



**City of South St. Paul**  
**AIRPORT ADVISORY COMMISSION**  
**FLEMING FIELD AIRPORT MEETING ROOM**  
TUESDAY, JANUARY 9, 2018  
6:00 PM



**1. CALL TO ORDER:**

**2. ROLL CALL:**

**3. CITIZEN'S COMMENTS & PRESENTATIONS:**

A. Consultant Briefings – Alphabetical:

- i. Bolton-Menk
- ii. HNTB
- iii. Mead & Hunt
- iv. SEH
- v. TKDA
- vi. Others

**4. APPROVAL OF AGENDA:**

**5. CONSENT AGENDA:**

*All items listed on the Consent Agenda are considered to be routine or informational in nature and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the consent agenda.*

- A. Meeting Minutes of November 14, 2017
- B. YTD Budget Report
- C. YTD Fuel Report
- D. 2017/18 Projects
- E. LPV Minimums Publication

**6. ITEMS REMOVED FROM CONSENT AGENDA:**

**7. OLD BUSINESS:**

- A. NFL Super Bowl 2018
- B. Hangar Roof Repair & Door Replacement Project

**8. NEW BUSINESS:**

- A. Consultant Selection

**9. COMMISSIONER AND STAFF COMMENTS:**

A. Commission Members appointments coming due Feb 2018:

i. Paul Adams, Mike Hilger, and Chris Gardner

**10. ADJOURNMENT:**



# City of South St. Paul

## AIRPORT ADVISORY COMMISSION

### FLEMING FIELD AIRPORT



#### MEETING MINUTES TUESDAY, NOVEMBER 14, 2017, 6:00 PM

##### 1. CALL TO ORDER:

Commissioner Sheridan called the Airport Advisory Commission Meeting to order at 6:00 PM on Tuesday, November 14, 2017.

##### 2. ROLL CALL:

Present Ludwigson and Schoen (by phone), Sheridan, Gardner, Gesch, Hilger, and Reckinger.

Absent Francis and Adams

Also Present Philip Tiedeman, Airport Manager  
Joseph Carney, Airport Operations Specialist

##### 3. CITIZEN'S COMMENTS & PRESENTATIONS

None

##### 4. APPROVAL OF AGENDA:

Motion by Reckinger, seconded by Gesch to approve November 14, 2017, agenda as submitted.

Motion carried 7 ayes/0 nays

##### 5. CONSENT AGENDA:

Motion by Hilger, seconded by Gardner to approve the amended Consent Agenda removing Item 5B. Meeting dates were approved with a change to 2018, not 2017.

Motion carried 7 ayes/0 nays

##### 6. ITEMS REMOVED FROM CONSENT AGENDA:

Item 5B, YTD Budget Report.

Ludwigson requested that this item is moved to Old Business for discussion.

##### 7. OLD BUSINESS:

###### A. Super Bowl LII

Tiedeman discussed the topics that the Super Bowl Planning Committee covered in the earlier meeting, as well what was covered at the MSP Super Bowl meeting. Staff is looking into an online form for pilots and others to submit information request during Super Bowl LII. Staff will also see about posting a way for slots can be tracked as taken vs open.

Schoen inquired about slot charges. Tiedeman responded that we are still working on charges and that we don't necessarily want to be the first ones to post a charge list.

Another question raised was a reference to the closing airport if we have met maximum capacity available.

**B. Hangar roof Repair & Replacement**

Tiedeman briefed Commission on the bid openings and that one of the bids would be rejected, as they did not submit all the required documents. Questions from the commission about why the cost of the rejected bid was significantly lower. Tiedeman reviewed the budget advising that at this time the airport would have enough money in the budget to cover the cost difference between the Duralast and regular shingles, and also the replacement door for Hangar #5.

Schoen asked about having tenants pay for a portion of the door replacement. Tiedeman said that he would research previous door replacements to see if those tenants paid a portion of the cost.

**C. Swift Fuel**

Ludwigson requested to add this item. He inquired about the status of research on the cost of shipping Swift Fuel (91UL replacement) to our location. A second question was raised for Power per Gallon Swift vs 91UL.

**8. NEW BUSINESS:**

**A. Fencing Enhancements.**

Tiedeman reviewed the memo in the packet. Schoen spoke of moving the fence closer to Crossman Road, near the corner where it turns from North/South to East/West. Ludwigson raised a point that maybe a neighborhood meeting with the residents to discuss vehicle light impact. Schoen asked about going to the Inver Grove Heights City for a variance on fence height and tree type. One plan was to plant a different type of tree at the corner, set back to allow snow removal operations yet block vehicle lights from impacting on the houses. Tiedeman also brought up the fact that that area is part of the Storm Water Protection area.

**9. COMMISSIONER AND STAFF COMMENTS:**

Sheridan asked about the possibility of a keypad by the walk-through gate next to the main gate. Tiedeman said that it was in the 2018 budget for a keypad at the main door to the terminal.

Gesch asked about remarking the parking lot. Tiedeman said that the weather impacted the cities contractors ability to get the lines painted. Staff may be able to repaint the lot if the weather turns better.

Schoen requested staff look into straightening the card reader post for the main gate.

**10. ADJOURNMENT:**

Motion made by Hilger, second by Reckinger to adjourn the Airport Advisory Commission meeting at 6:50 PM.

Motion carried

7 ayes/0 nays

# Memo



Date: January 4, 2018  
To: Airport Advisory Commission  
From: Joseph Carney, Interim Airport Manager  
RE: YTD Budget Report – YTD 2017

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## **Airport Operating Fund**

The 2017 Airport Operating Revenues for December YTD are \$1,138,711.22; the Airport Operating Expenditures for December YTD are \$918,379.47. The December YTD net change is a surplus of \$305,615.53.

- Revenues
  - Airport Fuel Receipts (4583) are currently at \$(510,572.99 (81.69%).
  - Land Lease (4585) is at \$171,760.12 (103.94%). Most land leases are due in March of each year with a few occurring throughout the remainder of the year.
  - Aircraft parking Fees (4587) is at \$6,964.85 (126.63%) and is above what was projected.
  - Airport Gate Cards (4590) is at \$2,295.24 (459.05%) and is above what was projected.
  - Other (4672) shows an increase due to a portion of court restitution.
  - Other Revenue items are in line with expectations.
- Expenses
  - Professional Services (6302) shows an increase due to unanticipated legal fees
  - Repairs and Maint Contractual (6371) is significantly lower due to not participating in a pavement maintenance project this year.
  - Dues & Subscriptions (6471) is higher due to increases various memberships.
  - Other Expense items are in line with expectations.

## **Capital Improvement Fund**

The 2017 Airport Capital Revenues for December YTD are \$4,769.23; the Airport Operating Expenses for December YTD are \$12,741.87. The December YTD net change is a deficit of \$7,972.64.

- Impr Other Than Buildings (6530) The new loader is pending delivery, payment, and also reimbursement.
- Buildings Fixtures and Impr (6560) Items that remain uncertain are Bowstring Hangar Roof repairs and Hangar #5 door repair.

**MONTHLY FINANCIAL REPORT**  
**Year-to-Date December 2017**

Description	2017 Actual Budget	December YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	December YTD Actual 2016	Percent Used 2016
<b>20245 - AIRPORT</b>							
<b>REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
4321 - AIRPORT OPERATIONS & MAINT	(34,320.00)	(34,320.00)	0.00	100.00%	(32,000.00)	(34,320.00)	107.25%
4325 - STATE GRANTS AND AIDS	(35,000.00)	0.00	(35,000.00)	0.00%	(40,000.00)	(10,307.79)	25.77%
<b>INTERGOVERNMENTAL</b>	<b>(69,320.00)</b>	<b>(34,320.00)</b>	<b>(35,000.00)</b>	<b>49.51%</b>	<b>(72,000.00)</b>	<b>(44,627.79)</b>	<b>61.98%</b>
<b>CHARGE FOR SERVICE</b>							
4411 - PILOT	(48,460.00)	(48,955.28)	495.28	101.02%	(43,435.00)	(45,814.99)	105.48%
4402 - RENT	(16,000.00)	(17,451.15)	1,451.15	109.07%	(8,652.00)	(14,414.06)	166.60%
4581 - RENT OF HANGARS	(197,050.00)	(184,096.00)	(12,954.00)	93.43%	(200,687.00)	(190,188.56)	94.77%
4583 - AIRPORT FUEL RECEIPTS	(625,000.00)	(510,572.99)	(114,427.01)	81.69%	(638,252.00)	(499,612.65)	78.28%
4585 - LAND LEASE	(165,250.00)	(171,760.12)	6,510.12	103.94%	(162,238.00)	(151,514.47)	93.39%
4586 - TEE HANGAR RENTAL	(105,000.00)	(106,897.03)	1,897.03	101.81%	(112,265.00)	(103,629.05)	92.31%
4587 - AIRCRAFT PARKING FEES	(5,500.00)	(6,964.85)	1,464.85	126.63%	(3,000.00)	(6,775.00)	225.83%
4588 - AIRPORT RAMP FEES	(1,500.00)	0.00	(1,500.00)	0.00%	(7,500.00)	(70.00)	0.93%
<b>CHARGES FOR SERVICES</b>	<b>(1,163,760.00)</b>	<b>(1,046,697.42)</b>	<b>(117,062.58)</b>	<b>89.94%</b>	<b>(1,176,029.00)</b>	<b>(1,012,018.78)</b>	<b>86.05%</b>
<b>MISCELLANEOUS</b>							
4510 - CONCESSION SALES	(50.00)	(244.52)	194.52	489.04%	0.00	(215.00)	
4590 - AIRPORT GATE CARD	(500.00)	(2,295.24)	1,795.24	459.05%	(800.00)	(3,193.81)	399.23%
4591 - AIRPORT VENDING SALES	(800.00)	(861.94)	61.94	107.74%	(750.00)	(811.72)	108.23%
4592 - OTHER TRANSPORTATION		(1,000.00)	1,000.00				
4413 - XEROX COPIES	(10.00)	0.00	(10.00)	0.00%	(10.00)	0.00	0.00%
4672 - OTHER	(500.00)	(53,265.03)	52,765.03	10,653.01%	0.00	(2,742.02)	
4673 - CASH OVER/SHORT		0.34	(0.34)			0.02	
4675 - INSURANCE DIVIDEND	(7,000.00)	0.00	(7,000.00)	0.00%	(7,000.00)	(24,966.43)	356.66%
4677 - MISC REVENUE		(27.41)	27.41			(120.00)	
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			(3,357.45)	
<b>MISCELLANEOUS</b>	<b>(8,860.00)</b>	<b>(57,693.80)</b>	<b>48,833.80</b>	<b>651.17%</b>	<b>(8,560.00)</b>	<b>(35,406.41)</b>	<b>413.63%</b>
<b>OTHER FINANCING SOURCES</b>							
<b>REVENUES</b>	<b>(1,241,940.00)</b>	<b>(1,138,711.22)</b>	<b>(103,228.78)</b>	<b>91.69%</b>	<b>(1,256,589.00)</b>	<b>(1,092,052.98)</b>	<b>86.91%</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	155,366.00	148,621.27	6,744.73	95.66%	145,691.00	145,540.44	99.90%
6102 - FULL-TIME EMPLOYEES-OVERTIME	2,000.00	899.03	1,100.97	44.95%	1,000.00	1,149.66	114.97%
6104 - TEMPORARY EMPLOYEES-REG	15,500.00	12,442.26	3,057.74	80.27%	14,658.00	9,120.18	62.22%
6108 - ACCUMULATED VACATION/COMP LEAV	1,600.00	0.00	1,600.00	0.00%	0.00	2,445.36	
6120 - EMPLOYER CONTR FOR RETIREMENT	24,832.00	23,230.88	1,601.12	93.55%	23,067.00	22,559.88	97.80%
6130 - EMPLOYER PAID INSURANCE	15,046.00	14,845.44	200.56	98.67%	14,182.00	14,257.36	100.53%

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6140 - UNEMPLOYMENT COMP INS.		1,033.12	(1,033.12)			241.56	
6150 - WORKERS COMPENSATION	8,422.00	7,202.91	1,219.09	85.52%	8,422.00	7,266.33	86.28%
6170 - EMPLOYER CONTR TO HCSP	2,786.00	600.00	2,186.00	21.54%	2,163.00	2,067.83	95.60%
<b>PERSONNEL SERVICES</b>	<b>225,552.00</b>	<b>208,874.91</b>	<b>16,677.09</b>	<b>92.61%</b>	<b>209,183.00</b>	<b>204,648.60</b>	<b>97.83%</b>
<b>MATERIALS &amp; SUPPLIES</b>							
6201 - OFFICE SUPPLIES	1,500.00	947.53	552.47	63.17%	1,500.00	822.53	54.84%
6220 - REPAIR & MAINTENANCE SUPPLIES	40,000.00	36,417.86	3,582.14	91.04%	40,000.00	17,951.77	44.88%
6240 - MINOR EQUIPMENT AND FURNITURE	58,000.00	37,108.39	20,891.61	63.98%	2,100.00	1,468.99	69.95%
6245 - CLOTHING ALLOWANCE		300.00	(300.00)				
6250 - MERCHANDISE FOR RESALE	450,000.00	430,555.22	19,444.78	95.68%	516,633.00	410,720.25	79.50%
<b>MATERIALS &amp; SUPPLIES</b>	<b>549,500.00</b>	<b>505,329.00</b>	<b>44,171.00</b>	<b>91.96%</b>	<b>560,233.00</b>	<b>430,963.54</b>	<b>76.93%</b>
<b>SERVICES AND OTHER CHARGES</b>							
6302 - PROFESSIONAL SERVICES	15,000.00	22,159.24	(7,159.24)	147.73%	14,200.00	38,018.91	267.74%
6331 - CONFERENCES, TRAINING, TRAVEL	5,000.00	1,295.02	3,704.98	25.90%	3,800.00	1,115.71	29.36%
6341 - ADVERTISING	7,000.00	4,840.00	2,160.00	69.14%	6,325.00	6,545.00	103.48%
6361 - INSURANCE	50,786.00	37,483.36	13,302.64	73.81%	50,786.00	54,121.97	106.57%
6371 - REPAIRS & MAINT CONTRACTUAL	129,000.00	11,536.51	117,463.49	8.94%	76,000.00	22,645.92	29.80%
6374 - ADMINISTRATION SUPPORT FEE	71,686.00	71,868.00	(182.00)	100.25%	62,709.00	62,709.00	100.00%
6378 - COPIER MAINTENANCE AGREEMENT	450.00	486.48	(36.48)	108.11%	450.00	593.64	131.92%
6379 - CONT SERV/REFUSE & SANITATION	750.00	711.25	38.75	94.83%	600.00	696.00	116.00%
6380 - CENTRAL GARAGE MAINT. CHARGE	15,959.00	15,959.00	0.00	100.00%	13,877.00	13,877.00	100.00%
6385 - UTILITY SERVICE	20,500.00	14,979.31	5,520.69	73.07%	19,775.00	17,501.59	88.50%
6388 - TECHNOLOGY EQUIP CHARGE	632.00	632.00	0.00	100.00%	40.00	40.00	100.00%
6390 - POSTAGE AND TELEPHONE	5,750.00	5,006.68	743.32	87.07%	5,000.00	5,755.52	115.11%
<b>SERVICES AND OTHER CHARGES</b>	<b>322,513.00</b>	<b>186,956.85</b>	<b>135,556.15</b>	<b>57.97%</b>	<b>253,562.00</b>	<b>223,620.26</b>	<b>88.19%</b>
<b>CAPITAL OUTLAY</b>							
6560 - BUILDING FIXTURES AND IMPRS	0.00	0.00	0.00		0.00	12,700.00	
6572 - COMPUTER SOFTWARE	2,500.00	3,768.85	(1,268.85)	150.75%	7,500.00	3,107.00	41.43%
<b>CAPITAL OUTLAY</b>	<b>2,500.00</b>	<b>3,768.85</b>	<b>(1,268.85)</b>	<b>150.75%</b>	<b>7,500.00</b>	<b>15,807.00</b>	<b>210.76%</b>
<b>MISCELLANEOUS</b>							
6412 - CREDIT CARD/ACH/BANK FEE		142.55	(142.55)			81.47	
6453 - REMITTANCE OF REV/OTHER	800.00	425.00	375.00	53.13%	650.00	455.00	70.00%
6471 - DUES & SUBSCRIPTIONS	1,250.00	1,958.00	(708.00)	156.64%	470.00	1,335.25	284.10%
<b>MISCELLANEOUS</b>	<b>2,050.00</b>	<b>2,525.55</b>	<b>(475.55)</b>	<b>123.20%</b>	<b>1,120.00</b>	<b>1,871.72</b>	<b>167.12%</b>
<b>DEBT SERVICE</b>							
6602 - OTHER LONG TERM DEBT-PRINCIPAL	3,130.00	6,258.22	(3,128.22)	199.94%	38,656.00	37,548.96	97.14%
6612 - INTEREST EXPENSE	15,000.00	4,666.09	10,333.91	31.11%	15,000.00	10,435.21	69.57%
<b>DEBT SERVICE</b>	<b>18,130.00</b>	<b>10,924.31</b>	<b>7,205.69</b>	<b>60.26%</b>	<b>53,656.00</b>	<b>47,984.17</b>	<b>89.43%</b>
<b>TRANSFERS</b>							

**MONTHLY FINANCIAL REPORT**  
**Year-to-Date December 2017**

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6719 - TRANSFER TO CAPITAL PROJECT FU	103,750.00	0.00	103,750.00	0.00%	46,500.00	46,500.00	100.00%
<b>TRANSFERS</b>	<b>103,750.00</b>	<b>0.00</b>	<b>103,750.00</b>	<b>0.00%</b>	<b>46,500.00</b>	<b>46,500.00</b>	<b>100.00%</b>
<b>EXPENDITURES</b>	<b>1,223,995.00</b>	<b>918,379.47</b>	<b>305,615.53</b>	<b>75.03%</b>	<b>1,131,754.00</b>	<b>971,395.29</b>	<b>85.83%</b>
<b>REVENUES AND EXPENDITURES</b>	<b>(17,945.00)</b>	<b>(220,331.75)</b>	<b>202,386.75</b>	<b>1,227.82%</b>	<b>(124,835.00)</b>	<b>(120,657.69)</b>	<b>96.65%</b>

**MONTHLY FINANCIAL REPORT**  
**Year-to-Date December 2017**

Description	2017 Actual Budget	December YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	December YTD Actual 2016	Percent Used 2016
<b>40404 - AIRPORT CAPITAL FUND</b>							
<b>REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
4302 - FEDERAL GRANTS - OTHER	(202,500.00)	0.00	(202,500.00)	0.00%	(135,000.00)	(201,016.72)	148.90%
4325 - STATE GRANTS AND AIDS	(193,250.00)	0.00	(193,250.00)	0.00%	(163,500.00)	(6,925.38)	4.24%
<b>INTERGOVERNMENTAL</b>	<b>(395,750.00)</b>	<b>0.00</b>	<b>(395,750.00)</b>	<b>0.00%</b>	<b>(298,500.00)</b>	<b>(207,942.10)</b>	<b>69.66%</b>
<b>CHARGE FOR SERVICE</b>							
4572 - USER IMPROVEMENT FEES	0.00	0.00	0.00		0.00	(15,843.75)	
<b>CHARGES FOR SERVICES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>(15,843.75)</b>	
<b>SPECIAL ASSESSMENTS</b>							
4657 - OTHER ASSESSMENTS		(4,769.23)	4,769.23			(4,769.23)	
<b>SPECIAL ASSESSMENTS</b>		<b>(4,769.23)</b>	<b>4,769.23</b>			<b>(4,769.23)</b>	
<b>MISCELLANEOUS</b>							
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			(5,875.93)	
<b>MISCELLANEOUS</b>		<b>0.00</b>	<b>0.00</b>			<b>(5,875.93)</b>	
<b>OTHER FINANCING SOURCES</b>							
4920 - INTERFUND OPERATING TRANSFER	(103,750.00)	0.00	(103,750.00)	0.00%	(46,500.00)	(46,500.00)	100.00%
<b>OTHER FINANCING SOURCES</b>	<b>(103,750.00)</b>	<b>0.00</b>	<b>(103,750.00)</b>	<b>0.00%</b>	<b>(46,500.00)</b>	<b>(46,500.00)</b>	<b>100.00%</b>
<b>REVENUES</b>	<b>(499,500.00)</b>	<b>(4,769.23)</b>	<b>(494,730.77)</b>	<b>0.95%</b>	<b>(345,000.00)</b>	<b>(280,931.01)</b>	<b>81.43%</b>
<b>EXPENDITURES</b>							
<b>SERVICES AND OTHER CHARGES</b>							
6302 - PROFESSIONAL SERVICES	0.00	0.00	0.00		0.00	3,474.72	
6371 - REPAIRS & MAINT CONTRACTUAL	0.00	0.00	0.00		0.00	1,143.11	
<b>SERVICES AND OTHER CHARGES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>4,617.83</b>	
<b>CAPITAL OUTLAY</b>							
6530 - IMPR OTHER THAN BUILDING	225,000.00	0.00	225,000.00	0.00%	165,000.00	22,552.80	13.67%
6560 - BUILDING FIXTURES AND IMPRS	260,000.00	47.78	259,952.22	0.02%	180,000.00		
6580 - OTHER EQUIPMENT	14,500.00	8,971.88	5,528.12	61.88%	0.00	0.00	
<b>CAPITAL OUTLAY</b>	<b>499,500.00</b>	<b>9,019.66</b>	<b>490,480.34</b>	<b>1.81%</b>	<b>345,000.00</b>	<b>22,552.80</b>	<b>6.54%</b>
<b>MISCELLANEOUS</b>							
<b>DEBT SERVICE</b>							
6612 - INTEREST EXPENSE	15,000.00	3,722.21	11,277.79	24.81%	15,000.00	18,367.46	122.45%
<b>DEBT SERVICE</b>	<b>15,000.00</b>	<b>3,722.21</b>	<b>11,277.79</b>	<b>24.81%</b>	<b>15,000.00</b>	<b>18,367.46</b>	<b>122.45%</b>
<b>EXPENDITURES</b>	<b>514,500.00</b>	<b>12,741.87</b>	<b>501,758.13</b>	<b>2.48%</b>	<b>360,000.00</b>	<b>45,538.09</b>	<b>12.65%</b>
<b>REVENUES AND EXPENDITURES</b>	<b>15,000.00</b>	<b>7,972.64</b>	<b>7,027.36</b>	<b>53.15%</b>	<b>15,000.00</b>	<b>(235,392.92)</b>	<b>-1,569.29%</b>

# Memo

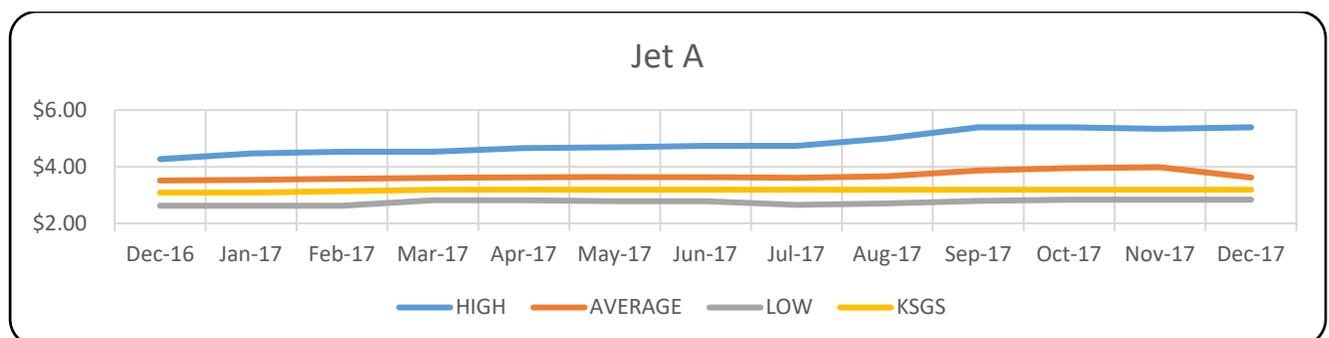
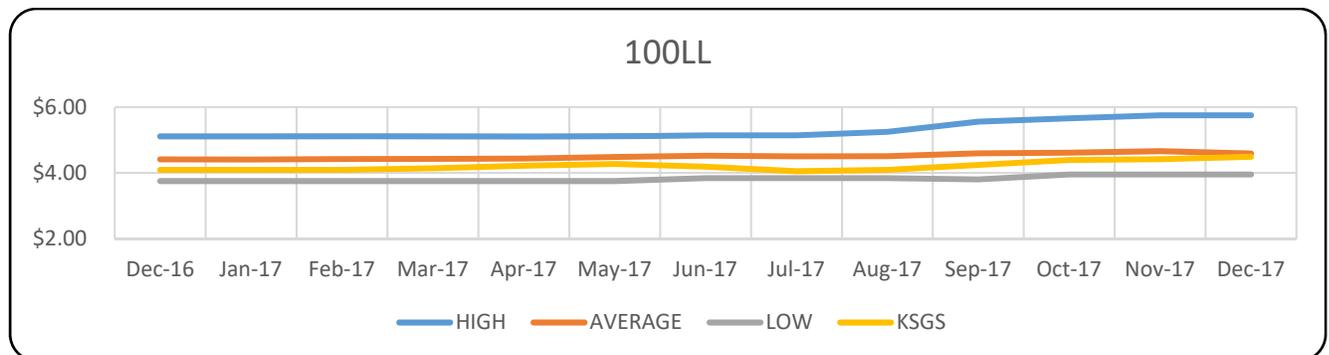


Date: January 4, 2018  
To: Airport Advisory Commission  
From: Joseph Carney, Interim Airport Manager  
RE: YTD Fuel Report – December 2017

## Overview

The 2017 total fuel sales by gallon through December 31<sup>st</sup> are below 2016 by 3% and compared to the 5-YR average, are down 8%.

- November: 100LL was down 19%, 91UL was up 33%, and Jet A was down 38%
- December: 100LL was up 11%, 91UL was up 75%, and Jet A was down 49%
- Quarter 4: 100LL was down 11%, 91UL was up 28%, and Jet A was down 8%
- For the year: 100LL was up 8%, 91UL was down 3%, and Jet A was down 8%



The charts above are not all-inclusive but provide a brief snapshot of Fleming Field and the relation to other regional airports' pricing. All prices collected are displayed in the chart, excluding consistently high prices that skewed the data. Differences in Full Service, Self Service, or Assisted Service were not separated out as it is reasonable to compare the different price points within the region. Additional details are shown on the spreadsheet included with this memo.

# Memo



Date: January 4, 2018

To: Airport Advisory Commission

From: Joseph Carney, Interim Airport Manager

RE: 2017/2018 Projects

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## **Overview**

Enclosed there is a list of projects that were completed in 2017. This can be any number of items including but not limited to equipment acquisitions, tests or studies, awards, projects, programs, events, and many others. A calendar of upcoming events has also been included for reference as well.



## 2017 Projects

- Loader and Attachment Replacement
  - July 6, 2017: Submitted State and FAA Grant Application
  - August 21, 2017: State and Federal Grants approved by the City Council.
  - Final Approval from MnDOT
  - Submit Notice to Proceed to Caterpillar
  - Delivery Date: December 19<sup>th</sup>, 2017
  - Submit closeout / request for payment from FAA/MnDOT



## 2017 Projects (Continued)

- Other Buildings & Improvements
  - Replace Sliding Doors on Hangar #5
  - Roof Replacement on four Bowstring Hangars
  - Due to a recent storm, League of Minnesota Cities was out to review damage and will be covering some of the expenses.
  - October 22 – Posted RFP
  - Awarded to All Elements
    - Anticipated start date Early Spring
- Hangar 5 Door
  - Replace door with Schwiess Bi-Fold Door
  - November Posted RFP for demo of current door
  - Aequo will be contractor for demo and recladding of door/building.



# 2017 Accomplishments

- January 10 – Super Bowl Working Group Created
- February 17 – Finalized Digitizing Airport Documents Via LaserFische
- March 2 – New HVAC Controls Installed
- March 6 – Airport Rules & Regulations Approved
- March 8 – Tested General Audio Recording Device (GARD) System for MnDOT
- March 20 – John Deere Z930M Ztrak Zero-turn Mower
- March 21 – BRS Rocket and Parachute Test
- March 24 – Final Tree Removals to reinstate LPV Approach Minimums
- April 26 – Terminal Carpeting Installed
- April 30 – William Steier: Minnesota Pilot Who Flew the Most Young Eagles in 2016
- May 2 – Fleming Field Hall of Fame: Jim Hancock
- May 5 – Terminal Furniture Delivered
- May 10 – Geographical Information System (GIS)
- June 23 – Kaposia Days
- July 7 – MnDOT Tour
- July 7 – Wipaire Photo Shoot
- July 24-26 – EAA AirVenture (Oshkosh)
- August 5 – Relay for Life Event
- August 29 – Responded to an airfield incident/accident
- September 5 – Completed Hangar/Fire Inspections
- September 9 – CAF Hangar Dance
- September 10 – Bob Brown III Car Show
- September 16 – YIMA Celebration (Speaker was an original Tuskegee Airman)
- September 17 – EAA Pancake Breakfast
- September 22 – Aeronca Lane/Parking Lot Fence Repair
- September 23 – FAA Safety Seminar
- October 7 – EAA / AOPA Rusty Pilots Seminar
- October 14 – CAF / Planes & Paws
- October 27 – LED Lighting Project (Pending Completion)
- December 19 – Loader Delivery



## 2018 Projects (Continued)

- Consultant selection process
  - Request for Statement of Qualifications (advertisement)
  - Company introductions 1/9/18
  - Documentation emailed to commission members
  - Selection currently set for 2/12/18
  - Selection presented to City Council 2/20/18
- Southgate Drainage Project
  - Predesign work started
  - Pre application submitted



# CAP Hangar Construction

- The CAP received a \$3,500,000 bonding grant to renovate a portion of and construct an addition to the training and maintenance facility located at the South St. Paul Airport, and to furnish and equip the facility, including communications equipment and a mobile command post vehicle, subject to Minnesota Statutes, section 16A.642.
- Held an preliminary meeting on June 22, 2017 to introduce all the various entities, provide a general overview of the project, and outline the State and FAA requirements.
- FAA feels the project qualifies for a CatEx instead of a full Environmental Assessment
- CAP is working through Land Use issues with Inver Grove Heights
- CAP is contemplating using a firm to produce a pre-design for the project, which outlines design criteria for construction.
- Airport and CAP will finalize new lease after pre-design process.
- CAP requesting:
  - Additional parking for the expansion. Pending review by IGH.
  - Additional expansion 20 feet into the ramp.
  - Install new fencing and gates along Crossman Lane.

# Memo



Date: January 4, 2018  
To: Airport Advisory Commission  
From: Joseph Carney, Interim Airport Manager  
RE: LPV Minimums

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## **Overview**

As of December 18, 2017 the chart update date for the revised approach will be 2/1/2018.

The Airport has been pushing the FAA to consider an earlier charting date. The FAA stated they would try to push the date up if something delays an approach already in the process. Airport staff found through the Instrument Flight Procedure (IFP) portal that the scheduled publication date has been moved up to 2/1/2018.

<b>Flight Procedure Tracking Form</b>		<b>Action:</b> FLIGHT CHECK	<b>Task Type:</b> IAP	<b>Date Open:</b> 05/02/2017	<b>Task #:</b> 2017050113560201001	<b>Request #:</b> 20170501135602
<b>Procedure:</b> RNAV (GPS) RWY 34 AMDT 2			<b>Airport ID:</b> KSGS	<b>Airport:</b> SOUTH ST PAUL MUNI- RICHARD E FLEMING FLD		<b>Reimbursable #:</b> NO
<b>City:</b> SOUTH ST PAUL	<b>ST:</b> MN	<b>GPS #:</b>	<b>Estimated Chart Date:</b> 02/01/2018		<b>FICO #:</b>	
<b>Fac ID:</b> N/A		<b>Fac. Type:</b>			<b>Specialist:</b> PABLO ORTIZ	
<b>Procedure Review</b>						
	<b>Rec'd</b>	<b>Rel'd</b>	<b>Full Name</b>	<b>Comments</b>		
<b>Lead:</b>	08/07/2017					
<b>QA:</b>						
<b>Liaison:</b>						
<b>Procedure Comments:</b>			ENROUTE-NON	<b>Remark Type:</b>	INFORMATION	
CONTACT: STEVEN VARGAS, AJV-5421, 405.954.0695						

WAAS CH <b>99636</b> <b>W34A</b>	APP CRS <b>342°</b>	Rwy Idg TDZE Apt Elev	<b>4002</b> <b>820</b> <b>821</b>
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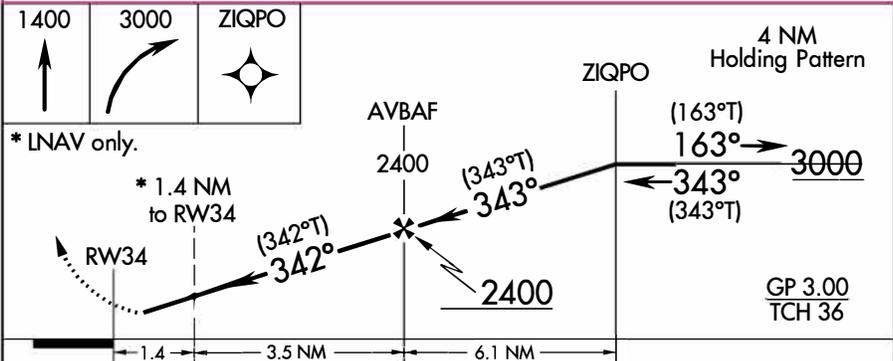
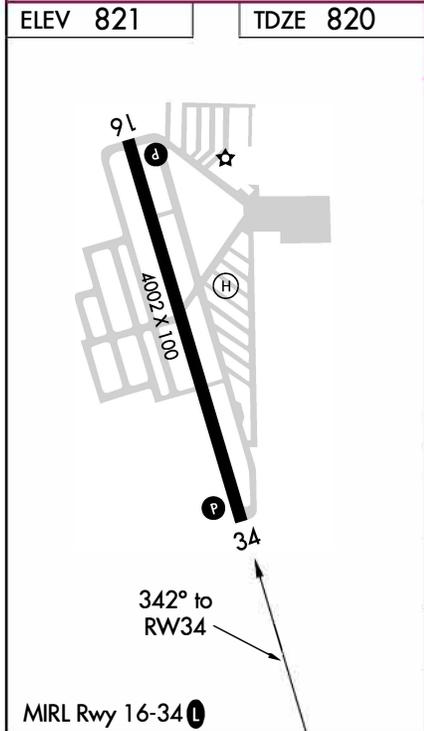
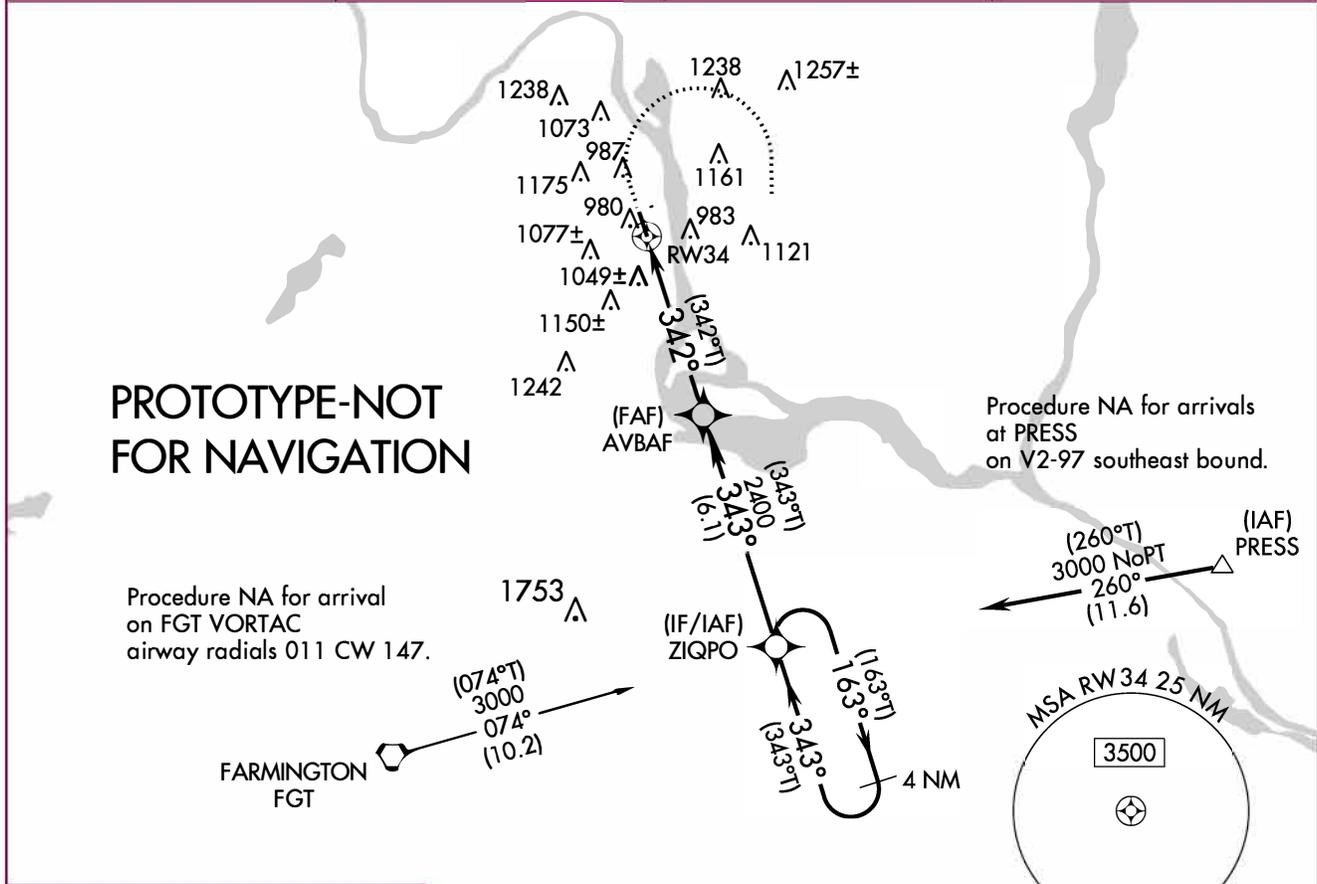
# RNAV (GPS) RWY 34

SOUTH ST PAUL MUNI-RICHARD E FLEMING FIELD (SGS)

**⚠** For uncompensated Baro-VNAV systems, LNAV-VNAV NA below -22°C (-7°F) or above 54°C (130°F). Rwy 34 helicopter visibility reduction below ¾ SM NA. DME/DME RNP-0.3 NA.

**MISSED APPROACH:** Climb to 1400 then climbing right turn to 3000 direct ZIQPO and hold.

AWOS-3 <b>119.425</b>	MINNEAPOLIS APP CON <b>121.2 335.65</b>	CLNC DEL <b>118.2</b>	UNICOM <b>122.7 (CTAF) 0</b>
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CATEGORY	A	B	C	D
LPV MDA		1102-7/8	282 (300-7/8)	
LNAV/VNAV DA		1378-15/8	558 (600-15/8)	
LNAV MDA	1300-1	480 (500-1)	1300-13/8	480 (500-13/8)
<b>C</b> CIRCLING	1400-1 579 (600-1)	1540-1 719 (800-1)	1540-2 719 (800-2)	1620-2 1/2 799 (800-2 1/2)

# OLD / EXISTING

SOUTH ST PAUL, MINNESOTA

AL-5190 (FAA)

17173

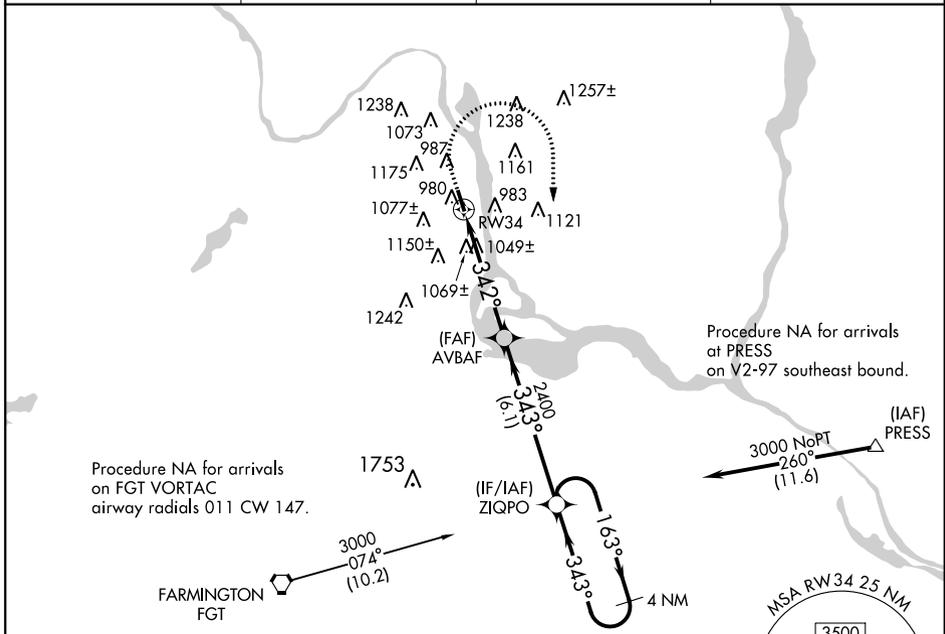
WAAS CH <b>99636</b> <b>W34A</b>	APP CRS <b>342°</b>	Rwy Idg TDZE Apt Elev	<b>4002</b> <b>820</b> <b>821</b>
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## RNAV (GPS) RWY 34

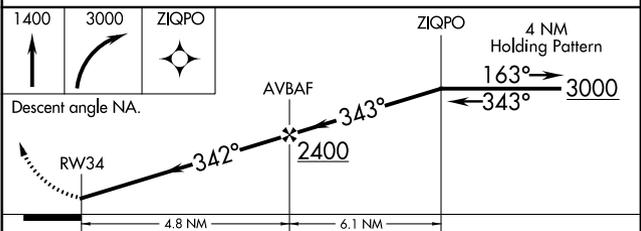
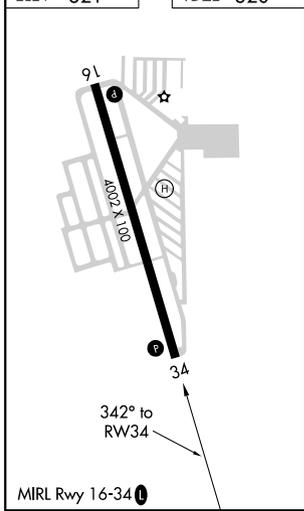
SOUTH ST PAUL MUNI-RICHARD E FLEMING FIELD (SGS)

<p><b>⚠</b> DME/DME RNP-0.3 NA. Helicopter visibility reduction below 3/4 SM NA. When local altimeter setting not received, use Minneapolis-St Paul Intl/Wold-Chamberlain altimeter setting and increase all MDA 40 feet. Increase LNAV Cat C/D visibility 1/8 mile and Circling Cat D visibility 1/4 mile.</p>	<p>MISSED APPROACH: Climb to 1400 then climbing right turn to 3000 direct ZIQPO and hold.</p>
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AWOS-3 <b>119.425</b>	MINNEAPOLIS APP CON <b>121.2 335.65</b>	CLNC DEL <b>118.2</b>	UNICOM <b>122.7 (CTAF) 0</b>
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ELEV 821	TDZE 820
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CATEGORY	A	B	C	D
LP MDA	1300-1	480 (500-1)	1300-1 3/8	480 (500-1 3/8)
LNAV MDA	1320-1	500 (500-1)	1320-1 3/8	500 (500-1 3/8)
<b>C</b> CIRCLING	1400-1 579 (600-1)	1540-1 719 (800-1)	1540-2 719 (800-2)	1620-2 1/2 799 (800-2 1/2)

SOUTH ST PAUL, MINNESOTA  
Amdt 1A 20AUG15

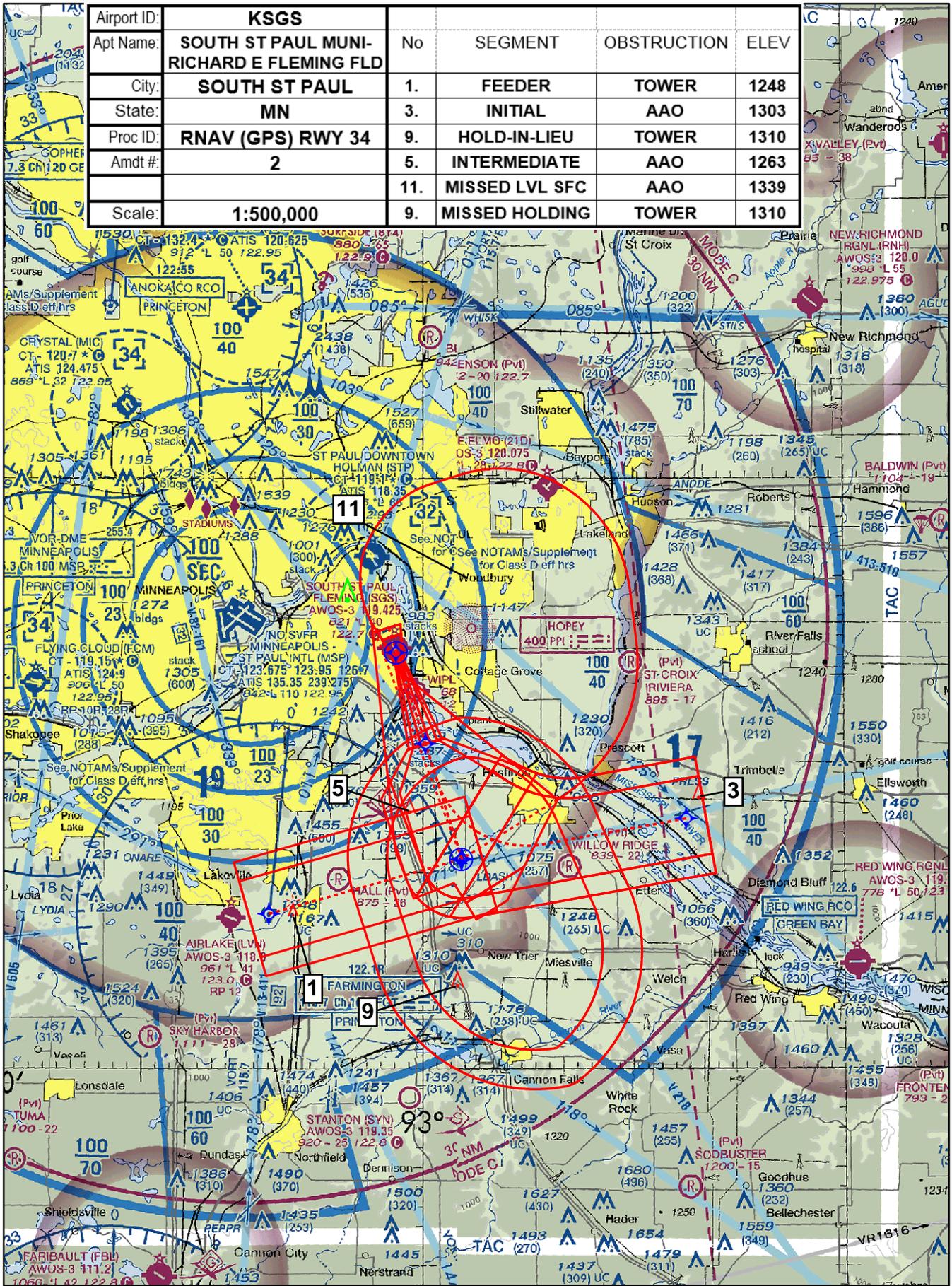
SOUTH ST PAUL MUNI-RICHARD E FLEMING FIELD (SGS)  
44°51'N-93°02'W

## RNAV (GPS) RWY 34

NC-1, 17 AUG 2017 to 14 SEP 2017

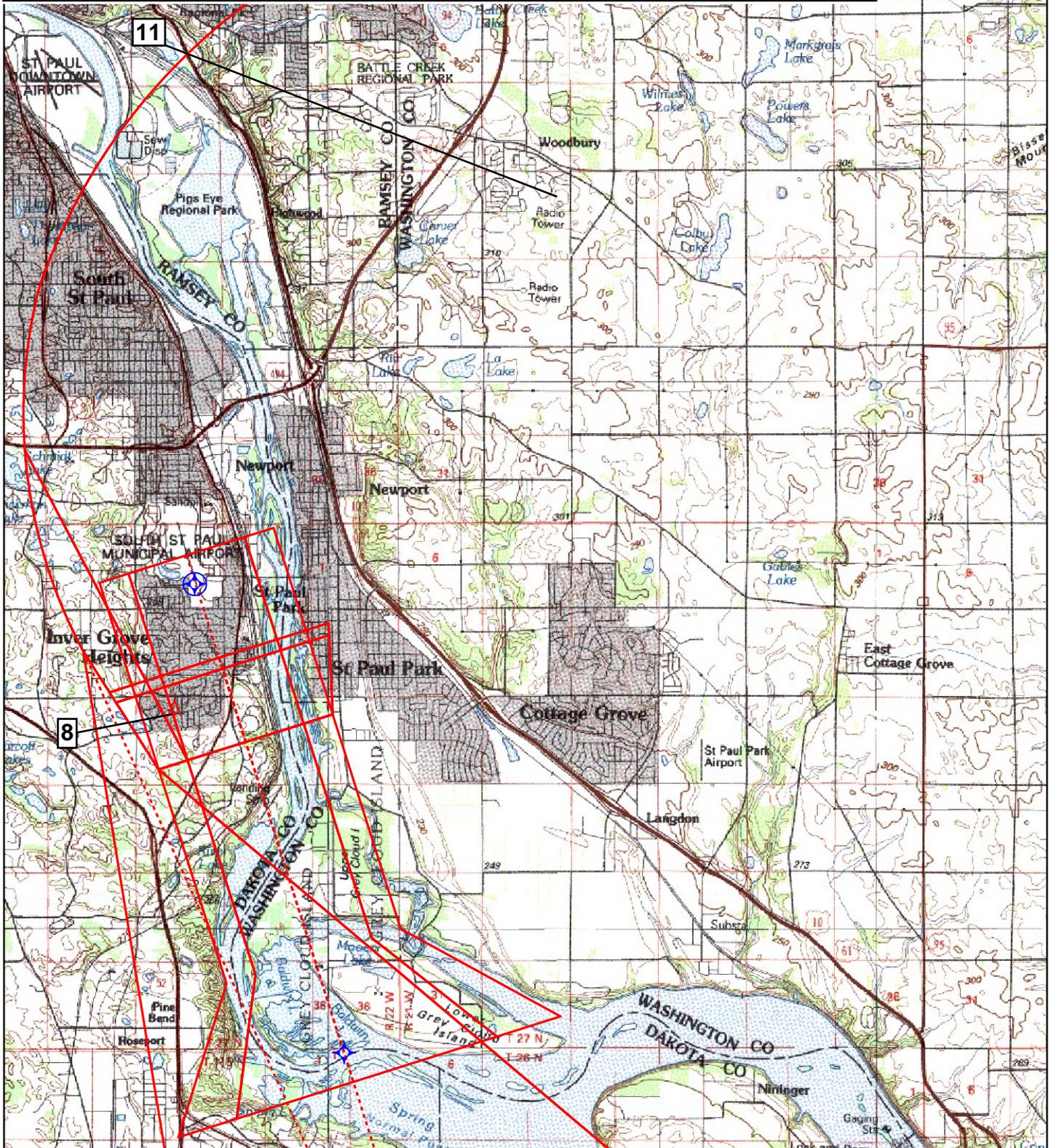
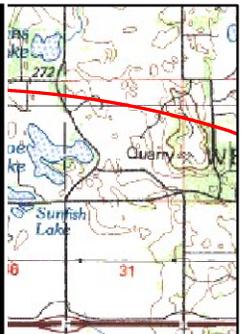
NC-1, 17 AUG 2017 to 14 SEP 2017

Airport ID:	<b>KSGS</b>	No	SEGMENT	OBSTRUCTION	ELEV
Apt Name:	<b>SOUTH ST PAUL MUNI-RICHARD E FLEMING FLD</b>				
City:	<b>SOUTH ST PAUL</b>	1.	<b>FEEDER</b>	<b>TOWER</b>	<b>1248</b>
State:	<b>MN</b>	3.	<b>INITIAL</b>	<b>AAO</b>	<b>1303</b>
Proc ID:	<b>RNAV (GPS) RWY 34</b>	9.	<b>HOLD-IN-LIEU</b>	<b>TOWER</b>	<b>1310</b>
Amdt #:	<b>2</b>	5.	<b>INTERMEDIATE</b>	<b>AAO</b>	<b>1263</b>
		11.	<b>MISSED LVL SFC</b>	<b>AAO</b>	<b>1339</b>
Scale:	<b>1:500,000</b>	9.	<b>MISSED HOLDING</b>	<b>TOWER</b>	<b>1310</b>

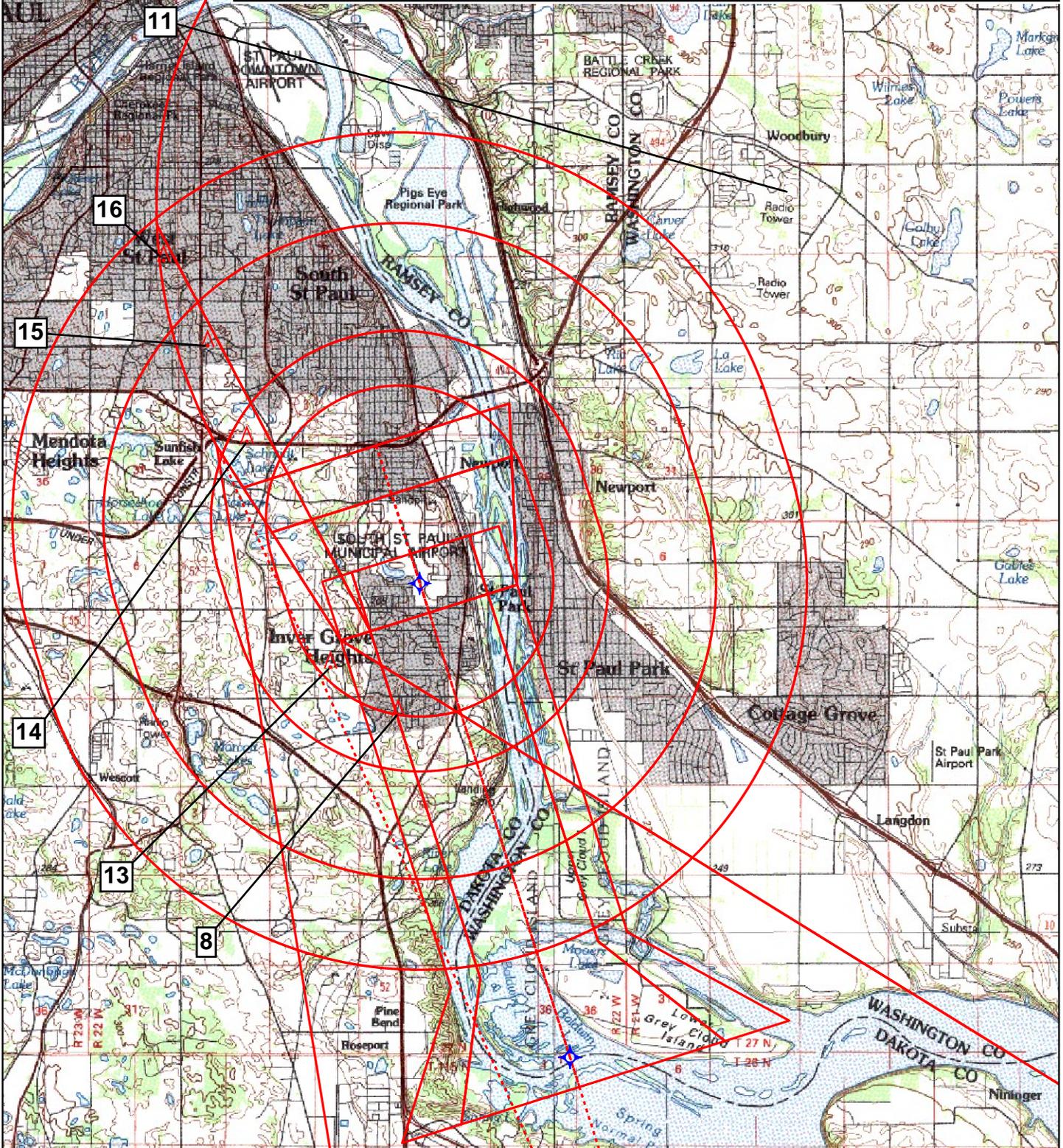




Airport ID:	<b>KSGS</b>	No	SEGMENT	OBSTRUCTION	ELEV
Apt Name:	<b>SOUTH ST PAUL MUNI- RICHARD E FLEMING FLD</b>	8.	<b>LNAV/VNAV FINAL</b>	<b>TREE</b>	<b>1049</b>
City:	<b>SOUTH ST PAUL</b>	11.	<b>MISS LVL SFC</b>	<b>AAO</b>	<b>1339</b>
State:	<b>MN</b>				
Proc ID:	<b>RNAV (GPS) RWY 34</b>				
Amdt #:	<b>2</b>				
Scale:	<b>1:100,000</b>				



Airport ID:	<b>KSGS</b>				
Apt Name:	<b>SOUTH ST PAUL MUNI-RICHARD E FLEMING FLD</b>	No	SEGMENT	OBSTRUCTION	ELEV
City:	<b>SOUTH ST PAUL</b>	8.	<b>LNAV FINAL</b>	<b>TREE</b>	<b>1049</b>
		11.	<b>MISS LVL SFC</b>	<b>AAO</b>	<b>1339</b>
State:	<b>MN</b>	13.	<b>CIRC CAT A</b>	<b>TREE</b>	<b>1089</b>
Proc ID:	<b>RNAV (GPS) RWY 34</b>	14.	<b>CIRC CAT B</b>	<b>TANK</b>	<b>1175</b>
Amdt #:	<b>2</b>	15.	<b>CIRC CAT C</b>	<b>TANK</b>	<b>1207</b>
Scale:	<b>1:100,000</b>	16.	<b>CIRC CAT D</b>	<b>AAO</b>	<b>1309</b>



# TERMINAL AIRSPACE DATA REQUIREMENTS

CITY: **SOUTH ST PAUL**

STATE: **MN**

AIRPORT NAME: **SOUTH ST PAUL MUNI-RICHARD E FLEMING FLD**

ID: **KSGS**

PROCEDURE: **RNAV (GPS) RWY 34**

AMDT: **2**

DOCKET#: **NOT REQUIRED**

(96-AXX-X/Required/Not Required)

**ALL DIST TO 1/100 NM; ELEV TO NEAREST FT; COORD TO 1/100 SEC; DEG TO 1/100 DG.**

- |  |   |                                |   |
|--|---|--------------------------------|---|
| 1. Distance from   | <u>          <b>THLD</b>          </u>  | to 1000' point                 | <u>          <b>3.28</b>          </u>    |
|  | <small>(Enter THLD, FAF, ARP, FACILITY, as appropriate)</small>                           |                                |   |
| 2. Width of  | <u>          <b>FINAL</b>          </u>   | segment at 1000' point         | <u>          <b>1.20</b>          </u>    |
|  | <small>(Enter appropriate segment, final, intermediate, etc.)</small>                     |                                |   |
| 3. True Course of  | <u>          <b>FINAL</b>          </u>   | segment containing 1000' point | <u>          <b>342.47</b>          </u>  |
| 4. High Terrain in   | <u>          <b>FINAL</b>          </u>   | segment containing 1000' point | <u>          <b>869</b>          </u>     |
| 5. Distance from   | <u>          <b>THLD</b>          </u>  | to 1500' point                 | <u>          <b>4.85</b>          </u>    |
|  | <small>(If 1500' point in PT maneuvering area or holding pattern note in remarks)</small> |                                |   |
| 6. Width of  | <u>          <b>FINAL</b>          </u>   | segment at 1500' point         | <u>          <b>2.13</b>          </u>    |
| 7. True Course of  | <u>          <b>FINAL</b>          </u>   | segment containing 1500' point | <u>          <b>342.47</b>          </u>  |
| 8. High Terrain in   | <u>          <b>FINAL</b>          </u>   | segment containing 1500' point | <u>          <b>869</b>          </u>     |
| 9. Threshold Coordinates (if straight-in) ...                | <u>          <b>445106.85N</b> / <b>0930149.89W</b>          </u>                         |                                |   |
| 10. ARP Coordinates .....                                    | <u>          <b>445125.70N</b> / <b>0930158.30W</b>          </u>                         |                                |   |
| 11. Runway Approach End and distance furthest from ARP ..... |   | RWY                            | <u>          <b>34</b>          </u>      |
|  |   | Distance                       | <u>          <b>0.33</b>          </u> NM |
| 12. FAF Coordinates .....                                    | <u>          <b>444629.36N</b> / <b>0925946.67W</b>          </u>                         |                                |   |

**REMARKS: Approach/Drawing attached.**

# Memo



Date: January 4, 2018  
To: Airport Advisory Commission  
From: Joseph Carney, Interim Airport Manager  
RE: NFL Super Bowl 2018

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Airport staff and the Super Bowl Planning Committee will provide updates regarding planning for Super Bowl LII.

# Memo



Date: January 4, 2018  
To: Airport Advisory Commission  
From: Joseph Carney, Interim Airport Manager  
RE: Hangar Roof Repair & Replacement Project

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## Overview

The airport has awarded the contract to All Elements. They should start work as soon as the weather turns warmer. Tenants were contacted reference adding insulation. Xcel Energy and the roofing contractor were contacted to see what the ROI would be for the added insulation. It was determined that adding interior high-efficiency ceiling fans would be a better choice.

The door replacement is still on hold awaiting the determination of funds to cover the cost. The anticipated cost would be +/- \$60,000 which the airport has to fund 100% with no Federal or State reimbursement.

**Staff Recommendation:** All Elements awarded a contract – start on work after Jan 1, 2018. Tiedeman working with tenants for a surcharge to have insulation added (\$61,000). The door is still work in process -- \$\$ in the budget.

## Source of Funds:

Insurance Reimbursement and 2017 Airport Capital Budget

# Memo



Date: January 4, 2018  
To: Airport Advisory Commission  
From: Joseph Carney, Interim Airport Manager  
RE: Consultant Selection

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## **Overview**

According to the FAA A/C 150/5100-14E Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects dtd 9/30/2014, the airport is required to conduct consultant selection every five years. Our current consultant; Bolton & Menk has been with the airport for just over 5 years. We placed an advertisement in the local newspapers for a “Request for Statements of Qualifications”. We also contacted local companies direct to inform them of the advertisement. We invited them to give a brief (3-5 minute) introduction at this commission meeting.

Our plan is to disseminate the electronic copy of the SOQ to all commission members along with a scoring sheet. We would like for the commission members to study the SOQ’s, rate them in the subject areas according to the scoresheet; return the scoresheets to the Interim Airport Manager who will then collate the scores and review the process. The score sheets are due back to the Interim Airport Manager by February 9, 2018. The Interim Airport Manager will then make the decision by February 13, 2018 and present to the city council on February 20, 2018.