



AIRPORT ADVISORY BOARD MEETING

July 14, 2026
6:00pm
Albert Lea Airport

In attendance were:

<i>Board Members</i>	<i>Present</i>	<i>Absent</i>
Darren Schone (President)	x	
Gerald Molkenthin		x
Jerry Morstad	x	
Mark Light		x
Michael Bowman (Secretary)	x	
Shelby Wang	x	
Steve Nesse (Vice President)		x

Ex-Officios

Steven Jahnke, City Engineer/Director of Public Works
Reid Olson, Councilmen
Jim Hanson, Airport Manager
Jill Steinhauer, Public Works Office Specialist
Kyle Nickson, Sunrise Aviation Flight Instructor
Al Gadola, Hangar Tenant
Andrew Grant
Lucas Schuster

Darren Schone called the meeting to order.

1) Approval of Board Minutes

Shelby Wang made a motion to approve the May minutes, Jerry Morstad seconded it. The minutes were approved.

2) Master Plan Study

The plan was submitted to the FAA for review in the fall of 2022. Feedback from the FAA and the State has held this project up. The City finally received feedback last month and has now been working with Mead & Hunt (former Airport Consultant who prepared the study) to incorporate the feedback the FAA and State provided. Once the Master Plan has been updated, it will be re-submitted for approval, once approved this project will be closed out.

3) Project Updates

The Clear Zone Acquisition Plan (CZAP) was submitted to the FAA last April, no comments or approval have been received yet, this is being held up by the Master Plan Study not being completed, once that is completed the CZAP will be reviewed.

Recap of 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 of 2025.

The main focus of 2026 is the snow removal equipment (SRE) building door replacement project, the design of the new t-hangar unit, and the repairs/updates to the existing hangars.

The SRE door replacement project received bids on July 8, 2026. Only one bid was received from Larson Contracting in the amount of \$139,456 which was substantially lower than the engineers estimate of \$220,000. Bolton & Menk and the City have submitted an amendment to the grant (70% state funds and 30% City funds) with anticipation of work to be completed this fall. See Bolton & Menk handout for additionally information.

The hangar repairs/updates project were split into two separate projects, door replacements/repairs and roof repairs, and resubmitted for state grant funds. Silas Palmar stated the projects un-officially did not receive funding. Bolton & Menk and the City will continue to monitor the state funding opportunities, it's possible another round of funds may be made available and if so these projects could receive funding. If grant funds are still not approved for these projects the City will solicit quotes to get the roof repairs completed using City funds. Estimates for roof repairs have already been pursued.

The 6-Unit T-hangar design was discussed. The estimated total cost is \$1.2 million. The design phase will kick off this fall with bid letting in February of 2027 for construction in 2027. The cost is for cold storage only, no insulation or heat, on a concrete slab. Roof run-off was questioned, as that continues to be an issue with snow melt and ponding. Silas Palmar explained that the design would create the runoff to go to the north and south to eliminate those issues. See Bolton & Menk handout for additionally information.

4) Fixed Based Operate (FBO) Update

Andrew Grant will be the new FBO effective September 1, 2026. Jim Hanson was thanked for his over 40 years of service at the Albert Lea Airport. A retirement party for Jim will be held at the airport, date not determined yet.

5) New Business

The Soaring Regatta event will be held this fall, September 12th – 18th at the Albert Lea Municipal Airport.

Jim Hanson discussed the discontinuation of the VOR system, expressing his desire to have that service re-installed. Silas Palmar gave Jim a few contacts to reach out to but stated the FAA is phasing all these systems out as they are not highly used, noting the lack of use outweighs the cost to maintain these systems.

A windmill farm is being proposed just north of the current windfarm in the Hartland area. These would be further away but the proposed height is also higher than the existing windmills in that area. The FAA

has already reported "No Hazard" for AEL, MnDOT has not reported on the proposed windfarm yet. The City has received the FAA's determination, the information will be sent to board members via email (also attached to minutes).

Steve Jahnke shared the City's new Strategic Plan with the board. Quoting the Vision and Mission Statements as follows:

Vision Statement: A safe, beautiful, and prosperous community where forward-thinking growth creates opportunity and affordable living is within reach, Albert Lea is where everyone feels welcomed and accepted in a place where everything you need is right here.

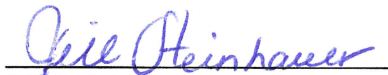
Mission Statement: Albert Lea will enhance the quality of life for current and future generations by delivering cost effective services, fostering strategic collaboration, and purposefully guiding growth through meaningful partnerships and long-term planning.

The full Strategic Plan will also be sent to the board members via email.

The next meeting will be held **Tuesday, October 20, 2026 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 Administrative Asst.

Approved:



Michael Bowman
Airport Advisory Board Secretary



ALBERT LEA MUNICIPAL AIRPORT (AEL)
AIRPORT BOARD MEETING
July 14, 2026
6:00 P.M.



1. Clear Zone Acquisition Plan (CZAP)

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

2. 2027 6 Unit T-Hangar

- a. 147-feet long by 51-feet wide T-Hangar.
- b. Each individual bay 42-feet wide by 33-feet deep with 14-feet door clearance.
 - i. Alternate option is 12-feet door clearance.
- c. Two storage areas, one of each building end.
 - i. Alternate option include space for adjacent hangar.
- d. Cold storage building.
- e. Preliminary Engineer's Estimate:
 - i. Total Project Cost: \$ 1,284,345.00
 - ii. FAA Share (90%): \$ 1,155,910.50
 - iii. State Share (5%): \$ 64,217.25
 - iv. Local Share (5%): \$ 64,217.25
- f. 2027 AEL FAA fund balance:
 - i. Nonprimary Entitlement Funds (AIP): \$ 900,000.00
 - ii. Airport Infrastructure Grant (AIG): \$ 288,896.00
 - iii. Total FAA Fund Balance: \$ 1,188,896.00
- g. Proposed Project Schedule:
 - i. Design: September 2026 – January 2027
 - ii. Bid Letting: February 2027
 - iii. Construction: July – November 2027
 - Construction schedule would be contingent upon City awarding Construction Contract prior to receipt of FAA and State grants.
 - For building projects only I would recommend this due to price volatility with steel.

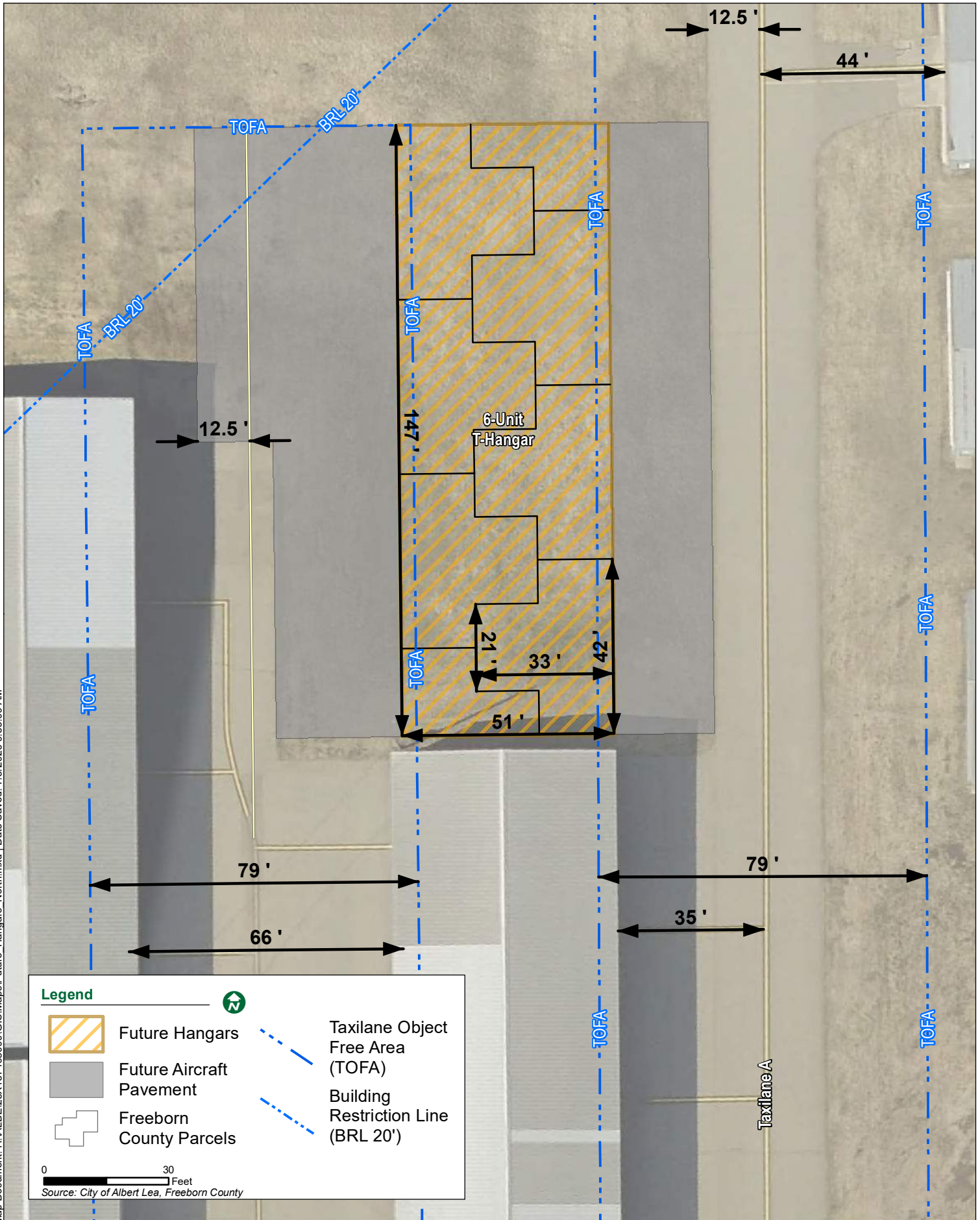


3. SRE Door Replacement Project

- a. Replacement of two existing roll-up doors with a single 40-foot-wide overhead door that will provide 12 feet of clear opening height.
- b. Bids were opened on July 8, 2026.
- c. One bid was received from Larson Contracting
- d. Total Project Cost: \$ 174,965.00
 - i. State Share (70%): \$ 122,475.50
 - ii. Local Share (30%): \$ 52,489.50
- e. Anticipate construction being completed this fall.

4. Capital Improvement Plan

- a. Attached is the draft CIP.
- b. State FY 2027 Project: T-Hangar Doors, Roof, and Lighting Repairs
- c. Waiting for State to announce grants for State FY 2027 projects.



PRELIMINARY ENGINEER'S ESTIMATE

6-UNIT T-HANGAR (147' x 51') HANGAR CONSTRUCTION

ALBERT LEA MUNICIPAL AIRPORT (AEL)

CITY OF ALBERT LEA, MINNESOTA



7/8/2026

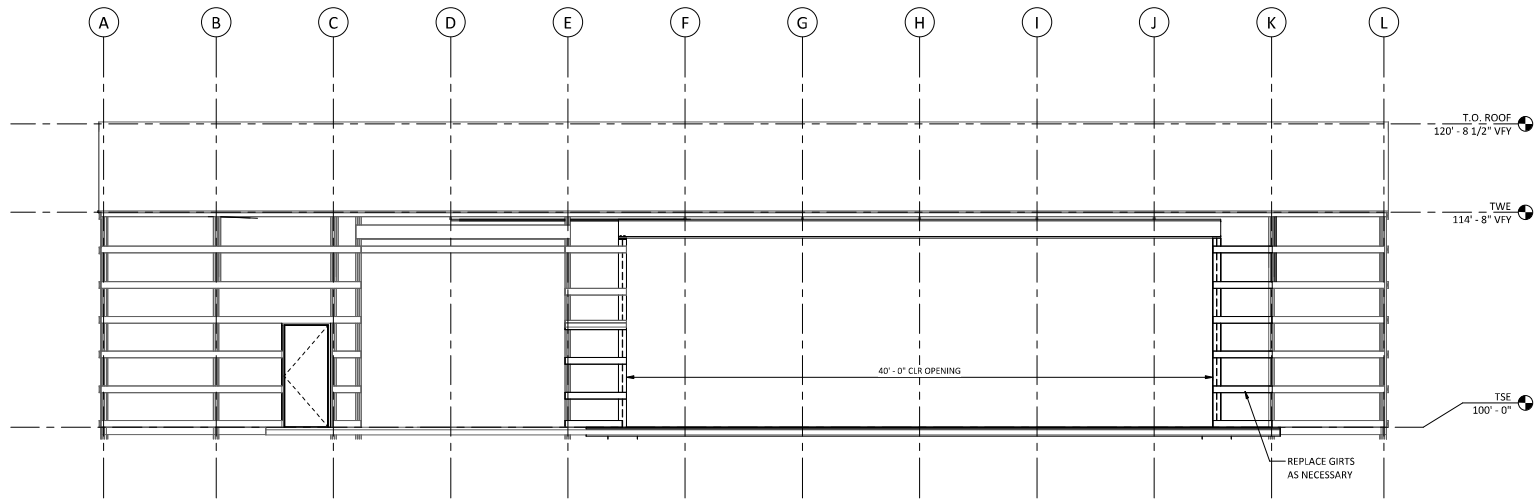
Item No.	Spec No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount	FAA %	State %	Local %	FAA Amount	State Amount	Local Amount
SCHEDULE 1: CONSTRUCT 6-UNIT T-HANGAR HANGAR (147' X 51')												
1	GP 50-07	CONTRACTOR STAKING	1	LS	\$7,500.00	\$7,500.00	90%	5%	5%	\$6,750.00	\$375.00	\$375.00
2	GP 70-08	LOW PROFILE BARRICADES	10	EACH	\$250.00	\$2,500.00	90%	5%	5%	\$2,250.00	\$125.00	\$125.00
3	C-105	MOBILIZATION	1	LS	\$25,000.00	\$25,000.00	90%	5%	5%	\$22,500.00	\$1,250.00	\$1,250.00
4	2104.503	SAW CUTTING BITUMINOUS PAVEMENT	300	LF	\$5.00	\$1,500.00	90%	5%	5%	\$1,350.00	\$75.00	\$75.00
5	2106.507	COMMON EXCAVATION (EV), P	1095	CY	\$20.00	\$21,900.00	90%	5%	5%	\$19,710.00	\$1,095.00	\$1,095.00
6	2106.507	SELECT GRANULAR BORROW (CV)	791	CY	\$35.00	\$27,685.00	90%	5%	5%	\$24,916.50	\$1,384.25	\$1,384.25
7	2211.507	AGGREGATE BASE (CV) CLASS 5	183	CY	\$50.00	\$9,150.00	90%	5%	5%	\$8,235.00	\$457.50	\$457.50
8	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	150	TON	\$170.00	\$25,500.00	90%	5%	5%	\$22,950.00	\$1,275.00	\$1,275.00
9	2360.509	TYPE SP 9.5 NON WEAR COURSE MIX (3,C)	150	TON	\$170.00	\$25,500.00	90%	5%	5%	\$22,950.00	\$1,275.00	\$1,275.00
10	2531.604	4" CONCRETE VALLEY GUTTER	300	LF	\$50.00	\$15,000.00	90%	5%	5%	\$13,500.00	\$750.00	\$750.00
11	2573.503	SILT FENCE; TYPE MS	500	LIN FT	\$5.00	\$2,500.00	90%	5%	5%	\$2,250.00	\$125.00	\$125.00
12	2573.503	TURF RESTORATION	0.50	ACRE	\$10,000.00	\$5,000.00	90%	5%	5%	\$4,500.00	\$250.00	\$250.00
13	-	6-UNIT T-HANGAR (147' X 51'); COMPLETE DESIGN BUILD	1	LS	\$974,610.00	\$974,610.00	90%	5%	5%	\$877,149.00	\$48,730.50	\$48,730.50
SCHEDULE 1 ESTIMATED CONSTRUCTION TOTAL						\$1,143,345.00	90%	5%	5%	\$1,029,010.50	\$57,167.25	\$57,167.25
DESIGN ENGINEERING TOTAL:						\$70,000.00	90%	5%	5%	\$63,000.00	\$3,500.00	\$3,500.00
CONSTRUCTION ENGINEERING TOTAL:						\$70,000.00	90%	5%	5%	\$63,000.00	\$3,500.00	\$3,500.00
CITY ADMINISTRATION TOTAL:						\$1,000.00	90%	5%	5%	\$900.00	\$50.00	\$50.00
6 UNIT T-HANGAR CONSTRUCTION TOTAL						\$1,284,345.00	90%	5%	5%	\$1,155,910.50	\$64,217.25	\$64,217.25

FFY 27 AIP BALANCE: \$900,000.00

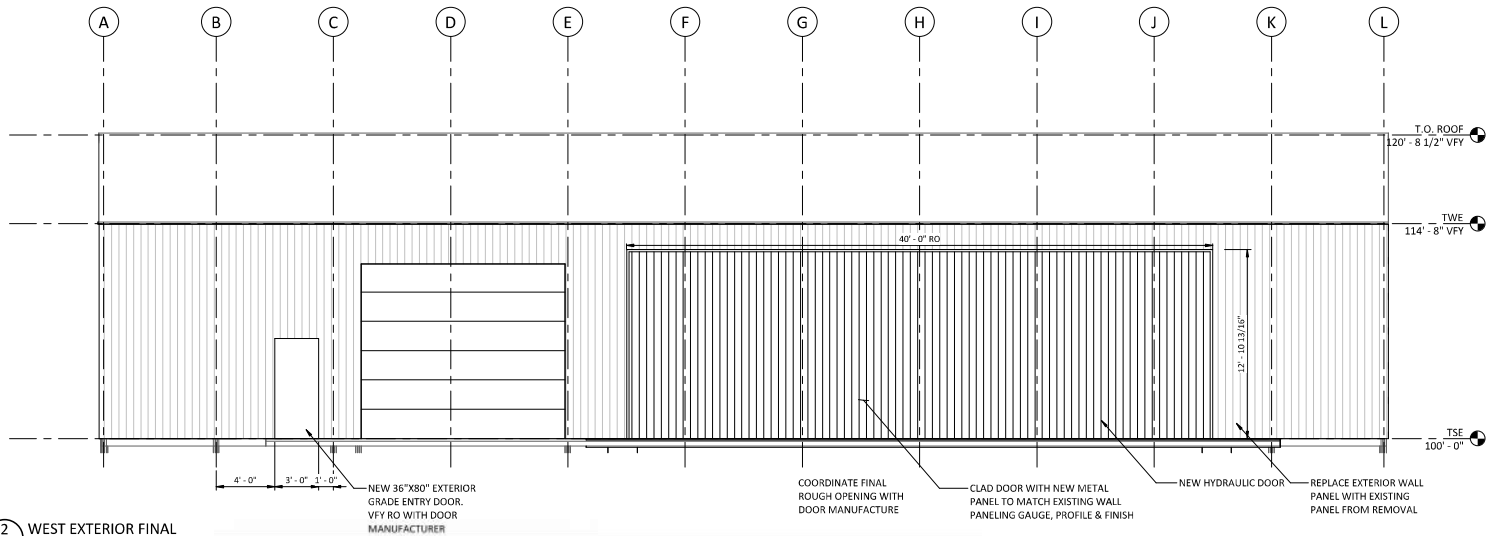
FFY 27 AIG BALANCE: \$288,896.00

FAA FUNDING TOTAL: \$1,188,896.00

HANGAR BAY RENT/YEAR FOR 10-YEAR CITY SHARE AMORITIZATION: \$89.19 UNIT/MONTH



1 WEST FRAMING FINAL
SCALE: 1/4" = 1'-0"



2 WEST EXTERIOR FINAL
SCALE: 1/4" = 1'-0"

I HEREBY CERTIFY THAT THE PLANS, SPECIFICATIONS, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Garth C. Graham
Garth C. Graham
LIC. NO. 51637 DATE 06/06/2016



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www.bolton-menk.com

REVISION	NO.	DESCRIPTION	DATE
ISSUED	1	ICG	
DESIGN	1	ICG	
CHECKED	1	ICG	
DATE PLOTTED			7/28/2016

CITY OF ALBERT LEA
SNOW REMOVAL EQUIPMENT (SRE) BUILDING DOOR REPLACEMENT
ELEVATIONS

SHEET

S4.00

ALBERT LEA MUNICIPAL AIRPORT (AEL)			FFY 2027 - 2032 CIP										7/9/2026		DRAFT						
State FY	Fed FY	Description	Funding % Rates			Project Cost	Federal Entitlement Funding	Federal AIG Funding	Additional Federal Funding	State Funding	Local Funding	Federal Entitlement Balance	Federal AIG Balance								
			FAA %	State %	Local %																
FFY 2027											FFY 2027 ENTITLEMENT & AIG BALANCE		\$	617,000.00	\$	288,896.00					
2028	2027	NPE REPAYMENT FROM HOUSTON COUNTY (FFY 27)	100%	0%	0%	\$	283,000.00	\$	283,000.00	\$	-	\$	-	\$	900,000.00	\$	288,896.00				
2027		CITY OWNED T-HANGARS REPAIR (DOORS, ROOF, LIGHTING)	0%	60%	40%	\$	200,000.00	\$	-	\$	-	\$	-	\$	120,000.00	\$	80,000.00	\$	900,000.00	\$	288,896.00
2028	2027	6 UNIT T-HANGAR (147' X 51') DESIGN & CNST. (FFY 27 AIP/BIL)	90%	5%	5%	\$	1,284,345.00	\$	867,014.50	\$	288,896.00	\$	-	\$	64,217.25	\$	64,217.25	\$	32,985.50	\$	-
FFY 2027 TOTALS						\$	1,484,345.00	\$	867,014.50	\$	288,896.00	\$	-	\$	184,217.25	\$	144,217.25				
FFY 2028											FFY 2028 ENTITLEMENT BALANCE		\$	182,985.50	\$	-					
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%	\$	100,000.00	\$	90,000.00	\$	-	\$	-	\$	5,000.00	\$	5,000.00	\$	92,985.50	\$	-
FFY 2028 TOTALS						\$	100,000.00	\$	90,000.00	\$	-	\$	-	\$	5,000.00	\$	5,000.00				
FFY 2029											FFY 2029 ENTITLEMENT BALANCE		\$	242,985.50	\$	-					
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	\$	242,985.50	\$	-	\$	207,014.50	\$	25,000.00	\$	25,000.00	\$	-	\$	-
2030	2029	RWY 17/35 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						\$	550,000.00	\$	242,985.50	\$	-	\$	252,014.50	\$	27,500.00	\$	27,500.00				
FFY 2030											FFY 2030 ENTITLEMENT BALANCE		\$	150,000.00	\$	-					
2031	2030	RUNWAY 17/35 PVMT. MAINT. (CRACK REPAIR & SEAL COAT) (FFY 30)	90%	5%	5%	\$	250,000.00	\$	150,000.00	\$	-	\$	75,000.00	\$	12,500.00	\$	12,500.00	\$	-	\$	-
2031	2030	RUNWAY 5/23 PVMT. MAINT. (CRACK REPAIR & SEAL COAT) (FFY 30)	90%	5%	5%	\$	125,000.00	\$	-	\$	-	\$	112,500.00	\$	6,250.00	\$	6,250.00	\$	-	\$	-
2029	2028	TAXIWAY A PVMT. MAINT. (CRACK REPAIR & SEAL COAT) (FFY 30)	90%	5%	5%	\$	175,000.00	\$	-	\$	-	\$	157,500.00	\$	8,750.00	\$	8,750.00	\$	-	\$	-
FFY 2030 TOTALS						\$	550,000.00	\$	150,000.00	\$	-	\$	345,000.00	\$	27,500.00	\$	27,500.00				
FFY 2031											FFY 2031 ENTITLEMENT BALANCE		\$	150,000.00	\$	-					
2032	2031	NO PROJECT PLANNED	90%	5%	5%	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	150,000.00	\$	-
FFY 2032											FFY 2032 ENTITLEMENT BALANCE		\$	300,000.00	\$	-					
2033	2032	NO PROJECT PLANNED	90%	5%	5%	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	300,000.00	\$	-