



**City of South St. Paul**  
**AIRPORT ADVISORY COMMISSION**  
**FLEMING FIELD AIRPORT MEETING ROOM**  
TUESDAY, MARCH 14, 2017  
6:00 PM



- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. ELECT A CHAIR AND VICE-CHAIR:**
- 4. CITIZEN'S COMMENTS & PRESENTATIONS:**
- 5. APPROVAL OF AGENDA:**
- 6. CONSENT AGENDA:**

*All items listed on the Consent Agenda 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 January 10, 2017
  - B. YTD Fuel Report
  - C. YTD Budget Report
  - D. 2017 Projects
  - E. RWY 34 GPS Approach – LPV Minimums
- 7. ITEMS REMOVED FROM CONSENT AGENDA:**
  - 8. OLD BUSINESS:**
    - A. NFL Super Bowl 2018
  - 9. NEW BUSINESS:**
    - A. Hangar Inspections
    - B. Airport Mower Replacement
    - C. Airport Terminal Improvements
    - D. Airport Geographical Information System (GIS) Program Modifications
  - 10. COMMISSIONER AND STAFF COMMENTS:**
  - 11. ADJOURNMENT:**



**City of South St. Paul**  
**AIRPORT ADVISORY COMMISSION**  
**FLEMING FIELD AIRPORT**



**MEETING MINUTES**  
**TUESDAY, JANUARY 10, 2017, 6:00 PM**

**1. CALL TO ORDER:**

The Airport Advisory Commission Meeting was called to order by Chair Ludwigson at 6:17 PM on Tuesday, January 10, 2017.

**2. ROLL CALL:**

Present Ludwigson, Schoen, Adams, Gardner, Gesch, Hilger, Sheridan, and Reckinger.

Absent Wik

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

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

None

**4. APPROVAL OF AGENDA:**

Motion by Sheridan, second by Adams to approve January 10, 2017 agenda as submitted.

Motion carried 8 ayes/0 nays

**5. CONSENT AGENDA:**

Motion by Schoen, second by Sheridan to approve the Consent Agenda.

Motion carried 8 ayes/0 nays

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

None

**7. OLD BUSINESS:**

None

**8. NEW BUSINESS:**

- A. Airfield Construction – Tiedeman discussed the upcoming airfield construction project: Runway, Taxiway and Stopway construction. He explained that the design process would be starting in Federal FY 2019, State FY October 2018. The discussion covered the possibility of not having to realign Taxiway A, the timing



# Memo

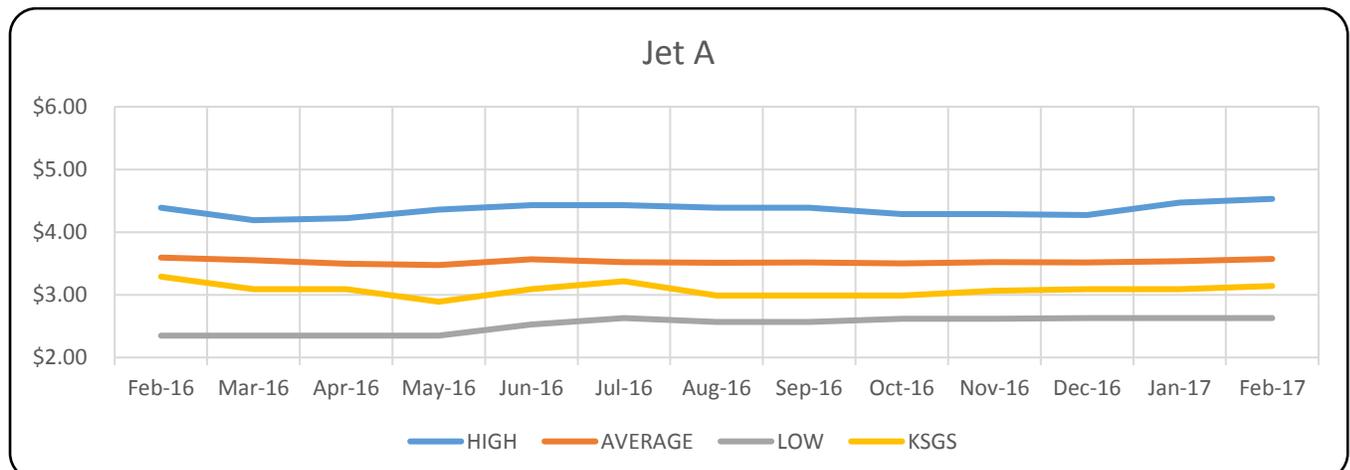
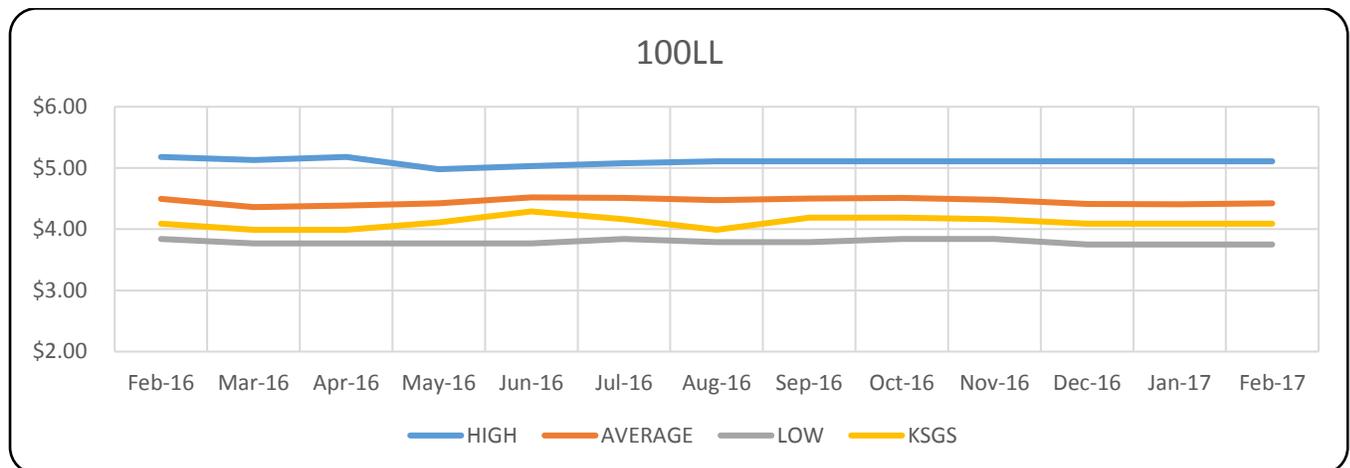


Date: March 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: YTD Fuel Report – February 2017

The 2017 total fuel sales by gallon through February are ahead of 2016 by 8.94% but down 6.21% compared to the 5-YR Average.

- For February: 100LL was up 67.16%, 91UL was up 57.56%, and Jet A was down 67.25%.
- For the year: 100LL was up 43.24%, 91UL was down 5.54%, and Jet A was down 29.71%.

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.



**Alternative Fuel:**

Airport Staff reached out to Swift Fuel and World Fuel Services about an update regarding alternative fuels.

The current options of acquiring an alternative fuel for 91UL is limited at the moment. World Fuel is working on a partnership with Swift Fuel to provide this alternative. The current production plant is located in West Lafayette, Indiana with another plant being constructed in Nebraska. As of March 10, 2017 Swift Fuel has not provided information on how much a delivery of 91UL alternative fuel would cost if delivered to Fleming Field.

According to World Fuel, the alternative fuel to 100LL is progressing but there is no timetable on when it will be available in the marketplace. More than likely the new alternative fuel will be available in addition to 100LL due to lack of complete initial acceptance by general aviation of the new fuel. The 100UL (Swift Fuel) weighs approximately 7 pounds per gallon or 1 pound per gallon more than 100LL.

## 2017 AVIATION FUEL SALES BY GALLON

March 9, 2017

	100LL				91UL				JET A				TOTAL FOR ALL FUEL				
	2017	2016	% Δ	5-YR AVG*	2017	2016	% Δ	5-YR AVG*	2017	2016	% Δ	5-YR AVG*	2017	2016	5-YR AVG*	%Δ 2017/2016	%Δ 2017/5-YR AVG
JAN	2,964.90	2,646.30	12.04%	3,436.10	172.40	273.50	-36.97%	378.40	2,329.90	1,085.90	114.56%	2,368.48	5,467.20	4,005.70	6,182.98	36.49%	-11.58%
FEB	5,768.50	3,450.90	67.16%	3,440.18	214.60	136.20	57.56%	362.60	1,366.80	4,173.00	-67.25%	3,679.66	7,349.90	7,760.10	7,482.44	-5.29%	-1.77%
MAR		5,662.20	-100.00%	5,741.60		351.80	-100.00%	722.48		3,291.90	-100.00%	4,313.48	-	9,305.90	10,777.56	-100.00%	-100.00%
<b>Q1</b>	<b>8,733.40</b>	<b>11,759.40</b>	<b>-25.73%</b>	<b>12,617.88</b>	<b>387.00</b>	<b>761.50</b>	<b>-49.18%</b>	<b>1,463.48</b>	<b>3,696.70</b>	<b>8,550.80</b>	<b>-56.77%</b>	<b>10,361.62</b>	<b>12,817.10</b>	<b>21,071.70</b>	<b>24,442.98</b>	<b>-39.17%</b>	<b>-47.56%</b>
APR		6,795.70	-100.00%	9,694.60		321.50	-100.00%	738.40		4,618.30	-100.00%	4,033.88	-	11,735.50	14,466.88	-100.00%	-100.00%
MAY		10,842.60	-100.00%	9,861.58		481.80	-100.00%	826.78		3,347.60	-100.00%	5,365.36	-	14,672.00	16,053.72	-100.00%	-100.00%
JUN		9,590.80	-100.00%	10,549.50		496.40	-100.00%	885.14		5,719.50	-100.00%	5,325.74	-	15,806.70	16,760.38	-100.00%	-100.00%
<b>Q2</b>	<b>-</b>	<b>27,229.10</b>	<b>-100.00%</b>	<b>30,105.68</b>	<b>-</b>	<b>1,299.70</b>	<b>-100.00%</b>	<b>2,450.32</b>	<b>-</b>	<b>13,685.40</b>	<b>-100.00%</b>	<b>14,724.98</b>	<b>-</b>	<b>42,214.20</b>	<b>47,280.98</b>	<b>-100.00%</b>	<b>-100.00%</b>
JUL		9,591.80	-100.00%	10,549.50		738.50	-100.00%	990.52		5,010.90	-100.00%	4,263.04	-	15,341.20	15,803.06	-100.00%	-100.00%
AUG		10,501.90	-100.00%	10,759.22		812.60	-100.00%	960.58		7,328.60	-100.00%	5,429.04	-	18,643.10	17,148.84	-100.00%	-100.00%
SEP		8,780.90	-100.00%	10,137.04		604.90	-100.00%	939.26		4,035.70	-100.00%	4,247.20	-	13,421.50	15,323.50	-100.00%	-100.00%
<b>Q3</b>	<b>-</b>	<b>28,874.60</b>	<b>-100.00%</b>	<b>31,445.76</b>	<b>-</b>	<b>2,156.00</b>	<b>-100.00%</b>	<b>2,890.36</b>	<b>-</b>	<b>16,375.20</b>	<b>-100.00%</b>	<b>13,939.28</b>	<b>-</b>	<b>47,405.80</b>	<b>48,275.40</b>	<b>-100.00%</b>	<b>-100.00%</b>
OCT		10,279.30	-100.00%	7,789.82		350.60	-100.00%	532.58		2,382.10	-100.00%	4,192.52	-	13,012.00	12,514.92	-100.00%	-100.00%
NOV		8,450.00	-100.00%	6,287.92		242.60	-100.00%	532.14		3,439.80	-100.00%	3,891.36	-	12,132.40	10,711.42	-100.00%	-100.00%
DEC		3,587.80	-100.00%	3,169.58		172.60	-100.00%	816.30		2,429.20	-100.00%	2,130.62	-	6,189.60	6,116.50	-100.00%	-100.00%
<b>Q4</b>	<b>-</b>	<b>22,317.10</b>	<b>-100.00%</b>	<b>17,247.32</b>	<b>-</b>	<b>765.80</b>	<b>-100.00%</b>	<b>1,881.02</b>	<b>-</b>	<b>8,251.10</b>	<b>-100.00%</b>	<b>10,214.50</b>	<b>-</b>	<b>31,334.00</b>	<b>29,342.84</b>	<b>-100.00%</b>	<b>-100.00%</b>
<b>TOTAL</b>	<b>8,733.40</b>	<b>90,180.20</b>	<b>-90.32%</b>	<b>91,416.64</b>	<b>387.00</b>	<b>4,983.00</b>	<b>-92.23%</b>	<b>8,685.18</b>	<b>3,696.70</b>	<b>46,862.50</b>	<b>-92.11%</b>	<b>49,240.38</b>	<b>12,817.10</b>	<b>142,025.70</b>	<b>149,342.20</b>	<b>-90.98%</b>	<b>-91.42%</b>

\* 5-YR AVG 2016-2012

# Memo



Date: March 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: TYD Budget Report

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A Year-To-Date Budget Report and Debt Comparative Balance Sheet were not available at the time the agenda was prepared. When they become available, they will be distributed accordingly.

**Notes:**

- AIP 3-27-0093-14-12, State Project Number A1903-64, Master Plan and ALP: The ALP was signed by the Airport and the State. It is currently pending approval at the FAA. Closeout Report Submitted. Pending closeout payment.
- AIP 3-27-0093-15-14, State Project Number A1903-66, Ramp Reconstruction: Grant Amendment #1 was approved increasing the FAA obligation from \$2,057,185 to \$2,136,746, and increase of \$79,561. Closeout Report Submitted. Pending closeout payment.
- AIP 3-27-0093-16-15, State Project Number A1903-69, Land Acquisition and Obstruction Removal: final closeout payments have been received the for the in the amount of \$178,214.43.



# 2017 Projects

- Loader and Attachment Replacement
  - Source of Funds: FAA Entitlement Funds
  - November 22, 2016: Submitted FAA Grant Pre-application
  - March 10, 2017: Submitted FAA SRE Inventory, Justification, and Equipment Calculation
  - Developing specifications from National joint Powers Alliance (NJPS) and/or MnDOT State Contract List
    - Must meet Buy American Requirement (John Deere, Caterpillar, Case)
- Lawn Mower Replacement
  - Source of Funds: Airport Capital Funds
  - Developed specifications from National joint Powers Alliance (NJPS) and/or MnDOT State Contract List
  - Frontier Ag and Turf/John Deere met with Airport Staff and submitted a quote of:
    - Z930M Ztrak Zero Turn Mower \$9,521.88
    - Snapper Pro 48 Trade-In \$550.00
  - Tentative City Council approval set for March 20, 2017



# 2017 Projects

- Terminal Carpeting
  - Source of Funds: Airport Operating Budget
  - InterSource / Interface (National Joint Powers Alliance)
  - Interior Designer: dark boarder with some colors accents for main areas
  - Entryway carpet has wire fibers to clean debris from shoes prior to entering Main Lobby
  - Tentative City Council approval set for March 20, 2017
- Terminal Furniture
  - Source of Funds: Airport Operating Budget
  - Innovative Office Solutions (MnDOT State Contract List)
  - Interior Designer: wood grain finish, fabric light in color and made of a durable material for shedding liquids and animal fur
  - Tentative City Council approval set for March 20, 2017
  - Surplus old furniture



# 2017 Projects

- Terminal Lighting
  - Source of Funds: Airport Capital Budget
  - Premier Lighting conducted an audit in October 2016
  - Center For Energy and Environment One-Stop Efficiency Shop
  - Meeting with CEE on March 7th
- Terminal HVAC Controls
  - Source of Funds: Airport Operating Budget
  - Compatible with HVAC system, programmable, Web/App control, limit restrictions, warranty, easy to use
  - New HVAC Controls installed on March 2nd
- Other Buildings & Improvements
  - Replace Sliding Doors on Hangar #5 (Anticipated funding in State FY 2018)
  - Roof Replacement on two Bowstring Hangars (Anticipated funding in State FY 2018)



# 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 – Began Testing General Audio Recording Device (GARD) System for MnDOT



## **G.A.R.D. your airport**



### **Who We Are**

We are Invisible Intelligence, LLC, the developers of G.A.R.D.®, a product that provides General Aviation airports with a low cost way to record and save all audio transmissions at their airport. In as little as 5 minutes the system can be set up and collecting data.

We are now in 15 states with Maine, Massachusetts, and Vermont on board for 100% funding. We currently have well over 90 units in operation and are working with DOTs in half a dozen states.

The valuable data being collected at these airports can be retrieved anytime by the airport manager and used for multiple purposes. The voice data can be played back and used as a training aid for ground vehicles authorized to be in the movement areas. It can also assist local and federal officials with accident investigations at non-towered GA airports. The current software also allows airport managers to track aircraft operations daily, weekly, monthly and yearly. Our software is currently able to track both aircraft and ground vehicle movements separately. This is vital data for airport sponsors and local, state and federal entities.

We look forward to the opportunity to discuss our G.A.R.D. product and the benefits it can provide to your airport. More information can be found on your website at [www.invisibleintelligenceLLC.com](http://www.invisibleintelligenceLLC.com).

Please review the information in this packet and contact us with any questions you may have.

Regards,

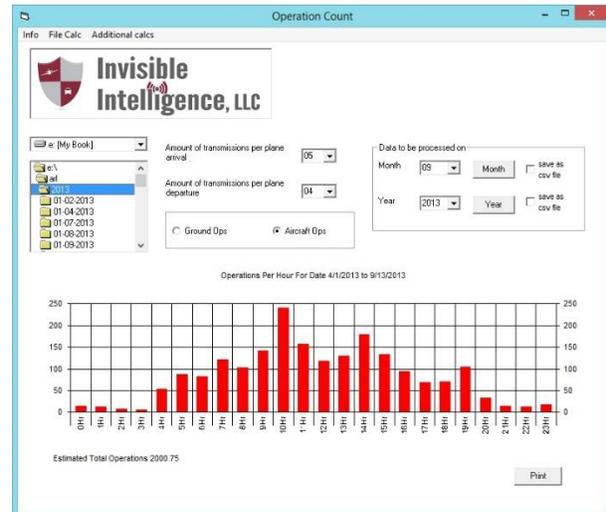
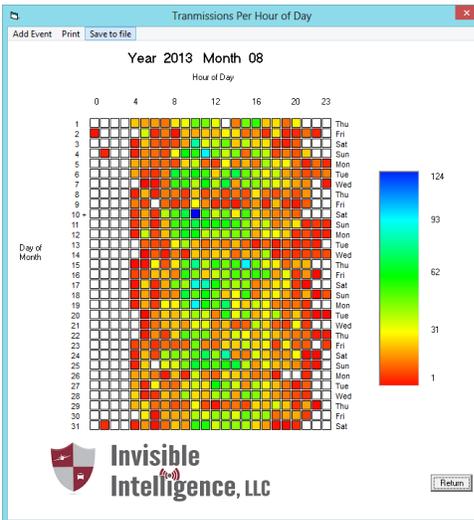
John Guimond and Ron Cote  
Invisible Intelligence, LLC



## Information Overview

Reasons to GARD® your airport:

- GARD is capable of recording and storing all your radio traffic on your UNICOM frequency.
- Do you know when the busiest month, day, and hours are?
- When should you bring in more staff?
- How many planes landed after you left?
- If you have a tower, can you get the audio files from them easily?
- How many maintenance movements do you have at your airport and when are they?
- Data collected can provide annual operations numbers.
- Data can be used for training airport users.
- GARD can assist in accident investigations.
- If something goes wrong, who said what?



**Protect your airport.  
GARD your airport.**

Simple, cost effective software and specialized electronics.





## What's Included

The G.A.R.D.® Dashboard includes the following:

- Invisible Intelligence GARD software
- Invisible Intelligence Opcount software
- Invisible Intelligence GARD attenuating box
- Laptop with Windows 8, 4 GB Ram and 500GB HDD
- Bearcat Base Scanner
- The unit will be preloaded with the GARD software and the scanner preprogrammed with airport Unicom frequency provided by the airport.



Invisible Intelligence, LLC also offers DTMF modification to radios for airport vehicles. DTMF will allow airport users to separate vehicle traffic from aircraft traffic. DTMF can be installed on all radios capable of being modified. Currently only icom radios have been tested and able to accept DTMF chips.

The Invisible Intelligence, LLC GARD unit is pretested before being shipped to the airport.

The cost for the GARD unit described above is \$3,950\*.

The cost per unit for the DTMF system per radio modification is \$210\*.

Auto-Upload is an Opcount upgrade which enables Month and Year data to be automatically emailed to several email addresses, saving you a trip to collect the data. This software upgrade is \$350\* per unit upgraded.

GARD units are guaranteed for twelve months from the date of purchase. Software is licensed not sold. You can view a copy of the software license on our website at [www.invisibleintelligencellc.com/software.html](http://www.invisibleintelligencellc.com/software.html)

An annual Maintenance Agreement can be purchased for 15% of the total contract price to include maintenance upgrades and technical support. The maintenance Agreement will expire one year after purchase unless renewed.

\*Current prices 11/11/2016. Prices are subject to change.



## Frequently Asked Questions

### **What is G.A.R.D.® and is it only for airports?**

G.A.R.D. (General Audio Recording Device) uses state of the art software, and proven electronics to deliver quality and reliability at an affordable price. G.A.R.D. software/hardware system can be used to monitor and record any radio traffic. G.A.R.D. is also capable of generating reports, such as transmissions per day, duration of transmissions, and average length of transmissions.

### **What comes with the complete G.A.R.D.® Dashboard System?**

A complete system consists of laptop computer with 3.5 mm audio jack and audio out speaker, a G.A.R.D. unit, G.A.R.D. Invisible Intelligence software, and a scanner or radio. The system runs on Windows XP, Windows 7 or Windows 8. Depending on where the scanner is located, an outside antenna may be required. The total price does not include external antenna, shipping and tariffs.

### **What kind of computer comes with the G.A.R.D.® Dashboard System?**

The computer we supply is a laptop with a 500 GB hard drive, 4 GB Ram, and Windows 8 operating system. The computer is voltage rated at 120 to 250 and can use an adapter plug for 240.

### **How do I program the system with the right Unicom frequency?**

Customers provide us with the specific Unicom frequency for each airport that the G.A.R.D.® system will be installed at. The scanners are pre-programmed and all systems are tested prior to shipping to customers.

### **Can G.A.R.D.® monitor and record more than one frequency?**

Currently G.A.R.D. only monitors one frequency per unit.

### **How much does the complete G.A.R.D.® Dashboard System cost?**

Currently, the complete cost, excluding shipping, tariffs, and external antenna (if necessary), is \$3,950 USD. \* Please note that prices are subject to change.

### **How long does it take to receive a system when ordered?**

Time can vary but the current production time is 3 weeks.

### **Are there payment plans available?**

We understand all airports have very tight budgets. One of the owners of the company is also a manager of a small GA airport and that is why we kept the price affordable. If the price is an issue we can work with you to establish a payment plan to work with your budget.



# Memo



Date: March 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: RWY 34 GPS Approach – LPV Minimums

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In November 2016, Airport Staff submitted to the FAA the findings from Bolton & Menk’s obstruction evaluation, justification, and a request for the RNAV (GPS) RWY 34 LPV minimums be reinstated. This month the FAA has advised that two of the obstructions (KSGST0001 AND KSGST0180) will need to be resurveyed by an engineer and that KSGST0013 is still going to be an issue as it penetrates the Glide Path Qualification Surface (GQS) surface. Bolton & Menk conducted a survey on March 6<sup>th</sup> and determined that KSGST0013 is indeed an obstruction and penetrates further into the GQS than previously thought. The tree will have to be lowered or removed completely and resurveyed. KSGST0013 does fall within an avigational easement, which provides an opportunity to mitigate the hazard.

Due to the Northern Long-eared Bat’s (NLEB) roosting seasons, there are restrictions on removing trees between April and September, when the bats moving into their summer habitat. However, there may be some relief from these requirements according to the Federal Register NLEB 4(d) Rule. Airport Staff and Bolton & Menk will work with Minnesota DNR/U.S. Fish and Wildlife Service to determine the most appropriate method on how to proceed should removal extend past March into the bat’s summer habitat season.

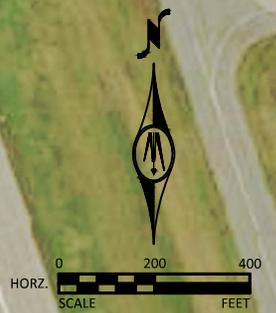
The Bolton & Menk Glide Path Qualification Surface Map is included in the packet.



**PENETRATION TABLE**

NUMBER	DESCRIPTION	ELEVATION	30:1 SURFACE	PENETRATION
KSGST0013	TREE TOP	865.00	860.40	4.60
10082	TREE TOP	859.30	860.60	-1.30
10084	TREE TOP	868.06	860.32	7.74

● = PENETRATION



12224 NICOLLET AVENUE  
 BURNSVILLE, MINNESOTA 55337  
 Phone: (952) 890-0509  
 Email: BurnsVille@bolton-menk.com  
 www.bolton-menk.com

**CITY OF SOUTH ST. PAUL, MINNESOTA**  
 GLIDE PATH QUALIFICATION SURFACE (GQS)  
 GQS OBSTRUCTIONS

# Memo



Date: March 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: NFL Super Bowl 2018

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## Discussions with Houston Area Airports

The airports contacted were very receptive to discussions regarding their efforts with the 2017 Super Bowl and even offered to provide additional details at a later date. They were still compiling data and after event reports. Below is a list of the important topics they felt were worth mentioning for preliminary planning purposes.

Slots: The FAA assigns slots based on airport size and anticipated traffic. Smaller airports received 1-2 slots per hour. For example, two slots equals two arrivals and two departures. The majority of the calls started coming in for slot reservations ten days out from the Super Bowl. They recommended having one dedicated person handling the reservations to keep everyone organized. Switching between people resulted in a few double bookings. VFR traffic was not counted against a slot reservation but can take up space on the ramp if allowed in. The FAA can direct other flights to your airport that do not take up one of your slots.

Website: Update the airport website to make information and scheduling clear and easy to find. It was anticipated that some traffic was lost due to limited information on the airport website.

Fees: There is a lot of variance in the fees charged during the Super Bowl. Some airports did not charge any fees while others charged up to \$2,000, and everything in between. Some only charged their typical ramp fees if the aircraft did not take any fuel. The airports in a similar situation to our airport, if they were to do everything again, they would have charged more. The point each made was to make sure to get a credit card for a deposit at the time of booking any slots. If a slot was reserved and they canceled or no showed the airport lost out because it could not reserve a new aircraft in that slot. Most every other organization will be charging double, triple or more in fees and charges during the event. People traveling for the game are expecting to pay increased prices and really do not care. The normal traffic in and out should probably get fees waived or unrelated to Super Bowl traffic.

Busy Days: The busy days for most airports to start seeing traffic arrive is the Friday and Saturday before the game.

Fuel Trucks: it was highly recommended to have a fuel truck for Jet and Avgas with maybe a second for the Jet to meet demand and ease the line at the fuel pumps. This is dependent on what the final aircraft count will be which will not be known until roughly the week before the game. If two trucks are acquired but no one shows up then it was a waste of funds. But if the cost is right and the traffic arrives then it would be well worth it.

Personnel & Staff: Airports our size had roughly 3-5 people working the line, 1-2 people in the terminal or lobby assisting patrons, and 1-2 answering phones and assisting where needed.

Capacity & Aircraft: Make sure to have a plan on where and how to park various types of aircraft. The recommendation was to include all different types and a method for how they will be parked in the various locations so they can still come and go with some relative ease. Some needed to handle each aircraft multiple times due to limited space while others did not have to handle or move any. Other items to consider were the availability of tugs and power carts for the aircraft.

FAA Software: Specialized scheduling software will be available to airports to reserve slots and determine departure and arrival information times.

Marketing: Marketing efforts should be focused on attracting customers to the airport for the Super Bowl. There will not be many repeat customers from the event. Most aircraft were chartered flights and passengers would not typically travel back.

Food & Entertainment During Game: Many airports provided food for pilots waiting for their passenger prior to departing and airport staff working during the time. Guarantees employees have food available to them and reduces the stress of having to schedule staff leaving for lunch breaks and when they will return as some roads were heavily congested.

Transportation: Rental cars agencies will be wanting to drop off cars for passengers and pilots. Make sure to have agreements in place prior to the events if they are allowed to drop off on the airfield. Make sure any car drops have the billing and other essential paperwork completed prior to allowing the company to drop the car. Plan on increased traffic from ride share companies and consider a drop off or pick up location.

Cost/Benefit: Every item we consider adding or providing extra funding for should be weighed and considered to make sure the return is worth the effort and funds.

# Memo



Date: March 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Hangar Inspections

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## **Overview**

The 2017 Hangar inspections will begin April 1, 2017.

The Fire Department and Airport Staff will be inspecting all commercial hangars and those hangars on the south side. Hangars on the west and north sides of the airport will be inspected by Airport Staff.

The topic was brought up and briefly discussed at the Fleming Field Aviation Association (FFAA) Meetings in February and March. In addition, notices will be emailed out to all hangar owners as well.

## **Incentive – Discount**

To help expedite the process we are contemplating offering a fuel discount during the first month or two. While this may not entice all hangar owners to help move the process along, it may help those who already have their inspection completed on time and may benefit a few others as well.

# Memo



Date: March 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Airport Mower Replacement

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## **Overview:**

Airport Staff researched the type of mower required to meet the demands of the airport. To replace the 2000 Snapper Pro 48 which is not suitable for current airport needs and bridge the gap between the 6-foot John Deere 1445 riding mower and a push mower, a 48-54" mower would be required. In addition, a mower with zero-turn capability and no flat tires would also be beneficial and cost effective from a maintenance standpoint.

After reviewing the available companies and equipment options on the State Contract System and National Joint Powers Alliance (NJPA), it was determined that a John Deere Z930M Commercial ZTrak mower would meet our needs and budget. Airport Staff met with Frontier Ag and Turf/John Deere (NJPA Landscaping and Grounds Contract #070313-DAC) about the new mower specifications. For this piece of equipment, the NJPA rates are better than the rates offered by the State Contract System. The spec sheet for a new mower to include a trade-in value for the old mower is \$8,971.88, below the budgeted amount.

The Frontier Ag and Turf Proposal is included in the packet.

## **Staff Recommendation:**

The staff recommendation is to approve the acquisition of a new John Deere Z930M Commercial ZTrak from the NJPA Landscaping and Grounds Contract 070313-DAC in the amount of \$9,521.88 and to trade-in a 2000 Snapper Pro 48 mower in the amount of \$550 for a final price of \$8,971.88.

## **Source of Funding:**

Airport Capital Budget

Quote Id: 14852099

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**ALL PURCHASE ORDERS MUST BE MADE OUT  
TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT  
TO DELIVERING DEALER:**

Frontier Ag & Turf  
12040 Point Douglas Dr South  
Hastings, MN 55033  
651-437-7747  
patb@frontieragturf.com

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Prepared For:

**City Of South St Paul Fleming Field Airport**



**Proposal For:**

**Delivering Dealer:**

Bruce Speirs

Frontier Ag & Turf  
12040 Point Douglas Dr South  
Hastings, MN 55033

651-437-7747  
patb@frontieragturf.com

**Quote Prepared By:**

BRUCE SPEIRS  
651-319-2547  
bruces@frontieragturf.com

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Frontier Ag & Turf  
 12040 Point Douglas Dr South  
 Hastings, MN 55033  
 651-437-7747  
 patb@frontieragturf.com

### Quote Summary

**Prepared For:**

City Of South St Paul Fleming Field Airport  
 1725 Henry Ave  
 South St Paul, MN 55075  
 Business: 651-554-3350  
 Mobile: 651-485-7442  
 ptiedeman@sspmn.org

**Delivering Dealer:**

**Frontier Ag & Turf**  
 Bruce Speirs  
 12040 Point Douglas Dr South  
 Hastings, MN 55033  
 Phone: 651-437-7747  
 Mobile: 651-319-2547  
 bruces@frontieragturf.com

**Quote ID:** 14852099  
**Created On:** 03 March 2017  
**Last Modified On:** 03 March 2017  
**Expiration Date:** 03 April 2017

Equipment Summary	Suggested List	Selling Price	Qty	=	Extended
JOHN DEERE Z930M Commercial ZTrak	\$ 12,366.08	\$ 9,521.88	1	=	\$ 9,521.88
<b>Contract:</b> NJPA Landscaping and Grounds 070313-DAC (PG NB)					
<b>Price Effective Date:</b> March 3, 2017					

**Equipment Total** **\$ 9,521.88**

Trade In Summary	Qty	Each	Extended
2000 SNAPPER Snapper Pro 48 - 2000283226	1	\$ 550.00	\$ 550.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 550.00
<b>Trade In Total</b>			<b>\$ 550.00</b>

\* Includes Fees and Non-contract items

**Quote Summary**

Equipment Total	\$ 9,521.88
Trade In	\$ (550.00)
<b>SubTotal</b>	<b>\$ 8,971.88</b>
Total	\$ 8,971.88
Down Payment	(0.00)
Rental Applied	(0.00)

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



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**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Frontier Ag & Turf  
12040 Point Douglas Dr South  
Hastings, MN 55033  
651-437-7747  
patb@frontieragturf.com

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**Balance Due**

**\$ 8,971.88**

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

# Selling Equipment

**Quote Id:** 14852099      **Customer Name:** CITY OF SOUTH ST PAUL FLEMING FIELD AIRPORT

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Frontier Ag & Turf  
 12040 Point Douglas Dr South  
 Hastings, MN 55033  
 651-437-7747  
 patb@frontieragturf.com

## JOHN DEERE Z930M Commercial ZTrak

**Contract:** NJPA Landscaping and Grounds 070313-DAC  
 (PG NB)

**Suggested List \***  
 \$ 12,366.08

**Price Effective Date:** March 3, 2017

**Selling Price \***  
 \$ 9,521.88

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2163TC	Z930M Commercial ZTrak	1	\$ 10,579.00	23.00	\$ 2,433.17	\$ 8,145.83	\$ 8,145.83
<b>Standard Options - Per Unit</b>							
001A	United States/Canada	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1038	24x12N12 Michelin X Tweel Turf for 54 In. and 60 In. Decks	1	\$ 849.00	23.00	\$ 195.27	\$ 653.73	\$ 653.73
1502	54 In. Side Discharge Mower Deck	1	\$ -270.00	23.00	\$ -62.10	\$ -207.90	\$ -207.90
2002	Fully Adjustable Suspension Seat with Armrests	1	\$ 475.00	23.00	\$ 109.25	\$ 365.75	\$ 365.75
<b>Standard Options Total</b>			<b>\$ 1,054.00</b>		<b>\$ 242.42</b>	<b>\$ 811.58</b>	<b>\$ 811.58</b>
<b>Dealer Attachments/Non-Contract/Open Market</b>							
AM115838	Spark Arrester Screen	1	\$ 28.00	23.00	\$ 6.44	\$ 21.56	\$ 21.56
TCB11531	Hitch Kit	1	\$ 36.39	23.00	\$ 8.37	\$ 28.02	\$ 28.02
TCB11248	Trash Receptacle Kit	1	\$ 99.51	23.00	\$ 22.89	\$ 76.62	\$ 76.62
TCB11469	Mulch Kit (54 In. 7-Iron, 7-Iron II, 7-Iron PRO and HC)	1	\$ 309.23	23.00	\$ 71.12	\$ 238.11	\$ 238.11
LP40112	Beacon Light Kit	1	\$ 251.00	23.00	\$ 57.73	\$ 193.27	\$ 193.27
LPJD400	5 GALLON TRASH BUCKET	1	\$ 8.95	23.00	\$ 2.06	\$ 6.89	\$ 6.89
<b>Dealer Attachments Total</b>			<b>\$ 733.08</b>		<b>\$ 168.61</b>	<b>\$ 564.47</b>	<b>\$ 564.47</b>
<b>Suggested Price</b>							<b>\$ 9,521.88</b>
<b>Total Selling Price</b>			<b>\$ 12,366.08</b>		<b>\$ 2,844.20</b>	<b>\$ 9,521.88</b>	<b>\$ 9,521.88</b>



# Trade-in

**Quote Id:** 14852099

**Customer Name:** CITY OF SOUTH ST PAUL FLEMING FIELD AIRPORT

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580;  
DUNS#: 60-7690989

2000 SNAPPER Snapper Pro 48 SN# 2000283226	
<b>Machine Details</b>	
<b>Description</b>	<b>Net Trade Value</b>
2000 SNAPPER Snapper Pro 48 SN# 2000283226 Your Trade In Description	\$ 550.00
<b>Total</b>	<b>\$ 550.00</b>

# Memo



Date: March 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Airport Terminal Improvements

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## **Overview:**

Airport Staff researched the various carpet features that would be desired to update the Terminal with a more modern feel and allow easy cleaning and replacement of stained or distressed carpet segments. An Interior Designer for INTERSOURCE, Inc., a vendor with National Joint Powers Alliance (NJPA Flooring Contract #121715-IFA) provided several options narrowing down the choices from an almost endless number of possibilities. Several of the features that the Airport is looking for are: hide spills and stains, easy removal of animal fur, simple cleaning, consist of tiles or squares or panels, and provide a more modern feel that will not be outdated in the near future. The recommendation is a dark brown tile with color highlights to pull in features from around the room. The carpet will provide a good contrast with other interior elements but not seem overly dark with the large windows and proposed LED lighting improvements to the facility.

The INTERSOURCE Proposal is included in the packet.

Airport Staff researched the various furniture features that would be desired to update the Terminal with a more modern feel and allow easy cleaning and replacement of the old furniture. An Interior Designer for Innovative Office Solutions, a vendor with the State Contract System, provided several options on furniture style and fabrics. The features that the Airport is looking for are commercial grade quality, a highly durable fabric that sheds liquids and animal fur, and a style that compliments the Lobby and new flooring. The recommended product will offer a similar style to the existing furniture but with a more modern feel. There is a wood grain finish with a light brown fabric. The fabric is a slight upgrade from a typical fabric as it has a Teflon finish that you would see in hospitals, clinics, airports, and other high traffic areas. As with the carpet, the furniture will provide a good contrast with other interior elements and the proposed LED lighting improvements to the facility.

The Innovative Office Solutions Proposal is included in the packet.

**Staff Recommendation:**

The staff recommendation is to approve the acquisition and installation of new carpeting and disposal of old carpet by INTERSOURCE from the NJPA Flooring Contract #121715-IFA for \$19,555.32.

The staff recommendation is to approve the acquisition and installation of new furniture from Innovative Office Solutions from the State Contract System for \$16,818.94 and include the sale, surplus, or disposal of the old furniture.

**Source of Funding:**

Airport Operating Budget



# PROPOSAL

The Professional's Source for Floor Covering Solutions and Installation

06 October 2016

**REVISED**

**FLEMING FIELD**  
1725 Henry Ave.  
South St. Paul, MN 55075

Mr. Philip Tiedeman  
Fleming Field  
1725 Henry Ave.  
South St. Paul, MN 55075

Dear Philip,

We appreciate the opportunity to submit figures for Fleming Field Lobby & Meeting Room. This quote includes furnishing and installing materials as noted on on regular time. This quote does not include furniture moving, attic stock, unforeseen floor prep or after hours installation.

Our figures are based on floors ready to receive new floor finishes and may be subject to change upon field verification.

INTERSOURCE, Inc. is a certified SBE/WBE company in the City of Minneapolis, City of St. Paul, Hennepin County, and Ramsey County.

Please sign, date and return this proposal as your approval to proceed with ordering the specified materials and scheduling installation labor.

**Terms:** Full Payment due Net 30 Days from invoice date or per Contract Payment Terms  
Accepted method of payment is by check  
Custom order material sales are final, non-returnable and non-cancellable  
Returns subject to supplier's restocking charges, handling charges and return freight

QUANTITY	UNIT DESCRIPTION	UNIT PRICE	EXTENSION
<b>BASE BID-Regular Time ( 7AM - 3PM)</b>			
<b>LOBBY including VESTIBULES</b>			
	Furniture moving by others		
245.00	SY Take up and disposal of existing carpet and base	5.40	1,323.00
2,325.00	SF Material and labor to skim or grind existing adhesives	0.80	1,860.00
203.32	SY Furnish and install Interface Primary Stitch & Sew Straight colors and pattern TBD	32.85	6,679.06
53.82	SY Furnish and install Interface Entry Level walk off mat, mod. Tile	52.20	2,809.40
304.00	LF Furnish and install 4"H standard vinyl base, color TBD	2.15	653.60
9.00	LF Labor to seam to existing	3.90	35.10
<b>ATTIC STOCK</b>			
11.96	SY Furnish carpet tile per budget noted 1 ctn each of 2 patterns	25.20	301.39
5.98	SY Furnish Interface Entry Level walk off mat, mod. Tile	45.15	270.00
<b>BASE BID-Regular Time ( 7AM - 3PM) TOTAL</b>			<b>\$ 13,931.56</b>

FLEMING FIELD - PAGE 2

Quantity	Unit	Description	Unit Price	Extension
<b>ALTERNATE-ADD NO. 1- Regular Time ( 7AM - 3PM)</b>				
<b>Add Meeting Room to base bid</b>				
<b>MEETING ROOM</b>				
Furniture moving by others				
110.00	SY	Take up and disposal of existing carpet and base	5.40	594.00
1,022.00	SF	Material and labor to skim or grind existing adhesives	0.80	817.60
119.60	SY	Furnish and install Interface Primary Stitch & Sew Straight colors and pattern TBD	32.85	3,928.86
110.00	LF	Furnish and install 4"H standard vinyl base, color TBD	2.15	236.50
12.00	LF	Furnish and install transitions as needed	3.90	46.80
<b>ALTERNATE-ADD NO. 1- Regular Time ( 7AM - 3PM) TOTAL</b>			<b>\$</b>	<b>5,623.76</b>

**JOBSITE REQUIREMENTS**

Our aim is to perform the highest quality installation while completing our work according to the project schedule. To achieve our objective, the area of work must have proper lighting, climate control and be free of other trades, materials and debris. To prevent delays and additional charges, please contact us if the jobsite conditions will not allow our installers to proceed as scheduled.

**EXCLUSIONS**

- Attic stock
- Work before or after normal working hours
- Moving of furniture, appliances, planters, equipment and tools
- Removal of sheetrock mud, paint, stain, construction materials and debris
- Floor grinding, scraping, concrete work, carpentry work necessary to ready the subfloor for floor covering
- Sealing and priming of lightweight concrete or Gyp-Crete subfloor
- Ramping to adjacent floor finishes
- Touch-up painting of walls, cabinets and trim due to marring or scratching
- Wall and corner protection of wall covering, faux finishes, and other custom wall finishes
- Adjusting or trimming doors to operate freely over new floor covering
- Vacuuming or cleaning of floor covering

Prices include material, applicable tax, freight and labor during normal working hours. Material warranty per manufacturer published warranty at date of completion. Labor warranty in effect for one year from date of completion. Please note carpet material installed on stairs is excluded from manufacturer warranty. Please note unconventional installation and or use of material will void manufacturer and labor warranty. Standard floor preparation is included. Standard floor preparation is defined as broom sweeping and filling sawcuts. Unforeseeable floor preparation to be charged at the rate of \$130.00/HR plus materials.

Unforeseeable conditions that may require floor preparation are defined as, but not limited to, issues concealed by or caused by the existing floor coverings. Common issues are; floor coverings or adhesives that contain asbestos, deteriorated subfloor, incompatible subfloor, mold, mildew, or subfloor failure during removal of existing floor coverings. If an unforeseeable condition is discovered, we will notify the owner/contractor to discuss the nature of the condition and our recommended solution. The price of the floor preparation and the impact on project schedule will be shared. We will proceed with floor preparation upon receipt of written authorization.

This proposal is valid for 30 days from proposal date. We look forward to working with you!

Respectfully,

Becky Hoyne, Account Director  
INTERSOURCE, Inc.

My signature below indicates that I have reviewed the details of this proposal. I have determined all information, all terms and all conditions to be accurate and acceptable. I authorize INTERSOURCE, Inc. to proceed with ordering the materials and scheduling labor as described herein.

Approved By: \_\_\_\_\_ For: \_\_\_\_\_ Date: \_\_\_\_\_



Lounge Layout  
Source Reveal

Russ Hansen  
Account Executive  
rhansen@innovativeos.com 952.412.7308

Rachel Larsen  
Interior Designer  
rlarsen@innovativeos.com

2/15/2017

**The following section is: SOURCE REVEAL - LAYOUT 2**

**Reveal tandem chair upholstered arms caps, wood legs**

Quantity: 8 SOURCE REVEAL - LAY



Sell \$ 981.54 Ext Sell \$7,852.32

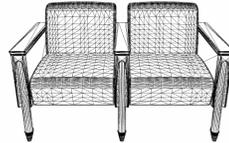
Manufacturer: SOU  
Part Number: 914-UAC-WDL

Image for reference only

Finishes:  
GRADE F FAB: Fabric Grade F  
... Skipped Option  
~ TABLET: No - Tablet  
~ CAL133: No - CAL 133 Fire Rating  
FABRIC: MOMENTUM JITNEY. OAR

**Reveal tandem double Upholstered arm caps, wood legs**

Quantity: 2 SOURCE REVEAL - LAY



Sell \$ 1,643.59 Ext Sell \$3,287.18

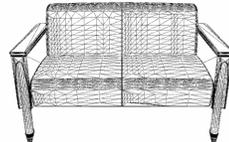
Manufacturer: SOU  
Part Number: 916-UAC-WDL

Image for reference only

Finishes:  
GRADE F FAB: Third Party Grade F  
... Skipped Option  
~ TABLET: No - Tablet  
~ CAL133: No - CAL 133 Fire Rating  
FABRIC: MOMENTUM JITNEY. OAR

**Reveal tandem two seat sofa Upholstered arm caps, wood legs**

Quantity: 2 SOURCE REVEAL - LAY



Sell \$ 1,215.90 Ext Sell \$2,431.80

Manufacturer: SOU  
Part Number: 922-UAC-WDL

Image for reference only

Finishes:  
GRADE F FAB: Third Party Grade F  
... Skipped Option  
~ TABLET: No - Tablet  
~ CAL133: No - CAL 133 Fire Rating  
FABRIC: MOMENTUM JITNEY. OAR

**Reveal End Table Wood legs, wood top**

Quantity: 4

SOURCE REVEAL - LAY



Manufacturer: SOU  
Part Number: 930-WDL-WDT

Sell \$ 434.36      Ext Sell \$1,737.44

Finishes:  
... Skipped Option

Image for reference only

**Reveal In-Line Table Laminate Top**

Quantity: 4

SOURCE REVEAL - LAY



Manufacturer: SOU  
Part Number: 936-LMT

Sell \$ 162.05      Ext Sell \$648.20

Finishes:  
... Skipped Option

Image for reference only

**FREIGHT FROM MANUFACTURER**

Quantity: 1

SOURCE REVEAL - LAY

Manufacturer: SOU  
Part Number: FURNFREIGHT

Sell \$ 277.00      Ext Sell \$277.00

Finishes: Image for reference only

**Subtotal** Ext. Sell **\$16,233.94**

**The following section is: X:SERVICE FEE**

**DELIVER AND INSTALL - SET UP PER PLAN**

Quantity: 1

X:SERVICE FEE

Manufacturer:  
Part Number: FURNINSTALL

Sell \$ 585.00      Ext Sell \$585.00

Finishes: Image for reference only

**Subtotal** Ext. Sell **\$585.00**

Project Total **Grand Total: \$16,818.94**

151 E. Cliff Road, Burnsville, MN 55337 | Customer Care 952.808.9900 | Fax 952.894.7153 | Toll Free 866.574.5389 | [www.innovativeOS.com](http://www.innovativeOS.com)

**Expect Response**

**Expect Reduction**

**Expect Relief**

Standard furniture lead-time 4 - 6 weeks  
Quote Valid for 60 days



# Memo



Date: March 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Airport Geographical Information System (GIS) Program Modifications

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## **Overview:**

Geographical Information System (GIS) is a software platform for maintaining and delivering organizational spatial related data. While GIS can be thought of as a mapping tool it also provides access to additional information pertinent to the object mapped. By interacting with the map, staff can easily obtain any recorded data for the feature. This may include tenant information for hangars, maintenance records, land parcels, and utilities. Having an accurate and well-documented GIS provides the airport with a more efficient retrieval of information and a tool for managing information.

The major benefits of these improvements and a web-based GIS application include:

- Easier transition of knowledge among staff
- Web based mapping access
- Quick and easy access to record drawings
- Manage obstructions and complaints in GIS
- No specialized staff requirements.

## **Scope of Work:**

### Task 1 – New Features to Existing ALP Web GIS

Airport staff have already been using web GIS Applications to assist with their current daily tasks. In order to facilitate the continued use and improve staff's ability, Bolton & Menk will utilize the existing ALP web GIS application to add new features to include Parcel Mailing Labels, Global Search Configuration, Record Drawing Integration, and Improve Web GIS Application.

### Task 2 – Tracking Features (Removed from Scope of Work)

### Task 3 – Migrate Master Plan Web GIS Features to ALP Web GIS

Airport staff have already been using a web GIS application initially created for the Master Plan project. Since the project is complete, the application is no longer going to be maintained. It is proposed to migrate the functionality and data to the new GIS application. The features will include: Air Surface Clearance Tool, Create a FAA 7460 Layer, Obstruction Mitigation Tool, Database Restructuring.

Bolton & Menk will host all components of the application which avoids the need for the airport to individually license the development software and acquire additional software and hardware. The airport has the right to discontinue the application and any services. All information will remain the property of the City of South St. Paul Municipal Airport and may request a digital copy of the database at no charge. The web mapping software and technology will be licensed directly through Bolton & Menk and will remain its property. There is typically an annual maintenance fee of \$3,600 for Bolton & Menk to provide these types of services as a stand-alone product. Since Bolton & Menk is designated as the Airport Engineer, the maintenance fees have been waived. Should the airport discontinue the engineering relationship with Bolton & Menk they would require an appropriate maintenance or retainer fee to continue these services.

**Project Cost and Timeline:**

Bolton & Menk and Airport Staff have reduced the scope of work down to what is determined to be essential in the continued use of the GIS web application, migration of critical data from other GIS databases, and the implementation of new features. The reduction in scope eliminated just over \$4,500 in total cost. The proposed costs are outlined below.

<b>Task</b>	<b>Description</b>	<b>Task Cost</b>
1.0	New Features to Existing ALP Web GIS	\$1,225
3.0	Migrate Master Plan Web GIS Features to ALP Web GIS	\$1,190
	<b>TOTAL COST</b>	<b>\$2,415</b>

If authorized in its entirety, tasks can be completed within 12 weeks.

**Staff Recommendation:**

The staff recommendation is to approve the implementation of new GIS features included in Task 1 and Task 2 by Bolton & Menk for \$2,415.

**Source of Funding:**

Airport Operating Budget