

# Airport Advisory Commission



Tuesday, July 12, 2016, 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 Adams at 6:00 P.M. on Tuesday, July 12, 2016.

### 2) ROLL CALL :

Present

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

Absent

Ludwigson, Schoen

Also Present

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

### 3) Approval of Agenda

Motion by Hilger, second by Gardner to approve July 12, 2016 agenda as submitted

Motion carried 6 ayes/0 nays

### 4) Approval of 5/10/16 Minutes

Motion by Sheridan, second by Wik to approve the May 10, 2016 minutes as corrected.

Motion carried 6 ayes/0 nays

### 5) Citizens Comments & Presentation

No citizens were at the meeting.

### 6) Finance & Activity Reports

#### 6a) Fuel Report

Tiedeman presented the Fuel Sales Report thru June 2016. Fuels sales overall are up 2.67% over 2015 sales. 100LL and Jet-A sales are up while 91UL sales are down.

#### 6b) 2015 Budget Report

Tiedeman presented the most recent budget report. Airport Operating Revenues June YTD are \$550,196.44; while the Airport Operating Expenses for June YTD

are \$345,389.50. This reflects a surplus of \$204,806.94. The 2016 Capital Improvement Revenues June YTD are \$311,080.38; while the Airport Capital Improvement Expenses June YTD are \$15,483.65. This reflects a surplus of \$326,564.03. There are still outstanding funds being withheld by the FAA. These funds will be reimbursed as the FAA processes and approves each project closeout. The City Council has approved the transfer of funds from us to the City of Pipestone.

## **7) Project Status**

### **7a) Airport Development**

Xcel Energy (Gas) will be working on the West Hangar Area to correct the placement of the gas main. It was installed by Xcel and may not be located as per their as-built plans.

There was no further discussion as to projects other than what was produced for the agenda packet.

## **8) New Business**

### **8a) Super Bowl 2018**

It was put forth to look into working on a Super Bowl 2018 promotion to attract transient aircraft. Areas to look at are:

- i) Reservation Fee for Parking on Ramp
- ii) Keeping Open Space for true Transient Aircraft
- iii) Temporary Flight Restrictions (TFRs) that may impact the airports operational status during the Super Bowl Time Frame

One thought was to contact other airports at previous Super Bowl sites to see what they did. Also to contact airports around Indianapolis reference the Indy 500 and the impact of the race.

## **9) Old Business :**

### **9a) MnDOT Needs Meeting**

The Airport Needs Meeting was briefly discussed. Commissioner Hilger stated that it was an informative meeting.

### **9b) Rules and Regulations**

Tiedeman presented the current status of changes to the Rules and Regulations. A full list of the changes is in the agenda packet. There was some discussion on the updated changes and ways to incorporate them. It was advised that the changed document be emailed out to the widest dissemination of airport tenants, hangar owners, and pilots for feedback prior to publishing the final document. It was thought that a 30-day comment period for rebuttal and suggestions on the proposed Rules and Regulations would be plenty of time.

## **10) Commission Comments :**

Tiedeman discussed the current situation with the previous airport manager and what the City's stance is. City Employees are not authorized to release any information, and are requested to direct any and all inquiries to the Dakota County Attorney. Commission members have decided that that will be the stance of the Airport Commission as well.

**11) Adjournment :**

Motion made by Sheridan, second by Gardner to adjourn the commission meeting at 6:40 PM.

Motion carried

7 ayes/0 nays

DRAFT