



AIRPORT ADVISORY BOARD MEETING

Minutes

June 15, 2021

6:00pm

Albert Lea Airport

In attendance were:

Board Members

Jerry Morstad
Darren Schone
Chuck Sandager

Ex-Officios

Steven Jahnke, City Engineer/Director of Public Works
Robert Rasmussen, Councilmen
Jim Hanson, Airport Manager
Robert Sims, Mead & Hunt
Matt Wagner, Mead & Hunt

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

Jerry Morstad called meeting to order. Past minutes were approved.

1. Master Plan Study

Robert Sims gave a presentation. He primarily covered expected changes to the alternatives chapter and next steps.

Hangar Discussion:

Mead & Hunt, the City and Jim Hanson have been working together to establish a roadmap to private hangars. Tom Schauer out of Mead & Hunt's Fargo office has a lot of experience dealing with various hangar issues. Tom will be adding his knowledge and experience to help capture key points and concerns.

In Person Meeting

Meeting in person again will help polish off the final draft of the Alternatives chapter before submittal to FAA, as well as preview the CIP. Providing we are able to schedule a meeting with the FAA the week of July 12th, Mead & Hunt should be able to send the City and Jim Hanson the "alternatives matrix" and draft CIP for review.

Agency Coordination

The FAA will need a couple weeks to review the chapters before Mead & Hunt is able to meet with them. Robert Sims corresponded with Gina, with the FAA, she stated the FAA will review the all chapters they've been sent once they have the alternatives chapter in hand. The initial draft will be sent to the City around the end of June, followed by the in person meeting with the FAA the week of July 12th. It should be a simple push to turn those documents around quickly and submit for FAA review.

2. Tree & Fence Project

This project will relocate the chain-link perimeter fence to outside the primary surface to restore safety regulations. In addition to the fence relocation, tree obstructions will also be cleared from the primary surface. Three holes of the frisbee golf course will be relocated. The City has received a State grant, a 70/30 (State/local) cost split to complete the estimated \$81,355.27 project.

Because this project will affect the Green Lea Golf Course the tree clearing work will not start until October 1st with substantial completion by November 1st. The fence relocation will begin November 1st and must be completed by December 1st.

3. In Person Meetings

Our next meeting is scheduled for August 17th. It will be in person at the airport. We will be planning an open house for the end of August as well.

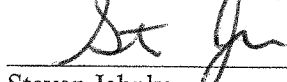
4. New Business

No new business was discussed.

The next meeting date was set for **Tuesday, August 17, 2021 at 6:00 p.m.**

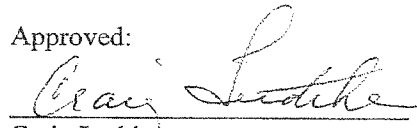
Darren Schone made the motion to adjourn. Chuck Sandager seconded. The meeting was adjourned.

Respectfully submitted,



Steven Jahnke
Public Works Director/City Engineer

Approved:



Craig Ludtke
Airport Advisory Board Secretary

Airport Advisory Board

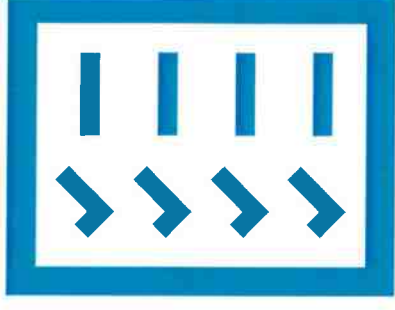
Master Plan Update - Meeting #9

June 15, 2021



Meeting Agenda

- **Master Plan Status**
 - Forecast Chapter
 - Facility Requirements Chapter
- **Instrument Approach Memo**
- **Alternatives Chapter**
 - Final draft revisions
- **Next Steps**
 - Agency Meetings
 - Public Open House



Master Plan Status



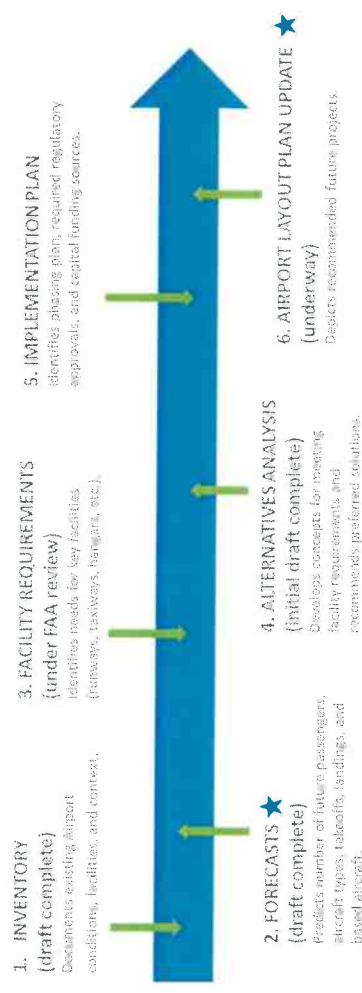
Master Plan Status

✈ Forecast Chapter

- Revised chapter submitted on January 14th
- Awaiting approval

✈ Facility Requirements Chapter

- Revised chapter submitted April 14th

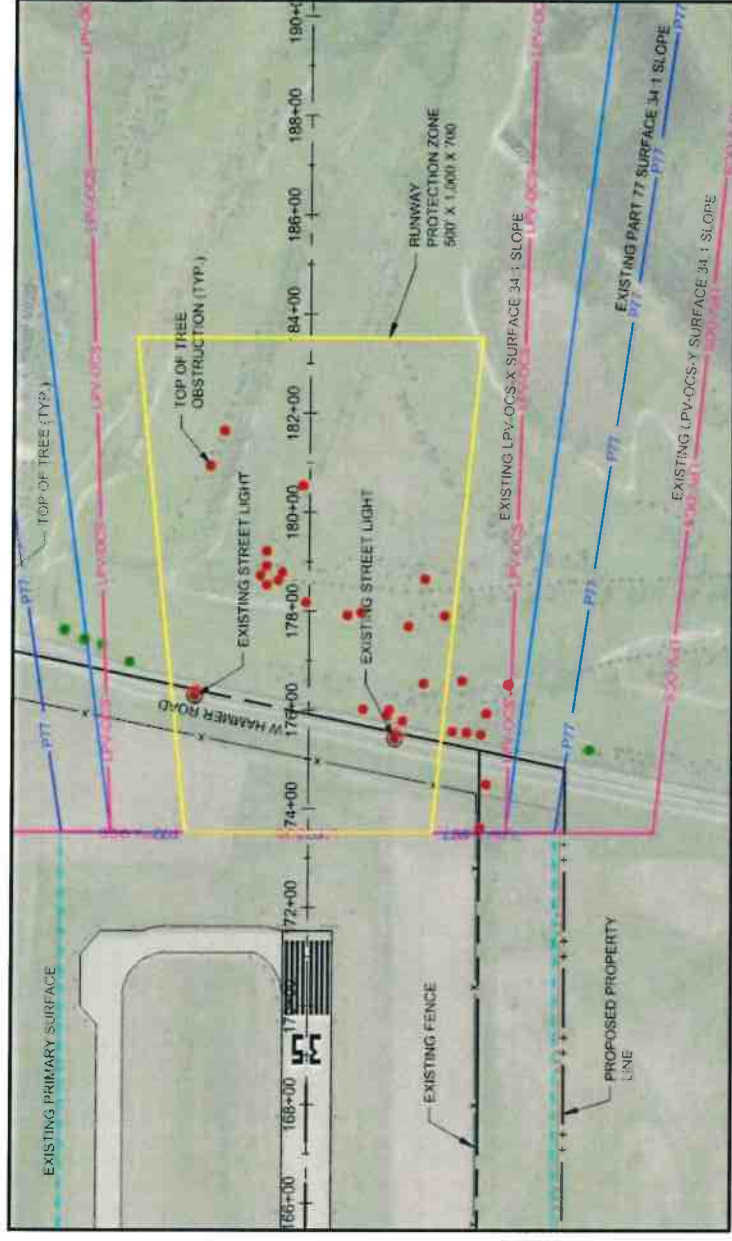


Instrument Approach Memo



Instrument Approach Memo

- **Instrument Approach Memo**
 - Submitted May 3rd after coordination meetings
- **Runway 17**
 - To remain with the current approach of $\frac{3}{4}$ of a mile visibility
 - Will retain Key Airport status
 - Memo demonstrates that this runway was long intended for a $\frac{3}{4}$ mile approach
- **Runway 35**
 - Reverting to a 1-mile approach to alleviate the need for a study and reduce the size of the RPZ



Alternatives Chapter



Alternatives Chapter

- **Draft undergoing final revisions**
- **Goals of Chapter**
 - Accessible document for Airport and City users
 - Provide list of alternatives with clear analysis
 - Show preferred alternatives for future of Airport
- **The following chapter (CIP) will show priority of alternatives and other projects**

Alternatives Comparison Matrix – EXAMPLE ONLY

Category	Alternative	Advantages	Challenges
Development Area	North Development Area	-Access to Plaza Street -Considerable buildable area	-Land is not currently Airport owned
	West Development Area	-Airport owned land -Not currently developed	-Safety areas severely limit development opportunity
	South Development Area	-Land is largely unoccupied	-Significant development would require acquisition of

Next Steps



Next Steps

- **Master Plan - Chapter 4 revision to be submitted**
- **Upcoming Meetings**
 - FAA and MnDOT after Chapter 4 submission and review
 - Public Open House

Questions?

