

# Airport Advisory Commission



Wednesday, November 9, 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 Pres Ludwigson at 6:06 P.M. on Wednesday, November 9, 2016.

### 2) ROLL CALL :

Present	Ludwigson, Schoen, Adams, Gardner, Gesch, and Hilger.
Absent	Sheridan, Wik, and Reckinger
Also Present	Philip Tiedeman, Airport Manager Joseph Carney, Airport Operations Specialist

### 3) Citizens Comments & Presentation

No visitors.

### 4) Approval of Agenda

Motion by Hilger, second by Adams to approve November 9, 2016 agenda as submitted.

Motion carried 6 ayes/0 nays

### 5) Consent Agenda

Motion by Hilger, second by Adams to approve the Consent Agenda.

Motion carried 6 ayes/0 nays

### 6) Items Removed from Consent Agenda

No Items Removed.

### 7) New Business

#### 7a) Preliminary Budget

Tiedeman covered the 2017 preliminary budget which is anticipated to be presented and approved during a City Council meeting in December. He explained that there are some new accounting numbers that will allow the airport to better track Revenues and Expenses. Notable items for Revenue were: State Grants & Aids, Rents, Fuel Receipts, T-Hangar Rent, Airport Parking Fees (aircraft), and Ramp Fees. Notable items for Expenses were: Minor Equipment &

Furniture, Merchandise for Resale, Conference Training and Travel, Advertising, Repairs and Maintenance Contractual, and Computer Software. He also discussed upcoming Capital Improvement Fund expenditures.

**7b) Winter Operations**

Tiedeman reviewed the Snow and Ice Control Plan. The airport will be instituting the plan as to be in compliance with FAA Regulations. Tiedeman discussed whom would call whom and when; the Priority of Work; requirements for RWY closures and how the airport staff monitors current weather. Also discussed was the new RCAM (Runway Assessment and Condition Reporting System). This system is explained in detail un AC 91-79A CHG 1 Appendix 1 dated 4/28/16.

**8) Old Business**

**8a) Airport Rules & Regulations**

Motion by Adams, second by Schoen to approve The New Rules & Regulations.

Motion carried 6 ayes/0 nays

**8b) Airport Rate & Fee Schedule**

The new Rate & Fee schedule was discussed. One notable revision was made to allow FAA groups and MnDOT Aeronautics the ability to reserve the Meeting Room once per month for free. Tiedeman noted that it could be changed at anytime during the year if needed.

Motion by Gardner, second by Schoen to approve the Rate & Fee Schedule as amended.

Motion carried 6 ayes/0 nays

**8c) RWY 34 GPS Approach - LPV Minimums**

Airport Staff has been reaching out to the various FAA departments and personnel for almost a year to determine why the vertical guidance of the RNAV (GPS) RWY 34 was lost and what needs to be done to get the LPV minimums back. The FAA has stated that there is still an obstruction that penetrates the approach surfaces to RWY 34. In addition, we asked for the data for the RWY 16 end to assess potential impacts on that end as well. The Airport will be submitting to the FAA the findings, justification, and a request for the RNAV (GPS) RWY 34 LPV minimums be reinstated. The cutoff deadline for publication on January 5, 2017 is November 28, 2016. This date does not take into account any additional evaluation or development the FAA may be required to do to reinstate the LPV minimums or a guarantee the minimums will be reinstated.

**9) Commission and Staff Comments :**

None

**10) Adjournment :**

Motion made by Hilger, second by Schoen to adjourn the commission meeting at 7:40 PM.

Motion carried 6 ayes/0 nays