



AIRPORT ADVISORY BOARD MEETING

January 16, 2024
6:00pm
Albert Lea Airport

In attendance were:

<i>Board Members</i>	<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
John Ryther, City Environmental/Civil Engineer
Jim Hanson, Airport Manager
Chris Gardner, Bolton & Menk
William Kozelsky, 360 Aviation
Jill Steinhauer, Public Works Office Specialist

1) Approval of Board Minutes

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

2) Elections

The 2023 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, Chuck Sandager seconded it. The vote was held and unanimously approved.

3) Master Plan Study

The plan was submitted to the FAA for review in the fall of 2022. The FAA has provided comments back and those comments have been addressed. The City is currently waiting for final approval. Steve Jahnke will continue to work with Mead & Hunt to get this completed/finalized.

4) AWOS State Project

The City has received the grant and Bolton & Menk has completed the site evaluation. The site evaluation involves surveying the site and applying the data to the AWOS standards to determine if the current site is viable.

The data determined there are a few interfering objects within the 500' critical area and a few more in the 1000' critical area, see attachments. The 500' critical area requires all obstructions (trees, buildings, etc.) be cleared and the wind sensor must be 15' high. The 1000' critical area requires any obstructions within the radius be less than 15'.

Based off the data and analysis the new location appears to be the better option. The new location meets FAA siting criteria, meets the 500' critical radius requirements, doesn't require any obstruction removals, therefore eliminating the need for an environmental assessment, and it shouldn't affect the minimums. Additionally, City Council members have indicated they are not in favor of any tree removals which could pose an issue with council approval of the existing location.

After discussion, the board was not opposed to the new location. The next step will involve discussions between Bolton & Menk and the FAA to verify the details of each location. A flight study will also be performed.

Another factor to this project along with future projects (construction of SRE building and/or maintenance hangar) is that the current Airport Layout Plan (ALP) did not show accurate data and the City must follow the allowed regulations of the current ALP, therefore making these decisions a little more complex and harder because they need to follow the current ALP. Significant changes to the ALP would require changes to the Master Plan Study (a large, timely and expensive process).

5) N Numbers

Bolton & Menk, Jim Hanson and City staff have been working to update the list of registered aircraft based at the Albert Lea Municipal Airport. This information is located within the FAA National Based Aircraft Inventory Program, and should be reviewed and updated on a regular basis.

As discussed at the last meeting the amount of aircraft based at an airport plays a large role in the amount of federal funds an airport receives which is why an airport should claim as many N numbers as possible, however because of that it can be difficult to claim an N number from its former airport, which has been the case for a few airplanes that are based at our airport. Bolton & Menk will log onto the based aircraft site to note these cases and follow-up with MNDOT.

The hangar agreement was also revised to incorporate language that the occupant agrees to have the aircraft based at the Albert Lea Municipal Airport during the term of the lease, therefore allowing the Albert Lea Municipal Airport to claim the N number of the plane.

6) Equipment Grant & Capital Improvement Projects (CIP)

The City has submitted three separate grant applications for the purchase of a tractor, loader attachment and mower attachment, funding is through the State at a 70/30 split (State/local). The purpose of three separate applications was to better the City's chances of receiving funding for at least one purchase, submitting all three pieces as one lump sum is a much higher request and has the potential of being thrown out completely.

The City is also still pursuing a grant in the amount of \$200,000 for repairs to the existing t-hangars. Funds for a 100LL fuel tank and pad replacement along with updating ramp lighting to LED is also on the CIP.

Additional CIP discussion included construction of a maintenance hangar. Based off the discussions from the last meeting Bolton & Menk presented the following three options, see Bolton & Menk attachment for additional information, the bullet points represent the comments received from each option:

1. Three-Bay Hangar Construction (195' x 65') at approximately \$1,900,000
 - 2 – 4 planes could fit in each hangar (shared space not “private” hangar)
 - Larger door width would be desired (min. of 60') to accommodate for larger aircraft
 - Location wasn't ideal
2. Six-Unit T-Hangar Construction (147' x 51') at approximately \$1,260,000
 - A survey would need to be completed but ALP issues as noted in above Section 4 are likely
 - Remodeling of current structure would be allowed but new build requires a wider taxiway
 - Larger door width would be desired (min. of 60') to accommodate for larger aircraft
3. Four-Unit T-Hangar Construction at approximately \$2,200,000
 - The location would require taxiway expansion (added expense)
 - Access of sewer and water is close at this location
 - Extending the current gravel access road would allow access to this location
 - This location was tentatively slated for private hangars, the location of private hangars and interest in construction of private hangars will continue to be evaluated. FAA may fund taxiway for private hangars but there are several factors involved and the owner would be responsible for the apron.

The above prices include electrical and insulation but no sewer and water. Any of the options will require the City to borrow entitlement funds from other airports and pay back with our future entitlement funds.

The location of option 3 with the option 1 construction (3 bay hangar) with a minimum of 60' door width allowing for 2-4 larger aircraft was the boards preference. Bolton & Menk will present this option at the next meeting.

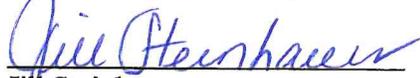
Bolton & Menk will incorporate the comments from this meeting and present options to review at the next meeting.

7) New Business – No new business

The next meeting will be held **Tuesday, March 19, 2024 at 6:00pm** at the airport.

Darren Schone made a motion to adjourn, Mark Light seconded it. The meeting was adjourned.

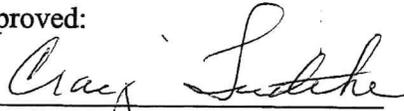
Respectfully submitted,



Jill Steinhauer

Public Works Office Specialist

Approved:



Craig Ludtke

Airport Advisory Board Secretary



ALBERT LEA MUNICIPAL AIRPORT (AEL)
AIRPORT BOARD MEETING
January 16, 2024
6:00 P.M.



1. Automated Weather Observation System (AWOS) Replacement

- a. Submitted relocated AWOS location layout to MnDOT and FAA for review and comment.
- b. MnDOT submitted FAA Airspace study to ensure no impacts with proposed location.
- c. FAA commented on whether access road from Runway 5/23 is still required and if location should be added to current draft ALP or complete update to current approved ALP.
 - i. FAA will report back in March 2024 on direction.
- d. If location passes airspace study, will proceed with environmental study (CATEX).

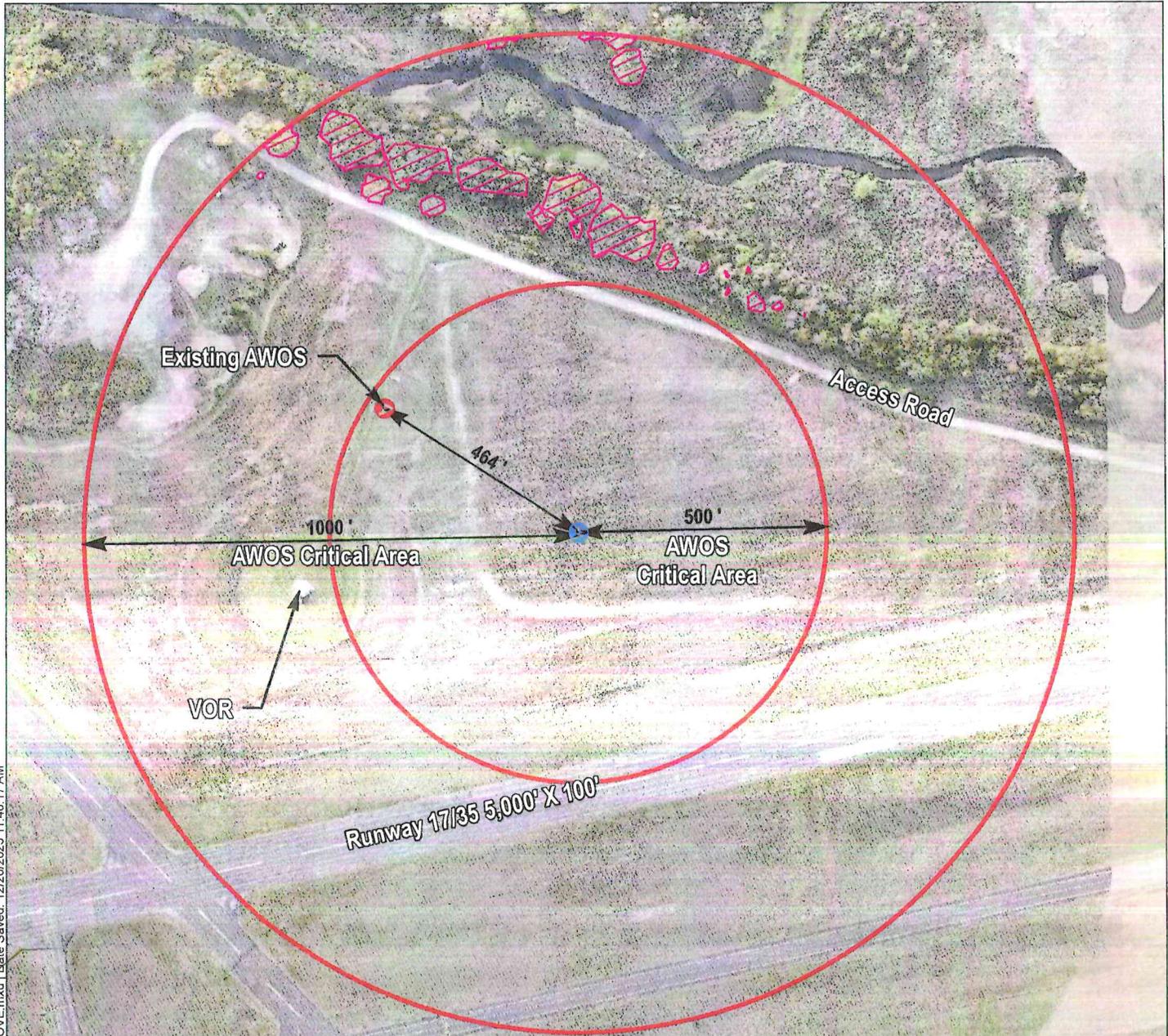
2. State FY 24 Equipment Grant Application

- a. Submitted three separate applications for tractor, loader, and mower attachments.
- b. Funding participation would be 70% state; 30% local.
- c. MnDOT stated funded applicants will be notified in February/March 2024.

3. Capital Improvement Plan

- a. Attached is the revised CIP.
- b. SFY 2025 Project:
 - i. City Owned T-Hangar Repair - \$200,000
 - ii. 100LL Fuel Tank and Pad Replacement - \$125,000
 - iii. Ramp Lighting Upgrade to LED - \$25,000
- c. FFY 2025 Project
 - i. Three-Bay Hangar Construction (195' x 65') - \$1,900,000
 - ii. Six-Unit T-Hangar Construction (147' x 51') - \$1,260,000
 - iii. Four-Unit T-Hangar Construction (159' x 72') - \$2,200,000
 - iv. See attached project layouts.

Contact: Silas Parmar, P.E.
email: silas.parmar@bolton-menk.com
phone: (612) 987-0138



Map Document: \narcserver1\gis\AL\BET\05132405\ESR\IMaps\AEL_AWOS_MOVE.mxd | Date Saved: 12/20/2023 11:40:17 AM

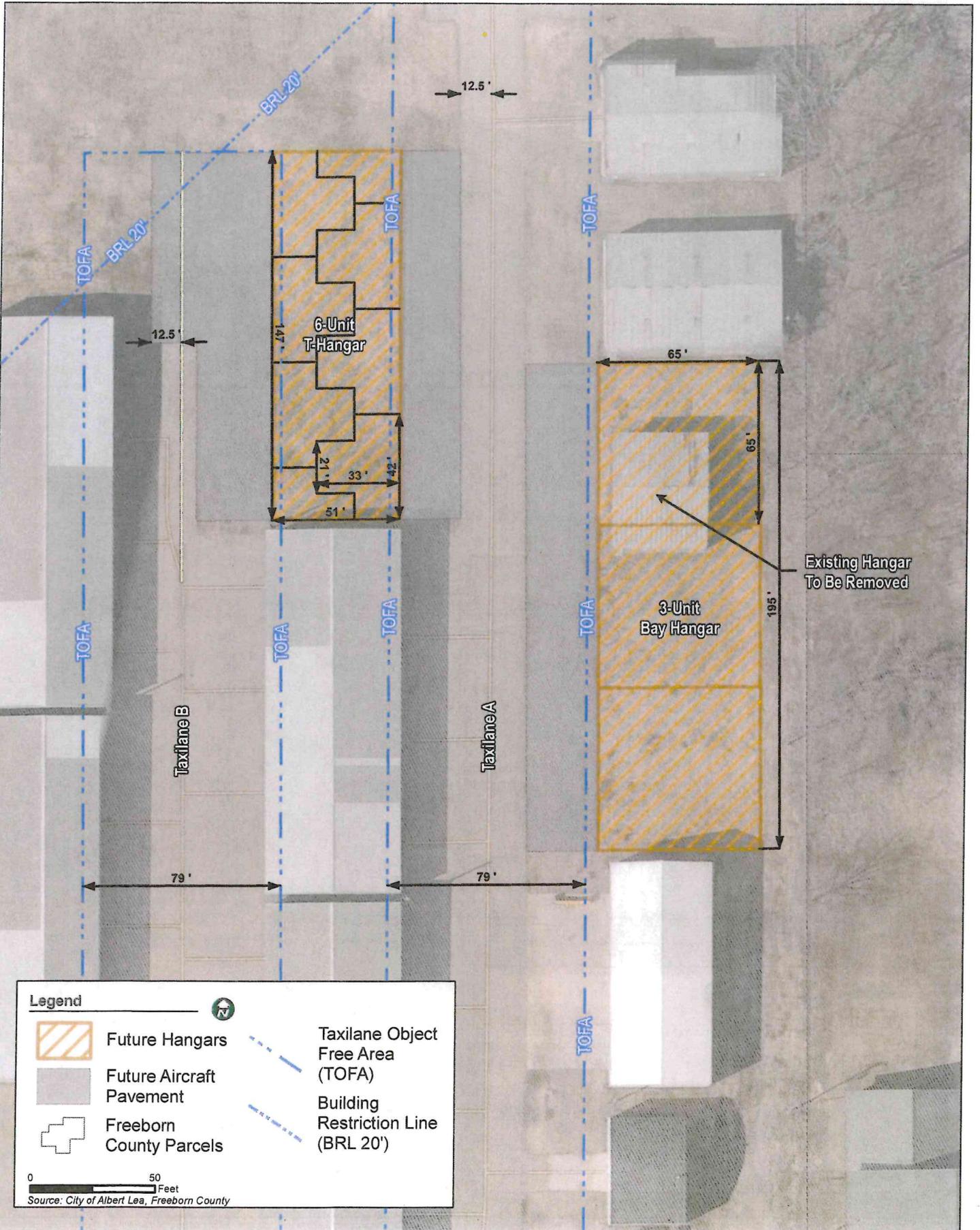
Legend

- A Relocated AWOS
- AWOS Critical Area
- 500'-1,000' AWOS CA Obstacles

0 300 Feet

Source: Freeborn County, MndOT

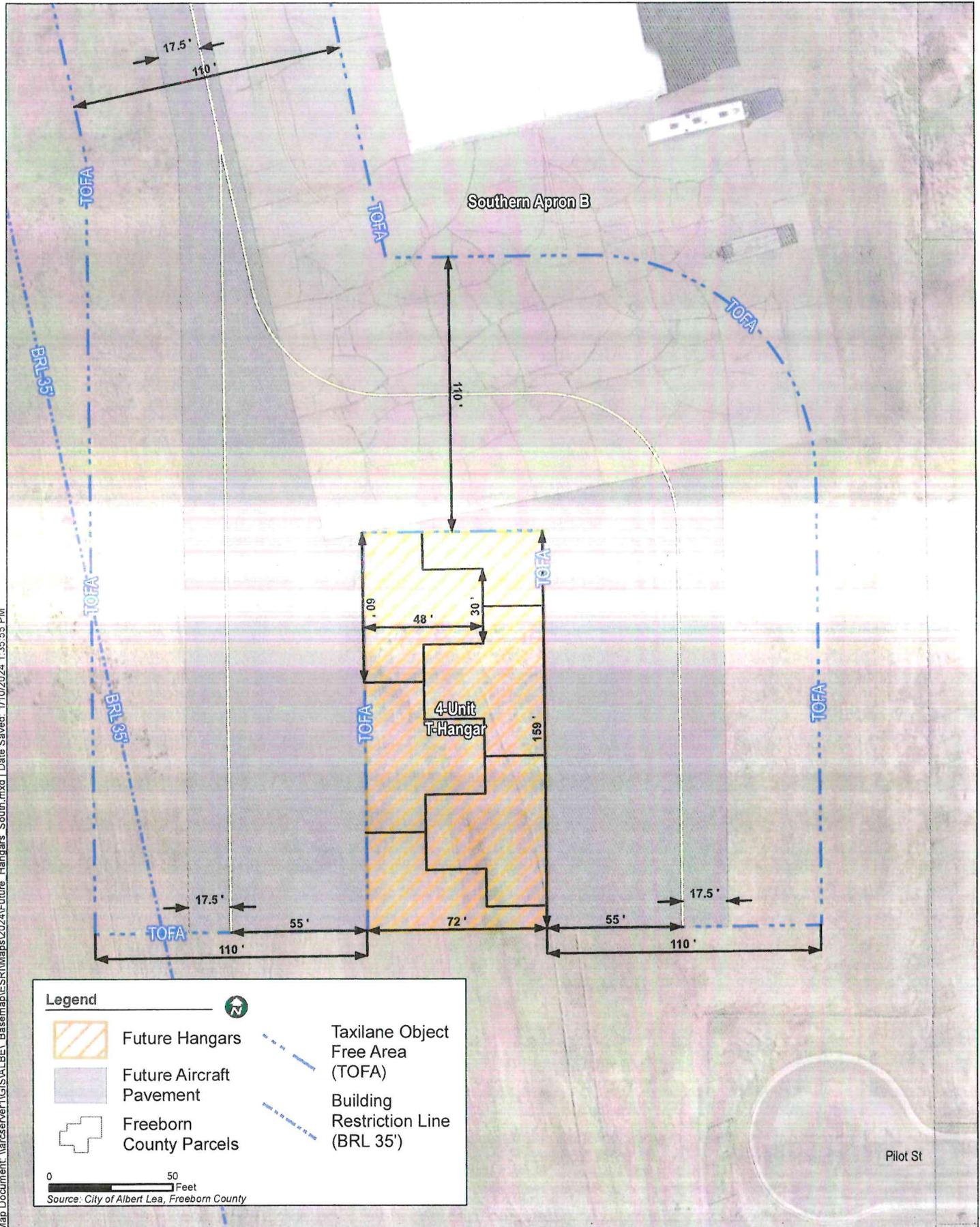
AREA	TOP OF TREE ELEV	GROUND ELEV @ AWOS	SENSOR ELEV (33' AGL)	TREE HEIGHT ABOVE SENSOR	10x HEIGHT	DISTANCE FROM AWOS	DIFFERENCE	ANGLE	SHELTERING OBSTRUCTION
1	1283	1253	1286	-3	-30	628	658	-0.274	FALSE
2	1278	1253	1286	-8	-80	596	676	-0.769	FALSE
3	1283	1253	1286	-3	-30	567	597	-0.303	FALSE
4	1280	1253	1286	-6	-60	623	683	-0.552	FALSE
5	1278	1253	1286	-8	-80	563	643	-0.814	FALSE
6	1277	1253	1286	-9	-90	596	686	-0.865	FALSE
7	1279	1253	1286	-7	-70	577	647	-0.695	FALSE
8	1284	1253	1286	-2	-20	555	575	-0.206	FALSE
9	1292	1253	1286	6	60	556	496	0.618	FALSE
10	1301	1253	1286	15	150	909	759	0.945	FALSE
11	1308	1253	1286	22	220	970	750	1.299	FALSE
12	1295	1253	1286	9	90	631	541	0.817	FALSE
13	1281	1253	1286	-5	-50	593	643	-0.483	FALSE
14	1287	1253	1286	1	10	608	598	0.094	FALSE
15	1286	1253	1286	0	0	684	684	0.000	FALSE
16	1283	1253	1286	-3	-30	986	1016	-0.174	FALSE
17	1294	1253	1286	8	80	765	685	0.599	FALSE
18	1296	1253	1286	10	100	701	601	0.817	FALSE
19	1314	1253	1286	28	280	769	489	2.085	FALSE
20	1307	1253	1286	21	210	837	627	1.437	FALSE
21	1315	1253	1286	29	290	957	667	1.736	FALSE
22	1284	1253	1286	-2	-20	953	973	-0.120	FALSE



Legend

- Future Hangars
- Future Aircraft Pavement
- Freeborn County Parcels
- Taxilane Object Free Area (TOFA)
- Building Restriction Line (BRL 20')

0 50 Feet
Source: City of Albert Lea, Freeborn County



ALBERT LEA MUNICIPAL AIRPORT (AEL)

FFY 2024 - 2028 CIP



11/21/2023

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	
			FAA %	Local %							Entitlement	Balance
FFY 2024												
2026	2025	CITY OWNED HANGARS REPAIR (DOORS, ROOF, LIGHTING)	0%	70%	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 140,000.00	\$ 60,000.00	\$ 300,000.00	\$ 408,982.00
2026	2025	100LL FUEL TANK AND PAD REPLACEMENT (8,000 GAL)	0%	70%	\$ 125,000.00	\$ -	\$ -	\$ -	\$ 87,500.00	\$ 37,500.00	\$ 300,000.00	\$ 408,982.00
2026	2025	RAMP LIGHTING UPGRADE TO LED	0%	70%	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 17,500.00	\$ 7,500.00	\$ 300,000.00	\$ 408,982.00
FFY 2024 TOTALS												
					\$ 350,000.00	\$ -	\$ -	\$ 245,000.00	\$ 105,000.00		\$ 450,000.00	\$ 553,982.00
FFY 2025												
2026	2025	BORROW ENTITLEMENTS FROM TWO (2) SPONSORS	100%	0%	\$ 300,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ 750,000.00	\$ 553,982.00
2026	2025	FOUR-BAY HANGAR (200'X50') DESIGN & CNST (FFY 25 AIP/BIL)	90%	5%	\$ 1,448,868.89	\$ 750,000.00	\$ 553,982.00	\$ -	\$ 72,443.44	\$ 72,443.44	\$ -	\$ -
2026	2025	FOUR-BAY HANGAR RADIANT HEATING SYSTEM	0%	70%	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 70,000.00	\$ 30,000.00	\$ -	\$ -
FFY 2025 TOTALS												
					\$ 1,548,868.89	\$ 750,000.00	\$ 553,982.00	\$ -	\$ 142,443.44	\$ 102,443.44	\$ 150,000.00	\$ 145,000.00
FFY 2026												
2027	2026	REPAY BORROWED ENTITLEMENT FUNDS (FFY 26)	100%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 145,000.00
2027	2026	FOUR-BAY HANGAR BIL FUND PRORATION (FFY 26-BIL)	90%	5%	\$ 67,161.11	\$ -	\$ 60,445.00	\$ -	\$ 3,358.06	\$ 3,358.06	\$ -	\$ 84,555.00
FFY 2026 TOTALS												
					\$ 67,161.11	\$ -	\$ 60,445.00	\$ -	\$ 3,358.06	\$ 3,358.06	\$ 150,000.00	\$ 84,555.00
FFY 2027												
2028	2027	REPAY BORROWED ENTITLEMENT FUNDS (FFY 27)	100%	0%	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 84,555.00
FFY 2027 TOTALS												
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,555.00
FFY 2028												
2029	2028	LAND ACQ. RWY 17 RPZ (PARCEL 19 15.69 ACRES) (FFY 28)	90%	5%	\$ 380,000.00	\$ 150,000.00	\$ 84,555.00	\$ 107,445.00	\$ 19,000.00	\$ 19,000.00	\$ 150,000.00	\$ 84,555.00
2029	2028	RWY 17 RPZ OBSTRUCTION REMOVALS (FFY 28)	90%	5%	\$ 50,000.00	\$ -	\$ -	\$ 45,000.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -
FFY 2028 TOTALS												
					\$ 430,000.00	\$ 150,000.00	\$ 84,555.00	\$ 152,445.00	\$ 21,500.00	\$ 21,500.00	\$ -	\$ -