert Rasmussen, Councilmen

Matt Wagner, Mead & Hunt

Jim Hanson, Airport Manager

The Airport Advisory Board meeting was held at the Albert Lea Airport.

Jerry Morstad called the meeting to order.

1) Approval of Board Minutes

Chuck Sandager had a correction to the July minutes. A Flying Start Event was held on May 27th not the Young Eagles Event. The Young Eagles Event was held on June 17th. The Flying Start Event is geared towards adults, there were 10 attendees and 7 flights for this event.

Darren Schone made a motion to approve the past minutes, with the correction of the event dates. Chuck Sandager seconded it. The minutes were approved with the correction.

2) Master Plan Study

The plan was submitted to the FAA for review in the fall of 2022. Matt Wagner gave an update. The FAA has provided comments back and Mead & Hunt has addressed those comments. The City should be

receiving final approval paperwork within the next few weeks which will complete/closeout the Master Plan Study. However, this process has been very slow and may continue to drag out.

3) Fuel Master/Fuel System & Runway Sign Upgrades State Grant

Fuel Master has delivered the system to Minnesota Petroleum (the company that will be installing the system). The City has not heard an installation date, hopefully it's installed within the new few weeks.

The hose reel failed last month. Repair parts were ordered and the reel has been repaired.

4) AWOS State Project

MNDOT is currently replacing several AWOS units in the state, Albert Lea's is one proposed to be replaced. A study will need to be completed to determine whether to upgrade or replace the system and whether to relocate the system.

The State has secured the funding for these projects. The State may also hire one firm to complete all AWOS units needing upgrades/replacements. Once Albert Lea determines the location of the AWOS system this project will move forward. The project is tentatively scheduled for 2024.

The location of the AWOS has been an ongoing discussion, more detailed discussions were held during the interview process for selecting the airport's next firm as the consulting engineer. It is looking more likely that the AWOS will remain in the current location and will require some obstacles be removed/cleared (mostly trees).

5) Hangar Improvements

The State is in support of the hangar improvements project and the City was expecting a \$100,000 grant for these improvements. Unfortunately, the grant was not received. In the meantime, the annual maintenance will be conducted. City staff also did some repairs to four hangars, the work involved repairing the concrete pad of the center door latch.

The City will be reapplying for this grant next year, in the amount \$200,000. The repairs that will be include with this grant involve patching floors, walls, and hangar door repairs and upgrades.

6) Capital Improvement Project (CIP)

Pine Bend Refinery in Rosemount has stopped producing 100LL and no longer has any on hand. The airport will need to plan for larger fuel shipments due to the distance and feasibility of where this product will now come from.

A long discuss about the CIP was held. Items discussed were the fuel storage, snow removal equipment (SRE) building, hangar construction, and land purchasing. With the annual \$150,000 entitlement funds and the new BIL funds (approximately \$150,000/year) available for the next couple of years the airport will be able to accrue approximately \$1.5 million by 2027 at a 90% share. The board will have to determine if one large project is most beneficial or if several smaller projects is the most beneficial. The City may also have to borrow and trade with other cities to make the project work.

The board determined the following by priority:

1. Existing Hangar Repairs & Updates (\$200,000)
2. Fuel Tank Purchase (100 Octane) (new CIP item due to the closure of the Pine Bend Refinery)

5. SRE Building Design
6. Replace Maintenance Hangar Door
7. Lighting Improvements (North End)

Mead and Hunt will be updating the CIP according to these changes.

7) Airport Consultant Selection

The City is required to have an aviation consultant for the airport. The FAA requires this for airports that use federal funds. This process involves sending out Requests for Proposals (RFP) to multiple consulting firms requesting a bid for their services as the airport's aviation consultant. This normally occurs every five years, however due to the on-going Master Plan Project the last term has been extended. Now that the Master Plan project is wrapping up the new consultant selection process has started.

In August, the City sent out request for qualifications statements to four firms. The City received proposals back from Bolton & Menk and TKDA, both proposals were prepared well and the firms ranked similar, therefore interviews of both firms were scheduled. In September, the committee consisting of City staff and members of the Airport Advisory Board, interviewed both firms. Based on these interviews the committee unanimously chose Bolton & Menk as the airport consultant due to their presentation being specific to Albert Lea.

After hearing about both firms the Airport Advisory Board was in agreeance with the committee. Darren Schone made a motion to support the City entering into a Master Services Agreement with Bolton & Menk for Airport Consulting Services, Chuck Sandager seconded it. The motion was approved.

8) New Business

Glider Operation

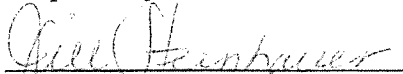
The airport held a glider event mid September. The event was well attended and another event is scheduled for June 2, 2024.

Next meeting

The next meeting will be held **Tuesday, October 17, 2023 at 6:00pm** at the airport.

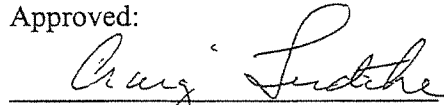
Darren Schone made a motion to adjourn, Jerry Morstad seconded it. The meeting was adjourned.

Respectfully submitted,



Jill Steinhauer
Public Works Office Specialist

Approved:



Craig Ludtke
Airport Advisory Board Secretary