



**City of South St. Paul**  
**AIRPORT ADVISORY COMMISSION**  
**FLEMING FIELD AIRPORT MEETING ROOM**  
TUESDAY, MAY 9, 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 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 March 14, 2017
- B. YTD Fuel Report
- C. YTD Budget Report
- D. 2017 Projects
- E. RWY 34 GPS Approach – LPV Minimums
- F. Hangar Inspections
- G. Fleming Field Hall of Fame

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

**7. OLD BUSINESS:**

- A. NFL Super Bowl 2018

**8. NEW BUSINESS:**

- A. Website Update
- B. MnDOT NAVAIDs
- C. Road Sign Relocation

**9. COMMISSIONER AND STAFF COMMENTS:**

**10. ADJOURNMENT:**



# City of South St. Paul

## AIRPORT ADVISORY COMMISSION

### FLEMING FIELD AIRPORT



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

#### 1. CALL TO ORDER:

The Airport Advisory Commission Meeting was called to order by Chair Ludwigson at 6:01 PM on Tuesday, March 14, 2017.

#### 2. ROLL CALL:

Present Ludwigson, Adams, Gardner, Gesch, Hilger, Francis, and Reckinger.

Absent Schoen, Sheridan

Also Present Philip Tiedeman, Airport Manager  
Joseph Carney, Airport Operations Specialist  
Willaim Steier, Airport Tenant with Presentation

#### 3. ELECTIONS

##### A. CHAIR

Motion by Reckinger, second by Hilger for Ludwigson to be Chair.

Motion carried 7 ayes/0 nays

##### B. VICE-CHAIR

Motion by Ludwigson, second by Reckinger for Adams to be Vice-Chair

Motion carried 7 ayes/0 nays

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

Mr. Steier came forward with a proposal for a Fleming Field Hall of Fame. This may be in the form of a wall display similar to the Minnesota Aviation Hall of Fame. Funding would come from the EAA/FFAA organizations. Plaque size and other details are yet to be determined, the location would possibly be to the left of the Shadowbox in the main lobby. The subcommittee will consist of Francis, Gardner, and Hilger.

Motion to Organize a Hall of Fame Display Hilger, second by Gardner

Motion carried 7 ayes/0 nays

#### 5. APPROVAL OF AGENDA:

Motion by Adams, second by Gesch to approve March 14, 2017, agenda as submitted.

Motion carried 7 ayes/0 nays

## **6. CONSENT AGENDA:**

Motion by Adams, second by Gardner to approve the amended Consent Agenda.

Motion carried 7 ayes/0 nays

## **7. ITEMS REMOVED FROM CONSENT AGENDA:**

Item A, Spelling mistakes in Item 9.

Motion to approve as amended. Reckinger, 2<sup>nd</sup> Adams;

Motion carried 7 ayes/0 nays

Item B, Question by Ludwigson: How much more energy for the weight. Tiedeman will investigate and follow up when he received additional information.

Motion to approve as amended Adams, 2<sup>nd</sup> Gardner;

Motion carried 7 ayes/0 nays

Item D, Question by Ludwigson about oversight. Who will be able to access the recordings, what will they be used for, and for how long will they be kept? Tiedeman will write a summary on the G.A.R.D. system, as well as send out an email out to all tenants on the airfield letting them know about the system should any information be kept and/or the system remain at the airport.

Item E, Tiedeman added information relating to the removal of two trees at 128 South Street. The Homeowner has requested that we remove, not trim, both trees. Birch Tree Care came out to get information for a quote, \$2,725.00, and anticipates starting removal process within the next two weeks.

Motion to approve as amended Adams, 2<sup>nd</sup> Gardner;

Motion carried 7 ayes/0 nays

## **8. OLD BUSINESS:**

### **A. NFL Super Bowl**

Tiedeman covered his recent communications with Houston area airports and their experiences. Adams discussed possibly having Tenant groups; CAF, CAP, etc on the airfield assisting operations staff during the Super Bowl Week. Making additions to the website to allow for Slot input was discussed. Adams requested that everyone use the slacker or email to update information.

## **9. NEW BUSINESS:**

A. Hangar Inspections – Tiedeman discussed his thoughts of offering fuel discounts for those tenants who get their inspections completed within the first month or two. Another idea put forward was by Ludwigson to have a set day when Fire Marshal/Inspector and Airport Staff would be standing by, either evening and/or Saturday for those tenants who are unable to get out during the week. Also, the possibility of dropping off keys to hangars to either neighbor or Airport Staff.

- B. Airport Mower Replacement – Tiedeman reviewed the new mower quote.  
Motion to accept Staff recommendation to purchase mower Adams, 2<sup>nd</sup> by  
Hilger;  
Motion carried 7 ayes/0 nays
- C. Airport Terminal Improvements – Tiedeman presented the carpet selections and  
furniture selections for review and approval.  
Motion to accept Staff recommendations to enter into the contract with  
InterSource for the carpet and furniture by Hilger, second by Gardner;  
Motion carried 7 ayes/0 nays
- D. Airport Geographical Information System (GIS) Program Modification – Tiedeman  
presented the GIS adjustments from Bolton & Menk.  
Motion to accept Staff recommendations to purchase the adjusted GIS  
application by Reckinger, second by Gardner;  
Motion carried 7 ayes/0 nays

**10. COMMISSIONER AND STAFF COMMENTS:**

Tiedeman advised AAC that they were invited to the 2017 Minnesota Airport  
Conference April 12-14 in Mankato, MN.

Tiedeman brought up the State of the City March 23, 2017.

Hilger also thanked Mr. Steier for his comments and request.

**11. ADJOURNMENT:**

Motion made by Hilger, second by Gardner to adjourn the commission meeting at  
7:10 PM.

Motion carried 7 ayes/0 nays

# Memo

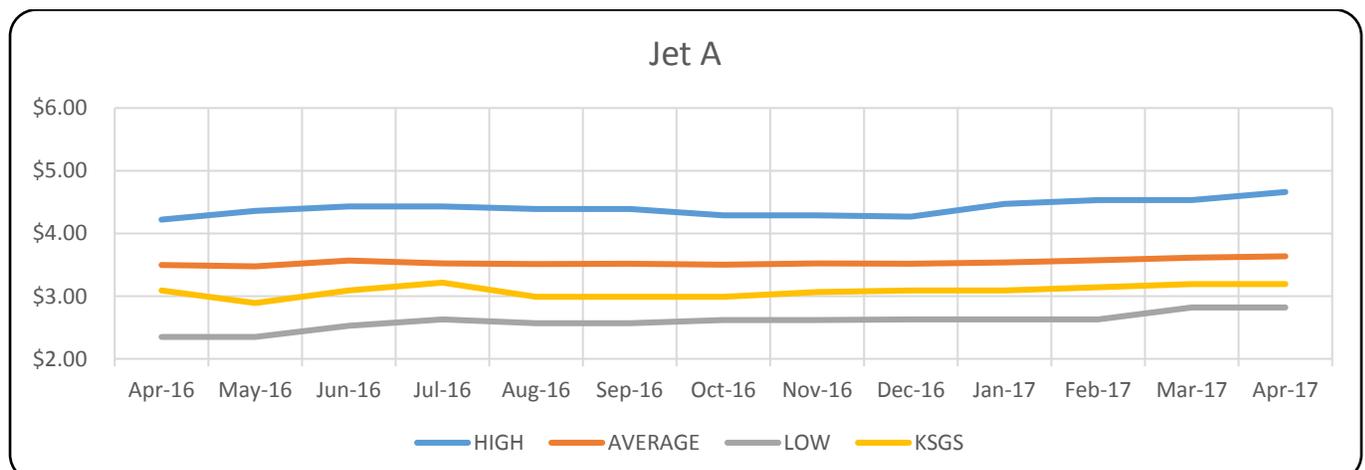
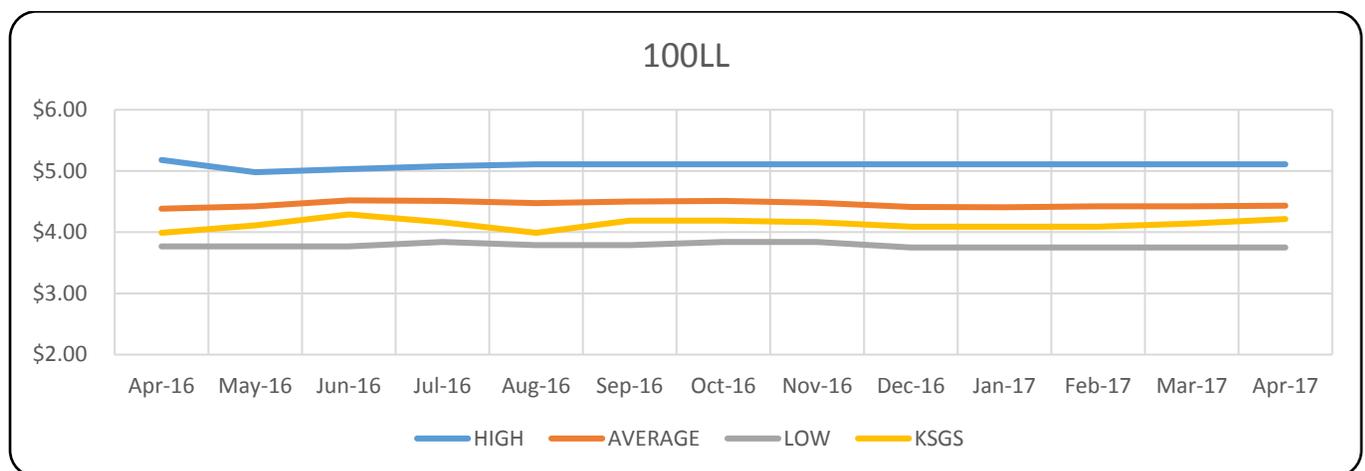


Date: May 9, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: YTD Fuel Report – April 2017

The 2017 total fuel sales by gallon through April are behind 2016 by 7.61% and down 22.10% compared to the 5-YR Average.

- For April: 100LL was up 4.81%, 91UL was up 45.26%, and Jet A was down 55.09%.
- For the year: 100LL was up 18.18%, 91UL was down 7.18%, and Jet A was down 43.98%.

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.



## 2017 AVIATION FUEL SALES BY GALLON

May 5, 2017

	100LL			
	2017	2016	% Δ	5-YR AVG*
JAN	2,964.90	2,646.30	12.04%	3,436.10
FEB	5,768.50	3,450.90	67.16%	3,440.18
MAR	6,072.90	5,662.20	7.25%	5,741.60
<b>Q1</b>	<b>14,806.30</b>	<b>11,759.40</b>	<b>25.91%</b>	<b>12,617.88</b>
APR	7,122.80	6,795.70	4.81%	9,694.60
MAY	-	10,842.60	-100.00%	9,861.58
JUN	-	9,590.80	-100.00%	10,549.50
<b>Q2</b>	<b>7,122.80</b>	<b>27,229.10</b>	<b>-73.84%</b>	<b>30,105.68</b>
JUL	-	9,591.80	-100.00%	10,549.50
AUG	-	10,501.90	-100.00%	10,759.22
SEP	-	8,780.90	-100.00%	10,137.04
<b>Q3</b>	<b>-</b>	<b>28,874.60</b>	<b>-100.00%</b>	<b>31,445.76</b>
OCT	-	10,279.30	-100.00%	7,789.82
NOV	-	8,450.00	-100.00%	6,287.92
DEC	-	3,587.80	-100.00%	3,169.58
<b>Q4</b>	<b>-</b>	<b>22,317.10</b>	<b>-100.00%</b>	<b>17,247.32</b>
<b>TOTAL</b>	<b>21,929.10</b>	<b>90,180.20</b>	<b>-75.68%</b>	<b>91,416.64</b>

	91UL			
	2017	2016	% Δ	5-YR AVG*
JAN	172.40	273.50	-36.97%	378.40
FEB	214.60	136.20	57.56%	362.60
MAR	151.20	351.80	-57.02%	722.48
<b>Q1</b>	<b>538.20</b>	<b>761.50</b>	<b>-29.32%</b>	<b>1,463.48</b>
APR	467.00	321.50	45.26%	738.40
MAY	-	481.80	-100.00%	826.78
JUN	-	496.40	-100.00%	885.14
<b>Q2</b>	<b>467.00</b>	<b>1,299.70</b>	<b>-64.07%</b>	<b>2,450.32</b>
JUL	-	738.50	-100.00%	990.52
AUG	-	812.60	-100.00%	960.58
SEP	-	604.90	-100.00%	939.26
<b>Q3</b>	<b>-</b>	<b>2,156.00</b>	<b>-100.00%</b>	<b>2,890.36</b>
OCT	-	350.60	-100.00%	532.58
NOV	-	242.60	-100.00%	532.14
DEC	-	172.60	-100.00%	816.30
<b>Q4</b>	<b>-</b>	<b>765.80</b>	<b>-100.00%</b>	<b>1,881.02</b>
<b>TOTAL</b>	<b>1,005.20</b>	<b>4,983.00</b>	<b>-79.83%</b>	<b>8,685.18</b>

	JET A			
	2017	2016	% Δ	5-YR AVG*
JAN	2,329.90	1,085.90	114.56%	2,368.48
FEB	1,366.80	4,173.00	-67.25%	3,679.66
MAR	1,606.80	3,291.90	-51.19%	4,313.48
<b>Q1</b>	<b>5,303.50</b>	<b>8,550.80</b>	<b>-37.98%</b>	<b>10,361.62</b>
APR	2,074.20	4,618.30	-55.09%	4,033.88
MAY	-	3,347.60	-100.00%	5,365.36
JUN	-	5,719.50	-100.00%	5,325.74
<b>Q2</b>	<b>2,074.20</b>	<b>13,685.40</b>	<b>-84.84%</b>	<b>14,724.98</b>
JUL	-	5,010.90	-100.00%	4,263.04
AUG	-	7,328.60	-100.00%	5,429.04
SEP	-	4,035.70	-100.00%	4,247.20
<b>Q3</b>	<b>-</b>	<b>16,375.20</b>	<b>-100.00%</b>	<b>13,939.28</b>
OCT	-	2,382.10	-100.00%	4,192.52
NOV	-	3,439.80	-100.00%	3,891.36
DEC	-	2,429.20	-100.00%	2,130.62
<b>Q4</b>	<b>-</b>	<b>8,251.10</b>	<b>-100.00%</b>	<b>10,214.50</b>
<b>TOTAL</b>	<b>7,377.70</b>	<b>46,862.50</b>	<b>-84.26%</b>	<b>49,240.38</b>

	TOTAL FOR ALL FUEL				
	2017	2016	5-YR AVG*	%Δ 2017/2016	%Δ 2017/5-YR AVG
JAN	5,467.20	4,005.70	6,182.98	36.49%	-11.58%
FEB	7,349.90	7,760.10	7,482.44	-5.29%	-1.77%
MAR	7,830.90	9,305.90	10,777.56	-15.85%	-27.34%
<b>Q1</b>	<b>20,648.00</b>	<b>21,071.70</b>	<b>24,442.98</b>	<b>-2.01%</b>	<b>-15.53%</b>
APR	9,664.00	11,735.50	14,466.88	-17.65%	-33.20%
MAY	-	14,672.00	16,053.72	-100.00%	-100.00%
JUN	-	15,806.70	16,760.38	-100.00%	-100.00%
<b>Q2</b>	<b>9,664.00</b>	<b>42,214.20</b>	<b>47,280.98</b>	<b>-77.11%</b>	<b>-79.56%</b>
JUL	-	15,341.20	15,803.06	-100.00%	-100.00%
AUG	-	18,643.10	17,148.84	-100.00%	-100.00%
SEP	-	13,421.50	15,323.50	-100.00%	-100.00%
<b>Q3</b>	<b>-</b>	<b>47,405.80</b>	<b>48,275.40</b>	<b>-100.00%</b>	<b>-100.00%</b>
OCT	-	13,012.00	12,514.92	-100.00%	-100.00%
NOV	-	12,132.40	10,711.42	-100.00%	-100.00%
DEC	-	6,189.60	6,116.50	-100.00%	-100.00%
<b>Q4</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>30,312.00</b>	<b>142,025.70</b>	<b>149,342.20</b>	<b>-78.66%</b>	<b>-79.70%</b>

\* 5-YR AVG 2016-2012

# Memo



Date: May 9, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: YTD Budget Report – April 2017

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## **Airport Operating Fund**

The 2017 Airport Operating Revenues for April YTD are \$375,978.38; the Airport Operating Expenditures for April YTD are \*\$226,237.42. The April YTD net change is a surplus of \$141,255.96.

- Airport Fuel Receipts (4583) are currently at \$90,600.47 (14.50%). This line item should catch up during the summer months.
- Land Lease (4585) is at \$127,898.59 (77.40%). Most land leases are due in March of each year with a few occurring throughout the remainder of the year.
- Revenue items are in line with expectations.
- \*Building Fixtures and Improvements (6560) was miscoded \$8,485.00 to the Airport Operating Fund. It will be recoded to the correct department.
- Dues and Subscriptions (6471) currently at \$1,319.00 (105.52%). Several rates have increased in 2017.
- Other Long Term Debt-Principal (6602) is at \$6,258.22 (199.94%). The South T-Hangar loan was paid off
- Expense items are in line with expectations.

## **Capital Improvement Fund**

The 2017 Airport Capital Revenues for April YTD are \$2,700.43; the Airport Operating Expenses for April YTD are \$0.00. The April YTD net change is a surplus of \$2,700.43.

- Several purchases have not been transfer to Capital, including a mower and terminal improvements.
- The new loader is still on track to be acquired this year and should be at or below the budgeted amount.
- Items that remain uncertain are Bowstring Hangar Roof repairs and Hangar #5 door repair.

## **Comparative Balance Sheet – Debt**

The 2017 Operating Debt for April YTD is \$454,686.86; the Capital Debt for April YTD is \$348,861.2. The Total Debt for April YTD \$803,548.06. As compared to April YTD for 2016 (\$1,502,634.10), this is a decrease of \$699,086.10.

## **BRS**

On May 1, 2017, the City Council voted to renegotiate the lease with BRS after issuance of new General Obligation Bonds for the building. The new lease rent rates are lower than the budgeted amount but the overall debt and interest on the building will be lower as well. The new lease will allow for a subtenant and an option for BRS to buy the building. Both items that were not allowed or difficult in the initial lease and amendments due to bonding obligations.

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

Description	2017 Actual Budget	April YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	April YTD Actual 2016	Percent Used 2016
<b>20245 - AIRPORT</b>							
<b>REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
4321 - AIRPORT OPERATIONS & MAINT	(34,320.00)	(34,320.00)	0.00	100.00%	(32,000.00)	0.00	0.00%
4325 - STATE GRANTS AND AIDS	(35,000.00)	0.00	(35,000.00)	0.00%	(40,000.00)	0.00	0.00%
<b>INTERGOVERNMENTAL</b>	<b>(69,320.00)</b>	<b>(34,320.00)</b>	<b>(35,000.00)</b>	<b>49.51%</b>	<b>(72,000.00)</b>	<b>0.00</b>	<b>0.00%</b>
<b>CHARGE FOR SERVICE</b>							
4411 - PILOT	(48,460.00)	(16,486.76)	(31,973.24)	34.02%	(43,435.00)	(14,595.05)	33.60%
4402 - RENT	(16,000.00)	(8,048.10)	(7,951.90)	50.30%	(8,652.00)	(3,513.67)	40.61%
4581 - RENT OF HANGARS	(197,050.00)	(60,702.93)	(136,347.07)	30.81%	(200,687.00)	(65,471.42)	32.62%
4583 - AIRPORT FUEL RECEIPTS	(625,000.00)	(90,600.47)	(534,399.53)	14.50%	(638,252.00)	(98,436.02)	15.42%
4585 - LAND LEASE	(165,250.00)	(127,898.59)	(37,351.41)	77.40%	(162,238.00)	(126,536.35)	77.99%
4586 - TEE HANGAR RENTAL	(105,000.00)	(35,218.15)	(69,781.85)	33.54%	(112,265.00)	(36,246.28)	32.29%
4587 - AIRCRAFT PARKING FEES	(5,500.00)	(1,945.00)	(3,555.00)	35.36%	(3,000.00)	(1,900.00)	63.33%
4588 - AIRPORT RAMP FEES	(1,500.00)	0.00	(1,500.00)	0.00%	(7,500.00)	0.00	0.00%
<b>CHARGES FOR SERVICES</b>	<b>(1,163,760.00)</b>	<b>(340,900.00)</b>	<b>(822,860.00)</b>	<b>29.29%</b>	<b>(1,176,029.00)</b>	<b>(346,698.79)</b>	<b>29.48%</b>
<b>MISCELLANEOUS</b>							
4510 - CONCESSION SALES	(50.00)	(29.51)	(20.49)	59.02%	0.00	(75.00)	
4590 - AIRPORT GATE CARD	(500.00)	(447.38)	(52.62)	89.48%	(800.00)	(980.95)	122.62%
4591 - AIRPORT VENDING SALES	(800.00)	(223.85)	(576.15)	27.98%	(750.00)	(202.94)	27.06%
4413 - XEROX COPIES	(10.00)	0.00	(10.00)	0.00%	(10.00)	0.00	0.00%
4672 - OTHER	(500.00)	(30.57)	(469.43)	6.11%	0.00	(568.16)	
4673 - CASH OVER/SHORT		0.34	(0.34)			0.10	
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			0.00	
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			0.00	
<b>MISCELLANEOUS</b>	<b>(8,860.00)</b>	<b>(758.38)</b>	<b>(8,101.62)</b>	<b>8.56%</b>	<b>(8,560.00)</b>	<b>(1,826.95)</b>	<b>21.34%</b>
<b>OTHER FINANCING SOURCES</b>							
<b>REVENUES</b>	<b>(1,241,940.00)</b>	<b>(375,978.38)</b>	<b>(865,961.62)</b>	<b>30.27%</b>	<b>(1,256,589.00)</b>	<b>(348,525.74)</b>	<b>27.74%</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	155,366.00	46,770.62	108,595.38	30.10%	145,691.00	44,247.38	30.37%
6102 - FULL-TIME EMPLOYEES-OVERTIME	2,000.00	93.74	1,906.26	4.69%	1,000.00	348.61	34.86%
6104 - TEMPORARY EMPLOYEES-REG	15,500.00	2,092.47	13,407.53	13.50%	14,658.00	1,028.69	7.02%
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	7,157.16	17,674.84	28.82%	23,067.00	6,642.91	28.80%
6130 - EMPLOYER PAID INSURANCE	15,046.00	4,947.74	10,098.26	32.88%	14,182.00	4,470.71	31.52%
6140 - UNEMPLOYMENT COMP INS.		789.99	(789.99)			0.00	

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

Description	2017 Actual Budget	April YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	April YTD Actual 2016	Percent Used 2016
6150 - WORKERS COMPENSATION	8,422.00	3,359.50	5,062.50	39.89%	8,422.00	2,691.00	31.95%
6170 - EMPLOYER CONTR TO HCSP	2,786.00	200.00	2,586.00	7.18%	2,163.00	177.75	8.22%
<b>PERSONNEL SERVICES</b>	<b>225,552.00</b>	<b>65,411.22</b>	<b>160,140.78</b>	<b>29.00%</b>	<b>209,183.00</b>	<b>59,607.05</b>	<b>28.50%</b>
<b>MATERIALS &amp; SUPPLIES</b>							
6201 - OFFICE SUPPLIES	1,500.00	465.49	1,034.51	31.03%	1,500.00	180.06	12.00%
6220 - REPAIR & MAINTENANCE SUPPLIES	40,000.00	8,960.75	31,039.25	22.40%	40,000.00	5,144.59	12.86%
6240 - MINOR EQUIPMENT AND FURNITURE	58,000.00	9,684.47	48,315.53	16.70%	2,100.00	0.00	0.00%
6250 - MERCHANDISE FOR RESALE	450,000.00	72,756.72	377,243.28	16.17%	516,633.00	54,044.20	10.46%
<b>MATERIALS &amp; SUPPLIES</b>	<b>549,500.00</b>	<b>91,867.43</b>	<b>457,632.57</b>	<b>16.72%</b>	<b>560,233.00</b>	<b>59,368.85</b>	<b>10.60%</b>
<b>SERVICES AND OTHER CHARGES</b>							
6302 - PROFESSIONAL SERVICES	15,000.00	6,956.37	8,043.63	46.38%	14,200.00	2,328.31	16.40%
6331 - CONFERENCES, TRAINING, TRAVEL	5,000.00	450.00	4,550.00	9.00%	3,800.00	513.93	13.52%
6341 - ADVERTISING	7,000.00	1,016.00	5,984.00	14.51%	6,325.00	2,247.00	35.53%
6361 - INSURANCE	50,786.00	20,364.00	30,422.00	40.10%	50,786.00	28,107.77	55.35%
6371 - REPAIRS & MAINT CONTRACTUAL	129,000.00	2,648.62	126,351.38	2.05%	76,000.00	1,718.33	2.26%
6374 - ADMINISTRATION SUPPORT FEE	71,686.00	17,967.00	53,719.00	25.06%	62,709.00	20,904.00	33.33%
6378 - COPIER MAINTENANCE AGREEMENT	450.00	105.02	344.98	23.34%	450.00	124.64	27.70%
6379 - CONT SERV/REFUSE & SANITATION	750.00	174.00	576.00	23.20%	600.00	232.00	38.67%
6380 - CENTRAL GARAGE MAINT. CHARGE	15,959.00	3,990.00	11,969.00	25.00%	13,877.00	4,628.00	33.35%
6385 - UTILITY SERVICE	20,500.00	5,334.96	15,165.04	26.02%	19,775.00	5,128.84	25.94%
6388 - TECHNOLOGY EQUIP CHARGE	632.00	159.00	473.00	25.16%	40.00	14.00	35.00%
6390 - POSTAGE AND TELEPHONE	5,750.00	819.49	4,930.51	14.25%	5,000.00	1,359.66	27.19%
<b>SERVICES AND OTHER CHARGES</b>	<b>322,513.00</b>	<b>59,984.46</b>	<b>262,528.54</b>	<b>18.60%</b>	<b>253,562.00</b>	<b>67,306.48</b>	<b>26.54%</b>
<b>CAPITAL OUTLAY</b>							
6560 - BUILDING FIXTURES AND IMPRS	0.00	8,485.00	(8,485.00)		0.00	0.00	
6572 - COMPUTER SOFTWARE	2,500.00	1,268.85	1,231.15	50.75%	7,500.00	0.00	0.00%
<b>CAPITAL OUTLAY</b>	<b>2,500.00</b>	<b>9,753.85</b>	<b>(7,253.85)</b>	<b>390.15%</b>	<b>7,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>MISCELLANEOUS</b>							
6412 - CREDIT CARD/ACH/BANK FEE		103.24	(103.24)			58.85	
6453 - REMITTANCE OF REV/OTHER	800.00	25.00	775.00	3.13%	650.00	55.00	8.46%
6471 - DUES & SUBSCRIPTIONS	1,250.00	1,319.00	(69.00)	105.52%	470.00	1,290.25	274.52%
<b>MISCELLANEOUS</b>	<b>2,050.00</b>	<b>1,447.24</b>	<b>602.76</b>	<b>70.60%</b>	<b>1,120.00</b>	<b>1,404.10</b>	<b>125.37%</b>
<b>DEBT SERVICE</b>							
6602 - OTHER LONG TERM DEBT-PRINCIPAL	3,130.00	6,258.22	(3,128.22)	199.94%	38,656.00	12,516.32	32.38%
6612 - INTEREST EXPENSE	15,000.00	0.00	15,000.00	0.00%	15,000.00	0.00	0.00%
<b>DEBT SERVICE</b>	<b>18,130.00</b>	<b>6,258.22</b>	<b>11,871.78</b>	<b>34.52%</b>	<b>53,656.00</b>	<b>12,516.32</b>	<b>23.33%</b>
<b>TRANSFERS</b>							
6719 - TRANSFER TO CAPITAL PROJECT FU	103,750.00	0.00	103,750.00	0.00%	46,500.00	0.00	0.00%
<b>TRANSFERS</b>	<b>103,750.00</b>	<b>0.00</b>	<b>103,750.00</b>	<b>0.00%</b>	<b>46,500.00</b>	<b>0.00</b>	<b>0.00%</b>

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

Description	2017 Actual Budget	April YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	April YTD Actual 2016	Percent Used 2016
EXPENDITURES	1,223,995.00	234,722.42	989,272.58	19.18%	1,131,754.00	200,202.80	17.69%
REVENUES AND EXPENDITURES	(17,945.00)	(141,255.96)	123,310.96	787.16%	(124,835.00)	(148,322.94)	118.82%

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

Description	2017 Actual Budget	April YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	April YTD Actual 2016	Percent Used 2016
<b>40404 - AIRPORT CAPITAL FUND</b>							
<b>REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
4302 - FEDERAL GRANTS - OTHER	(202,500.00)	0.00	(202,500.00)	0.00%	(135,000.00)	313,928.00	-232.54%
4325 - STATE GRANTS AND AIDS	(193,250.00)	0.00	(193,250.00)	0.00%	(163,500.00)	16,077.44	-9.83%
<b>INTERGOVERNMENTAL</b>	<b>(395,750.00)</b>	<b>0.00</b>	<b>(395,750.00)</b>	<b>0.00%</b>	<b>(298,500.00)</b>	<b>330,005.44</b>	<b>-110.55%</b>
<b>CHARGE FOR SERVICE</b>							
4572 - USER IMPROVEMENT FEES	0.00	0.00	0.00		0.00	(15,843.75)	
<b>CHARGES FOR SERVICES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>(15,843.75)</b>	
<b>SPECIAL ASSESSMENTS</b>							
4657 - OTHER ASSESSMENTS		(2,700.43)	2,700.43			(2,700.43)	
<b>SPECIAL ASSESSMENTS</b>		<b>(2,700.43)</b>	<b>2,700.43</b>			<b>(2,700.43)</b>	
<b>MISCELLANEOUS</b>							
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			0.00	
<b>MISCELLANEOUS</b>		<b>0.00</b>	<b>0.00</b>			<b>0.00</b>	
<b>OTHER FINANCING SOURCES</b>							
4920 - INTERFUND OPERATING TRANSFER	(103,750.00)	0.00	(103,750.00)	0.00%	(46,500.00)	0.00	0.00%
<b>OTHER FINANCING SOURCES</b>	<b>(103,750.00)</b>	<b>0.00</b>	<b>(103,750.00)</b>	<b>0.00%</b>	<b>(46,500.00)</b>	<b>0.00</b>	<b>0.00%</b>
<b>REVENUES</b>	<b>(499,500.00)</b>	<b>(2,700.43)</b>	<b>(496,799.57)</b>	<b>0.54%</b>	<b>(345,000.00)</b>	<b>311,461.26</b>	<b>-90.28%</b>
<b>EXPENDITURES</b>							
<b>SERVICES AND OTHER CHARGES</b>							
6302 - PROFESSIONAL SERVICES	0.00	0.00	0.00		0.00	150.42	
6371 - REPAIRS & MAINT CONTRACTUAL	0.00	0.00	0.00		0.00	1,224.25	
<b>SERVICES AND OTHER CHARGES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>1,374.67</b>	
<b>CAPITAL OUTLAY</b>							
6530 - IMPR OTHER THAN BUILDING	225,000.00	0.00	225,000.00	0.00%	165,000.00	13,751.40	8.33%
6560 - BUILDING FIXTURES AND IMPRS	260,000.00		260,000.00		180,000.00		
6580 - OTHER EQUIPMENT	14,500.00	0.00	14,500.00	0.00%	0.00	0.00	
<b>CAPITAL OUTLAY</b>	<b>499,500.00</b>	<b>0.00</b>	<b>499,500.00</b>	<b>0.00%</b>	<b>345,000.00</b>	<b>13,751.40</b>	<b>3.99%</b>
<b>MISCELLANEOUS</b>							
<b>DEBT SERVICE</b>							
6612 - INTEREST EXPENSE	15,000.00	0.00	15,000.00	0.00%	15,000.00	0.00	0.00%
<b>DEBT SERVICE</b>	<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00%</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>EXPENDITURES</b>	<b>514,500.00</b>	<b>0.00</b>	<b>514,500.00</b>	<b>0.00%</b>	<b>360,000.00</b>	<b>15,126.07</b>	<b>4.20%</b>
<b>REVENUES AND EXPENDITURES</b>	<b>15,000.00</b>	<b>(2,700.43)</b>	<b>17,700.43</b>	<b>-18.00%</b>	<b>15,000.00</b>	<b>326,587.33</b>	<b>2,177.25%</b>

**COMPARATIVE BALANCE SHEET  
AS OF APRIL 2017**

	APRIL YTD ACTUAL 2017	APRIL YTD ACTUAL 2016
<b>20245 - AIRPORT</b>		
<b>ASSETS</b>		
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>		
CASH	(583,777.46)	(684,394.37)
PETTY CASH	100.00	100.00
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<b>(583,677.46)</b>	<b>(684,294.37)</b>
<b>ACCOUNTS RECEIVABLE</b>		
A/R - MISC RECEIVABLE	107,374.43	48,639.49
<b>ACCOUNTS RECEIVABLE</b>	<b>107,374.43</b>	<b>48,639.49</b>
<b>SPECIAL ASSESSMENTS RECEIVABLE</b>		
<b>DUE FROM OTHER GOVERNMENTAL UNITS</b>		
<b>INVENTORIES - AT COST</b>		
INVENTORY - FUEL	21,616.17	43,148.08
<b>INVENTORIES - AT COST</b>	<b>21,616.17</b>	<b>43,148.08</b>
<b>PREPAIDS</b>		
<b>TOTAL ASSETS</b>	<b>(454,686.86)</b>	<b>(592,506.80)</b>
<b>LIABILITIES</b>		
<b>ACCOUNTS &amp; CONTRACTS PAYABLE</b>		
ACCOUNTS PAYABLE	0.00	0.00
ACCOUNTS PAYABLE MISC	90.89	53.39
<b>ACCOUNTS &amp; CONTRACTS PAYABLE</b>	<b>90.89</b>	<b>53.39</b>
<b>INTERFUND ACTIVITY</b>		
<b>DUE TO OTHER GOVERNMENTAL UNITS</b>		
DUE TO OTHER GOVT-SALES	0.00	58.27
<b>DUE TO OTHER GOVERNMENTAL UNITS</b>	<b>0.00</b>	<b>58.27</b>
<b>SALARIES AND BENEFITS PAYABLE</b>		
<b>OTHER LIABILITIES</b>		
DEPOSITS	24,250.00	0.00
<b>OTHER LIABILITIES</b>	<b>24,250.00</b>	<b>0.00</b>
<b>LIABILITIES</b>	<b>24,340.89</b>	<b>111.66</b>
<b>FUND EQUITY</b>		
PRIOR YEAR ENDING BALANCE	(620,283.71)	(740,941.40)
CURRENT YEAR CHANGE	141,255.96	148,322.94
<b>FUND EQUITY</b>	<b>(479,027.75)</b>	<b>(592,618.46)</b>
<b>LIABILITIES AND FUND EQUITY</b>	<b>(454,686.86)</b>	<b>(592,506.80)</b>

**COMPARATIVE BALANCE SHEET  
AS OF APRIL 2017**

	APRIL YTD ACTUAL 2017	APRIL YTD ACTUAL 2016
<b>40404 - AIRPORT CAPITAL FUND</b>		
<b>ASSETS</b>		
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>		
CASH	(381,243.15)	(945,923.83)
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<b>(381,243.15)</b>	<b>(945,923.83)</b>
<b>ACCOUNTS RECEIVABLE</b>		
<b>SPECIAL ASSESSMENTS RECEIVABLE</b>		
SPEC ASMNTS-AIRPORT	32,381.95	35,796.52
<b>SPECIAL ASSESSMENTS RECEIVABLE</b>	<b>32,381.95</b>	<b>35,796.52</b>
<b>DUE FROM OTHER GOVERNMENTAL UNITS</b>		
<b>TOTAL ASSETS</b>	<b>(348,861.20)</b>	<b>(910,127.31)</b>
<b>LIABILITIES</b>		
<b>ACCOUNTS &amp; CONTRACTS PAYABLE</b>		
<b>INTERFUND ACTIVITY</b>		
<b>OTHER LIABILITIES</b>		
DEFERRED REVENUES	32,381.95	35,796.52
<b>OTHER LIABILITIES</b>	<b>32,381.95</b>	<b>35,796.52</b>
<b>LIABILITIES</b>	<b>32,381.95</b>	<b>35,796.52</b>
<b>FUND EQUITY</b>		
PRIOR YEAR ENDING BALANCE	(383,943.58)	(619,336.50)
CURRENT YEAR CHANGE	2,700.43	(326,587.33)
<b>FUND EQUITY</b>	<b>(381,243.15)</b>	<b>(945,923.83)</b>
<b>LIABILITIES AND FUND EQUITY</b>	<b>(348,861.20)</b>	<b>(910,127.31)</b>

# Memo



Date: May 9, 2017

To: Airport Advisory Commission

From: Philip Tiedeman, Airport Manager

RE: 2017 Projects

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## Overview

Enclosed there is a list of project to be complete in 2017 along with a brief update on where each is at. There is also a list of items accomplished in 2017. This can be any number of items including but not limited to equipment acquisitions, tests or studies, awards, projects, programs, events, and many others. A calendar of upcoming events has also been included for reference as well.



# 2017 Projects

- **Loader and Attachment Replacement**
  - 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
  - Developed specifications from MnDOT State Contract List.
  - The National joint Powers Alliance (NJPS) does not satisfy Federal Procurement Policies.
  - Must meet Buy American Requirement (John Deere, Caterpillar, Case)
- **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 and Premier Lighting working on qualifying equipment
- **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 Projects (con't)

- 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
  - City Council approval on March 20, 2017
  - Furniture items delivered on May 5, 2017
    - Some items were damaged during delivery and are back ordered.



# 2017 Accomplishments

- January 10 – Super Bowl Working Group Created
- February 17 – Finalized Digitizing Airport Documents Via LaserFische
- March 2 – New HVAC Controls Installed
- March 6 – Airport Rules & Regulations Approved
- March 8 – Tested General Audio Recording Device (GARD) System for MnDOT
- March 20 – John Deere Z930M Ztrak Zero-turn Mower
- March 21 – BRS Rocket and Parachute Test
- March 24 – Tree Removals
- April 26 – Terminal Carpeting Installed
- April 30 – William Steier: Minnesota Pilot Who Flew the Most Young Eagles in 2016
- May 2 – Fleming Field Hall of Fame: Jim Hancock



# 2017 Upcoming Events

- Mad Further Car Show: May 20
- EAA Pancake Breakfast: May 21
- CAF Hangar Dance: June 20
- Kaposia Days: June 23 – 25
- X Games: July 13-16
- Relay For Life: August 5
- CAF Hangar Dance: September 9
- Bob Brown III Car Show: September 10
- EAA Pancake Breakfast: September 17

# Memo



Date: May 9, 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. In March, the FAA advised that two of the obstructions (KSGST0001 AND KSGST0180) needed to be resurveyed by an engineer and that KSGST0013 was 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 would have to be lowered or removed completely and resurveyed. KSGST0013 does fall within an avigational easement, which provides an opportunity for the airport 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. Airport Staff contacted the property owner to inquire about removing the trees. The owner was very accepting to the idea and requested the trees be removed prior to April 1 to accommodate an estate sale the first week in April. Approval was received from the City Administrator and staff coordinated with the Finance Office to determine were funds were available to remove the trees. Birch Tree Care was able to remove the trees at a comparable rate as previously bid out with a recent obstruction removal project.

After the tree removals, the Airport Manager worked with the FAA Central Service Center Operations Support Group to have the obstructions removed from their database. On May 1, the final approval was received that the obstructions have been removed from the database and was now allowed to submit the approach amendment through the Instrument Flight Procedure (IFP) request portal. Now we are waiting for our request to be reviewed. Preliminary discussions revealed that the amended approach visibility would probably be at ¾-mile and the height at threshold of 250 feet. The current approach is at 1-mile visibility and a height at threshold of 500 feet. Additional follow up revealed the probable chart date of 9/13/2018. Staff commented about the year being incorrect but were advised it is indeed almost a year and a half away from being charted. This is due to the flight procedure process being so long and the production schedule stays full for FAA personnel.

Airport staff will continue to press for a sooner chart date.

# Memo



Date: May 9, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Hangar Inspections

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## **Overview**

The 2017 Hangar inspections began April 1, 2017.

The Fire Department and Airport Staff are 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. There were several inquiries to have inspections conducted by the Fire Department on Saturdays. However, the Fire Department elected to continue to inspect hangars during their normal business hours. Notices will be sent out and/or tenants will be contacted monthly, to ensure tenants have been advised and the inspections are completed in a timely manner.

As of May 5, 115 hangars, or 66%, have been inspected.

## **Incentive – Discount**

To help expedite the process we are offering a \$0.15/gallon fuel discount during the first two months. 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.

As of May 5, three tenants have utilized the fuel discount.

## **Fire Extinguishers**

Several tenants have questioned why the fire extinguishers need to be inspected each year. The National Fire Protection Association (NFPA), recognized by the State of Minnesota as setting national standards, identifies that fire extinguishers must be inspected annually and pressure tested every six years, NFPA 10 Chapter 7. St. Croix Fire & Safety Inc is able to conduct these inspections at the airport. Moreover, each tenant is able to coordinate with any other company to have their fire extinguishers inspected.

# Memo



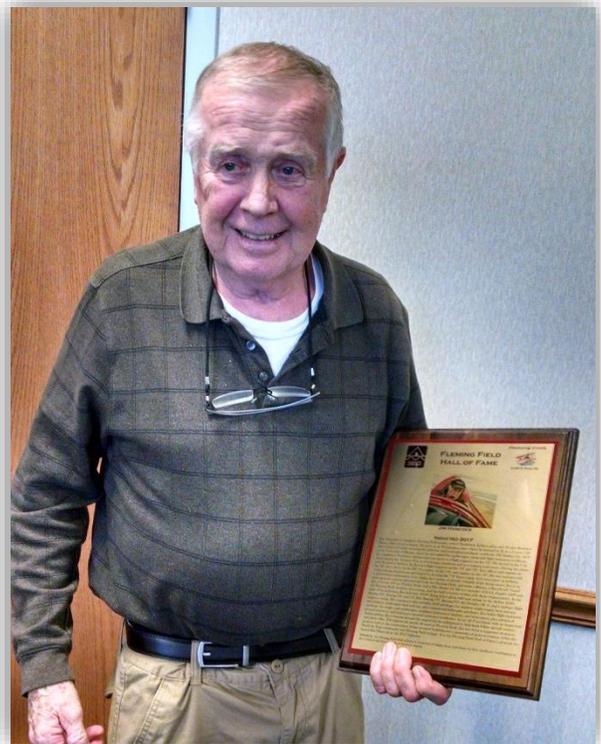
Date: May 9, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Fleming Field Hall of Fame

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Mission: The Fleming Field Hall of Fame was created to recognize those individual for their significant contributions in the evolution and development of our local Airport.

Fleming Field Hall of Fame  
Jim Hancock – Inducted 2017

Jim Hancock is a longtime Fleming Field tenant, retired Northwest Airlines pilot, and Wright Brothers Master Pilot award recipient. He grew up in Washington State, where he learned to fly in a Cessna 140 and Cessna 170 while pursuing his airframe and power plant mechanic certificate. He finished his A&P at the University of Illinois, where he also added his multiengine rating and flight instructor certificate. Jim applied to Northwest Airlines and was hired as a flight engineer on the 727. He served in the U.S. Army during the Vietnam War as a helicopter mechanic and as a military policeman. During his career with Northwest Airlines, he flew as a flight engineer on a 707 and 727, first officer and captain on the 727, first officer on the DC-10, captain on the 757, and captain on the 747. He was instrumental in the training department and helped to develop the 747 three-engine ferry procedure in addition to performing maintenance ferry flights on a variety of aircraft. Outside of his flying career, Jim is an active general aviation pilot and advocate for Fleming Field, and owns a Breezy, a Beechcraft Travel Air, a Cessna 170 on Wipline floats, and a Pitts Model 12. He is a member of the EAA Chapter 1229 and the Fleming Field Tenant Association, and has held a variety of titles within these organizations. At the time his induction, Jim has over 19,000 flying hours along with type ratings in the Airbus A320, Boeing 727, Boeing 747 and 747-200, Boeing 757, Boeing 767m the Douglas DC-2, and a turbojet flight engineer rating. His experience also includes ATP privileges for airplane single-engine land and sea and airplane multiengine land and sea, plus commercial helicopter privileges. Jim holds flight instruction privileges for single and multiengine airplanes, instrument airplane, and helicopters, plus advanced ground instructor and instrument ground instructor certificates. As an A&P mechanic with an Inspection Authorization, Jim is known around the airport for his willingness to help both fellow aircraft owners and pilots alike. Throughout his nearly 50 years at Fleming Field, Jim has been a supporter of airport projects such as the construction of the terminal building and a promoter of general aviation within the South St. Paul community and Fleming Field at large. It is the Fleming Field Hall of Fame's pleasure to honor Jim Hancock as our 2017 inductee.



# Memo



Date: May 9, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: NFL Super Bowl 2018

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## Updates

Airport staff met with MnDOT regarding the Super Bowl in April. No additional news or hard details have arisen as of yet on the next year's Super Bowl.

The Airport will be represented at the MnDOT booth at Oshkosh this year. MnDOT has confirmed two personnel will be able to work the booth, Tuesday and Wednesday, to promote Minnesota, Fleming Field, and its services. During events at the airport, displays and signage will be displayed prompting the Super Bowl.

Staff has also began talks with the City Human Resources Office about requirements for volunteers and additional staff during Super Bowl week. Lysdale Flying Service has offered to assist with moving aircraft and potentially storing aircraft during the week.

A new DART service may be starting up in South St. Paul. This may be an additional opportunity to transport people and users around South St. Paul and the metro area. Ride share companies have been contacted to establish a geolocation for pick up and drop off to reduce the chances of people being at the wrong location at the airport.

## Discussions with Houston Area Airports (Presented to AAC March 2017)

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 car 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: May 9, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Website Update

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Airport staff will be updating the Fleming Field website (<http://www.flemingfield.com/>) in hopes to make items more accessible, improve navigation, and provide better information to the public. The City is also revisiting their website and reviewing potential upgrades as well. This would be a prime opportunity to collaborate with web design specialists and to add/change/remove features. Airport Staff may be contacting airfield businesses and other organizations to request used of their logos and contact details for the website.

# Memo



Date: May 9, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: MnDOT NAVAIDS

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## **Precision Approach Path Indicators (PAPIs)**

The question was raised: Why does MnDOT Aeronautics set the PAPIs to pilot controlled versus the “ON” position 24/7/365?

In the discussion with MnDOT Aeronautics, there were three main reasons why they are set this way: energy usage, component longevity, and statewide standardization.

The MnDOT Standard for PAPI operation is:

GA airports – activated by pilot controls

At MSP and other Commercial Part 139 airports – they are on 24/7/365

If the PAPIs are FAA owned and maintained – they are also on 24/7/365

As an example, for Fleming Field: The PAPI lamps are rated at 1000 hours of average lifetime on “HIGH” and much more on “LOW.”

- When calculating three lamps per box multiplied by eight boxes multiplied by six replacement lamps per year per box you end up with 144 lamps per year. Then multiplying \$25.00 per lamp equals \$3,600.00 for the year on just replacing lamps in expenses to the airport.
- Now, estimating that power consumption is 43KWH per day per lamp (approximately \$5.00). That is \$1,825.00 per year for power for just one lamp or \$43,800 for all the entire system.
- The total expense for power and components comes out to \$47,400.00 for the year.
- This is a not considering labor or time requirements to check, calibrate, or maintain the system.

This is a considerable expense to the airport for an unknown safety improvement for the users.

## **Airport Weather Observation System (AWOS)**

Airport Staff and MnDOT contractor, DBT Transportation Services, have identified a portion of the AWOS that may be able to be put back into service. A temperature sensor currently embedded into the pavement was not operational. A DBT Transportation Services technician ran several tests on the overall system and it seems to be fully functional except for the fact it is not receiving power. The Airport will explore options to restore power to the unit to provide added information for decision making during winter operations.

# Memo



Date: May 9, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Road Sign Relocation

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Airport staff was advised that an aircraft had struck road sign on North Gate Road. This was followed by a request to have the street signs moved closer to the fence. The Airport is working with City Zoning and Planning to ensure the signs can be moved.

Should the signs be moved next to or attached to the fence, the issue still exists that aircraft may still be using the road as a taxilane. The Airport is also working on plans to add markings on the pavement and add additional signage to identify which pavement surfaces are taxilanes or roads.