AIRPORT ADVISORY BOARD MEETING

Minutes

August 18, 2020
6:00pm
Albert Lea Airport

In attendance were:

Board Members

Jerry Morstad
Paul Stieler
Darren Schone
Gerald Molkenthin
Chuck Sandager

Ex-Officos

Steven Jahnke, City Engineer/Director of Public Works
Jill Steinhauer, Public Works Office Specialist
Jim Hanson, Airport Manager
Colleen Bosold, Mead & Hunt
Evan Barrett, Mead & Hunt
Robert Sims, Mead & Hunt
Matt Wagner, Mead & Hunt

The Airport Advisory Board meeting was held virtually via Microsoft Teams.

1. **Approve Past Minutes**
   Past minutes were approved.

2. **Master Plan Study**
   Robert Sims gave a presentation to the board (see attached presentation).

   The Master Plan is created to layout the future needs and long-term development of the airport. It's also required for the Airport to be eligible for Federal and State funds. It is anticipated that the study will be complete by the end of 2020 and ready for FAA review by 2021.

   The Master Plan consists of six topics including Inventory, Forecast, Facility Requirements, Alternative Analysis, Implementation Plan and Airport Layout Plan Update.

   A discussion about hangars was held. Currently there are several t-hangars available to rent, however future expansion should always be an option and will be incorporated with this study. Steven Jahnke

also mentioned that private hangars should be evaluated as well. This topics will be further discussed at the next meeting with more detailed information and drawings.

A tentative timeline was set:

- Board meeting September 15th to discuss more detailed information
- Board meeting October 20th to recap and present revisions made at September meeting
- Public Meeting to be held in November

The next meeting date was set for **Tuesday, September 15, 2020 at 6:00 p.m.**

The meeting was adjourned.

Respectfully submitted,

Jill Steinhauer
Public Works Office Specialist

Approved:

Craig Ludtke
Airport Advisory Board Secretary

Airport Advisory Board

Meeting #4

August 18th, 2020

Meeting Agenda

- **Master Plan Status**
- **Facility Requirements Updates**
  - Jet presence and impacts
  - Critical aircraft
  - Future development
  - Instrument approaches
  - RCO discussion
  - Hangar needs
- **Upcoming Meetings**
  - Board Meeting
  - City Council Presentation
  - General Public Meeting

Master Plan Status

Master Plan

1. INVENTORY (draft complete)
Documents existing Airport conditions, facilities, and context.

2. FORECASTS ★ (draft complete)
Predicts number of future passengers, aircraft types, takeoffs, landings, and based aircraft.

3. FACILITY REQUIREMENTS (draft being finalized)
Identifies needs for key facilities (runways, taxiways, hangars, etc.).

4. ALTERNATIVES ANALYSIS (draft underway)
Develops concepts for meeting facility requirements and recommends preferred solutions.

5. IMPLEMENTATION PLAN
Identifies phasing plan, required regulatory approvals, and capital funding sources.

6. AIRPORT LAYOUT PLAN UPDATE ★
Depicts recommended future projects.

★ Indicates that FAA review and approval is required.

Facility Requirements Updates

Jet Presence

Jets are a common user at AEL

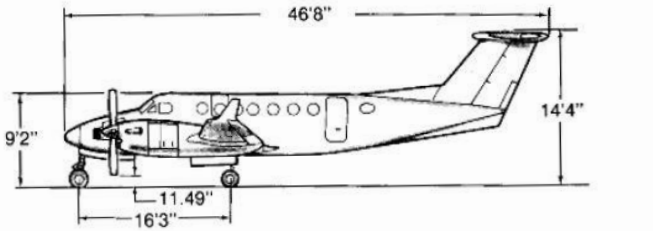
- In 2019 alone 71 different types of jet and turbine aircraft used the Airport
- These aircraft had a recorded total of 1,556 IFR operations, although this does not reflect all operations
- Jets and other turbine aircraft are the most demanding aircraft at AEL and drive many of the facility needs

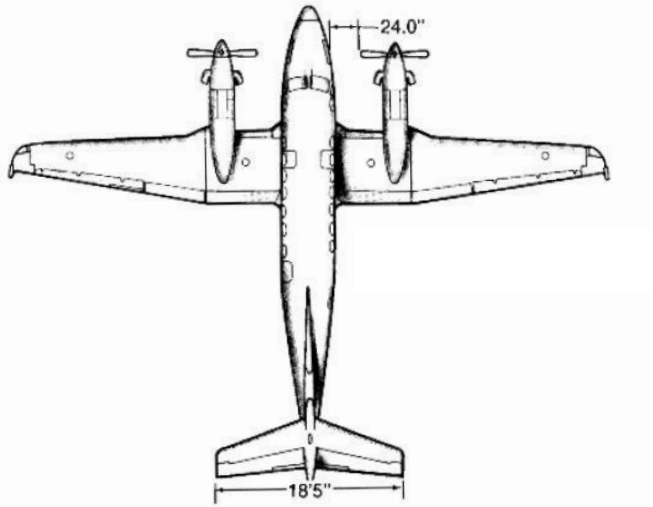
Type	Aircraft	2019 Ops
Turbine	Beech 200 Super King	387
Jet	Cessna Citation Mustang	186
Turbine	Beech Super King Air 350	126
Jet	Cessna Excel/XLS	89
Jet	Cessna Citation CJ3	88
Jet	Cessna Citation CJ2	82
Jet	Cessna CitationJet/CJ1	51
Jet	Cessna Citation V	43
Jet	Cessna Citation CJ4	39
Jet	Bombardier Learjet 45	37

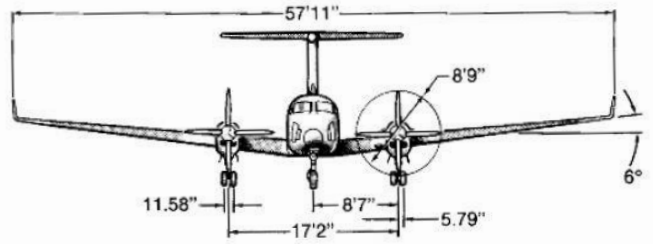
Critical Aircraft

- The design characteristics of many facilities are based on the aircraft intended to use them: the “critical aircraft”
- Critical aircraft are grouped into families based on their size and approach speed

Aircraft Approach Category (AAC)		Airplane Design Groups (ADG)		
AAC	Approach Speed	ADG	Tail Height	Wingspan
A	< 91 knots	I	< 20 feet	< 49 feet
B	> 91 knots, < 121 knots	II	20 – 29 feet	49 – 78 feet
C	> 121 knots, < 141 knots	III	30 – 44 feet	79 – 117 feet
D	> 141 knots, < 166 knots	IV	45 – 59 feet	118 – 170 feet
E	> 166 knots	V	60 – 65 feet	171 – 213 feet
		VI	66 – 79 feet	214 – 261 feet







Critical Aircraft

- AAC B: > 91 knots, <121 knots
- ADG II: 20’-29’ tail height and/or 49’-78’ wingspan
- Aircraft will likely increase in size, approach speed, and frequency but can still stay within the B-II family

B-II Aircraft

King Air 200

Citation V

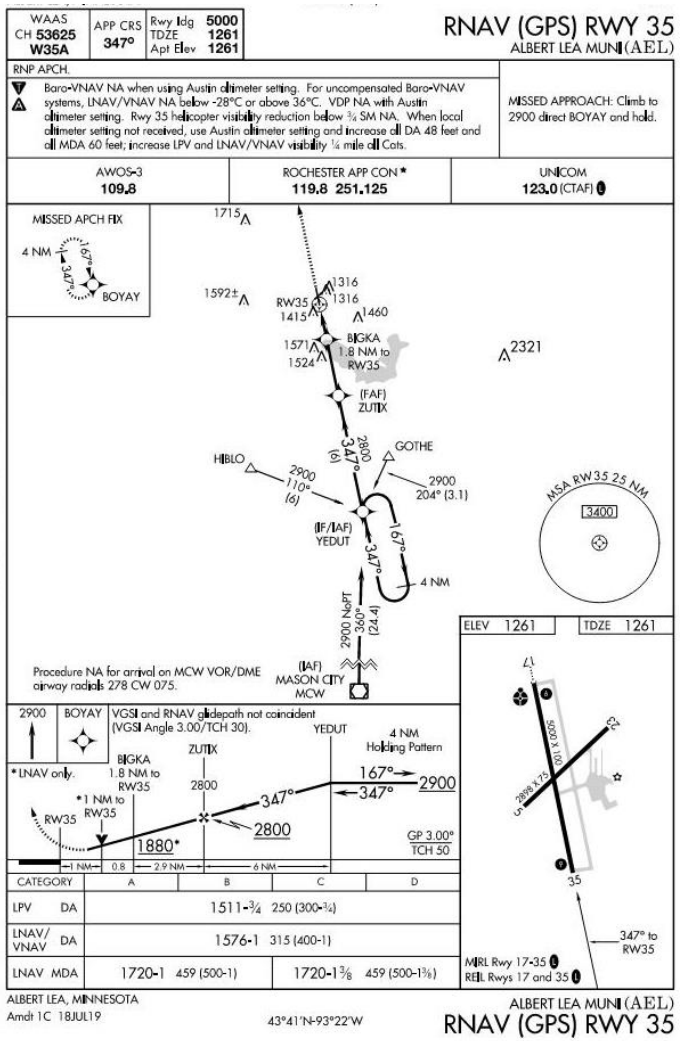
Falcon 2000

Instrument Approaches

Runway 17/35 approaches are currently meeting user needs

- Challenges to improving the approaches are summarized and documented
- Conclusion introduced early in the section

Approach Type	Minimum Altitude (Feet, AGL)	Visibility Minimum	TCH (Feet)*	Descent Angle
Runway 17				
LPV	250	¾ SM	50	3.00°
Runway 35				
LPV	250	¾ SM	50	3.00°
VOR Runway 17				
S-17	540	1 SM	50	3.23°
CIRCLING	539	1 SM		3.23°
VOR Runway 35				
S-35	479	1 SM	50	3.31°
CIRCLING	519	1 SM		3.31°



Other Changes

Future Development

- Additional areas for development need to be determined
- This could be existing Airport property, but site constraints may require land acquisition

Remote Communications Outlet (RCO)

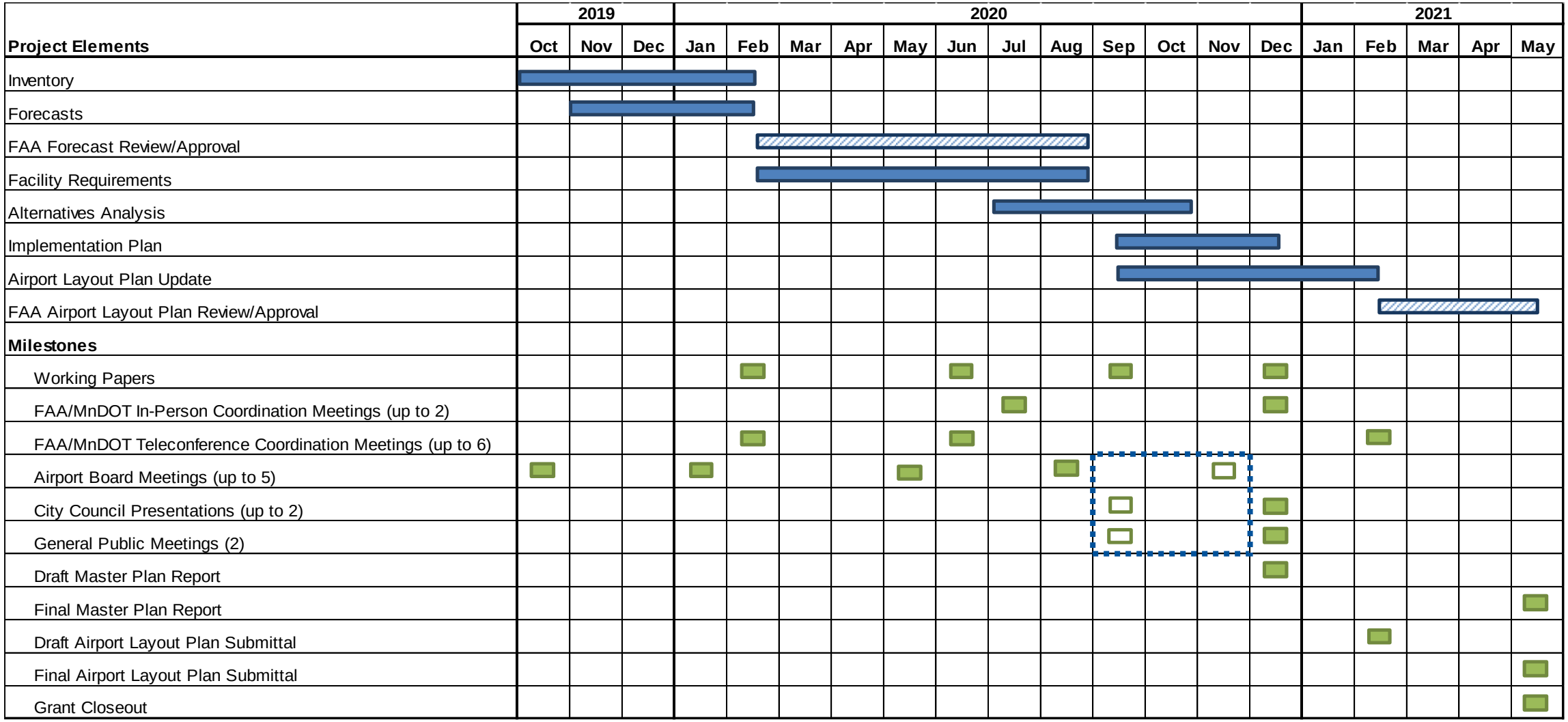
- While useful to Airport communication, its location is not fixed by function and other locations will be considered

Hangar Needs

- Vacant T-hangars and a waiting list for box hangars indicates the future hangar facilities should primarily accommodate box hangars

Upcoming Meetings

Previous Schedule (subject to change)



Upcoming Meetings

- **Previous schedule requires revision**
- **Suggested meetings order**
  - Move next board meeting to end of September
  - To be shortly followed with city council meeting based on board feedback
  - Public meeting could be set for early October
  - This reordering would mean only minor impacts to original meeting schedule
- **Public meetings**
  - The occurrence of COVID requires a change in approach to public meetings
  - A virtual public meeting can still be held with advance preparation

Next Steps

Next Steps

- **Follow Up for Upcoming Meetings**
- **Chapter 3 Draft**
  - Revisions to be submitted near the end of the month
  - Changes discussed today will be reflected in chapter
- **Forecasts to be approved**
  - Submitted July 9th
  - Currently being reviewed by the FAA