



AIRPORT ADVISORY BOARD MEETING

July 15, 2025
6:00pm
Albert Lea Airport

In attendance were:

Board Members

	<i>Present</i>	<i>Absent</i>
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
Jim Hanson, Airport Manager
Elliott Lindgren, Bolton & Menk
Reid Olson, City Council

Public

Kyle Nixon, 360 Aviation Student
Shelby Wang, 360 Aviation
Al Gadobal, 360 Aviation Student
William Kozowski

Jerry called the meeting to order.

The April meeting did not have a quorum, therefore meeting notes were taken for informational purposes only and the February minutes were tabled. This meeting did have a quorum, the February Minutes were reviewed, Mark Light made the motion to approve the February minutes, Darren Schone seconded it. The February Minutes were.

Elliot Lindgren from Bolton and Menk was introduced and introductions of all attendees was held. Elliot will likely be the City's point person from Bolton and Menk.

1) 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. Bolton & Menk followed up Gina Mitchell from FAA. She indicated they are behind and will get to it when they can. We will continue to work to get this completed/finalized.

2) Project Updates

AWOS State Project

Neo Electric was the low bidder, they plan to do the work in August. This work will include site prep and working with MNDOT to install the equipment. A preconstruction meeting with Neo Electric will be scheduled soon.

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. AEL's CZAP was submitted to MnDOT in April and MnDOT has already acknowledged/implemented the additional scoring.

Equipment Grant(s)

The City was awarded the State grant for the mower attachment. The cost for the mower attachment is \$46,915.47 with the State funding \$32,840.83 (70%). The equipment has been purchased.

The FAA requires Snow Removal Equipment (SRE) be let for bids and equipment must be American made. The tractor cost share is (95%) funded by the FAA, (2.5%) funded by the State and (2.5%) funded City. Bids were opened for the tractor with loader attachment on June 4th. Arnolds was the low bidder with a bid of \$392,775.00. The tractor is a Case IH 265 Magnum with a L795 loader. All the paperwork is completed and the FAA grant is anticipated shortly.

CIP Update (see attachment)

A draft CIP was distributed. The main focus of the CIP and upcoming Airport Advisory Board meetings will be the proposed new hangar. Being new, Elliot was not prepared to discuss further details of this project. A recap of the April meeting discussion is as follows:

With the funds accounted for to-date, the City would be able to fund the construction of a new two-bay (65' x 65') hangar where the current old hangar is located. This location creates an issue of what to do with the old hangar but utilizes the existing apron, therefore no costs for additional pavement is accrued and keeps the cost down. This option is estimated at \$1.1 million.

Another option is constructing the same two-bay (65' x 65') hangar at the north end of the airport, however this location requires adding significant pavement which increases the price to \$1.8 million but also provides a better layout for future development if needed. The City does not have enough funds for this option but would be able to borrow entitlement funds from other airports, and repay those funds with future entitlement funds. The Airport/City just lent their entitlement funds to Houston County and will be getting those funds back in 2026 and 2027. Proposed construction of a new hangar is not scheduled until 2027.

Per Chris Gardner current rent at the Waseca Municipal Airport is as follows:

- \$130/mo T-hangar (poor condition with dirt floors)
- \$350/mo Shared 45' x 50' hangar (new construction and includes electricity and heat)

The shared unit equivalent to \$175/month (hangar split between two tenants)

Discussions regarding the interest and need of this proposed hangar, along with expense to revenue, will be the focus of the September meeting.

Additional items not on the CIP disturbed included new tin roofs for t-hangars and a crack sealing project.

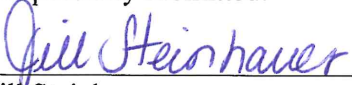
3) New Business

A Glider Regatta will be held September 8th through September 15th

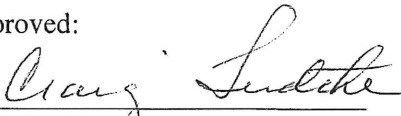
The next meeting will be held **Tuesday, September 16, 2025 at 6:00pm** at the airport.

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
July 15, 2025
6:00 P.M.



1. Automated Weather Observation System (AWOS) Replacement

- a. Bids opened on March 19, 2025.
- b. Neo Electric low bidder: \$117,252
- c. Project is 100% funded by MnDOT.
- d. Estimated Construction Start: August 2025
- e. Old AWOS will not be removed until new AWOS is commissioned by MnDOT and FAA.

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. CZAP submitted to MnDOT on April 9, 2025.
 - i. No comments or approval received yet.

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. Bids Opened on June 4, 2025.
 - i. Arnolds Bid: \$392,775.00
 - ii. Case IH 265 Magnum Tractor and L795 Loader
- c. Total project cost: \$412,775.00
 - i. FAA Share 95% \$392,136.00
 - ii. State Share 2.5% \$ 10,319.00
 - iii. Local Share 2.5% \$ 10,320.00
- d. Arnold's and Case IH still working with FAA on Buy America compliance documents.
- e. FAA grant will be released once Buy America approved by FAA.



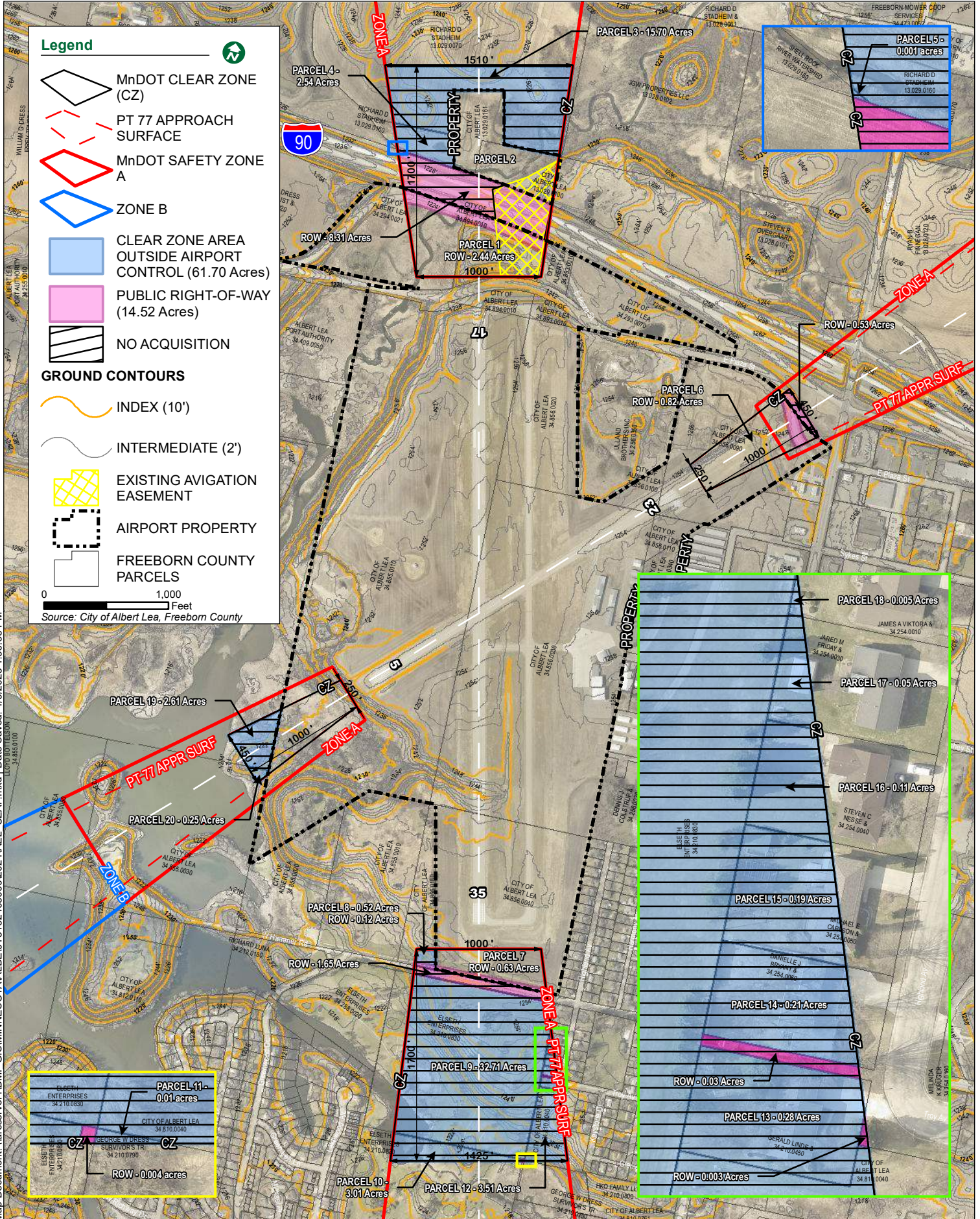
5. Capital Improvement Plan

- a. Attached is the draft CIP.
- b. State FY 2026 applications submitted for following projects:
 - i. T-Hangar Door, Roof, and Lighting Upgrade: \$100,000
 - ii. SRE Building Door Replacement: \$400,000
 - iii. State Share 70% Local Share 30%
- c. MnDOT will announce list of funded SFY 26 projects in mid-July.

ABSTRACT

SRE Acquisition
City of Albert Lea, MN
BMI Project No. 25X.137468
Bid: 06/04/2025 10:00 AM CDT

						Engineer Estimate		Arnold's of Alden	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension
BASE BID									
	1	-	CARRIER VEHICLE & FRONT END LOADER	LUMP SUM	1	\$387,000.00	\$387,000.00	\$392,775.00	\$392,775.00
Base Bid Total:							\$387,000.00		\$392,775.00



MNDOT AERONAUTICS STATE FUNDING PRIORITIZATION MODEL GUIDE

Per MnDOT's Project Selection Policy, MnDOT Aeronautics is updating state funding prioritization to be as objective, transparent, and data-driven as possible. This policy is intended to consider Minnesota GO recommendations and increase public understanding of MnDOT's project selection processes.

SEVEN CRITERIA ON A 100-POINT SCALE

60 Points - System Plan Alignment

40 Points - MnDOT Priorities

System Plan Alignment

MnSASP Objective	Criteria	Categories	Score
Open Decision-Making	Master Plan/ALP* : Evaluates if the airport has an updated Master Plan/ALP following the MnSASP targets (by state classification) AND the project is included in the updated plan.	Updated ALP/Master Plan on-file and project request is included in plan	10
		Airport has programmed ALP/Master Plan update or in process of updating ALP/Master Plan	5
		Inadequate ALP/Master Plan with no updates programmed	-5
Transportation Safety	Airspace Obstructions* : Evaluates if the airport's Part 77 surfaces are clear of obstructions per MnDOT's airport licensing requirements OR the airport has an obstruction clearing project request.	Submitted project will clear obstructions in Part 77 surfaces	10
		Airport has no obstructions in Part 77 surfaces	5
		Airport has at least one submitted obstruction clearing project to alleviate Part 77 deficiencies	5
		Obstructions identified in Part 77 surfaces with no programmed fixes	-10
	Clear Zones* : Evaluates if MnDOT-defined clear zone are owned in 100 percent fee-simple or a MnDOT approved Clear Zone Acquisition Plan (CZAP) is on-file. This is per MnDOT's update to the Clear Zone Policy recommended by the 2022 MnSASP.	Submitted project will acquire land designated as MnDOT clear zones per Clear Zone Policy	10
		Airport has 100% clear zone ownership or approved CZAP on-file	5
		Airport has at least one submitted land acquisition project for MnDOT clear zones OR the airport is actively coordinating with MnDOT to file a CZAP	5
System Stewardship	Work Type : Evaluates if the project is remediating a pavement condition deficiency per MnSASP-defined system metric*, preserving other existing airport assets, or constructing new/expanded infrastructure. Ultimately, MnDOT Aeronautics is prioritizing the preservation of existing assets rather than expansion.	Partial/no clear zone ownership without a CZAP on file and no programmed land acquisition or CZAP	-10
		Airport has an identified pavement condition deficiency (per MnSASP-defined system metric), and the project request will remediate the issue	20
		Airport has adequate pavement per MnSASP metric, and the project request is addressing other pavement issues	15
		Airport has adequate pavement, but the project request is maintaining other airport assets (ex: lighting)	10
		Project request is constructing new facilities or expanding existing infrastructure	0
Healthy Communities	Zoning* : Evaluates if the airport has proper zoning established and on-file with MnDOT Aeronautics or is in the process of establishing/updating zoning. This is evaluated as a MnSASP performance metric in the MnSASP Hub.	Airport has an identified pavement condition deficiency (per MnSASP-defined system metric) with no programmed fix	-10
		Airport has adequate zoning established and on-file per MnDOT requirements	10
		Airport is establishing or updating zoning to comply with MnDOT requirements	5
		Airport does not have adequate zoning and hasn't programmed a project to mitigate	-10


The prioritization model is only considering state-only funding requests for MnDOT-defined capital expenditures.

MnDOT Priorities

Criteria	Categories	Score
Airport Component : This is indicating where the project is being directed to at the airport, ranging from primary runway to unknown.	Primary Runway	20
	Taxiway Serving Primary Runway	18
	Secondary Runway	16
	Apron	14
	Taxiway Serving Secondary Runway	14
	Other Airfield Location	12
	Taxilane	10
	Terminal Building or Fuel Facilities	8
	Hangar	6
	Other Buildings	6
Licensing Compliance : This is evaluating whether the airport requesting state funds complies with all state licensing standards dictated in Rules (Minnesota Rules 8800.1600 Public Airport Licensing) OR has a project request to remediate a licensing deficiency.	Landside	4
	Unknown	0
	Project alleviates a state licensing deficiency	20
	Airport compliant with all state licensing standards	10
	State licensing deficiency identified, and another project alleviates deficiency	10
	N/A (Part 139 Airports)	10
	Airport has state licensing deficiency and no programmed fix	-10

*The indicated criteria are evaluated as MnSASP performance metrics. System and airport performance is measured and presented in two interactive dashboards included in the MnSASP Hub: <https://mnsasp-mndot.hub.arcgis.com/>



ALBERT LEA MUNICIPAL AIRPORT (AEL)			FFY 2024 - 2030 CIP										6/13/2025		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	NPE LOAN TO HOUSTON COUNTY (FFY 25)	100%	0%	0%	\$ 283,000.00	\$ 283,000.00	\$ -	\$ -	\$ -	\$ -	\$ 167,000.00	\$ 544,982.00			
2026	2025	SRE ACQUISITION (TRACTOR W/LOADER) T (FFY 25 BIL)	95%	2.5%	2.5%	\$ 413,775.00	\$ -	\$ 393,086.00	\$ -	\$ 10,344.38	\$ 10,344.38	\$ 167,000.00	\$ 151,896.00			
2026	2025	CITY OWNED T-HANGARS REPAIR (DOORS, ROOF, LIGHTING)	0%	70%	30%	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 30,000.00	\$ 167,000.00	\$ 151,896.00			
2026	2025	SRE BUILDING DOOR REPLACEMENT	0%	70%	30%	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 280,000.00	\$ 120,000.00	\$ 167,000.00	\$ 151,896.00			
FFY 2025 TOTALS						\$ 1,213,775.00	\$ -	\$ 393,086.00	\$ -	\$ 540,344.38	\$ 280,344.38					
FFY 2026											FFY 2026 ENTITLEMENT & BIL BALANCE		\$ 317,000.00	\$ 288,896.00		
2027	2026	NPE REPAYMENT FROM HOUSTON COUNTY (FFY 26)	100%	0%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 467,000.00	\$ 288,896.00			
FFY 2026 TOTALS						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
FFY 2027											FFY 2027 ENTITLEMENT BALANCE		\$ 617,000.00	\$ 288,896.00		
2028	2027	NPE REPAYMENT FROM HOUSTON COUNTY (FFY 27)	100%	0%	0%	\$ 133,000.00	\$ 133,000.00	\$ -	\$ -	\$ -	\$ -	\$ 750,000.00	\$ 288,896.00			
2028	2027	THREE-BAY HANGAR (195'X65') CONSTRUCTION (FFY 27 AIP/BIL)	90%	5%	5%	\$ 2,400,000.00	\$ 617,000.00	\$ 288,896.00	\$ 1,254,104.00	\$ 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	\$ 617,000.00	\$ 288,896.00	\$ 1,254,104.00	\$ 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						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					