



# AIRPORT ADVISORY BOARD MEETING

February 18, 2025  
6:00pm  
Albert Lea Airport

In attendance were:

*Board Members*

*Present*

*Absent*

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

Reid Olson, Councilmen

Jim Hanson, Airport Manager

Chris Gardner, Bolton & Menk

Jill Steinhauer, Public Works Office Specialist

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Robert Rasmussen was the City Council Representative for the Airport Advisory Board, his council term was up at the end of last year and he did not run for council again. Councilmen Reid Olson was appointed to the Airport Advisory Board at the January 13, 2025 council meeting. Reid was welcomed and introductions were held

Jerry Morstad called the meeting to order.

## 1) Elections

The 2024 positions were:

Jerry Morstad (President)

Darren Schone (Vice President)

Craig Ludtke (Secretary)

Mark Light made the motion to re-elect all three members as shown above, Darren Schone seconded it. The vote was held and unanimously approved.

## **2) Approval of Board Minutes**

Darren Schone made a motion to approve the December minutes, Mark Light seconded it. The minutes were approved.

## **3) Master Plan Study**

The plan was submitted to the FAA for review in the fall of 2022. The City is still waiting for final approval. Steven Jahnke and Bolton & Menk will continue to work to get this completed/finalized.

## **4) Project Updates**

### **AWOS State Project**

Final plans and specs have been approved by MNDOT. The City approved bidding of the project at the February 24<sup>th</sup> council meeting. This work will include site prep and working with MNDOT to install the equipment. Bids are due back March 19<sup>th</sup> with city/council approval scheduled for March 24<sup>th</sup> and construction scheduled to start May/June of 2025. The project is funded 100% by MNDOT and is estimated at \$97,575.

### **Clear Zone Acquisition Plan (CZAP)**

The plan provides guidelines for property acquired to be considered eligible for funding if needed for an eligible airport project. Having this plan in place provides future expansion and also increases funding eligibility.

### **Equipment Grant(s)**

The City was awarded the state grant for the mower attachment. The mower costs \$46,915.47 with the state funding \$32,840.83 (70%). The City and Bolton & Menk will be working with Kibble Equipment for the purchase. See attached map for additional information.

The FAA requires Snow Removal Equipment (SRE) be let for bids and equipment must be American made. The City will be sending out request for quotes for SRE, bids will be due April 9, 2025 with council approval scheduled for April 14, 2025.

### **CIP Update (see attachment)**

The City should be receiving borrowed entitlement funds back this year, however these funds may be borrowed to another community while the City continues to prepare for the large hangar construction project. This project is tentatively scheduled for 2027, further evaluation of the project, evaluating actual needs and deciding on specifics of the project (location, size, etc.) will be the focus for this year. Jim Hanson suggested the old hangar be relocated and the new hangar be constructed in it's place. The old hangar location provides pavement needs and parking.

The 100LL Fuel Tank continues to be listed on the CIP. This item remains on the CIP to allow for funding if the need for a new tank arises but no plans for replacement are currently being pursued.

The City continues to pursue state funding for T-hangar improvements. With the CZAP in place the scoring for this grant (\$100,000, 70/30 state/local) should receive higher scoring. If funds are received, repairs will include patching floors, walls, and hangar door repairs & upgrades. Work will not be scheduled until the funds have been received.

**5) New Business**

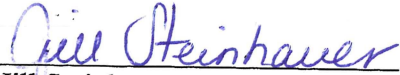
The Minnesota Airports Conference will be held in Mankato this year. The conference is April 23-25, 2025. Board members are welcome to attend.

A FAA Safety Conference will be held at the Albert Lea Airport, February 20, 2025. Pilots receive, "wing credits" for attending and can save on insurance.

The next meeting will be held **Tuesday, April 15, 2025 at 6:00pm** at the airport.

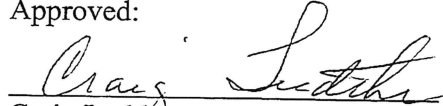
Darren Schone made a motion to adjourn, Michael Bowman seconded it. The meeting was adjourned.

Respectfully submitted,



Jill Steinhauer  
Public Works Office Specialist

Approved:



Craig Ludtke  
Airport Advisory Board Secretary



**ALBERT LEA MUNICIPAL AIRPORT (AEL)**  
**AIRPORT BOARD MEETING**  
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



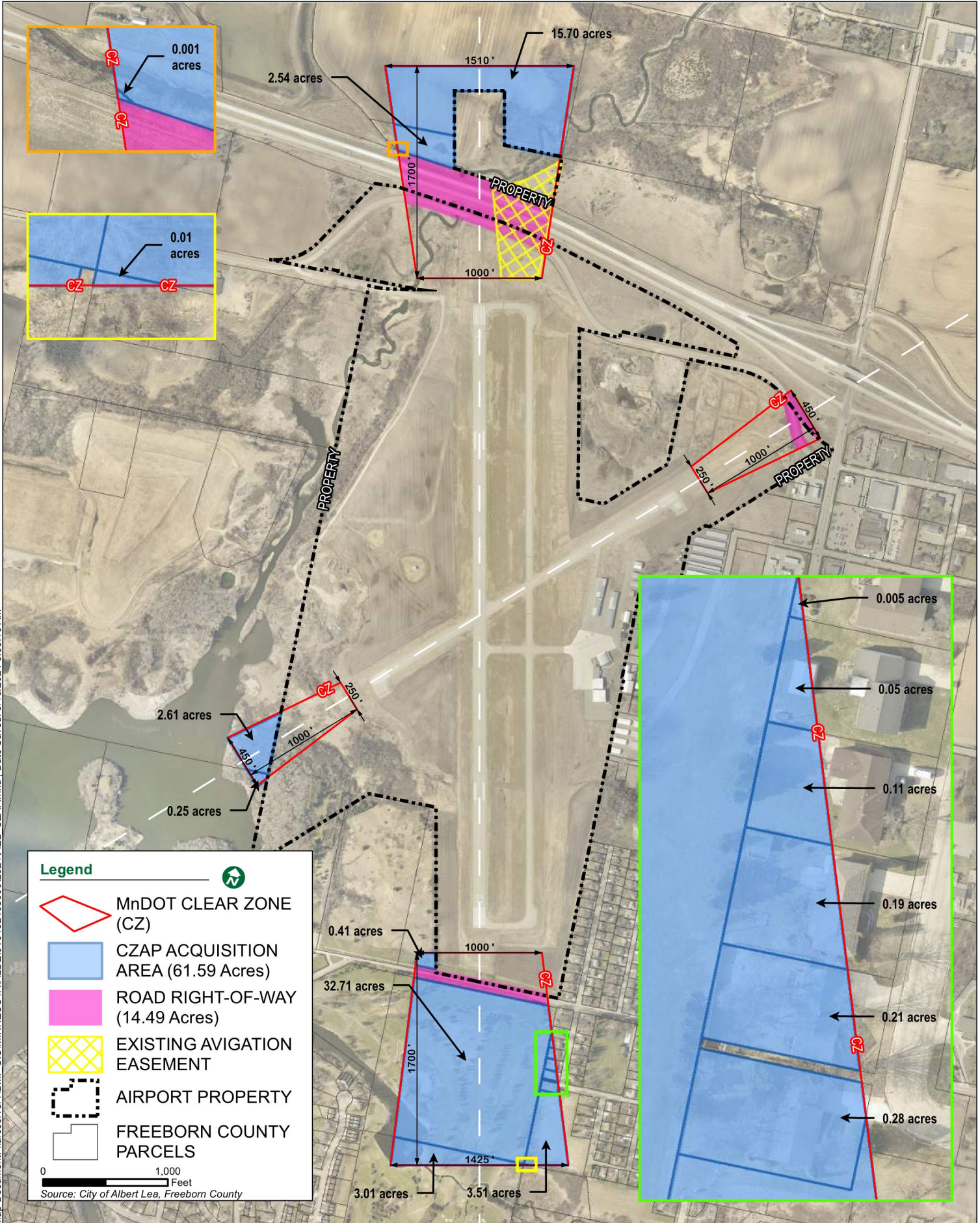
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**5. Capital Improvement Plan**

- a. Attached is the draft CIP.

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







| ALBERT LEA MUNICIPAL AIRPORT (AEL) |           |                                                                                                                 |                 | FFY 2024 - 2030 CIP |         |                        |                                |  |                               |                      |                      | 2/11/2025                                     | DRAFT                  |
|------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------|-----------------|---------------------|---------|------------------------|--------------------------------|------------------------------------------------------------------------------------|-------------------------------|----------------------|----------------------|-----------------------------------------------|------------------------|
| State<br>FY                        | Fed<br>FY | Description                                                                                                     | Funding % Rates |                     |         | Project Cost           | Federal Entitlement<br>Funding | Federal BIL Funding                                                                | Additional Federal<br>Funding | State Funding        | Local Funding        | Federal<br>Entitlement<br>Balance             | Federal BIL<br>Balance |
|                                    |           |                                                                                                                 | FAA %           | State %             | Local % |                        |                                |                                                                                    |                               |                      |                      |                                               |                        |
| <b>FFY 2025</b>                    |           |                                                                                                                 |                 |                     |         |                        |                                |                                                                                    |                               |                      |                      | <b>FFY 2025 ENTITLEMENT &amp; BIL BALANCE</b> |                        |
| 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          |
| <b>FFY 2025 TOTALS</b>             |           |                                                                                                                 |                 |                     |         | <b>\$ 616,915.47</b>   | <b>\$ -</b>                    | <b>\$ 399,000.00</b>                                                               | <b>\$ -</b>                   | <b>\$ 148,340.83</b> | <b>\$ 69,574.64</b>  |                                               |                        |
| <b>FFY 2026</b>                    |           |                                                                                                                 |                 |                     |         |                        |                                |                                                                                    |                               |                      |                      | <b>FFY 2026 ENTITLEMENT &amp; BIL BALANCE</b> |                        |
| 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          |
| <b>FFY 2026 TOTALS</b>             |           |                                                                                                                 |                 |                     |         | <b>\$ 500,000.00</b>   | <b>\$ -</b>                    | <b>\$ -</b>                                                                        | <b>\$ -</b>                   | <b>\$ 350,000.00</b> | <b>\$ 150,000.00</b> |                                               |                        |
| <b>FFY 2027</b>                    |           |                                                                                                                 |                 |                     |         |                        |                                |                                                                                    |                               |                      |                      | <b>FFY 2027 ENTITLEMENT BALANCE</b>           |                        |
| 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         | \$ -                                          | \$ -                   |
| <b>FFY 2027 TOTALS</b>             |           |                                                                                                                 |                 |                     |         | <b>\$ 2,500,000.00</b> | <b>\$ 750,000.00</b>           | <b>\$ 282,982.00</b>                                                               | <b>\$ 1,127,018.00</b>        | <b>\$ 190,000.00</b> | <b>\$ 150,000.00</b> |                                               |                        |
| <b>FFY 2028</b>                    |           |                                                                                                                 |                 |                     |         |                        |                                |                                                                                    |                               |                      |                      | <b>FFY 2028 ENTITLEMENT BALANCE</b>           |                        |
| 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                                  | \$ -                   |
| <b>FFY 2028 TOTALS</b>             |           |                                                                                                                 |                 |                     |         | <b>\$ -</b>            | <b>\$ -</b>                    | <b>\$ -</b>                                                                        | <b>\$ -</b>                   | <b>\$ -</b>          | <b>\$ -</b>          |                                               |                        |
| <b>FFY 2029</b>                    |           |                                                                                                                 |                 |                     |         |                        |                                |                                                                                    |                               |                      |                      | <b>FFY 2029 ENTITLEMENT BALANCE</b>           |                        |
| 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          | \$ -                                          | \$ -                   |
| <b>FFY 2029 TOTALS</b>             |           |                                                                                                                 |                 |                     |         | <b>\$ -</b>            | <b>\$ -</b>                    | <b>\$ -</b>                                                                        | <b>\$ 262,500.00</b>          | <b>\$ 27,500.00</b>  | <b>\$ 27,500.00</b>  |                                               |                        |
| <b>FFY 2030</b>                    |           |                                                                                                                 |                 |                     |         |                        |                                |                                                                                    |                               |                      |                      | <b>FFY 2030 ENTITLEMENT BALANCE</b>           |                        |
| 2031                               | 2030      | NO PROJECT PLANNED                                                                                              | 90%             | 5%                  | 5%      | \$ -                   | \$ -                           | \$ -                                                                               | \$ -                          | \$ -                 | \$ -                 | \$ 150,000.00                                 | \$ -                   |
| <b>FFY 2030 TOTALS</b>             |           |                                                                                                                 |                 |                     |         | <b>\$ -</b>            | <b>\$ -</b>                    | <b>\$ -</b>                                                                        | <b>\$ -</b>                   | <b>\$ -</b>          | <b>\$ -</b>          |                                               |                        |