



City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT MEETING ROOM
TUESDAY, JANUARY 10, 2017
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 items, which are considered to be routine 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 9, 2016
 - B. 2016 Year End Fuel Report
 - C. 2016 Year End Budget Report
 - D. 2016 Year End Noise Data
 - E. 2017 Budget Report
 - F. 2017 Projects
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
- 7. OLD BUSINESS:**
 - A. None
- 8. NEW BUSINESS:**
 - A. Airfield Construction
 - B. NFL Super Bowl 2018
- 9. COMMISSIONER AND STAFF COMMENTS:**
- 10. ADJOURNMENT:**

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

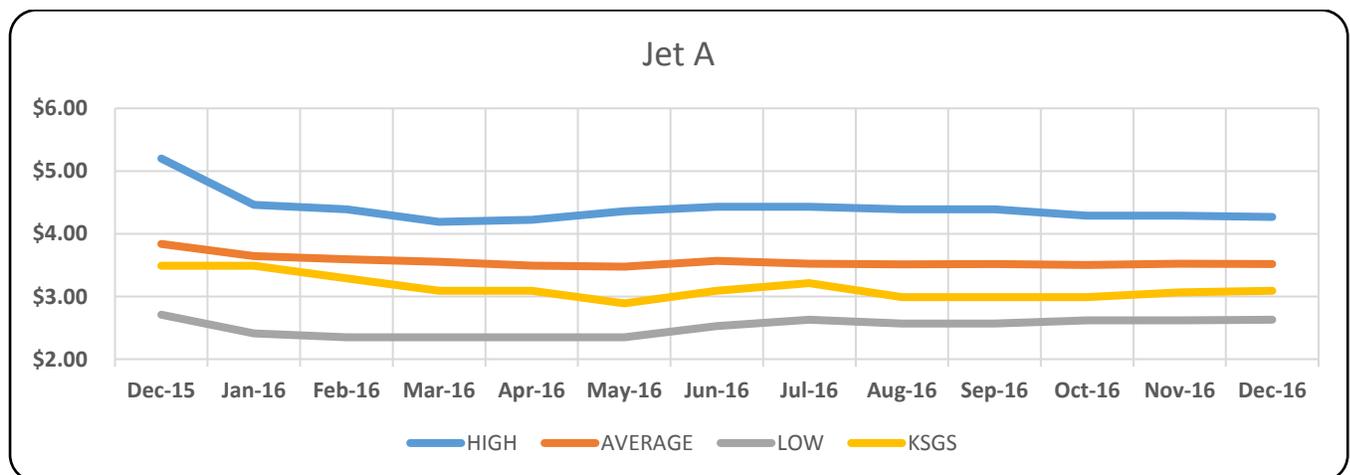
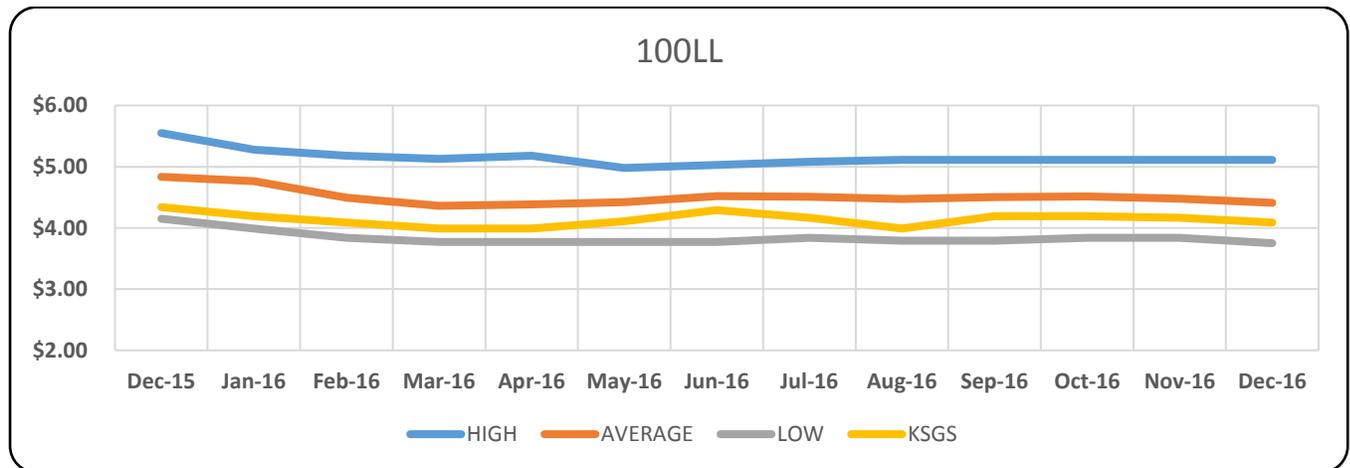
DRAFT

Memo



Date: January 10, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2016 Fuel Report – Year End

The 2016 Fuel Sales by Gallon through December 2016 are ahead of the 2016 pace by over 5,000 gallons. Through December 100LL was up 4.57%, 91UL was down 38.09%, and Jet A was up 18.14%. Overall, fuel sales are up 6.02% over the 2015 numbers but down 5.31% compared to the 5-YR Average. The charts below 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 including Percent Change, 5-year Average, as well as each fuel type quantity separated out by month and by quarter.



2016 AVIATION FUEL SALES BY GALLON

January 5, 2017

	100LL				91UL				JET A				TOTAL FOR ALL FUEL				
	2016	2015	% Δ	5-YR AVG*	2016	2015	% Δ	5-YR AVG*	2016	2015	% Δ	5-YR AVG*	2016	2015	5-YR AVG*	%Δ 2016/2015	%Δ 2016/5-YR AVG
JAN	2,646.30	2,999.50	-11.78%	3,513.50	273.50	522.40	-47.65%	348.54	1,085.90	2,350.80	-53.81%	2,544.70	4,005.70	5,872.70	6,406.74	-31.79%	-37.48%
FEB	3,450.90	2,954.10	16.82%	3,650.14	136.20	291.80	-53.32%	377.32	4,173.00	2,475.60	68.57%	3,646.10	7,760.10	5,721.50	7,673.56	35.63%	1.13%
MAR	5,662.20	6,037.60	-6.22%	5,929.68	351.80	850.50	-58.64%	722.38	3,291.90	3,149.40	4.52%	4,763.98	9,305.90	10,037.50	11,416.04	-7.29%	-18.48%
Q1	11,759.40	11,991.20	-1.93%	13,093.32	761.50	1,664.70	-54.26%	1,448.24	8,550.80	7,975.80	7.21%	10,954.78	21,071.70	21,631.70	25,496.34	-2.59%	-17.35%
APR	6,795.70	7,521.30	-9.65%	6,685.62	321.50	836.00	-61.54%	737.78	4,618.30	2,451.20	88.41%	4,138.52	11,735.50	10,808.50	11,561.92	8.58%	1.50%
MAY	10,842.60	8,633.50	25.59%	9,253.50	481.80	748.30	-35.61%	829.24	3,347.60	5,297.70	-36.81%	6,367.84	14,672.00	14,679.50	16,450.58	-0.05%	-10.81%
JUN	9,590.80	9,776.50	-1.90%	10,499.86	496.40	924.70	-46.32%	971.78	5,719.50	4,925.30	16.12%	5,485.42	15,806.70	15,626.50	16,957.06	1.15%	-6.78%
Q2	27,229.10	25,931.30	5.00%	26,438.98	1,299.70	2,509.00	-48.20%	2,538.80	13,685.40	12,674.20	7.98%	15,991.78	42,214.20	41,114.50	44,969.56	2.67%	-6.13%
JUL	9,591.80	11,368.30	-15.63%	11,071.20	738.50	790.30	-6.55%	996.84	5,010.90	3,251.30	54.12%	4,871.80	15,341.20	15,409.90	16,939.84	-0.45%	-9.44%
AUG	10,501.90	9,465.20	10.95%	10,960.10	812.60	816.10	-0.43%	996.38	7,328.60	3,404.60	115.26%	4,911.60	18,643.10	13,685.90	16,868.08	36.22%	10.52%
SEP	8,780.90	10,293.00	-14.69%	10,621.70	604.90	904.90	-33.15%	973.86	4,035.70	2,203.50	83.15%	4,533.58	13,421.50	13,401.40	16,129.14	0.15%	-16.79%
Q3	28,874.60	31,126.50	-7.23%	32,653.00	2,156.00	2,511.30	-14.15%	2,967.08	16,375.20	8,859.40	84.83%	14,316.98	47,405.80	42,497.20	49,937.06	11.55%	-5.07%
OCT	10,279.30	8,251.30	24.58%	7,483.06	350.60	398.30	-11.98%	583.28	2,382.10	4,712.90	-49.46%	4,692.60	13,012.00	13,362.50	12,758.94	-2.62%	1.98%
NOV	8,450.00	6,591.60	28.19%	5,945.34	242.60	697.00	-65.19%	583.36	3,439.80	4,200.90	-18.12%	3,831.78	12,132.40	11,489.50	10,360.48	5.60%	17.10%
DEC	3,587.80	2,350.10	52.67%	3,587.28	172.60	268.30	-35.67%	844.30	2,429.20	1,242.80	95.46%	2,029.78	6,189.60	3,861.20	6,461.36	60.30%	-4.21%
Q4	22,317.10	17,193.00	29.80%	17,015.68	765.80	1,363.60	-43.84%	2,010.94	8,251.10	10,156.60	-18.76%	10,554.16	31,334.00	28,713.20	29,580.78	9.13%	5.93%
TOTAL	90,180.20	86,242.00	4.57%	89,200.98	4,983.00	8,048.60	-38.09%	8,965.06	46,862.50	39,666.00	18.14%	51,817.70	142,025.70	133,956.60	149,983.74	6.02%	-5.31%

* 5-YR AVG 2015-2011

Memo



Date: January 10, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2016 Budget Report – Year End

Airport Operating Fund

The 2016 Airport Operating Revenues for December YTD are \$1,051,444.28; the Airport Operating Expenditures for December YTD are \$85,646.73. The December YTD net change is a surplus of \$192,797.55. Below are several line items worth noting from revenues and expenditures.

- Airport Fuel Receipts (4583) ended at \$489,274.71 (76.66%).
- Aircraft Parking Fees (4587) ended at \$6,630.00 (181.83%).
- Airport Gate Cards (4590) ended at \$2,983.81 (372.98%).
- Merchandise for Resale (6250) ended at \$389,148.33 (75.32%).
- NOTE: There may be pending transactions from 2016 that may impact the final budget.

Capital Improvement Fund

The 2016 Airport Capital Revenues for December YTD are \$296,430.74; the Airport Operating Expenses for December YTD are \$37,627.32. The December YTD net change is a surplus of \$334,058.06.

- Federal Grants – Other (4302) ended at \$300,966.00. There are still outstanding funds being withheld by the FAA. These funds will be reimbursed as the FAA processes and approves the close out report for the remaining project.
- State Grants and Aids (4325) ended at \$16,077.44. There are still outstanding funds being withheld by the State. These will be reimbursed at the same time as the Federal Grants.
- NOTE: There may be pending transactions from 2016 that may impact the final budget.

Comparative Balance Sheet – Debt

The 2016 Operating Debt for December YTD is \$523,893.85; the Capital Debt for December YTD is \$917,598.04. The Total Debt for October YTD \$1,441,491.89.

- NOTE: There may be pending transactions from 2016 that may impact the final budget.

Enclosed with this memo are the Summary of Revenues and Expenses for the Airport Operating Budget, the Airport Capital Budget, and Comparative Balance Sheet showing the debt incurred in each budget.

MONTHLY FINANCIAL REPORT
Year-to-Date December 2016

Description	2016 Actual Budget	December YTD Actual 2016	Budget Balance 2016	Percent Used 2016	2015 Actual Budget	December YTD Actual 2015	Percent Used 2015
20245 - AIRPORT							
REVENUES AND EXPENDITURES							
REVENUES							
INTERGOVERNMENTAL							
4302 - FEDERAL GRANTS - OTHER		(10,307.79)	10,307.79			0.00	
4321 - AIRPORT OPERATIONS & MAINT	(32,000.00)	(34,320.00)	2,320.00	107.25%	(32,196.00)	(34,320.00)	106.60%
4325 - STATE GRANTS AND AIDS	(40,000.00)	0.00	(40,000.00)	0.00%	(101,608.00)	(106,494.36)	104.81%
INTERGOVERNMENTAL	(72,000.00)	(44,627.79)	(27,372.21)	61.98%	(133,804.00)	(140,814.36)	105.24%
CHARGE FOR SERVICE							
4411 - PILOT	(43,435.00)	(45,814.99)	2,379.99	105.48%	(51,241.00)	(43,434.96)	84.77%
4402 - RENT	(8,652.00)	(14,324.06)	5,672.06	165.56%	(8,400.00)	(10,366.27)	123.41%
4581 - RENT OF HANGARS	(200,687.00)	(190,188.56)	(10,498.44)	94.77%	(194,842.00)	(189,338.81)	97.18%
4583 - AIRPORT FUEL RECEIPTS	(638,252.00)	(489,274.71)	(148,977.29)	76.66%	(764,491.00)	(559,180.40)	73.14%
4585 - LAND LEASE	(162,238.00)	(151,607.08)	(10,630.92)	93.45%	(157,513.00)	(191,809.76)	121.77%
4586 - TEE HANGAR RENTAL	(112,265.00)	(102,198.34)	(10,066.66)	91.03%	(108,995.00)	(96,456.57)	88.50%
4587 - AIRCRAFT PARKING FEES	(3,000.00)	(6,630.00)	3,630.00	221.00%	(4,100.00)	(4,130.00)	100.73%
4588 - AIRPORT RAMP FEES	(7,500.00)	(70.00)	(7,430.00)	0.93%	(13,592.00)	(1,900.00)	13.98%
CHARGES FOR SERVICES	(1,176,029.00)	(1,000,107.74)	(175,921.26)	85.04%	(1,303,174.00)	(1,096,616.77)	84.15%
MISCELLANEOUS							
4510 - CONCESSION SALES	0.00	(150.00)	150.00			(188.54)	
4590 - AIRPORT GATE CARD	(800.00)	(2,983.81)	2,183.81	372.98%	(800.00)	(1,717.86)	214.73%
4591 - AIRPORT VENDING SALES	(750.00)	(749.74)	(0.26)	99.97%	(750.00)	(726.72)	96.90%
4413 - XEROX COPIES	(10.00)	0.00	(10.00)	0.00%	(10.00)	(21.86)	218.60%
4672 - OTHER	0.00	(2,705.22)	2,705.22		0.00	(600.85)	
4673 - CASH OVER/SHORT		0.02	(0.02)			(7.54)	
4675 - INSURANCE DIVIDEND	(7,000.00)	0.00	(7,000.00)	0.00%	(7,000.00)	(16,708.38)	238.69%
4677 - MISC REVENUE		(120.00)	120.00				
4679 - CONT. & DON. FR PRIVATE	0.00	0.00	0.00		0.00	(15.00)	
4680 - INSURANCE PROCEEDS		0.00	0.00			(7,283.00)	
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			(746.06)	
MISCELLANEOUS	(8,560.00)	(6,708.75)	(1,851.25)	78.37%	(8,560.00)	(28,015.81)	327.29%
OTHER FINANCING SOURCES							
4903 - SALE OF GENERAL FIXED ASSETS	0.00	0.00	0.00		0.00	(5,500.00)	
OTHER FINANCING SOURCES	0.00	0.00	0.00		0.00	(5,500.00)	
REVENUES	(1,256,589.00)	(1,051,444.28)	(205,144.72)	83.67%	(1,445,538.00)	(1,270,946.94)	87.92%
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	145,691.00	133,616.82	12,074.18	91.71%	147,817.00	115,933.52	78.43%
6102 - FULL-TIME EMPLOYEES-OVERTIME	1,000.00	875.30	124.70	87.53%	0.00	930.21	

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Year-to-Date December 2016

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6104 - TEMPORARY EMPLOYEES-REG	14,658.00	8,650.18	6,007.82	59.01%	36,091.00	31,950.26	88.53%
6105 - TEMPORARY EMPLOYEES-OVERTIME		0.00	0.00			27.19	
6108 - ACCUMULATED VACATION/COMP LEAV	0.00	0.00	0.00		1,544.00	9,721.28	629.62%
6120 - EMPLOYER CONTR FOR RETIREMENT	23,067.00	20,551.57	2,515.43	89.10%	17,401.00	21,800.14	125.28%
6130 - EMPLOYER PAID INSURANCE	14,182.00	13,662.09	519.91	96.33%	11,798.00	11,135.74	94.39%
6150 - WORKERS COMPENSATION	8,422.00	7,266.33	1,155.67	86.28%	3,362.00	3,362.00	100.00%
6151 - WORKERS COMP DEDUCTIBLE		0.00	0.00			464.82	
6170 - EMPLOYER CONTR TO HCSP	2,163.00	552.75	1,610.25	25.55%	2,680.00	824.74	30.77%
PERSONNEL SERVICES	209,183.00	185,175.04	24,007.96	88.52%	220,693.00	196,149.90	88.88%
MATERIALS & SUPPLIES							
6201 - OFFICE SUPPLIES	1,500.00	765.50	734.50	51.03%	1,500.00	1,098.83	73.26%
6210 - OPERATING SUPPLIES		0.00	0.00			85.30	
6220 - REPAIR & MAINTENANCE SUPPLIES	40,000.00	15,211.83	24,788.17	38.03%	40,000.00	29,542.67	73.86%
6240 - MINOR EQUIPMENT AND FURNITURE	2,100.00	1,468.99	631.01	69.95%	1,700.00	1,143.66	67.27%
6250 - MERCHANDISE FOR RESALE	516,633.00	389,148.33	127,484.67	75.32%	677,728.00	459,156.46	67.75%
MATERIALS & SUPPLIES	560,233.00	406,594.65	153,638.35	72.58%	720,928.00	491,026.92	68.11%
SERVICES AND OTHER CHARGES							
6302 - PROFESSIONAL SERVICES	14,200.00	37,906.41	(23,706.41)	266.95%	7,200.00	14,259.35	198.05%
6331 - CONFERENCES, TRAINING, TRAVEL	3,800.00	1,115.71	2,684.29	29.36%	2,600.00	824.30	31.70%
6341 - ADVERTISING	6,325.00	5,192.00	1,133.00	82.09%	7,160.00	6,045.60	84.44%
6361 - INSURANCE	50,786.00	54,121.97	(3,335.97)	106.57%	50,932.00	50,932.16	100.00%
6371 - REPAIRS & MAINT CONTRACTUAL	76,000.00	22,415.92	53,584.08	29.49%	25,000.00	53,769.12	215.08%
6374 - ADMINISTRATION SUPPORT FEE	62,709.00	52,260.00	10,449.00	83.34%	62,709.00	62,709.00	100.00%
6378 - COPIER MAINTENANCE AGREEMENT	450.00	593.64	(143.64)	131.92%	450.00	596.63	132.58%
6379 - CONT SERV/REFUSE & SANITATION	600.00	638.00	(38.00)	106.33%	600.00	438.00	73.00%
6380 - CENTRAL GARAGE MAINT. CHARGE	13,877.00	11,570.00	2,307.00	83.38%	12,067.00	12,067.00	100.00%
6385 - UTILITY SERVICE	19,775.00	14,965.90	4,809.10	75.68%	19,200.00	14,337.47	74.67%
6388 - TECHNOLOGY EQUIP CHARGE	40.00	37.00	3.00	92.50%			
6390 - POSTAGE AND TELEPHONE	5,000.00	5,021.58	(21.58)	100.43%	5,000.00	4,817.93	96.36%
SERVICES AND OTHER CHARGES	253,562.00	205,838.13	47,723.87	81.18%	192,918.00	220,796.56	114.45%
CAPITAL OUTLAY							
6530 - IMPR OTHER THAN BUILDING	0.00	0.00	0.00		50,000.00	5,898.00	11.80%
6560 - BUILDING FIXTURES AND IMPRS	0.00	12,700.00	(12,700.00)		38,000.00		
6572 - COMPUTER SOFTWARE	7,500.00	3,107.00	4,393.00	41.43%			
6580 - OTHER EQUIPMENT	0.00	0.00	0.00		45,010.00	125,499.87	278.83%
CAPITAL OUTLAY	7,500.00	15,807.00	(8,307.00)	210.76%	133,010.00	131,397.87	98.79%
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE		81.47	(81.47)			0.74	
6453 - REMITTANCE OF REV/OTHER	650.00	455.00	195.00	70.00%	650.00	895.00	137.69%

MONTHLY FINANCIAL REPORT
Year-to-Date December 2016

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6471 - DUES & SUBSCRIPTIONS	470.00	1,485.25	(1,015.25)	316.01%	425.00	581.94	136.93%
MISCELLANEOUS	1,120.00	2,021.72	(901.72)	180.51%	1,075.00	1,477.68	137.46%
DEBT SERVICE							
6602 - OTHER LONG TERM DEBT-PRINCIPAL	38,656.00	37,548.96	1,107.04	97.14%	38,696.00	37,548.96	97.04%
6612 - INTEREST EXPENSE	15,000.00	5,661.23	9,338.77	37.74%	15,000.00	14,038.17	93.59%
DEBT SERVICE	53,656.00	43,210.19	10,445.81	80.53%	53,696.00	51,587.13	96.07%
TRANSFERS							
6719 - TRANSFER TO CAPITAL PROJECT FU	46,500.00	0.00	46,500.00	0.00%	66,571.00	66,571.00	100.00%
TRANSFERS	46,500.00	0.00	46,500.00	0.00%	66,571.00	66,571.00	100.00%
EXPENDITURES	1,131,754.00	858,646.73	273,107.27	75.87%	1,388,891.00	1,159,007.06	83.45%
REVENUES AND EXPENDITURES	(124,835.00)	(192,797.55)	67,962.55	154.44%	(56,647.00)	(111,939.88)	197.61%

MONTHLY FINANCIAL REPORT
Year-to-Date December 2016

Description	2016 Actual Budget	December YTD Actual 2016	Budget Balance 2016	Percent Used 2016	2015 Actual Budget	December YTD Actual 2015	Percent Used 2015
40404 - AIRPORT CAPITAL FUND							
REVENUES AND EXPENDITURES							
REVENUES							
INTERGOVERNMENTAL							
4302 - FEDERAL GRANTS - OTHER	(135,000.00)	300,966.28	(435,966.28)	-222.94%	(1,802,100.00)	(1,822,470.00)	101.13%
4325 - STATE GRANTS AND AIDS	(163,500.00)	16,077.44	(179,577.44)	-9.83%	0.00	(173,522.59)	
INTERGOVERNMENTAL	(298,500.00)	317,043.72	(615,543.72)	-106.21%	(1,802,100.00)	(1,995,992.59)	110.76%
CHARGE FOR SERVICE							
4402 - RENT		0.00	0.00			(300.00)	
4572 - USER IMPROVEMENT FEES	0.00	(15,843.75)	15,843.75		(43,329.00)	0.00	0.00%
CHARGES FOR SERVICES	0.00	(15,843.75)	15,843.75		(43,329.00)	(300.00)	0.69%
SPECIAL ASSESSMENTS							
4657 - OTHER ASSESSMENTS		(4,769.23)	4,769.23			(8,842.85)	
SPECIAL ASSESSMENTS		(4,769.23)	4,769.23			(8,842.85)	
MISCELLANEOUS							
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			(1,504.39)	
MISCELLANEOUS		0.00	0.00			(1,504.39)	
OTHER FINANCING SOURCES							
4920 - INTERFUND OPERATING TRANSFER	(46,500.00)	0.00	(46,500.00)	0.00%	(66,571.00)	(66,571.00)	100.00%
OTHER FINANCING SOURCES	(46,500.00)	0.00	(46,500.00)	0.00%	(66,571.00)	(66,571.00)	100.00%
REVENUES	(345,000.00)	296,430.74	(641,430.74)	-85.92%	(1,912,000.00)	(2,073,210.83)	108.43%
EXPENDITURES							
SERVICES AND OTHER CHARGES							
6302 - PROFESSIONAL SERVICES	0.00	3,474.72	(3,474.72)		0.00	65,414.25	
6371 - REPAIRS & MAINT CONTRACTUAL	0.00	1,143.11	(1,143.11)		0.00	465,209.25	
SERVICES AND OTHER CHARGES	0.00	4,617.83	(4,617.83)		0.00	530,623.50	
CAPITAL OUTLAY							
6510 - LAND		0.00	0.00			551,595.71	
6530 - IMPR OTHER THAN BUILDING	165,000.00	22,552.80	142,447.20	13.67%	1,897,000.00	1,170,495.95	61.70%
6560 - BUILDING FIXTURES AND IMPRS	180,000.00		180,000.00				
CAPITAL OUTLAY	345,000.00	22,552.80	322,447.20	6.54%	1,897,000.00	1,722,091.66	90.78%
MISCELLANEOUS							
DEBT SERVICE							
6612 - INTEREST EXPENSE	15,000.00	10,456.69	4,543.31	69.71%	15,000.00	27,061.68	180.41%
DEBT SERVICE	15,000.00	10,456.69	4,543.31	69.71%	15,000.00	27,061.68	180.41%
EXPENDITURES	360,000.00	37,627.32	322,372.68	10.45%	1,912,000.00	2,279,776.84	119.24%
REVENUES AND EXPENDITURES	15,000.00	334,058.06	(319,058.06)	2,227.05%	0.00	206,566.01	

**COMPARATIVE BALANCE SHEET
AS OF DECEMBER 2016**

	DECEMBER YTD ACTUAL 2016	DECEMBER YTD ACTUAL 2015
20245 - AIRPORT		
ASSETS		
CASH, CASH EQUIVALENTS & INVESTMENTS		
CASH	(670,838.10)	(100.00)
PETTY CASH	100.00	100.00
CASH, CASH EQUIVALENTS & INVESTMENTS	(670,738.10)	0.00
ACCOUNTS RECEIVABLE		
ACCOUNTS RECEIVABLE	0.00	(120.00)
A/R - MISC RECEIVABLE	103,696.17	40,710.19
ACCOUNTS RECEIVABLE	103,696.17	40,590.19
SPECIAL ASSESSMENTS RECEIVABLE		
DUE FROM OTHER GOVERNMENTAL UNITS		
INVENTORIES - AT COST		
INVENTORY - FUEL	43,148.08	43,148.08
INVENTORIES - AT COST	43,148.08	43,148.08
PREPAIDS		
1605	0.00	650.00
PREPAIDS	0.00	650.00
TOTAL ASSETS	(523,893.85)	84,388.27
LIABILITIES		
ACCOUNTS & CONTRACTS PAYABLE		
ACCOUNTS PAYABLE	0.00	9,649.10
ACCOUNTS & CONTRACTS PAYABLE	0.00	9,649.10
INTERFUND ACTIVITY		
2070	0.00	806,026.68
INTERFUND ACTIVITY	0.00	806,026.68
DUE TO OTHER GOVERNMENTAL UNITS		
DUE TO OTHER GOVT-SALES	0.00	41.67
DUE TO OTHER GOVERNMENTAL UNITS	0.00	41.67
SALARIES AND BENEFITS PAYABLE		
WAGES & SALARIES PAYABLE	0.00	7,193.21
SALARIES AND BENEFITS PAYABLE	0.00	7,193.21
OTHER LIABILITIES		
DEPOSITS	24,250.00	
DEFERRED REVENUES	0.00	2,419.01
OTHER LIABILITIES	24,250.00	2,419.01
LIABILITIES	24,250.00	825,329.67
FUND EQUITY		
PRIOR YEAR ENDING BALANCE	(740,941.40)	(852,881.28)
CURRENT YEAR CHANGE	192,797.55	111,939.88
FUND EQUITY	(548,143.85)	(740,941.40)
LIABILITIES AND FUND EQUITY	(523,893.85)	84,388.27

**COMPARATIVE BALANCE SHEET
AS OF DECEMBER 2016**

	DECEMBER YTD ACTUAL 2016	DECEMBER YTD ACTUAL 2015
40404 - AIRPORT CAPITAL FUND		
ASSETS		
CASH, CASH EQUIVALENTS & INVESTMENTS		
CASH	(953,394.56)	0.00
CASH, CASH EQUIVALENTS & INVESTMENTS	(953,394.56)	0.00
SPECIAL ASSESSMENTS RECEIVABLE		
SPEC ASMNTS-AIRPORT	35,796.52	35,796.52
SPECIAL ASSESSMENTS RECEIVABLE	35,796.52	35,796.52
DUE FROM OTHER GOVERNMENTAL UNITS		
1405	0.00	1,989,311.74
DUE FROM OTHER GOVERNMENTAL UNITS	0.00	1,989,311.74
TOTAL ASSETS	(917,598.04)	2,025,108.26
LIABILITIES		
ACCOUNTS & CONTRACTS PAYABLE		
ACCOUNTS PAYABLE	0.00	55,680.96
ACCOUNTS PAYABLE MISC	0.00	114,805.39
ACCOUNTS & CONTRACTS PAYABLE	0.00	170,486.35
INTERFUND ACTIVITY		
2070	0.00	2,438,161.89
INTERFUND ACTIVITY	0.00	2,438,161.89
OTHER LIABILITIES		
DEFERRED REVENUES	35,796.52	35,796.52
OTHER LIABILITIES	35,796.52	35,796.52
LIABILITIES	35,796.52	2,644,444.76
FUND EQUITY		
PRIOR YEAR ENDING BALANCE	(619,336.50)	(412,770.49)
CURRENT YEAR CHANGE	(334,058.06)	(206,566.01)
FUND EQUITY	(953,394.56)	(619,336.50)
LIABILITIES AND FUND EQUITY	(917,598.04)	2,025,108.26

Memo



Date: January 10, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2016 Year End Noise Data

Overview

The 2016 South St. Paul (SGS) Fleming Field Noise Data are the results of observations reported by citizens and businesses within the surrounding communities collected during 2016. Aircraft noise events that were not generated by operations associated with SGS but were reported to SGS (e.g., operations associated nearby heliports, etc.) were included with the data.

DNL Noise Metric

The Day-Night Average Sound Level (DNL) metric is utilized by the Federal Aviation Administration (FAA) to assess aircraft noise impact. The DNL is a cumulative measure of noise exposure during a 24-hour day with a 10 dB penalty added to noise events occurring between the hours of 10:00 p.m. and 7:00 a.m. Aircraft noise is generally considered by the FAA to be significant when levels reach an annual DNL (cumulative measure of 365 days) of 65 dB or greater. An annual aircraft DNL at or above 65 dB is considered by the FAA to be incompatible with residential areas and other noise sensitive land uses. DNL noise contours were not gathered or assessed as part of this data. Most noise generated at SGS is believed to be below significant levels as assessed by the FAA.

Summary of Results

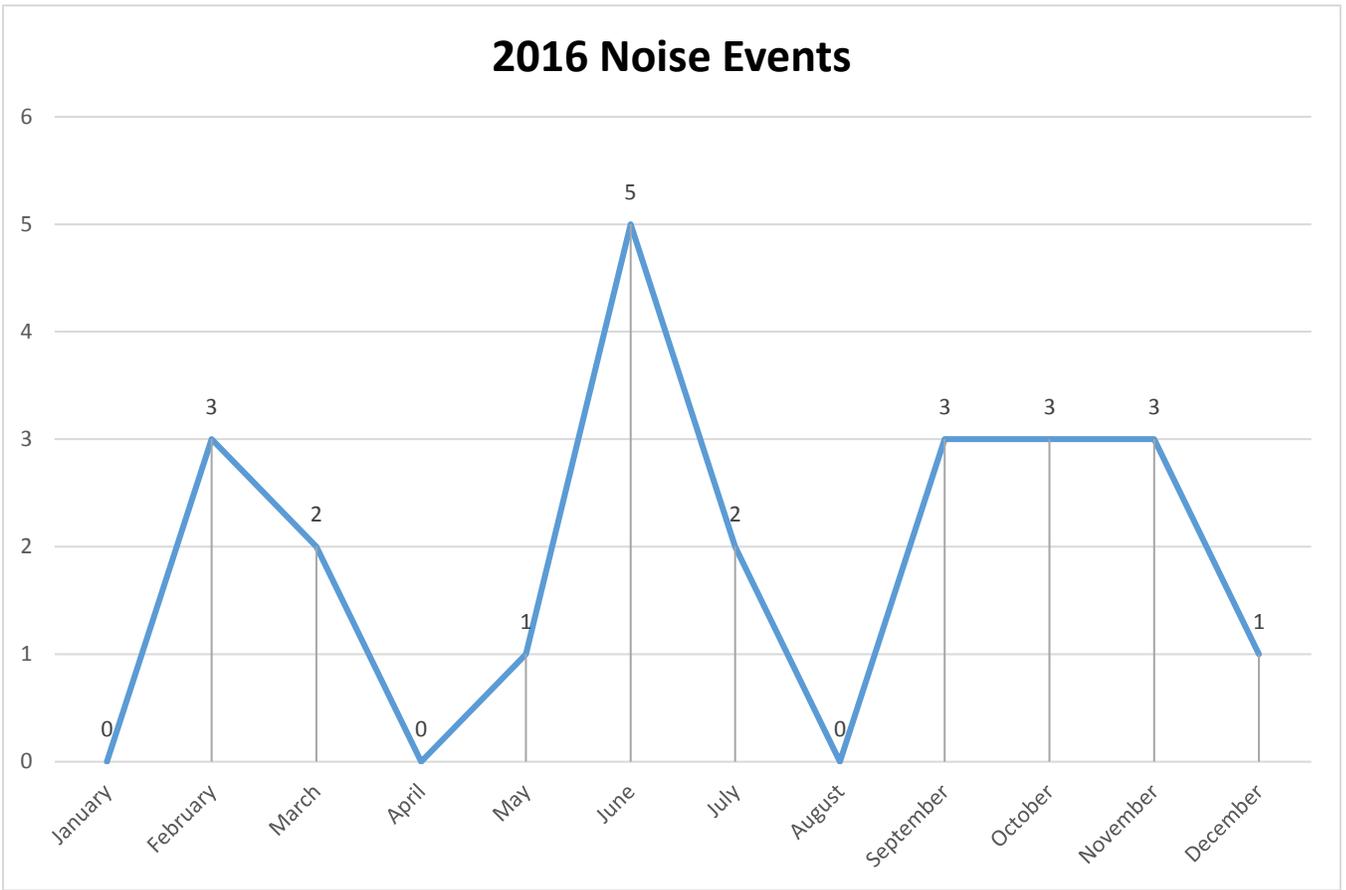
During the 2016, there were a total of 23 aircraft noise events. This represents approximately 57 percent more noise events than 2015 but only 13 percent more than the 10-year average (20 events). There were a total of 200 noise events over the last 10-year period. The most events in 2016 came in June with a total of 5. Throughout the year, the average monthly events recorded were approximately 2.

Conclusion

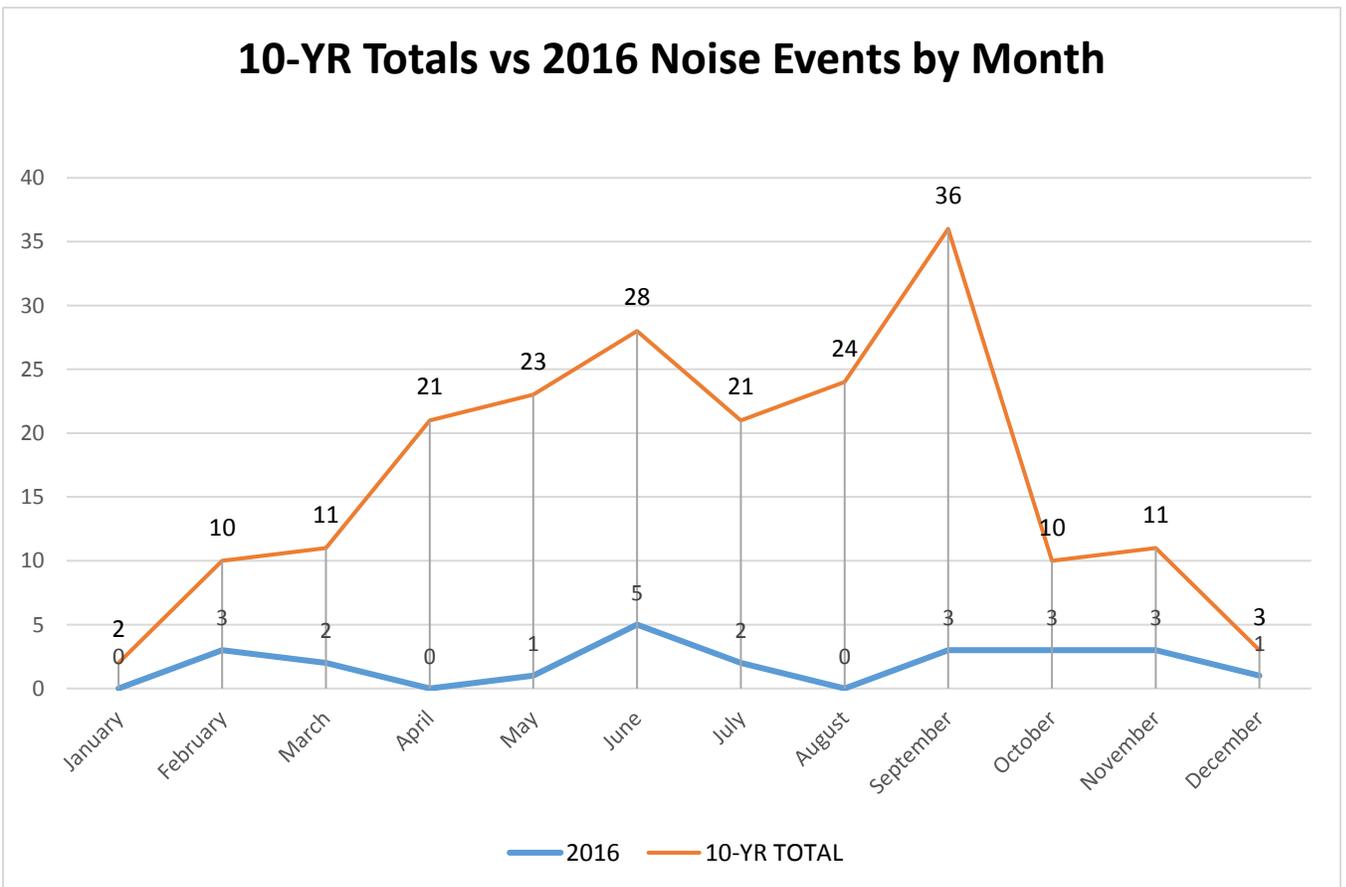
The information collected does have its flaws. The runway being used and the weather data was not collected. Many times noise events were called in several days or weeks after they happened. Limited descriptions were provided as to what type of aircraft was causing the noise. Noise generated at other airports was reported as an event at SGS. While the data is circumstantial, there are additional points of information that can be collected to make it more conclusive.

Two charts are provided to a summary of 2016 noise events broken down by month and a comparison of that same data from 2016 to the 10-year totals.

2016 Noise Events



10-YR Totals vs 2016 Noise Events by Month



AIRPORT COMBINED FUNDS

SUMMARY OF REVENUES AND EXPENDITURES

Description	2014 Actual	2015 Actual	2016		2017		Change 2016 vs 2017
			Original	Revised	Request	Proposed	
OPERATING FUND							
Total Revenues	(1,208,760)	(1,270,947)	(1,256,589)	(1,256,589)	(1,241,940)	(1,241,940)	14,649
Total Expenditures	1,354,132	1,159,007	1,132,156	1,131,754	1,224,136	1,224,136	92,382
Operating (Surplus)/Deficit	145,372	(111,940)	(124,433)	(124,835)	(17,804)	(17,804)	
Cash and Invest=Internal Loan	(1,002,916)	(806,027)	(681,594)	(681,192)	(663,388)	(663,388)	
Cash deficit at 8/31/16 is \$538,857							
CAPITAL FUND							
Revenues	(1,527,341)	(2,073,211)	(345,000)	(345,000)	(499,500)	(499,500)	(154,500)
Expenditures	1,454,967	2,279,777	360,000	360,000	514,500	514,500	154,500
Capital (Surplus)/Deficit	(72,374)	206,566	15,000	15,000	15,000	15,000	-
Cash and Invest=Internal Loan	(788,430)	(2,438,162)	(803,430)	(803,430)	(818,430)	(818,430)	
Cash deficit at 8/31/16 is \$952,533							
COMBINED AIRPORT OPERATING & CAPITAL							
Revenues	(2,736,101)	(3,344,158)	(1,601,589)	(1,601,589)	(1,741,440)	(1,741,440)	(139,851)
Expenditures	2,809,099	3,438,784	1,492,156	1,491,754	1,738,636	1,738,636	246,882
Combined (Surplus)/Deficit	72,998	94,626	(109,433)	(109,835)	(2,804)	(2,804)	
Cash and Invest=Internal Loan	(1,791,346)	(3,244,189)	(1,485,024)	(1,484,622)	(1,481,818)	(1,481,818)	
Combined Cash deficit at 8/31/16 is \$1,491,390							

AIRPORT							
SUMMARY OF REVENUES							
Description	2014 Actual	2015 Actual	2016 Original Budget	August 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
20245 - AIRPORT REVENUES AND EXPENDITURES							
INTERGOVERNMENTAL							
4321 - AIRPORT OPERATIONS & MAINT	(32,196)	(34,320)	(32,000)	(34,320)	(32,000)	(34,320)	
4325 - STATE GRANTS AND AIDS	(87,365)	(106,494)	(40,000)	0	(40,000)	(35,000)	
INTERGOVERNMENTAL	(119,561)	(140,814)	(72,000)	(34,320)	(72,000)	(69,320)	0
CHARGE FOR SERVICE							
4411 - PILOT	(43,732)	(43,435)	(43,435)	(30,432)	(43,435)	(48,460)	
4413 - XEROX COPIES	(29)	(22)	(10)	0	(10)	(10)	
4510 - CONCESSION SALES	(106)	(189)	0	(120)	0	(50)	
4402 - RENT	(10,734)	(10,366)	(8,652)	(8,903)	(8,652)	(16,000)	
4581 - RENT OF HANGARS	(184,169)	(189,339)	(200,687)	(127,932)	(200,687)	(197,050)	
4583 - AIRPORT FUEL RECEIPTS	(612,944)	(558,180)	(638,252)	(319,101)	(638,252)	(625,000)	
4585 - LAND LEASE	(128,832)	(191,810)	(162,238)	(133,948)	(162,238)	(165,250)	
4586 - TEE HANGAR RENTAL	(88,540)	(96,457)	(112,265)	(58,874)	(112,265)	(105,000)	
4587 - AIRCRAFT PARKING FEES	(3,413)	(4,130)	(3,000)	(4,150)	(3,000)	(5,500)	
4588 - AIRPORT RAMP FEES	(3,076)	(1,900)	(7,500)	(70)	(7,500)	(1,500)	
4590 - AIRPORT GATE CARD	(1,033)	(1,718)	(800)	(2,301)	(800)	(500)	
4591 - AIRPORT VENDING SALES	(800)	(727)	(750)	(520)	(750)	(800)	
4760 - PENALTY CHARGE	(79)	0	0	0	0	0	
CHARGES FOR SERVICES	(1,077,487)	(1,099,272)	(1,177,589)	(696,351)	(1,177,589)	(1,165,120)	0
INTEREST							
4681 - UNREALIZED GAIN/LOSS ON INV	0	(746)		0			
INTEREST	0	(746)		0			
MISCELLANEOUS							
4672 - OTHER	(1,248)	(601)	0	(1,572)	0	(500)	
4673 - CASH OVER/SHORT	(1)	(6)		0			
4675 - INSURANCE DIVIDEND	(10,464)	(16,708)	(7,000)		(7,000)	(7,000)	
4677 - MISC REVENUE	0	(15)	0	(71)	0		
4679 - CONT. & DON. FR PRIVATE	0	(15)	0	0	0		
4680 - INSURANCE PROCEEDS	0	(7,283)		0			
MISCELLANEOUS	(11,712)	(24,615)	(7,000)	(1,643)	(7,000)	(7,500)	0
OTHER FINANCING SOURCES							
4903 - SALE OF GENERAL FIXED ASSETS	0	(5,500)	0	0	0		
OTHER FINANCING SOURCES	0	(5,500)	0	0	0		
REVENUES	(1,208,760)	(1,270,947)	(1,256,589)	(732,314)	(1,256,589)	(1,241,940)	0

AIRPORT							
SUMMARY OF EXPENDITURES							
Description	2014 Actual	2015 Actual	2016 Original Budget	August 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
20245 - AIRPORT EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	98,401	115,934	139,326	93,903	145,691	155,366	
6102 - FULL-TIME EMPLOYEES-OVERTIME	0	930	1,000	776	1,000	2,000	
6104 - TEMPORARY EMPLOYEES-REG	27,912	31,950	14,658	6,890	14,658	15,500	
6105 - TEMPORARY EMPLOYEES-OVERTIME	38	27	0	0	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	2,868	9,721	1,600	0	0	1,600	
6112 - SERVICE RECOGNITION	3,791	0	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	17,852	21,800	22,117	14,489	23,067	24,950	
6130 - EMPLOYER PAID INSURANCE	12,142	11,136	21,262	9,990	14,182	14,498	
6150 - WORKERS COMPENSATION	5,977	3,362	8,422	5,416	8,422	8,422	
6151 - WORKERS COMP DEDUCTIBLE		465	0	0	0	0	
6170 - EMPLOYER CONTR TO HCSP	2,766	825	1,200	403	2,163	3,357	
TOTAL PERSONNEL SERVICES	171,747	196,150	209,585	131,867	209,183	225,693	
SUPPLIES							
6201 - OFFICE SUPPLIES	805	1,099	1,500	566	1,500	1,500	
6210 - OPERATING SUPPLIES	0	85	0	0	0	0	
6220 - REPAIR & MAINTENANCE SUPPLIES	36,503	29,543	40,000	11,415	40,000	40,000	
6240 - MINOR EQUIPMENT AND FURNITURE	2,429	1,144	2,100	650	2,100	58,000	
6250 - MERCHANDISE FOR RESALE	560,340	459,156	516,633	236,414	516,633	450,000	
TOTAL SUPPLIES	600,077	491,027	560,233	249,045	560,233	549,500	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	11,753	14,259	14,200	10,935	14,200	15,000	
6331 - CONFERENCES, TRAINING, TRAVEL	803	824	3,800	651	3,800	5,000	
6341 - ADVERTISING	5,620	6,046	6,325	3,263	6,325	7,000	
6361 - INSURANCE	53,669	50,932	50,786	41,115	50,786	50,786	
6371 - REPAIRS & MAINT CONTRACTUAL	33,449	53,769	76,000	7,371	76,000	129,000	
6374 - ADMINISTRATION SUPPORT FEE	57,219	62,709	62,709	36,582	62,709	71,686	
6375 - OTHER CONTRACTED SERVICES	1,650	0	0	0	0	0	
6378 - COPIER MAINTENANCE AGREEMENT	376	597	450	342	450	450	
6379 - CONT SERV/REFUSE & SANITATION	542	438	600	406	600	750	
6380 - CENTRAL GARAGE MAINT. CHARGE	10,970	12,067	13,877	8,099	13,877	15,959	
6385 - UTILITY SERVICE	16,212	14,337	19,775	9,916	19,775	20,500	
6388 - TECHNOLOGY EQUIP CHARGE		40	40	26	40	632	
6390 - POSTAGE AND TELEPHONE	4,697	4,818	5,000	3,010	5,000	5,750	
TOTAL OTHER SERVICES AND CHARGES	196,959	220,797	253,562	121,716	253,562	322,513	

AIRPORT CAPITAL FUND							
SUMMARY OF REVENUES							
Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
40404 - AIRPORT CAPITAL FUND REVENUES AND EXPENDITURES							
INTERGOVERNMENTAL							
4302 - FEDERAL GRANTS - OTHER	(1,153,805)	(1,822,470)	(135,000)	313,928	(135,000)	(202,500)	
4325 - STATE GRANTS AND AIDS	(160,677)	(173,523)	(163,500)	16,077	(163,500)	(193,250)	
INTERGOVERNMENTAL	(1,314,482)	(1,995,993)	(298,500)	330,005	(298,500)	(395,750)	
CHARGE FOR SERVICE							
4402 - RENT		(300)		0			
4572 - USER IMPROVEMENT FEES	0	0	0	(15,844)	0		
CHARGES FOR SERVICES	0	(300)	0	(15,844)	0		
SPECIAL ASSESSMENTS							
4657 - OTHER ASSESSMENTS	(259)	(8,843)		(2,700)			
SPECIAL ASSESSMENTS	(259)	(8,843)		(2,700)			
INTEREST							
4681 - UNREALIZED GAIN/LOSS ON INV	0	(1,504)		0			
INTEREST	0	(1,504)		0			
OTHER FINANCING SOURCES							
4920 - INTERFUND OPERATING TRANSFER	(212,600)	(66,571)	(46,500)	0	(46,500)	(103,750)	
OTHER FINANCING SOURCES	(212,600)	(66,571)	(46,500)	0	(46,500)	(103,750)	
REVENUES	(1,527,341)	(2,073,211)	(345,000)	311,461	(345,000)	(499,500)	

AIRPORT CAPITAL FUND							
SUMMARY OF EXPENDITURES							
Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
40404 - AIRPORT CAPITAL FUND							
EXPENDITURES							
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	61,487	65,414	0	150	0		
6371 - REPAIRS & MAINT CONTRACTUAL	0	465,209	0	1,224	0		
TOTAL OTHER SERVICES AND CHARGES	61,487	530,624	0	1,375	0		
MISCELLANEOUS							
6430 - MISCELLANEOUS	139	0		0			
TOTAL MISCELLANEOUS	139	0		0			
CAPITAL OUTLAY							
6510 - LAND		551,596					
6530 - IMPR OTHER THAN BUILDING	1,370,895	1,170,496	165,000	13,751	165,000	225,000	
6560 - BUILDING FIXTURES AND IMPRS			180,000		180,000	260,000	
6580 - OTHER EQUIPMENT		0	0	0	0	14,500	
TOTAL CAPITAL OUTLAY	1,370,895	1,722,092	345,000	13,751	345,000	499,500	
DEBT SERVICE							
6612 - INTEREST EXPENSE	22,447	27,062	15,000	0	15,000	15,000	
TOTAL DEBT SERVICE	22,447	27,062	15,000	0	15,000	15,000	
TOTAL EXPENDITURES	1,454,967	2,279,777	360,000	15,126	360,000	514,500	154,500
CHANGE 2016 REVISED TO 2017 PROPOSED							42.92%
PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED							



2016 Projects

- Equipment
 - Loader Replacement
 - Lawn Mower Replacement
- Buildings & Improvements
 - Terminal Carpeting
 - Terminal Furniture
 - Terminal Lighting
 - Replace Sliding Doors on Hangar #5 (Anticipated funding in State FY 2018)
 - Roof Replacement on two Bowstring Hangars (Anticipated funding in State FY 2018)

Memo



Date: January 10, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Airfield Construction

Projects and Timeline – Tentative

Funding for future projects was discussed at a recent CIP meeting with the State and FAA in Early December 2016. The FAA outlined the proposed funding levels for upcoming construction at 90%. The State was in concurrence and agreed to participate with an anticipated 5% match in funding. Runway design, reconstruction, stopway construction, lighting and signage is expected to cost approximately \$6.5-7 Million. Taxiway environmental assessment, design, land acquisition, lighting and signage, and reconstruction is expected to cost approximately \$2.5-3 Million.

Federal FY 2019	Design of Runway Reconstruction and Stopways
Federal FY 2020	Construction of Runway Reconstruction and Stopways
Federal FY 2021	Environmental Assessment and Design of Taxiway A Realignment
Federal FY 2022	Construction Taxiway A Realignment

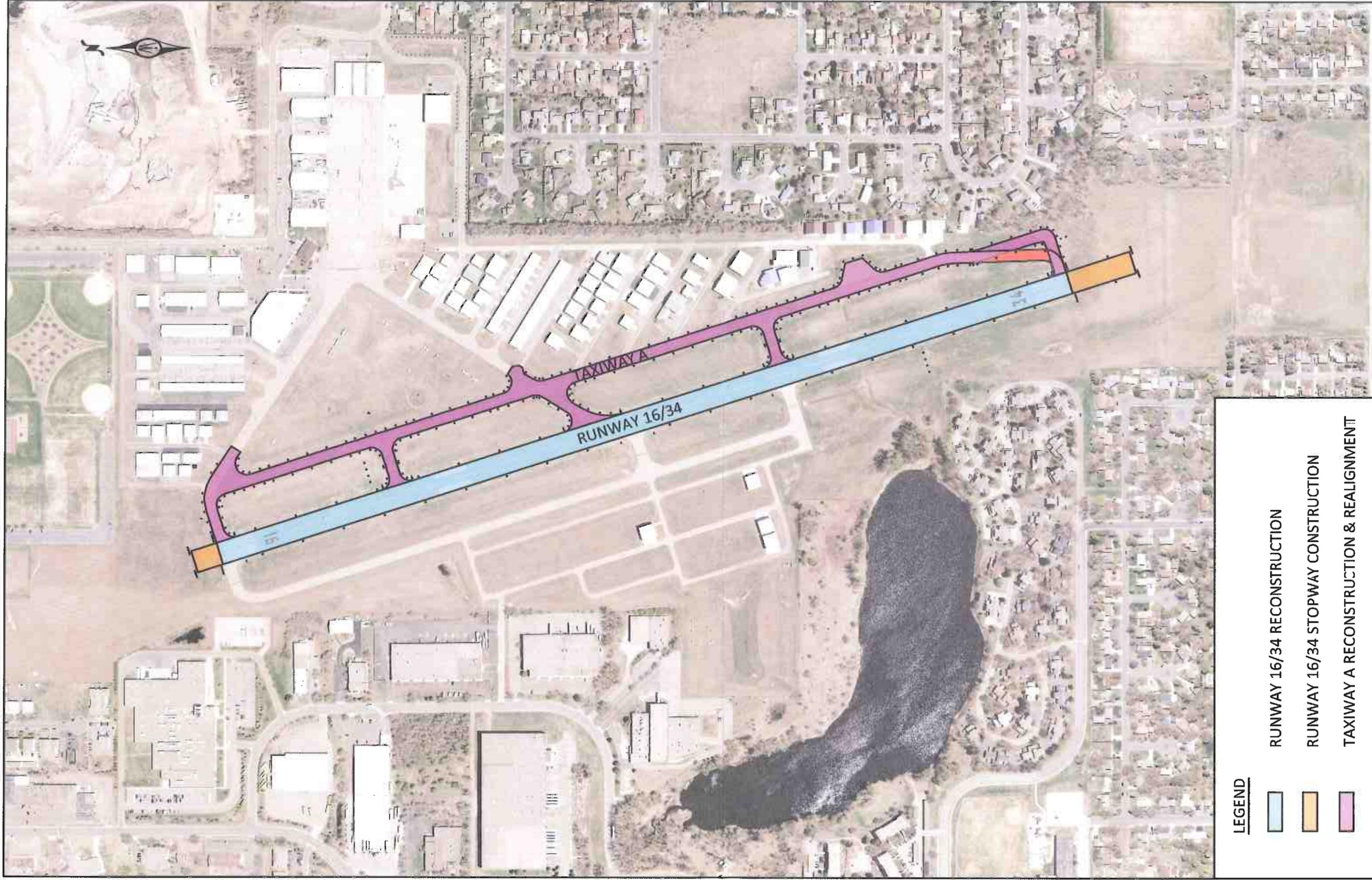
Preliminary Discussions

- The parallel taxiway, Taxiway A, will not be allowed to be used as an alternate landing strip nor will the grass areas adjacent to the runway. Neither meets the design criteria standards for safety.
- Construction is slated to include new runway and taxiway lighting and signage.
- Determine Pros/Cons, Cost Benefit Analysis, and other criteria for asphalt and concrete.
- Provide justification to maintain 100' runway width versus the standard 75' runway width. Justification will also need to be provided for the widths of taxiways.
- Timing and phasing discussions to reduce impacts to airfield tenants, users, and other stakeholders.
- The FAA may approve the current alignment or may require land acquisition to reconstruct Taxiway A.

Questions, Comments, and Concerns

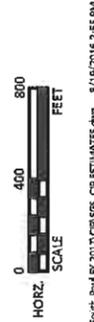
There will be meetings and open houses in various formats throughout the next several years to gather input and provide details as they come about.

A preliminary map has been provided as a reference.



LEGEND

- RUNWAY 16/34 RECONSTRUCTION
- RUNWAY 16/34 STOPWAY CONSTRUCTION
- TAXIWAY A RECONSTRUCTION & REALIGNMENT



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CITY OF SOUTH ST. PAUL, MINNESOTA
 RUNWAY 16/34 & TAXIWAY A RECONSTRUCTION
 PROJECT LAYOUT

AUGUST, 2016

FIGURE NO. 1

Memo



Date: January 10, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: NFL Super Bowl 2018

Preliminary Discussions

The Metropolitan Airports Commission (MAC) has already met once with the FAA and the NFL in regards to operations at MSP. There will be future meetings for the surrounding airports as well. A MAC representative stated they were told to anticipate every aircraft as a Gulfstream V for capacity needs. There will be a slot and Prior Permission Required (PPR) reservation system in place for all Super Bowl arrivals and departures of approximately 20 aircraft per hour. MSP will garner the majority of those slots with the remaining slots to be divided out among the surrounding airports. It is uncertain how general aviation (GA) traffic will be impacted at this time. We can expect Temporary Flight Restrictions (TFR) with a 10 NM and a 30 NM ring leading up to and after Super Bowl Sunday.

Marketing

The Airport Manager has been in contact with current and past contacts at Super Bowl host city airports. Many have agreed to share information on marketing efforts and what worked and what did not work after the 2017 Super Bowl. Some marketing campaigns included: Social Media, Flyers, Bill Boards, speaking at events, Air Venture Fly-In in Oshkosh, attending conferences like annual AAAE Conference and annual NBAA Conference, a revamped website, and calling the many sponsors that will be attending the Super Bowl and the many events expected leading up to it. The primary concern many stated was getting your information to the right people within the various organizations at the right time.

Minnesota Vikings Practice Facility

The former City of South St. Paul Mayor, Beth Baumann, had several discussions with representatives from the Minnesota Vikings prior to her departure. They requested information about the South St. Paul Airport and capacity and their needs in the future. The former Mayor, City Administrator, City Planner, and the Airport Manager prepared information in regards to their inquiries. It is expected to have addition discussions about meeting the needs at the Minnesota Vikings Practice Facility.