



# City of South St. Paul

## AIRPORT ADVISORY COMMISSION

### FLEMING FIELD AIRPORT



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#### MEETING MINUTES TUESDAY, JULY 11, 2017, 6:00 PM

#### 1. CALL TO ORDER:

Chair Ludwigson called the Airport Advisory Commission Meeting to order at 6:04 PM on Tuesday, July 11, 2017.

#### 2. ROLL CALL:

Present Ludwigson, Schoen, Sheridan, Gesch, Hilger, Adams, and Reckinger.

Absent Francis, and Gardner

Also Present Philip Tiedeman, Airport Manager  
Joseph Carney, Airport Operations Specialist  
Michelle Pietrick, City Finance Director

#### 3. CITIZEN'S COMMENTS & PRESENTATIONS

None

#### 4. APPROVAL OF AGENDA:

Motion by Schoen, seconded by Hilger to approve May 9, 2017, agenda as submitted.

Motion carried 7 ayes/0 nays

#### 5. CONSENT AGENDA:

Motion by Hilger, seconded by Reckinger to approve the amended Consent Agenda.

Motion carried 7 ayes/0 nays

#### 6. ITEMS REMOVED FROM CONSENT AGENDA:

Item 5C, Civil Air Patrol Hangar Construction.

Schoen had questions about the project and what it entailed. Adams spoke to the project and what the phase plans were.

Item 5D, RWY 34 GPS Approach – LPV Minimums.

Ludwigson had questions about the timing of the publication of the approach; Feb 1, 2018. He requested, along with Schoen and others, for Tiedeman to contact Flight Procedures to see if the Approach could be published at least one cycle earlier so that operators could plan for the Super Bowl. Tiedeman will provide information as needed for a letter to flight procedures, requesting the action to be

signed by the Airport Commission, City Council, and various businesses on the airfield.

**7. OLD BUSINESS:**

A. YTD Budget

Mrs. Pietrick covered the budget with a 5-year historical perspective view. For the last 5 years, the airport has been consistently paying down its' debt. This applies to both the Operating Fund and the Capital Fund. Tiedeman covered the latest information concerning the insurance claim for storm damage to all City Owned Building Roofs.

B. Court Update

Mrs. Pietrick discussed the findings from the Court Case City of South St. Paul vs Burke. The defendant pled guilty to the six charges and will be paying restitution, which will be applied, to the Airport Operating Fund.

C. NFL Super Bowl 2018

Tiedeman summarized the results of the Super Bowl Committee meeting that occurred at 1700.

**8. NEW BUSINESS:**

A. Airport Wheel Loader and Attachments.

Tiedeman covered the current status of the Loader purchase. The Airport will be going with Caterpillar, as their bid is considerably lower than the John Deere bid.

Motion by Sheridan, seconded by Schoen to recommend to the City Council to move forward with the purchase of the Caterpillar Loader.

Motion carried 7 ayes/0 nays

**9. COMMISSIONER AND STAFF COMMENTS:**

Tiedeman brought up the new Airport Apparel. He covered the ability for the airport to purchase the apparel in singles lots. The Finance Director has approved that the Airport Commission be able to purchase one Polo Shirt at cost.

Sheridan asked about using Visa Gift Cards at the FMU. Tiedeman spoke to that with a report from Fuel Master and Accent that it would be hit or miss. It would not depend on the Card Type, it would more likely be dependent on the Card Service provider.

**10. ADJOURNMENT:**

Motion made by Sheridan, second by Adams to adjourn the Airport Advisory Commission meeting at 7:05 PM.

Motion carried 7 ayes/0 nays