

Airport Advisory Commission



Tuesday, December 8, 2015, at 6:00 P.M.

MEETING MINUTES

City of South St. Paul Municipal Airport Meeting Room
1725 Henry Avenue, South St. Paul, MN 55075
WWW.Flemingfield.com

1) CALL TO ORDER :

The Airport Advisory Commission meeting was called to order by Chairman Wiplinger at 5:58 P.M. on Tuesday, December 8, 2015.

2) ROLL CALL :

Present

Commission Members: Adams, Wiplinger, Ludwigson, Reckinger, Schoen, Gardner, Sheridan, and Hilger.

Absent

Wik

Also Present

Philip Tiedeman, Airport Manager
Joseph Carney, Airport Operations Specialist
John Sachi, City Engineer

3) Approval of Agenda :

Motion by Sheridan, second by Adams to approve December 8, 2015 agenda as submitted

Motion carried 8 ayes/0 nays

4) Approval of 10/13/2015 Minutes

Motion by Reckinger, second by Adams to approve October 13, 2015 minutes with correction

Motion carried 8 ayes/0 nays

5) Citizens Comments & Presentation

None.

6) Finance & Activity Reports

6a) 2015 Budget Report

Tiedeman reviewed the most recent budget report. We are currently at 69.90% Revenue and 64.17% expenses. Tiedeman covered the two Woog Arena line items that will be removed from the airport budget. He stated that the impact on the budget is minimal. Capital revenue is currently at .53%

while expenditures are at 105.89%. A majority of these expenditures are for the Ramp reconstruction and the obstruction removal projects. Credit applications have been submitted for FAA and MnDOT grant reimbursements for the tractor, and the security gate updates. MnDOT has indicated there is no additional State funds available for 2015, however the State shows a surplus in its budget. There may be a chance for funds.

7) Project Status

7a) 2015 Projects

Tiedeman covered all current projects and their status. Sheridan asked if there were any more beacon complaints and if the beacon lighting angle had been changed. The answer to both is no. Ludwigson questioned the taxiway edge drop-offs for the new blacktop. Completed projects are: South Fence Repair & Beacon Replacement. Pending projects are Apron/Ramp Reconstruction; Tractor Replacement; Obstruction Removal; EGAN Lighting Installation; and Security Gate Upgrades. Sheridan asked about the garage door opener of his that doesn't work. Carney explained that Barnum Gate came out and verified that the system works.

7b) 2016 Projects

Tiedeman covered the planned 2016 projects. Pavement projects: Crack Sealing & Compass Rose (painted by Minnesota 99's). Equipment projects: Blower attachment, Upgrade meeting room projector, sound system, and tables; Upgrade Fuel Master Software. Building/Structure: replace sliding doors on Hangar #5, Roof replacement on 2 of the bowstring hangars (#5 and the next neediest one), and epoxy coat and seal on the airport maintenance hangar. Reckinger asked about the compass rose and what it was used for. Another question was raised about the cost of new sliding doors for hangar #5 vs. bi-fold doors. Tiedeman stated that he or Carney will look into the different costs.

8) New Business

8a) 2016 Airport Commission Meeting s

- i. The upcoming term expirations of Wiplinger, Sheridan, and Reckinger were discussed. Wiplinger stated that he was not going to be seeking another term. Sheridan stated that he had submitted to seek another term.
- ii. Meeting dates for 2016
Sheridan moved to move the meeting dates from the Even to the Odd months starting in January. Second by Reckinger 8 ayes/0 nays

8b) Approach Procedures - KSGS

The FAA issued a final rule that removes certain redundant or underutilized ground-based non-directional radio beacon (NDB) and VHF Omnidirectional Range (VOR) Standard Instrument Approach Procedures (SIAPs). The NDB for Fleming Field (KSGS) was not on the list to be removed, however it is on the list to be reevaluated at a later date. Tiedeman will be working within the FAA/MnDOT community to see about regaining vertical guidance on the RNAV (GPS) RWY 34 approach.

8c) Airport Event Fees

A discussion was held on a standard for the application of Event Fees charged for events and activities held on the airport. Historically fees haven't been applied in a standard fashion to all entities. The fees are or can be used as a revenue stream to help offset the cost in airport manpower. The main issue was whether or not to charge charitable organizations a fee. Or if an organization that has a land lease should be charged an Event Fee. Also included was the airport conference room and whether or not the same charge plan should be applied.

8d) South Metro Fire Department - Inspection Fee Program

The South Metro Fire Board is looking at instituting a Commercial Inspection Fee Program. The letter from the Fire Chief came out on 11/13/15. The airport tenants by and large did not receive the letter as the postal service does not deliver mail to a majority of hangars. Tiedeman attended the South Metro Fire Board of Directors Meeting on November 25th, 2015. The question asked was why hangar owners are being charged a fee when the current inspections are assumed to be part of the Fire Department's Mission. Sheridan brought forth the question of "what are our taxes used for?" Schoen thought that there should be some middle ground between Commercial and Residential when applied to special cases such as the airport.

Another question was the definition of Commercial as defined by airport and City leases and how the Fire department defines Commercial. Another idea was to have the Fire Chief/Marshal attend our next meeting.

There were two distinct motions brought forth:

1. Sheridan moved to oppose the South Metro Fire Boards Proposal to Charge for Inspection. Second by Adams. 8 ayes/0 nays
2. Ludwigson moved to write a letter to the South Metro Fire Board detailing the reasons that the AAC opposes the proposal. Adams second with Sheridan requesting that Ludwigson attend the meeting on the 16th of December and deliver the letter. 8 ayes/0 nays

Wiplinger and Sheridan will draft the letter with Wiplinger's signature requesting a postponement of the proposal decision due to the opposition of the verbiage of the proposal.

9) **Old Business :**

None

10) **Commission Comments :**

There was a discussion about the intruder on the airfield about 5 weeks ago. Neither Tiedeman nor Carney had knowledge of the events.

11) **Adjournment :**

Motion made by Ludwigson, second by Adams to adjourn the commission meeting at 7:43 PM.

Motion carried

8 ayes/0 nays