

# Airport Advisory Commission

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Tuesday, February 11, 2014 at 6:00 P.M.

## MEETING MINUTES

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

### 1) **CALL TO ORDER :**

The Airport Advisory Commission meeting was called to order by Chairman Ludwigson at 6:05 P.M. on Tuesday, February 11, 2014.

### 2) **ROLL CALL :**

Present,

Commission Members: Adams, Franke,  
Ludwigson, Reckinger, Schoen, Sheridan, Wik,  
Wiplinger

Absent,

Gardner

Also Present,

John Sachi City Engineer  
Glenn Burke Airport Manager  
Peter Ahdahl

### 3) **Approval of Agenda :**

Motion by Sheridan, with a second by Wiplinger to approve agenda with the addition of the election of officers for 2014 and 2015

Motion carried 8 ayes/0 nays

### 4) **Approval of December 2013 Minutes**

Motion by Reckinger, second by Wiplinger to approve December 10, 2013 minutes as submitted

Motion carried 8 ayes/0 nays

### 5) **Citizen Comments/Presentation**

There were no Citizen's Comments

### 6a) **Budget Report**

City Staff presented the preliminary 2013 results for the airport operating and capital improvement funds, no results were available for the BRS building fund. The operating fund had \$178,006 of excess revenue before interest expense and the capital fund had \$10,404 of excess expenditures before interest expense. Interest expense will lower both funds when it is calculated and added later in the year.

Staff reviewed the budget variances for the funds. The cold snowy weather depressed fuel sales in the fourth quarter which resulted in lower fuel expense and revenues. Capital Outlay and Services and Charges were below budget. The new roof on Hangar 6-8 has eliminated expensive repairs and neither air blower nor mower decks were purchased.

#### **6b) Rates & Charges**

The final draft of the Land Lease and Tee-Hangar rate increase proposal was distributed to the commissioners. Tee-Hangar rate increase of 5 % for 2014 and addition 5% for 2015 and a 10% increase to the land lease rate. The land lease increase will phase in, consistent with each land lease contract, at the renewal of all land leases beginning July 2014. Increased charges for transient ramp fees, overnight parking fees, and administrative fees were also approved.

Commissioner Wiplinger asked that airport trends be tracked and if activity or fuel sales are negatively impacted by the new fees they be reported to the Advisory Commission.

Commissioner Sheridan began a discussion about the airport debt. He is concerned that the higher rates and charges along with the new fees will result in no financial participation by the City at the airport. The owner of the airport should have to pay something towards the improvements on the airport. Another point made was that the perception of the airport users, by the City Council and staff is different than the reality.

A motion was made by Adams and a second by Schoen to recommend to the City Council an increase land lease rates in 2014 by 10%, and to increase tee-hangar rate by 5% in 2014 and an additional 5% in 2015.

Motion carried

7 ayes/1 nay (Sheridan)

#### **6c) Assessment Policy Discussion**

The City Engineer gave a short presentation on how the City street assessment policy works. The City assesses street reconstruction, full depth bituminous mill and replacement and partial mill and overlay projects. Crack sealing and seal coating projects are considered street maintenance projects that are not assessed. The commission recommended that the airport policy mirror the city street assessment policy.

- The engineer went on to discuss the difference between collector streets and residential streets and how they are similar to the taxi lanes and the diagonal and parallel taxiways.
- It was recommended that taxi lanes be assessed to the abutting hangar owner. It was recommended that hangar owners that have frontage on two taxi lanes would get assessed for both taxi lanes.
- The aircraft ramp would be assessed based on the terms of the hangar lease.
- No assessments would be levied for the runway, parallel taxiway, diagonal taxiway, service roads or parking lots.

The commission also discussed the special circumstance for taxi lane Hotel Lane. All taxi lanes have been rebuilt with three inches of pavement and eight inches of aggregate base with the exception taxi lane Hotel. Hotel Lane was excluded from the 2009 reconstruction project because the possibility of future storm sewer work might be placed under Hotel Lane. It was recommended that Hotel Lane be excluded from assessment until it is brought up to current standards.

#### **7a) Project Status - Master Plan**

The FAA Airport District Office released their comments on the Master Plan. The proposal to extend the runway 300 feet to the south was in conflict with the FAA's new runway protection zone guidance. There can be no roads, sidewalks or homes the runway protection zone. The cost to relocate homes and move 70<sup>th</sup> Street is not feasible for the preferred 300' extension. An additional 111' of runway extension can fit on the airport. The MPAG decided that 111' was not sufficient for the needs of aircraft currently using Fleming Field.

Staff informed the commission that 400' overruns were selected by the MPAG as the preferred alternative for runway 16-34 if no extension was viable. The 400' overruns were to be on both ends of the runway as long as they do not interfere with off airport properties and uses. It has been subsequently been determined that an overrun to the north of the runway would have significant impact to the park.

#### **7b) Project Status - Environmental Analysis (EA)**

Staff informed the commission that the referendum for park improvement is being held that same day. If the referendum fails a plan to mitigate the lost parking will have be developed.

#### **7c) Project Status - 2014 Airport Reconstruction Project**

The City Council approved the engineering contract with Bolton & Menk in January for the reconstruction project. Bolton & Menk will provide design service for the 2014 project. A second contract for construction service is anticipated this summer.

Staff and the engineering firm met with the FAA to discuss the project scope. Pavement design strength was agreed to by the City and FAA. Taxiway Alpha is currently 50 feet wide, the new FAA design standard is 40 feet. The commission recommended that taxiway Alpha be kept at 50 feet wide due to larger aircraft using the taxiway. Airport will have to pay 100% of anything over 40 feet if FAA declines to keep taxiway Alpha at 50 feet.

The tentative schedule has the plans and specifications for the 2014 project to be completed and out for bids in June, award bids in July followed by award of FAA grant in August and start of construction the early fall. The project budget is \$2.34 million

### **8 Old Business**

There was no old business

**9 a) Airport Beacon**

Staff informed the commission the airport beacon has been malfunctioning. Several attempts were made to repair with limited success. Estimates for a rebuilt and new beacon were secured and presented to the commission. The new unit was \$2,060 less expensive.

Motion was made by Sherdian and a second by Wik to move forward with the replace of the current beacon with a new unit.

Motion carried

8 ayes/0 nays

**9 b) Airport Staffing**

The City Engineer informed the commission of the City Council work session where staff presented two different airport staffing scenarios and the Council's reservations. There was no staffing report from the airport consultant at the time of the work session. Staff will go back to a future work session when the consultants' staffing report is available.

**9 c) Election of Officers**

The commission elected Charles Wiplinger Chairperson and Joel Ludwigson Vice-Chairperson for 2014.

**11) Commission Comments**

No Commission Comments

**12) Adjournment :**

Motion made by Sheridan, second by Schoen to adjourn the Commission meeting at 8:20 P.M.

Motion carried

8 ayes/0 nays