

# Airport Advisory Commission

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Tuesday, September 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 Vice-Chairman Ludwigson at 6:05 P.M. on Tuesday, September 8, 2015.

### 2) ROLL CALL :

Present

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

Absent

Wiplinger

Also Present

Philip Tiedeman, Airport Manager  
John Sachi, City Engineer

### 3) Approval of Agenda :

Motion by Sheridan, second by Gardner to approve September 8, 2015 agenda as submitted

Motion carried 8 ayes/0 nays

### 4) Approval of 06/09/2015 Minutes

Motion by Sheridan, second by Gardner to approve June 6, 2015 minutes as submitted

Motion carried 8 ayes/0 nays

### 5) Citizens Comments & Presentation

None.

### 6) Finance & Activity Reports

#### 6a) 2015 Budget Report

Members were given copies of the Year-to-Date August 2015 Budget Report. Revenues for the Airport Operating Fund stood at \$814,366; and Expenses are \$607,250 leaving a surplus in the operating fund of \$207,116 year-to-date. Notable variances from the benchmark are fuel

revenues and expenses both below budget. Mr. Sachi and Mr. Tiedeman provided updates on several budget items including low fuel sales, Bowstring Hangars #2, #5, and #6-8 lease negotiations, and the hangar termination for BRS at 273 Foxtrot. MnDOT will be covering a portion of the Maintenance and Operations expenses of the airport of approximately \$30,000.

The Capital fund Revenues have a balance of \$9,589 and Expenditures of \$1,887,681. However there are FAA and MnDOT reimbursements still pending and a \$839,862 FAA grant on tonight's City Council Meeting for approval. The anticipated acquisition of a Blower and repairs to the Airport hangar floor have been delayed due to the fact that they are not going to be covered by a grant this year. The airport is trying to determine if it is feasibility to purchase them this year.

#### **6b) 2016 Preliminary Budget Report**

Tiedeman highlighted changes to the operating budget for 2016. Of those changes the major items include: the hiring of a new airport manager, staff hours increase for one Full Time Employee personnel, the addition of a Weekend Attendant, reduction in winter season staff hours, the asphalt maintenance program resuming in 2016, FuelMaster software and hardware upgrades, and upgrades or repairs to the Meeting Room audio visual equipment.

The Capital Fund has five projects for identified for 2016, including: obstruction removals, crack sealing and seal coating, roof replacement and insulation for two bowstring hangars, epoxy coating the maintenance hangar floor, and the acquisition of a blower unit.

### **7) Project Status**

#### **7a) Apron/Ramp Reconstruction**

This project is almost complete. There are several punch list items including seeding and sod of construction areas.

#### **7b) EGAN Lighting Installation**

This project is also almost complete. There are several punch list items including the installation of conduit markers.

#### **7c) Beacon Replacement**

This is anticipated to be completed in this month. Molnar Electric will be removing and lowering the old beacon and installing a new high intensity beacon.

#### **7d) Tractor Replacement**

The expected delivery date of the new John Deere 6115M will be in early to mid-October. It will be coming with a new broom attachment and new mower attachments.

#### **7e) Obstruction Removal**

Previously the Airport acquired two properties and removed and lighted several obstructions around the airport. The FAA grant for 90% of the eligible items is currently on the City Council agenda for tonight's meeting. When approved, MnDOT will provide a companion grant covering an additional 5%. Included in the work is the demolition of the two houses. Demolition and tree removals on the two properties will take place between October 1st and March 31st to avoid the summer roosting period for the Northern Long-Eared Bat (NLEB), which is proposed as endangered under the Endangered Species Act.

#### **7f) Security Gate Replacement**

Bloomington Security Solutions will be performing the upgrades to the software and the gates. They expect to have this work completed by the end of September. Several questions were brought up regarding gate cards and openers, access to the Terminal, and a bent post near the Main Gate. Tiedeman did not have specific details during the meeting but will do some research and provide information in the minutes.

- The current gate cards and openers should be compatible with the new software and hardware.
- Due to vandalism in the Terminal, an exterior door will be locked afterhours. Gate cards will still work to gain access to the Terminal. Airport staff will be available to allow entry for transient pilots and passengers if they are locked out. Signs will be posted with contact information and a phone number. If necessary, the Airport will look into a new access system for the Terminal door.
- The gate card access pedestal for the Main Gate was struck and bent. Tiedeman is unsure it is possible to bend it back without damaging the pavement. If it continues to be a problem it will be repaired.

#### **7g) Fence Repair**

Tiedeman informed the Commission of an incident involving an aircraft sliding through the perimeter fence on the south end of the airport. Roughly 400 feet of fence was damaged. It was repaired temporarily but will need to be replaced. The pilot's insurance will be covering the cost of the repairs. The Commission was informed that the insurance company will not pay to install new fence in a different location as part of a future fence relocation project. However they will replace the existing damaged fence. Dakota Unlimited will be completed this work in the next week or two.

### **8) Project Status**

**8a) Airport Manager and Advisory Commission Expectations**

Mr. Sachi describes the purpose for forming the Commission and how it was used to make the airport better for all interested parties. The expectations for each group were presented to ensure the mutual benefit of the airport, collaboration for current and future projects, and to ensure the Commission was being utilized to the fullest extent. Some highlights include recommendations to City Council, airport events, budget items, and the involvement in projects.

**8b) Vegetation Management Plan**

The airport and Bolton & Menk Inc. are developing a Vegetation Management Plan (VMP) to meet FAA Grant Assurances to outline the vegetation management and maintenance activities at the airport.

**8c) Re-establish the Joint Zoning Board**

Tiedeman described that due to regulation changes the Joint Zoning Board (JZB) will need to be reestablished. The original JZB was comprised of only two communities. The new JZB will most likely consist of eight or more surrounding communities. When more information is available it will be provided to the Commission and added to a future meeting for discussion.

**9) Old Business:**

None.

**10) Commission Comments :**

Questions and comments were presented by several Commissioners regarding fuel pricing, price points, and alternative fuels at the airport. This will be added to the agenda for the next meeting for discussion.

Comments and suggestions were brought up regarding new development at the airport. Tiedeman will compile a list of hangar and door contractors for anyone interested in building a hangar. Tiedeman will also work on developing a checklist for new hangar construction to assist in the process.

**11) Adjournment :**

Motion made by Adams, second by Schoen to adjourn the commission meeting at 07:47 PM.

Motion carried

8 ayes/0 nays