



City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT MEETING ROOM
TUESDAY, MARCH 13, 2018
6:00 PM



- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. CITIZEN'S COMMENTS & PRESENTATIONS:**
- 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 January 9, 2017
 - B. YTD Budget Report
 - C. YTD Fuel Report
 - D. 2018 Projects
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
 - 7. OLD BUSINESS:**
 - A. Super Bowl Wrap-up
 - B. Hangar Roof Repair & Door Replacement Project
 - C. Consultant Selection Update
 - 8. NEW BUSINESS:**
 - 9. COMMISSIONER AND STAFF COMMENTS:**
 - 10. ADJOURNMENT:**



City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES TUESDAY, JANUARY 9, 2018, 6:00 PM

1. CALL TO ORDER:

Commissioner Adams called the Airport Advisory Commission Meeting to order at 6:15 PM on Tuesday, January 9, 2018.

2. ROLL CALL:

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

Absent Francis and Sheridan

Also Present Joseph Carney, Interim Airport Manager

3. CITIZEN'S COMMENTS & PRESENTATIONS

There were three short briefings; one each by Bolton & Menk, Short Elliot and Hendrickson (SEH), and Tolz, King, Duvall, Anderson, and Associates (TKDA). These briefings were in conjunction with the opening of the bids for Consultancy for the airport. This process will be covered in depth in Item #8.

4. APPROVAL OF AGENDA:

Motion by Adams, seconded by Gardner to approve January 9, 2018, agenda as submitted.

Motion carried 7 ayes/0 nays

5. CONSENT AGENDA:

Motion by Gardner, seconded by Gesch to approve the Consent Agenda.

Motion carried 7 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

None

7. OLD BUSINESS:

A. Super Bowl LII

Adams covered the Super Bowl AAC Committee meeting; That the CAP will be standing up and will have to staff throughout the time frame. There will be a specific person who will liaise with airport staff/commission members. The airport will be responsible for food as needed. It is hoped that CAP members will eat before and after their shifts (of 4 hours). The airport will purchase

water and AA Batteries for the CAP. Transportation of pilots/passengers was covered, the possibility of renting a van to accomplish the task was looked at. 100LL fuel truck on hand, single point fuel adapter availability – Wipaire will handle this. Aircraft that depart the runway/taxiway surface and procedures therein. Carney spoke to this – Must contact TRACON/Tower to request FSCO presence, then depending on severity will have to request plane skate or crane service thru TRACON.

B. Hangar roof Repair & Replacement

Carney briefed current status – waiting on weather to start replacing roofing. The door is in the budget but the money still needs to be covered (the difference between budget and actual cost). The plan is to do both at the same time.

8. NEW BUSINESS:

A. Consultant Selection

Carney discussed the plan. This is a process that must be conducted every five (5) years or when there is a major project, decided by the airport. There was a request for Statements of Qualification (SOQ) posted in the newspaper. Carney also contacted local engineering firms. There were three positive responses, listed in item #3. The briefings were short introductory statements. All Firms met the deadline (01/09/18 @ 1300) for submission of the SOQ. The next part of the process has been completed, an email with the electronic copy of the SOQ and a spreadsheet for calculation was sent to each commission member. These will be gathered and collated and a decision will be made by February 12, 2018, with a presentation to the city council on February 20, 2018.

9. COMMISSIONER AND STAFF COMMENTS:

Hilger asked if the city was conducting a salary review for the Airport Manager position. Ludwigson stated that City Administrator King mentioned that the HR would be conducting this.

10. ADJOURNMENT:

Motion made by Hilger, second by Reckinger to adjourn the Airport Advisory Commission meeting at 7:00 PM.

Motion carried 7 ayes/0 nays

Memo



Date: March 7, 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: YTD Budget Report – YTD 2018

Airport Operating Fund

The 2018 Airport Operating Revenues for February YTD are \$262,926.37; the Airport Operating Expenditures for February YTD are \$131,650.07. The February YTD net change is a surplus of \$131,276.30.

- Revenues
 - Airport Fuel Receipts (4583) are currently at \$48,628.60 (9.44%).
 - Land Lease (4585) is at \$150,190.78 (85.82%). 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 \$680 (12.36%).
 - Airport Gate Cards (4590) is at \$165.00 (33.0%).
 - Other (4672) shows an increase due to a portion of court restitution.
 - Super Bowl (4595) is at \$4,784.25 which was unbudgeted, but in line with expectations.
- Expenses
 - Insurance (6361) is at \$26,032.00 53.35%.
 - Super Bowl Expenditures (6460) is at \$2,001.10 which was unbudgeted and incomplete.

Capital Improvement Fund

The 2018 Airport Capital Revenues for February YTD are \$16,970.73; the Airport Operating Expenses for February YTD are \$0.00. The February YTD net change is a deficit of \$16,970.73.

- 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 August 2017

Description	2017 Actual Budget	August YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	August YTD Actual 2016	Percent Used 2016
20245 - AIRPORT							
REVENUES AND EXPENDITURES							
REVENUES							
INTERGOVERNMENTAL							
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)	0.00	0.00%
INTERGOVERNMENTAL	(69,320.00)	(34,320.00)	(35,000.00)	49.51%	(72,000.00)	(34,320.00)	47.67%
CHARGE FOR SERVICE							
GENERAL GOVERNMENT							
4411 - PILOT	(48,460.00)	(32,640.28)	(15,819.72)	67.36%	(43,435.00)	(30,432.00)	70.06%
4413 - XEROX COPIES	(10.00)	0.00	(10.00)	0.00%	(10.00)	0.00	0.00%
GENERAL GOVERNMENT	(48,470.00)	(32,640.28)	(15,829.72)	67.34%	(43,445.00)	(30,432.00)	70.05%
WAKOTA ARENA							
4510 - CONCESSION SALES	(50.00)	(185.51)	135.51	371.02%	0.00	(120.00)	
WAKOTA ARENA	(50.00)	(185.51)	135.51	371.02%	0.00	(120.00)	
RENTS							
4402 - RENT	(16,000.00)	(12,460.93)	(3,539.07)	77.88%	(8,652.00)	(8,903.31)	102.90%
RENTS	(16,000.00)	(12,460.93)	(3,539.07)	77.88%	(8,652.00)	(8,903.31)	102.90%
AIRPORT							
4581 - RENT OF HANGARS	(197,050.00)	(121,929.29)	(75,120.71)	61.88%	(200,687.00)	(127,932.01)	63.75%
4583 - AIRPORT FUEL RECEIPTS	(625,000.00)	(334,940.49)	(290,059.51)	53.59%	(638,252.00)	(319,100.63)	50.00%
4585 - LAND LEASE	(165,250.00)	(146,232.48)	(19,017.52)	88.49%	(162,238.00)	(133,948.01)	82.56%
4586 - TEE HANGAR RENTAL	(105,000.00)	(71,155.20)	(33,844.80)	67.77%	(112,265.00)	(68,873.94)	61.35%
4587 - AIRCRAFT PARKING FEES	(5,500.00)	(4,899.85)	(600.15)	89.09%	(3,000.00)	(4,150.00)	138.33%
4588 - AIRPORT RAMP FEES	(1,500.00)	0.00	(1,500.00)	0.00%	(7,500.00)	(70.00)	0.93%
4590 - AIRPORT GATE CARD	(500.00)	(1,567.38)	1,067.38	313.48%	(800.00)	(2,300.95)	287.62%
4591 - AIRPORT VENDING SALES	(800.00)	(559.26)	(240.74)	69.91%	(750.00)	(520.33)	69.38%
4592 - OTHER TRANSPORTATION		(1,000.00)	1,000.00				
AIRPORT	(1,100,600.00)	(682,283.95)	(418,316.05)	61.99%	(1,125,492.00)	(656,895.87)	58.37%
UTILITIES							
CHARGES FOR SERVICES	(1,165,120.00)	(727,570.67)	(437,549.33)	62.45%	(1,177,589.00)	(696,351.18)	59.13%
INTEREST							
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			0.00	
INTEREST		0.00	0.00			0.00	
MISCELLANEOUS							
4672 - OTHER	(500.00)	(52,143.96)	51,643.96	10,428.79%	0.00	(1,572.22)	
4673 - CASH OVER/SHORT		0.34	(0.34)			0.05	
4675 - INSURANCE DIVIDEND	(7,000.00)	0.00	(7,000.00)	0.00%	(7,000.00)	0.00	0.00%
4677 - MISC REVENUE		(27.41)	27.41			(71.48)	
MISCELLANEOUS	(7,500.00)	(52,171.03)	44,671.03	695.61%	(7,000.00)	(1,643.65)	23.48%
OTHER FINANCING SOURCES							
REVENUES	(1,241,940.00)	(814,061.70)	(427,878.30)	65.55%	(1,256,589.00)	(732,314.83)	58.28%

MONTHLY FINANCIAL REPORT
Year-to-Date August 2017

Description	2017 Actual Budget	August YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	August YTD Actual 2016	Percent Used 2016
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	155,366.00	99,694.75	55,671.25	64.17%	145,691.00	93,903.45	64.45%
6102 - FULL-TIME EMPLOYEES-OVERTIME	2,000.00	496.82	1,503.18	24.84%	1,000.00	776.36	77.64%
6104 - TEMPORARY EMPLOYEES-REG	15,500.00	10,204.93	5,295.07	65.84%	14,658.00	6,890.18	47.01%
6108 - ACCUMULATED VACATION/COMP LEAV	1,600.00	0.00	1,600.00	0.00%	0.00	0.00	
6120 - EMPLOYER CONTR FOR RETIREMENT	24,832.00	15,674.39	9,157.61	63.12%	23,067.00	14,489.23	62.81%
6130 - EMPLOYER PAID INSURANCE	15,046.00	10,530.70	4,515.30	69.99%	14,182.00	9,990.44	70.44%
6140 - UNEMPLOYMENT COMP INS.		1,033.12	(1,033.12)			0.00	
6150 - WORKERS COMPENSATION	8,422.00	5,039.25	3,382.75	59.83%	8,422.00	5,415.83	64.31%
6170 - EMPLOYER CONTR TO HCSP	2,786.00	425.00	2,361.00	15.25%	2,163.00	402.75	18.62%
PERSONNEL SERVICES	225,552.00	143,098.96	82,453.04	63.44%	209,183.00	131,868.24	63.04%
MATERIALS & SUPPLIES							
6201 - OFFICE SUPPLIES	1,500.00	486.29	1,013.71	32.42%	1,500.00	565.32	37.69%
6220 - REPAIR & MAINTENANCE SUPPLIES	40,000.00	17,066.95	22,933.05	42.67%	40,000.00	11,414.53	28.54%
6240 - MINOR EQUIPMENT AND FURNITURE	58,000.00	37,108.39	20,891.61	63.98%	2,100.00	649.99	30.95%
6245 - CLOTHING ALLOWANCE		0.00	0.00				
6250 - MERCHANDISE FOR RESALE	450,000.00	274,635.72	175,364.28	61.03%	516,633.00	236,414.15	45.76%
MATERIALS & SUPPLIES	549,500.00	329,297.35	220,202.65	59.93%	560,233.00	249,043.99	44.45%
SERVICES AND OTHER CHARGES							
6302 - PROFESSIONAL SERVICES	15,000.00	20,621.24	(5,621.24)	137.47%	14,200.00	10,935.41	77.01%
6331 - CONFERENCES, TRAINING, TRAVEL	5,000.00	1,295.02	3,704.98	25.90%	3,800.00	651.46	17.14%
6341 - ADVERTISING	7,000.00	2,911.00	4,089.00	41.59%	6,325.00	3,263.00	51.59%
6361 - INSURANCE	50,786.00	32,433.86	18,352.14	63.86%	50,786.00	41,114.87	80.96%
6371 - REPAIRS & MAINT CONTRACTUAL	129,000.00	7,065.90	121,934.10	5.48%	76,000.00	7,371.06	9.70%
6374 - ADMINISTRATION SUPPORT FEE	71,686.00	47,912.00	23,774.00	66.84%	62,709.00	41,808.00	66.67%
6378 - COPIER MAINTENANCE AGREEMENT	450.00	230.64	219.36	51.25%	450.00	342.18	76.04%
6379 - CONT SERV/REFUSE & SANITATION	750.00	420.65	329.35	56.09%	600.00	406.00	67.67%
6380 - CENTRAL GARAGE MAINT. CHARGE	15,959.00	10,640.00	5,319.00	66.67%	13,877.00	9,256.00	66.70%
6385 - UTILITY SERVICE	20,500.00	10,180.79	10,319.21	49.66%	19,775.00	9,915.91	50.14%
6388 - TECHNOLOGY EQUIP CHARGE	632.00	424.00	208.00	67.09%	40.00	29.00	72.50%
6390 - POSTAGE AND TELEPHONE	5,750.00	2,884.03	2,865.97	50.16%	5,000.00	3,009.81	60.20%
SERVICES AND OTHER CHARGES	322,513.00	137,019.13	185,493.87	42.48%	253,562.00	128,102.70	50.52%
CAPITAL OUTLAY							
6560 - BUILDING FIXTURES AND IMPRS	0.00	0.00	0.00		0.00	0.00	
6572 - COMPUTER SOFTWARE	2,500.00	3,768.85	(1,268.85)	150.75%	7,500.00	0.00	0.00%
CAPITAL OUTLAY	2,500.00	3,768.85	(1,268.85)	150.75%	7,500.00	0.00	0.00%
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE		142.55	(142.55)			58.85	
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	1,364.00	(114.00)	109.12%	470.00	1,335.25	284.10%
MISCELLANEOUS	2,050.00	1,931.55	118.45	94.22%	1,120.00	1,849.10	165.10%
DEBT SERVICE							

MONTHLY FINANCIAL REPORT
Year-to-Date August 2017

Description	2017 Actual Budget	August YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	August YTD Actual 2016	Percent Used 2016
6602 - OTHER LONG TERM DEBT-PRINCIPAL	3,130.00	6,258.22	(3,128.22)	199.94%	38,656.00	25,032.64	64.76%
6612 - INTEREST EXPENSE	15,000.00	4,666.09	10,333.91	31.11%	15,000.00	5,661.23	37.74%
DEBT SERVICE	18,130.00	10,924.31	7,205.69	60.26%	53,656.00	30,693.87	57.20%
TRANSFERS							
6719 - TRANSFER TO CAPITAL PROJECT FU	103,750.00	0.00	103,750.00	0.00%	46,500.00	0.00	0.00%
TRANSFERS	103,750.00	0.00	103,750.00	0.00%	46,500.00	0.00	0.00%
EXPENDITURES	1,223,995.00	626,040.15	597,954.85	51.15%	1,131,754.00	541,557.90	47.85%
REVENUES OVER (UNDER) EXPENDITURES	(17,945.00)	(188,021.55)	170,076.55	1,047.77%	(124,835.00)	(190,756.93)	152.81%

MONTHLY FINANCIAL REPORT
Year-to-Date February 2018

Description	2018 Actual Budget	February YTD Actual 2018	Budget Balance 2018	Percent Used 2018	2017 Actual Budget	February YTD Actual 2017	Percent Used 2017
40404 - AIRPORT CAPITAL FUND							
REVENUES AND EXPENDITURES							
REVENUES							
INTERGOVERNMENTAL							
4302 - FEDERAL GRANTS - OTHER	(270,000.00)		(270,000.00)		(202,500.00)	0.00	0.00%
4325 - STATE GRANTS AND AIDS	(45,500.00)		(45,500.00)		(193,250.00)	21,407.48	-11.08%
INTERGOVERNMENTAL	(315,500.00)		(315,500.00)		(395,750.00)	21,407.48	-5.41%
CHARGE FOR SERVICE							
RENTS							
AIRPORT							
4572 - USER IMPROVEMENT FEES		(14,787.50)	14,787.50		0.00	0.00	
AIRPORT		(14,787.50)	14,787.50		0.00	0.00	
CHARGES FOR SERVICES		(14,787.50)	14,787.50		0.00	0.00	
SPECIAL ASSESSMENTS							
4657 - OTHER ASSESSMENTS		(2,183.23)	2,183.23			(2,183.23)	
SPECIAL ASSESSMENTS		(2,183.23)	2,183.23			(2,183.23)	
INTEREST							
OTHER FINANCING SOURCES							
4920 - INTERFUND OPERATING TRANSFER	(49,500.00)		(49,500.00)		(103,750.00)	0.00	0.00%
OTHER FINANCING SOURCES	(49,500.00)		(49,500.00)		(103,750.00)	0.00	0.00%
REVENUES	(365,000.00)	(16,970.73)	(348,029.27)	4.65%	(499,500.00)	19,224.25	-3.85%
EXPENDITURES							
SERVICES AND OTHER CHARGES							
CAPITAL OUTLAY							
6530 - IMPR OTHER THAN BUILDING	65,000.00		65,000.00		225,000.00	0.00	0.00%
6560 - BUILDING FIXTURES AND IMPRS	300,000.00		300,000.00		260,000.00	0.00	0.00%
6580 - OTHER EQUIPMENT					14,500.00	0.00	0.00%
CAPITAL OUTLAY	365,000.00		365,000.00		499,500.00	0.00	0.00%
MISCELLANEOUS							
DEBT SERVICE							
6612 - INTEREST EXPENSE	15,000.00		15,000.00		15,000.00	0.00	0.00%
DEBT SERVICE	15,000.00		15,000.00		15,000.00	0.00	0.00%
EXPENDITURES	380,000.00		380,000.00		514,500.00	0.00	0.00%
REVENUES OVER (UNDER) EXPENDITURES	15,000.00	(16,970.73)	31,970.73	-113.14%	15,000.00	19,224.25	128.16%

Memo

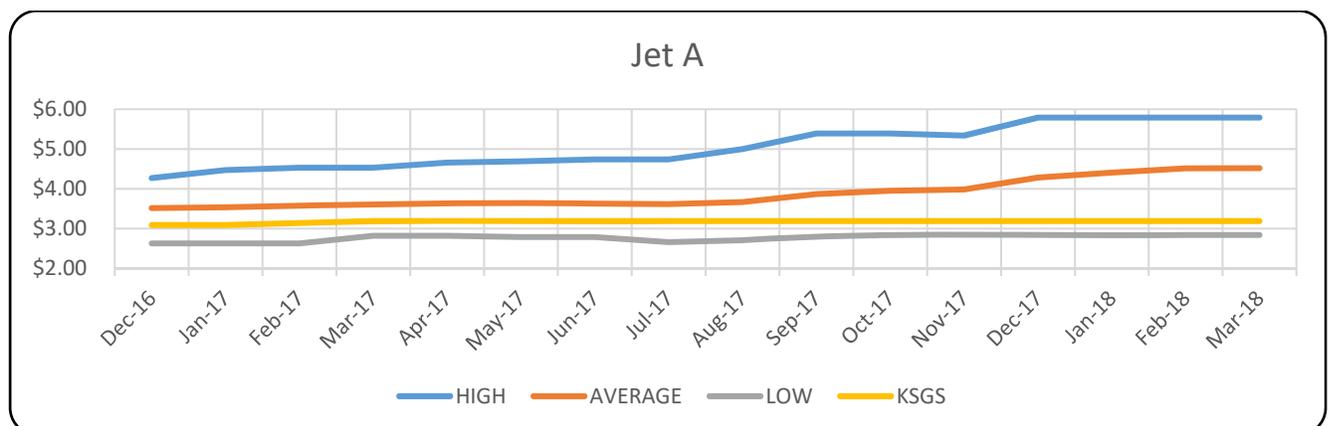
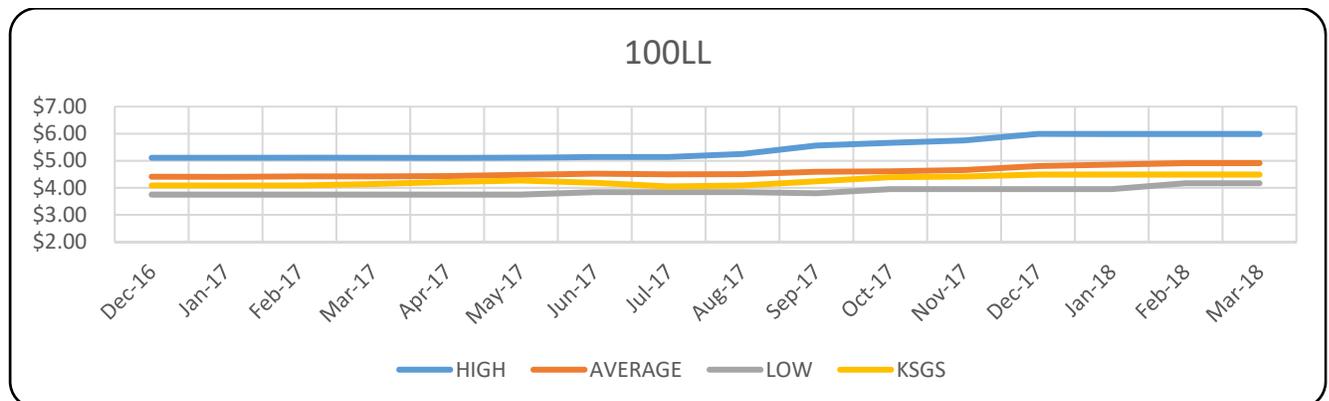


Date: March 7, 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: YTD Fuel Report – Quarter 1, 2018

Overview

The 2018 total fuel sales by gallon through February 28th are below 2017 by 6% and compared to the 5-YR average, are down 17%.

- January 100LL was up 26%, 91UL was up 64%, and Jet A was up 53%
- February: 100LL was down 44%, 91UL was down 61%, and Jet A was up 4%3
- Quarter 1: 100LL was down 49%, 91UL was down 32%, and Jet A was up 28% (thru 3/7/18)



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: March 7, 2018

To: Airport Advisory Commission

From: Joseph Carney, Interim Airport Manager

RE: 2018 Projects

Overview

Enclosed there is a list of projects that were completed in 2018. 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 19th, 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.



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 Process pending further selection using new set of personnel
 - Selection presented to City Council near future
- Southgate Drainage Project
 - Predesign work started
 - Pre application submitted

Memo



Date: March 7 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: NFL Super Bowl 2018 Wrapup

This will be an update of the final review of the Super Bowl preparations and outcomes.

Memo



Date: March 7 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: Hangar Roof Repair & Replacement Project Update

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.

Update: the project is slated to start as soon as weather permits. Equipment and material is due to be positioned ~March 19, 2018.

Memo



Date: March 7, 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: Consultant Selection Update

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

This process was on track until February 9, 2018. There was one commissioner who returned the score sheet and one commissioner who called and gave a verbal message. The Interim Airport Manager filled out the collated scoresheet and notified the consultant companies. There was a call by TKDA questioning the validity of the scores with regards to the lack of participation. I called the City legal authority to get some guidance. The next process will have to be with new group of three to five members who were not part of the first pool. This will consist of myself, the City Engineer, the City Administrator, the City Planner, and the City Finance Director. We hope to convene this new panel shortly. The plan is to email out the electronic versions, meet with the members and go over each SOQ and make a determination.