



City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT MEETING ROOM
TUESDAY, SEPTEMBER 12, 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 or informational in nature and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the consent agenda.

- A. Meeting Minutes of July 11, 2017
 - B. YTD Budget Report
 - C. YTD Fuel Report
 - D. 2017 Projects
 - E. Fence Replacement
 - F. Automatic Shutoff Fuel Nozzle
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
 - 7. OLD BUSINESS:**
 - A. NFL Super Bowl 2018
 - 8. NEW BUSINESS:**
 - A. Airport Lighting Project
 - B. 2018 Rate and Fee Schedule
 - C. 2018 Budget
 - D. Hangar Roofs
 - E. Courtesy Car Discussion
 - 9. COMMISSIONER AND STAFF COMMENTS:**
 - 10. ADJOURNMENT:**



City of South St. Paul

AIRPORT ADVISORY COMMISSION

FLEMING FIELD AIRPORT



MEETING MINUTES TUESDAY, JULY 11, 2017, 6:00 PM

1. CALL TO ORDER:

Chair Ludwigson called the Airport Advisory Commission Meeting to order at 6:04 PM on Tuesday, July 11, 2017.

2. ROLL CALL:

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

Absent Francis, and Gardner

Also Present Philip Tiedeman, Airport Manager
Joseph Carney, Airport Operations Specialist
Michelle Pietrick, City Finance Director

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Schoen, seconded by Hilger to approve May 9, 2017, agenda as submitted.

Motion carried 7 ayes/0 nays

5. CONSENT AGENDA:

Motion by Hilger, seconded by Reckinger to approve the amended Consent Agenda.

Motion carried 7 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

Item 5C, Civil Air Patrol Hangar Construction.

Schoen had questions about the project and what it entailed. Adams spoke to the project and what the phase plans were.

Item 5D, RWY 34 GPS Approach – LPV MInimums.

Ludwigson had questions about the timing of the publication of the approach; Feb 1, 2018. He requested, along with Schoen and others, for Tiedeman to contact Flight Procedures to see if the Approach could be published at least one cycle earlier so that operators could plan for the Super Bowl. Tiedeman will provide information

as needed for a letter to flight procedures, requesting the action to be signed by the Airport Commission, City Council, and various businesses on the airfield.

7. OLD BUSINESS:

A. YTD Budget

Mrs. Pietrick covered the budget with a 5-year historical perspective view. For the last 5 years, the airport has been consistently paying down its' debt. This applies to both the Operating Fund and the Capital Fund. Tiedeman covered the latest information concerning the insurance claim for storm damage to all City Owned Building Roofs.

B. Court Update

Mrs. Pietrick discussed the findings from the Court Case City of South St. Paul vs Burke. The defendant pled guilty to the six charges and will be paying restitution, which will be applied, to the Airport Operating Fund.

C. NFL Super Bowl 2018

Tiedeman summarized the results of the Super Bowl Committee meeting that occurred at 1700.

8. NEW BUSINESS:

A. Airport Wheel Loader and Attachments.

Tiedeman covered the current status of the Loader purchase. The Airport will be going with Caterpillar, as their bid is considerably lower than the John Deere bid.

Motion by Sheridan, seconded by Schoen to recommend to the City Council to move forward with the purchase of the Caterpillar Loader.

Motion carried 7 ayes/0 nays

9. COMMISSIONER AND STAFF COMMENTS:

Tiedeman brought up the new Airport Apparel. He covered the ability for the airport to purchase the apparel in singles lots. The Finance Director has approved that the Airport Commission be able to purchase one Polo Shirt at cost.

Sheridan asked about using Visa Gift Cards at the FMU. Tiedeman spoke to that with a report from Fuel Master and Accent that it would be hit or miss. It would not depend on the Card Type, it would more likely be dependent on the Card Service provider.

10. ADJOURNMENT:

Motion made by Sheridan, second by Adams to adjourn the Airport Advisory Commission meeting at 7:05 PM.

Motion carried 7 ayes/0 nays

Memo



Date: September 12, 2017
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: YTD Budget Report – August 2017

Airport Operating Fund

The 2017 Airport Operating Revenues for August YTD are \$774,262.24; the Airport Operating Expenditures for August YTD are \$25,707.65. The August YTD net change is a surplus of \$148,559.59.

- Revenues
 - Airport Fuel Receipts (4583) are currently at \$295,568.88 (47.29%).
 - Land Lease (4585) is at \$145,022.40 (87.76%). Most land leases are due in March of each year with a few occurring throughout the remainder of the year.
 - Other (4672) shows an increase due to a portion of expected court restitution.
 - Other Revenue items are in line with expectations.
- Expenses
 - Professional Services (6302) shows an increase due to unanticipated legal fees
 - Repairs and Maint Contractual (6371) is significantly lower due to not participating in a pavement maintenance project this year.

Capital Improvement Fund

The 2017 Airport Capital Revenues for August YTD are \$3,734.83; the Airport Operating Expenses for August YTD are \$12,694.09. The August YTD net change is a deficit of \$8,959.26.

- Impr Other Than Buildings (6530) The new loader is pending final approvals.
- Buildings Fixtures and Impr (6560) Items that remain uncertain are Bowstring Hangar Roof repairs and Hangar #5 door repair. Due to recent storms, Insurance will be covering a portion of the repairs costs.

Comparative Balance Sheet – Debt

The 2017 Operating Debt for August YTD is \$471,708.98; the Capital Debt for April YTD is \$360,520.89. The Total Debt for August YTD \$832,229.87. As compared to August YTD for 2016 (\$1,388,245.90), this is a decrease of \$556,016.10.

**COMPARATIVE BALANCE SHEET
AS OF AUGUST 2017**

	AUGUST YTD ACTUAL 2017	AUGUST YTD ACTUAL 2016
20245 - AIRPORT		
ASSETS		
CASH, CASH EQUIVALENTS & INVESTMENTS		
CASH	(515,899.44)	(550,904.28)
PETTY CASH	100.00	100.00
CASH, CASH EQUIVALENTS & INVESTMENTS	(515,799.44)	(550,804.28)
ACCOUNTS RECEIVABLE		
A/R - MISC RECEIVABLE	22,474.29	46,603.74
ACCOUNTS RECEIVABLE	22,474.29	46,603.74
SPECIAL ASSESSMENTS RECEIVABLE		
DUE FROM OTHER GOVERNMENTAL UNITS		
INVENTORIES - AT COST		
INVENTORY - FUEL	21,616.17	43,148.08
INVENTORIES - AT COST	21,616.17	43,148.08
PREPAIDS		
TOTAL ASSETS	(471,708.98)	(461,052.46)
LIABILITIES		
ACCOUNTS & CONTRACTS PAYABLE		
INTERFUND ACTIVITY		
DUE TO OTHER GOVERNMENTAL UNITS		
DUE TO OTHER GOVT-SALES	15.14	28.01
DUE TO OTHER GOVERNMENTAL UNITS	15.14	28.01
SALARIES AND BENEFITS PAYABLE		
OTHER LIABILITIES		
DEPOSITS	0.00	89,104.00
OTHER LIABILITIES	0.00	89,104.00
LIABILITIES	15.14	89,132.01
FUND EQUITY		
PRIOR YEAR ENDING BALANCE	(620,283.71)	(740,941.40)
CURRENT YEAR CHANGE	148,559.59	190,756.93
FUND EQUITY	(471,724.12)	(550,184.47)
LIABILITIES AND FUND EQUITY	(471,708.98)	(461,052.46)

**COMPARATIVE BALANCE SHEET
AS OF AUGUST 2017**

	AUGUST YTD ACTUAL 2017	AUGUST YTD ACTUAL 2016
40404 - AIRPORT CAPITAL FUND		
ASSETS		
CASH, CASH EQUIVALENTS & INVESTMENTS		
CASH	(392,902.84)	(962,989.98)
CASH, CASH EQUIVALENTS & INVESTMENTS	(392,902.84)	(962,989.98)
ACCOUNTS RECEIVABLE		
SPECIAL ASSESSMENTS RECEIVABLE		
SPEC ASMNTS-AIRPORT	32,381.95	35,796.52
SPECIAL ASSESSMENTS RECEIVABLE	32,381.95	35,796.52
DUE FROM OTHER GOVERNMENTAL UNITS		
TOTAL ASSETS	(360,520.89)	(927,193.46)
LIABILITIES		
ACCOUNTS & CONTRACTS PAYABLE		
INTERFUND ACTIVITY		
OTHER LIABILITIES		
DEFERRED REVENUES	32,381.95	35,796.52
OTHER LIABILITIES	32,381.95	35,796.52
LIABILITIES	32,381.95	35,796.52
FUND EQUITY		
PRIOR YEAR ENDING BALANCE	(383,943.58)	(619,336.50)
CURRENT YEAR CHANGE	(8,959.26)	(343,653.48)
FUND EQUITY	(392,902.84)	(962,989.98)
LIABILITIES AND FUND EQUITY	(360,520.89)	(927,193.46)

MONTHLY FINANCIAL REPORT
Year-to-Date August 2017

Description	2017 Actual Budget	August YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	August YTD Actual 2016	Percent Used 2016
20245 - AIRPORT							
REVENUES AND EXPENDITURES							
REVENUES							
INTERGOVERNMENTAL							
4321 - AIRPORT OPERATIONS & MAINT	(34,320.00)	(34,320.00)	0.00	100.00%	(32,000.00)	(34,320.00)	107.25%
4325 - STATE GRANTS AND AIDS	(35,000.00)	0.00	(35,000.00)	0.00%	(40,000.00)	0.00	0.00%
INTERGOVERNMENTAL	(69,320.00)	(34,320.00)	(35,000.00)	49.51%	(72,000.00)	(34,320.00)	47.67%
CHARGE FOR SERVICE							
4411 - PILOT	(48,460.00)	(32,640.28)	(15,819.72)	67.36%	(43,435.00)	(30,432.00)	70.06%
4402 - RENT	(16,000.00)	(12,360.93)	(3,639.07)	77.26%	(8,652.00)	(8,903.31)	102.90%
4581 - RENT OF HANGARS	(197,050.00)	(121,929.29)	(75,120.71)	61.88%	(200,687.00)	(127,932.01)	63.75%
4583 - AIRPORT FUEL RECEIPTS	(625,000.00)	(295,568.88)	(329,431.12)	47.29%	(638,252.00)	(319,100.63)	50.00%
4585 - LAND LEASE	(165,250.00)	(146,232.48)	(19,017.52)	88.49%	(162,238.00)	(133,948.01)	82.56%
4586 - TEE HANGAR RENTAL	(105,000.00)	(71,155.20)	(33,844.80)	67.77%	(112,265.00)	(68,873.94)	61.35%
4587 - AIRCRAFT PARKING FEES	(5,500.00)	(4,830.00)	(670.00)	87.82%	(3,000.00)	(4,150.00)	138.33%
4588 - AIRPORT RAMP FEES	(1,500.00)	0.00	(1,500.00)	0.00%	(7,500.00)	(70.00)	0.93%
CHARGES FOR SERVICES	(1,163,760.00)	(684,717.06)	(479,042.94)	58.84%	(1,176,029.00)	(693,409.90)	58.96%
MISCELLANEOUS							
4510 - CONCESSION SALES	(50.00)	(147.51)	97.51	295.02%	0.00	(120.00)	
4590 - AIRPORT GATE CARD	(500.00)	(1,347.38)	847.38	269.48%	(800.00)	(2,300.95)	287.62%
4591 - AIRPORT VENDING SALES	(800.00)	(559.26)	(240.74)	69.91%	(750.00)	(520.33)	69.38%
4592 - OTHER TRANSPORTATION		(1,000.00)	1,000.00				
4413 - XEROX COPIES	(10.00)	0.00	(10.00)	0.00%	(10.00)	0.00	0.00%
4672 - OTHER	(500.00)	(52,143.96)	51,643.96	10,428.79%	0.00	(1,572.22)	
4673 - CASH OVER/SHORT		0.34	(0.34)			0.05	
4675 - INSURANCE DIVIDEND	(7,000.00)	0.00	(7,000.00)	0.00%	(7,000.00)	0.00	0.00%
4677 - MISC REVENUE		(27.41)	27.41			(71.48)	
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			0.00	
MISCELLANEOUS	(8,860.00)	(55,225.18)	46,365.18	623.31%	(8,560.00)	(4,584.93)	53.56%
OTHER FINANCING SOURCES							
REVENUES	(1,241,940.00)	(774,262.24)	(467,677.76)	62.34%	(1,256,589.00)	(732,314.83)	58.28%
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	155,366.00	99,694.75	55,671.25	64.17%	145,691.00	93,903.45	64.45%
6102 - FULL-TIME EMPLOYEES-OVERTIME	2,000.00	496.82	1,503.18	24.84%	1,000.00	776.36	77.64%
6104 - TEMPORARY EMPLOYEES-REG	15,500.00	10,204.93	5,295.07	65.84%	14,658.00	6,890.18	47.01%
6108 - ACCUMULATED VACATION/COMP LEAV	1,600.00	0.00	1,600.00	0.00%	0.00	0.00	
6120 - EMPLOYER CONTR FOR RETIREMENT	24,832.00	15,674.39	9,157.61	63.12%	23,067.00	14,489.23	62.81%
6130 - EMPLOYER PAID INSURANCE	15,046.00	10,530.70	4,515.30	69.99%	14,182.00	9,990.44	70.44%

MONTHLY FINANCIAL REPORT
Year-to-Date August 2017

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6140 - UNEMPLOYMENT COMP INS.		1,033.12	(1,033.12)			0.00	
6150 - WORKERS COMPENSATION	8,422.00	5,039.25	3,382.75	59.83%	8,422.00	5,415.83	64.31%
6170 - EMPLOYER CONTR TO HCSP	2,786.00	425.00	2,361.00	15.25%	2,163.00	402.75	18.62%
PERSONNEL SERVICES	225,552.00	143,098.96	82,453.04	63.44%	209,183.00	131,868.24	63.04%
MATERIALS & SUPPLIES							
6201 - OFFICE SUPPLIES	1,500.00	486.29	1,013.71	32.42%	1,500.00	565.32	37.69%
6220 - REPAIR & MAINTENANCE SUPPLIES	40,000.00	19,441.32	20,558.68	48.60%	40,000.00	11,414.53	28.54%
6240 - MINOR EQUIPMENT AND FURNITURE	58,000.00	37,108.39	20,891.61	63.98%	2,100.00	649.99	30.95%
6250 - MERCHANDISE FOR RESALE	450,000.00	272,261.35	177,738.65	60.50%	516,633.00	236,414.15	45.76%
MATERIALS & SUPPLIES	549,500.00	329,297.35	220,202.65	59.93%	560,233.00	249,043.99	44.45%
SERVICES AND OTHER CHARGES							
6302 - PROFESSIONAL SERVICES	15,000.00	20,283.74	(5,283.74)	135.22%	14,200.00	10,935.41	77.01%
6331 - CONFERENCES, TRAINING, TRAVEL	5,000.00	1,295.02	3,704.98	25.90%	3,800.00	651.46	17.14%
6341 - ADVERTISING	7,000.00	2,911.00	4,089.00	41.59%	6,325.00	3,263.00	51.59%
6361 - INSURANCE	50,786.00	32,433.86	18,352.14	63.86%	50,786.00	41,114.87	80.96%
6371 - REPAIRS & MAINT CONTRACTUAL	129,000.00	7,065.90	121,934.10	5.48%	76,000.00	7,371.06	9.70%
6374 - ADMINISTRATION SUPPORT FEE	71,686.00	47,912.00	23,774.00	66.84%	62,709.00	41,808.00	66.67%
6378 - COPIER MAINTENANCE AGREEMENT	450.00	230.64	219.36	51.25%	450.00	342.18	76.04%
6379 - CONT SERV/REFUSE & SANITATION	750.00	420.65	329.35	56.09%	600.00	406.00	67.67%
6380 - CENTRAL GARAGE MAINT. CHARGE	15,959.00	10,640.00	5,319.00	66.67%	13,877.00	9,256.00	66.70%
6385 - UTILITY SERVICE	20,500.00	10,180.79	10,319.21	49.66%	19,775.00	9,915.91	50.14%
6388 - TECHNOLOGY EQUIP CHARGE	632.00	424.00	208.00	67.09%	40.00	29.00	72.50%
6390 - POSTAGE AND TELEPHONE	5,750.00	2,884.03	2,865.97	50.16%	5,000.00	3,009.81	60.20%
SERVICES AND OTHER CHARGES	322,513.00	136,681.63	185,831.37	42.38%	253,562.00	128,102.70	50.52%
CAPITAL OUTLAY							
6560 - BUILDING FIXTURES AND IMPRS	0.00	0.00	0.00		0.00	0.00	
6572 - COMPUTER SOFTWARE	2,500.00	3,768.85	(1,268.85)	150.75%	7,500.00	0.00	0.00%
CAPITAL OUTLAY	2,500.00	3,768.85	(1,268.85)	150.75%	7,500.00	0.00	0.00%
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE		142.55	(142.55)			58.85	
6453 - REMITTANCE OF REV/OTHER	800.00	425.00	375.00	53.13%	650.00	455.00	70.00%
6471 - DUES & SUBSCRIPTIONS	1,250.00	1,364.00	(114.00)	109.12%	470.00	1,335.25	284.10%
MISCELLANEOUS	2,050.00	1,931.55	118.45	94.22%	1,120.00	1,849.10	165.10%
DEBT SERVICE							
6602 - OTHER LONG TERM DEBT-PRINCIPAL	3,130.00	6,258.22	(3,128.22)	199.94%	38,656.00	25,032.64	64.76%
6612 - INTEREST EXPENSE	15,000.00	4,666.09	10,333.91	31.11%	15,000.00	5,661.23	37.74%
DEBT SERVICE	18,130.00	10,924.31	7,205.69	60.26%	53,656.00	30,693.87	57.20%
TRANSFERS							
6719 - TRANSFER TO CAPITAL PROJECT FU	103,750.00	0.00	103,750.00	0.00%	46,500.00	0.00	0.00%

MONTHLY FINANCIAL REPORT
Year-to-Date August 2017

Description	2017 Actual Budget	August YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	August YTD Actual 2016	Percent Used 2016
TRANSFERS	103,750.00	0.00	103,750.00	0.00%	46,500.00	0.00	0.00%
EXPENDITURES	1,223,995.00	625,702.65	598,292.35	51.12%	1,131,754.00	541,557.90	47.85%
REVENUES AND EXPENDITURES	(17,945.00)	(148,559.59)	130,614.59	827.86%	(124,835.00)	(190,756.93)	152.81%

MONTHLY FINANCIAL REPORT
Year-to-Date August 2017

Description	2017 Actual Budget	August YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	August YTD Actual 2016	Percent Used 2016
40404 - AIRPORT CAPITAL FUND							
REVENUES AND EXPENDITURES							
REVENUES							
INTERGOVERNMENTAL							
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%
INTERGOVERNMENTAL	(395,750.00)	0.00	(395,750.00)	0.00%	(298,500.00)	330,005.44	-110.55%
CHARGE FOR SERVICE							
4572 - USER IMPROVEMENT FEES	0.00	0.00	0.00		0.00	(15,843.75)	
CHARGES FOR SERVICES	0.00	0.00	0.00		0.00	(15,843.75)	
SPECIAL ASSESSMENTS							
4657 - OTHER ASSESSMENTS		(3,734.83)	3,734.83			(3,734.83)	
SPECIAL ASSESSMENTS		(3,734.83)	3,734.83			(3,734.83)	
MISCELLANEOUS							
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			0.00	
MISCELLANEOUS		0.00	0.00			0.00	
OTHER FINANCING SOURCES							
4920 - INTERFUND OPERATING TRANSFER	(103,750.00)	0.00	(103,750.00)	0.00%	(46,500.00)	0.00	0.00%
OTHER FINANCING SOURCES	(103,750.00)	0.00	(103,750.00)	0.00%	(46,500.00)	0.00	0.00%
REVENUES	(499,500.00)	(3,734.83)	(495,765.17)	0.75%	(345,000.00)	310,426.86	-89.98%
EXPENDITURES							
SERVICES AND OTHER CHARGES							
6302 - PROFESSIONAL SERVICES	0.00	0.00	0.00		0.00	3,474.72	
6371 - REPAIRS & MAINT CONTRACTUAL	0.00	0.00	0.00		0.00	1,143.11	
SERVICES AND OTHER CHARGES	0.00	0.00	0.00		0.00	4,617.83	
CAPITAL OUTLAY							
6530 - IMPR OTHER THAN BUILDING	225,000.00	0.00	225,000.00	0.00%	165,000.00	18,152.10	11.00%
6560 - BUILDING FIXTURES AND IMPRS	260,000.00		260,000.00		180,000.00		
6580 - OTHER EQUIPMENT	14,500.00	8,971.88	5,528.12	61.88%	0.00	0.00	
CAPITAL OUTLAY	499,500.00	8,971.88	490,528.12	1.80%	345,000.00	18,152.10	5.26%
MISCELLANEOUS							
DEBT SERVICE							
6612 - INTEREST EXPENSE	15,000.00	3,722.21	11,277.79	24.81%	15,000.00	10,456.69	69.71%
DEBT SERVICE	15,000.00	3,722.21	11,277.79	24.81%	15,000.00	10,456.69	69.71%
EXPENDITURES	514,500.00	12,694.09	501,805.91	2.47%	360,000.00	33,226.62	9.23%
REVENUES AND EXPENDITURES	15,000.00	8,959.26	6,040.74	59.73%	15,000.00	343,653.48	2,291.02%

Memo

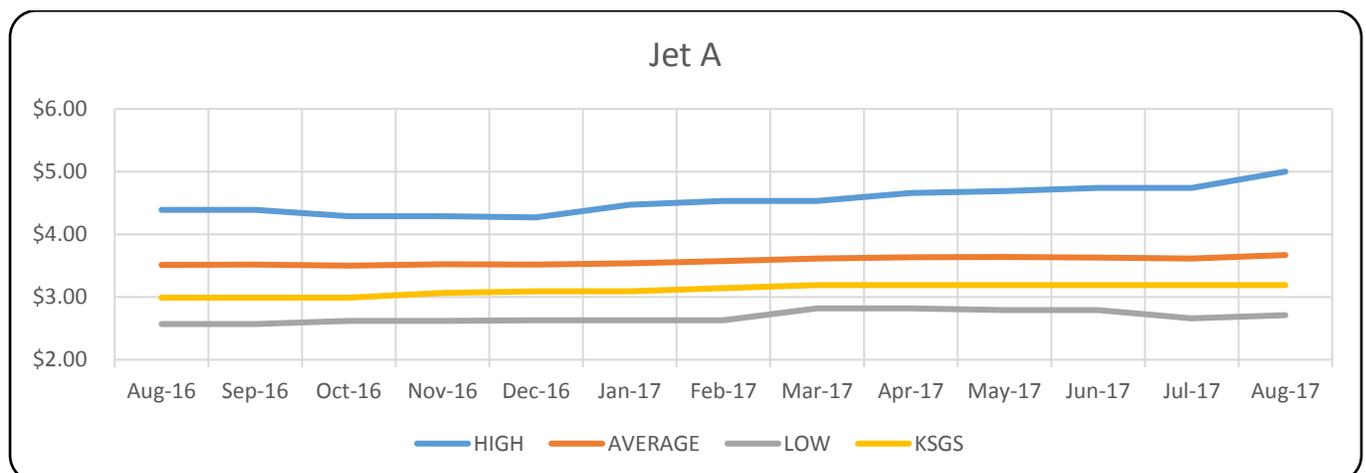
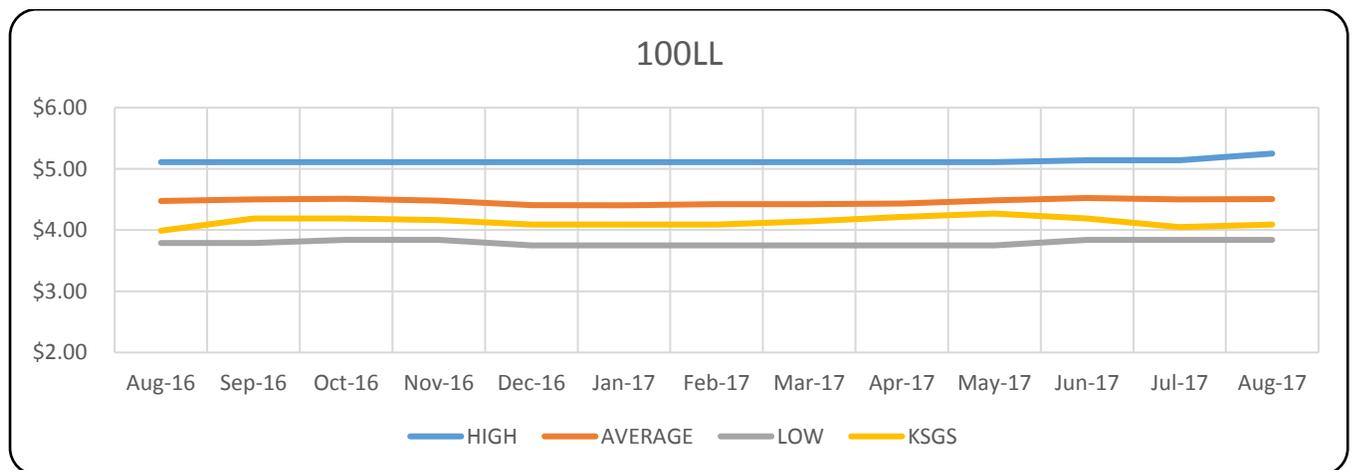


Date: September 12, 2017
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager & Joseph Carney, Operations Specialist
RE: YTD Fuel Report – August 2017

Overview

The 2017 total fuel sales by gallon through August are behind 2016 by 4.01% and down 10.76% compared to the 5-YR Average, a slight improvement from what was reported in July 2017.

- For August: 100LL was up 10.75%, 91UL was down 22.09%, and Jet A was down 37.06%.
- For the year: 100LL was up 13.03%, 91UL was down 7.14%, and Jet A was down 32.83%.



The charts above are not all-inclusive but provide a brief snapshot of Fleming Field and the relation to other regional airports' pricing. All prices collected are displayed in the chart, excluding consistently high prices that skewed the data. Differences in Full Service, Self Service, or Assisted Service were not separated out as it is

reasonable to compare the different price points within the region. Additional details are shown on the spreadsheet included with this memo.

The July 2017 100LL sales was the highest total we have seen for this fuel type since August 2012. The last seven months of 100LL sales have all exceeded the corresponding 5-year average.

Why Jet A has been consistently lower this year?

The Airport Operations Specialist conducted some research into the question posed by Commissioner Gesch in reference to the lack of Jet A sales. Looking at the percentage difference between TOTAL Jet A Sales vs Credit Card Sales (Total Sales – Invoice Sales – Airport). The trend from 2008 shows a marked decrease from 2008 – 2012 (53.8% - 4.0%) then an increase through 2014 (27.1%) followed by another decrease in 2015 (13.2%). Since 2015, we are showing an increase from 13.2% to 27.4%. Some of the information that was able to be gathered shows that more charter companies are tankering their aircraft (topping off at their HOME airport) and then flying multiple legs ending up back at their HOME airport to refuel. This may be due to special rates, discounts, or other considerations.

While our prices are in the lower end of the regional spectrum, charter companies may also be favoring specific FBOs with their business.

Memo



Date: September 12, 2017
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2017 Projects

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
 - Developed specifications from MnDOT State Contract List.
 - Must meet Buy American Requirement
 - The National Joint Powers Alliance (NJPS) does not satisfy Federal Procurement Policies.
 - November 22, 2016: Submitted FAA Grant Pre-application
 - March 10, 2017: Submitted FAA SRE Inventory, Justification, and Equipment Calculation
 - July 6, 2017: Submitted State and FAA Grant Application
 - August 21, 2017: State and Federal Grants approved by the City Council.
 - Pending Action:
 - Final Approval from MnDOT
 - Submit Notice to Proceed to Caterpillar
 - Delivery Date: TBD



2017 Projects (Continued)

- Terminal Lighting
 - Source of Funds: Airport Capital Budget
 - Premier Lighting conducted an audit in October 2016 and June 2017
 - Premier and CEE identified additional lighting that would qualify.
 - Center For Energy and Environment One-Stop Efficiency Shop and Premier Lighting working on qualifying equipment
 - Airport Staff defined Scope of Work which now includes not just the Terminal but Ramp lighting and Maintenance Hangar lighting.
 - Pending Actions:
 - Attempt to solicit a second and third quote for the project
 - Companies contacted: Total Lighting, LLC, MJ Electric, Aspect LED
 - Submit to City Council for approval



2017 Projects (Continued)

- Other Buildings & Improvements
 - Replace Sliding Doors on Hangar #5
 - Roof Replacement on two Bowstring Hangars
 - Due to a recent storm, League of Minnesota Cities was out to review damage and will be covering some of the expenses.
 - Pending Action:
 - Solicit RFP, Open Bids, Award Bid, Approvals
- North Gate Road Sign Relocation
 - Should be completed as current work load permits
 - Pending Action
 - Purchase new signage and paint
 - Locates for signs
 - Paint new markings



2017 Accomplishments

- January 10 – Super Bowl Working Group Created
- February 17 – Finalized Digitizing Airport Documents Via LaserFische
- March 2 – New HVAC Controls Installed
- March 6 – Airport Rules & Regulations Approved
- March 8 – Tested General Audio Recording Device (GARD) System for MnDOT
- March 20 – John Deere Z930M Ztrak Zero-turn Mower
- March 21 – BRS Rocket and Parachute Test
- March 24 – Final Tree Removals to reinitiate LPV Approach Minimums
- April 26 – Terminal Carpeting Installed
- April 30 – William Steier: Minnesota Pilot Who Flew the Most Young Eagles in 2016
- May 2 – Fleming Field Hall of Fame: Jim Hancock
- May 5 – Terminal Furniture Delivered
- May 10 – Geographical Information System (GIS)
- June 23 – Kaposia Days
- July 7 – MnDOT Tour
- July 7 – Wipaire Photo Shoot
- July 24-26 – EAA AirVenture (Oshkosh)
- August 5 – Relay for Life Event
- August 29 – Responded to an airfield incident/accident
- September 5 – Completed Hangar/Fire Inspections
- September 9 – CAF Hangar Dance
- September 10 – Bob Brown III Car Show



2017 Upcoming Events

- September 16: YIMA Celebration (Speaker is a Tuskegee Airman)
- September 17: EAA Pancake Breakfast
- September 23: FAA Safety Seminar
- October 7: EAA / AOPA Rusty Pilots Seminar
- October 14: CAF / Planes & Paws



CAP Hangar Construction

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

Memo



Date: September 12, 2017
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Fence Damage

Overview

On or about July 14, 2017, the fence was observed to have been damaged by years of use and weathering the elements. The original date of the installation for this portion of fence could not be determined. However, it is believed to be greater than 15 years old. The fence needed to be supported and locked to prevent further damage to the fence or surrounding buildings.

Staff received three quotes for the replacement of this portion of the perimeter fence and installation of new gates. Listed below are the companies solicited and their quoted prices.

Company	Total
Midwest Fence & Mfg.	\$4,468.00
Dakota Unlimited	\$6,137.00
Keller Fence	\$7,820.00

A claim was also submitted to the League of Minnesota Cities. An Insurance Adjuster has reviewed the claim and has determined our insurance will not cover the expenses as the deductible threshold of \$10,000.00 was not met. This portion of the perimeter fence was not anticipated for replacement. However, there are available funds within the operating budget to cover this unexpected expense.

On September 5, 2017, the City Council approved the replacement of the perimeter fencing and gates to be completed by Midwest Fence & Mfg. in the amount of \$4,468.00.

Midwest Fence & Mfg. will be out in the next few weeks to complete this work.

Source of Funds:

2017 Airport Operating Budget



Memo



Date: September 12, 2017
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Automatic Aviation Fuel Shutoff Nozzles

Recently the question was asked, why are automatic shutoff nozzles not used for aviation fuels here when they have been observed at other airports?

As described by our fuel equipment supplier and maintenance contractor, a general rule states that no auto shutoff or hold open devices are to be allowed in aviation. In addition, our fuel supplier, Phillips 66, also has issues with using noncertified equipment in connection with the aviation fuels they supply.

Memo



Date: September 12, 2017
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: NFL Super Bowl 2018

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

Memo



Date: September 12, 2017
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Airport Lighting Project

Overview:

In Fall of 2016, a lighting audit was conducted to determine the current electrical efficiencies of the Terminal Building. Upon completion of the audit, it was determined that the airport could improve its lighting efficiencies.

The CEE's One-Stop Efficiency Shop program works closely with our electrical provider, Xcel Energy, and is a full service approach and is specifically designed to address concerns faced when choosing more efficient lighting and HVAC equipment; from limited financial resources and time to limited knowledge of lighting products or access to quality contractors. This program services include: a free audit with detailed recommendations, estimated project costs, rebates, and savings, substantial rebates up to 60% of the project cost, a one-stop service that minimizes participant time, a pool of qualified contractors to reduce the hassle of collecting bids, start-to-finish oversight of the entire upgrade, and completion of all program paperwork.

After working with the Center for Energy and Environment (CEE), it was determined there may be other areas of the airport that may also qualify for lighting upgrades. All City owned facilities were reviewed and audited. Ultimately, the Terminal, the Maintenance Hangar, and airside Ramp lighting would all produce more efficient lighting with a high return on investment.

To date, the airport has received one proposal from Premier Lighting. The general details of updating all lighting in each corresponding location to LED lights are listed below. Other proposals have been requested from three other firms: Total Lighting LLC, MJ Eclectic, and aspectLED.

Location	Return on Investment	Payback Period	Net Cost After Rebates
Terminal	60.55%	1.65 years	\$3,795.83
Maintenance Hangar	29.20%	3.42 years	\$1,793.80
Ramp	24.26%	4.12 years	\$3,546.27
Total Cost After Rebate			\$9,135.90
Budgeted Funds for Project			\$6,000.00
Unused Budgeted Funds			\$2,650.74
Difference			\$485.16

The return on investment and payback period for the lighting on the Ramp and Maintenance Hangar are not nearly as high as the Terminal. The age, type, and functionality of these lights made finding efficient alternatives difficult. However, due to the critical nature of the operations that occur in these areas and the increased safety aspect, these upgrades makes a worthwhile addition to the project.

The airport originally budgeted \$6,000.00 to complete only the Terminal portion of the project. However, to upgrade all three locations, the airport will be completing some of the more routine work within the Terminal to help keep costs down. Due to these cost savings and \$2,650.74 of unused funds from previously completed projects, the airport can cover most of the additional costs of the expanded project within the original budget. The remaining \$485.16 would be able to be absorbed into the Repair and Maintenance line item within the operating budget.

Timeline – Deadlines:

- Signed paperwork submitted to CEE by the middle of October 2017 to begin the rebate process.
- Project significantly completed by early November to receive 2017 rebates. Any work completed later than this will be subject to 2018 rebates or may not qualify for a rebate at all.

Staff Recommendation:

The staff recommendation is to approve the airport lighting project proposal from Premier Lighting unless a lower proposal is received in a timely matter from another qualified contractor.

Source of Funds:

2017 Airport Operating Budget

Memo



Date: September 12, 2017
 To: Airport Advisory Commission
 From: Philip Tiedeman, Airport Manager
 RE: Rate and Fee Schedule

Each year the Rate and Fee Schedule should be reviewed and revised as necessary to reflect the current environment.

Fuel	2017 Rate	2018 Rate	Change
Self-Serve 100LL	Varies by Market	Varies by Market	
Self-Serve 91UL	Varies by Market	Varies by Market	
Self-Serve Jet-A	Varies by Market	Varies by Market	
*100LL Discount	\$0.15/gallon	\$0.15/gallon	
*Jet-A Discount	\$0.25/gallon	\$0.25/gallon	
Prepay Fuel Card Discount (Must have or purchase an airport Fuel Card)	N/A	\$0.05/gallon	New
*Must have valid lease(s)/sublease(s) and pay invoices by due date. New users as of 1/1/17 and any existing user as of 1/1/18 that has not purchased fuel through this program within the previous 12 months, will need to meet a minimum threshold of 150 gallons/month to be eligible for a discount. Discounts will be held for two months.			Modified
City T-Hangars	2017 Rate	2018 Rate	Change
North T-Hangars (10 units, 40-foot door)	\$244.00/month	\$245.00/month	+\$1.00
North T-Hangars (1 unit, 40-foot door with storage)	\$285.25/month	\$286.00/month	+\$0.75
North T-Hangars (1 unit, 40-foot door with storage and heat)	\$332.75/month	\$333.00/month	+\$0.25
South T-Hangars (18 units, 42-foot door)	\$265.50/month	\$266.00/month	+\$0.50
South T-Hangars (2 units, 45-foot door)	\$291.00/month	\$292.00/month	+\$1.00
South T-Hangars (2 units, Garage/Storage)	\$175.75/month	\$176.00/month	+\$0.25
Month-to-Month Fee	\$50.00/month	\$50.00/month	
Monthly Billing Fee	\$20.00/month	\$20.00/month	
ACH	Free	Free	
Late Fee (any installment of Rent unpaid in excess of 5 days)	\$50.00/month	\$50.00/month	
Land Lease Base Rates	2017 Rate	2018 Rate	Change
Non-Commercial	\$0.264	\$0.275	+\$0.011
Commercial (Inside the Fence)	\$0.343	\$0.358	+\$0.015
Commercial (Street/Ramp: Henry Ave, Airport Rd, Crossman Ln)	\$0.449	\$0.468	+\$0.019
Right of First Refusal (180 days)	\$100.00	\$100.00	
Lease changes, assignments, amendments, or revisions	\$1,000.00	\$1,000.00	
Note: Land lease rates increase by 3% each year of the lease			

Events	2017 Rate	2018 Rate	Change
Event Fee	\$1,000.00/event	\$1,000.00/event	
Event Fee for Airport Personnel (4-Hour Minimum)	\$30.00/hour	\$35.00/hour	+\$5.00
*Cones	\$2.50/cone	\$1.00/cone	-\$1.50
*Barricades	\$5.00/barricade	\$2.50/barricade	-\$2.50
Penalty (Not following approved procedures / in addition to any repair or maintenance expenses)	\$100.00/occurrence	\$100.00/occurrence	
*No charge if paying event fee			
Tie-Down Fees	2017 Rate	2018 Rate	Change
Daily	\$5.00/night	\$5.00/night	
Weekly	\$20.00/week	\$20.00/week	
Monthly – Grass	\$35.00/month	\$35.00/month	
Monthly – Ramp	\$60.00/month	\$60.00/month	
Ramp Fees	2017 Rate	2018 Rate	Change
Single-Engine	Free	Free	
*Multi-Engine (fee waived with 30 gallon fuel purchase)	\$10.00	\$10.00	
*Turbo-prop (fee waived with 60 gallon fuel purchase)	\$20.00	\$20.00	
*Jet (fee waived with 100 gallon fuel purchase)	\$30.00	\$30.00	
*Includes one night of Tie-Down Fees			
Meeting Room	2017 Rate	2018 Rate	Change
Meeting Room (4-hour minimum)	\$25.00/hour + tax	\$25.00/hour + tax	
Cleaning (if the Meeting Room is left disorderly)	\$25.00/hour + tax	\$25.00/hour + tax	
Cancellations (less than 72 hour notice) or No Show	\$25.00/hour	\$25.00/hour	
MMFS & TCAH. Other fees may still apply.	N/A	\$300.00/year + tax	New
Note: Airport based commercial entities will be able to reserve the meeting room for free, once per month. Other fees may still apply.			
Access	2017 Rate	2018 Rate	Change
Gate Card	\$20.00/card + tax	\$20.00/card + tax	
Fuel Card	\$25.00/card + tax	\$25.00/card + tax	
Admin / Office / Misc.	2017 Rate	2018 Rate	Change
Wireless Internet	Free	Free	
Vending	Varies by Market	Varies by Market	
Ice Melt	Varies by Market	Varies by Market	
Aircraft Oil	Varies by Market	Varies by Market	
Apparel	Varies by Market	Varies by Market	
Tie-Down Ropes (set of 3)	\$15.00/set + tax	\$14.00/set + tax	-\$1.00
Copies	\$0.25/sheet	\$0.25/sheet	
Fax	\$0.25/sheet	\$0.25/sheet	
Projector and Screen Rental	\$75.00/day + tax	\$75.00/day + tax	
Film/Photography (additional restrictions may apply)	\$50.00/hour	\$50.00/hour	

Airport staff recommend approval of the Airport Rate Fee Schedule. Once approved, the Airport Rate and Fee Schedule will be presented to the City Council for approval.

Memo



Date: September 12, 2017
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2018 Preliminary Budget

Highlighted below are some of the more significant changes expected from 2017 to 2018 for the Airport Operating Fund and the Capital Improvement Fund. The Airport Budget will still be reviewed by the City Administrator and City Finance Director but it is anticipated to be presented at an upcoming Work Session and approved during a City Council Meeting.

Airport Operating Fund

- Revenues
 - State Grants and Aids (4325) Pavement maintenance is budgeted but not anticipated to be funded in 2017 with a State Match.
 - Rents (4402) is expected to decrease due to a new tenant renting space in the Terminal after a market adjustment.
 - Airport Fuel Receipts (4583) dropped due to lower fuel prices and lower anticipated sales.
 - Tee hangar Rents (4586) shows a slight increase.
 - Airport Parking Fees (4587) has an increase to show the breakdown between parking/ramp fees.
 - Airport Ramp Fees (4588) has a increase to show the breakdown additional revenue for special events in 2018.
 - All other revenues are projected to be consistent with 2017.
- Expenses
 - Minor Equipment and Furniture (6240) Reflected in this line item is Phase 2 of the Terminal upgrades: remaining carpet and office furniture.
 - Merchandise for Resale (6250) dropped due to lower fuel prices and anticipated sales.
 - Conference, Training, Travel (6331) has an increase to send two people to the AAAE conference and the MCOA conference in 2017.
 - Advertising (6341) shows an increase to market the Airport leading up to the Super Bowl in 2018
 - Repairs and Maint Contractual (6371) The big item within this budget is the Asphalt Maintenance Program of \$50,000.
 - All other expenses are projected to be consistent with 2016.

Capital Improvement Fund

- \$300,000, Southgate Road Infiltration and Drainage Project. Anticipated funds include FAA Entitlements and Discretionary Funds at a 90%/10% Match.
- \$65,000, Maintenance Truck Replacement. Anticipated funds include a State match of 70%.

The 2018 Preliminary Budget Sheets will be provided when they are available.

Memo



Date: September 12, 2017
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Hangar Roofs and Door Repair

Overview

The airport had planned and budgeted to replace the roofs on Hangar #3, Hangar #5, and replace the large aircraft hangar door on Hangar #5. In June, the airport was informed that none of these projects would be getting state funding. Following that news the airport was researching what options would be available to replace one roof through just airport funds.

Following a storm later that month that caused wind and hail damage to all four hangars (Hangar #2, #3, #4, and #5), a claim was also submitted to the League of Minnesota Cities. An Insurance Adjuster has reviewed the claim and has determined our insurance will cover the expenses of replacing the roofs with a standard 3-tab shingles as the deductible threshold of \$10,000.00 for this occurrence will easily be met. Any amount over the shingle alternative would be the responsibility of the airport.

The current T-Loc shingles are no longer being manufactured and are difficult to find. The airport inquired about installing the same product that was applied to Hangars #6-8, a Dura-Last Roof System. After discussions with the manufacturer, they feel their system would be a comparable price to that of a new shingled roof after considering the time material and added labor of working on a domed roof and having to hand seal a majority of the shingles. If there is not a significant cost difference between shingles and a manufactured roof system, there would be ample room within the budget to complete the replacement of the door on Hangar #5. This particular door has been repaired several times and according to various contractors the door header may not support additional repairs.

The airport will be developing a scope of work and bidding out the project of replacing the four hangar roofs and installing a new door on Hangar #5. There will be several alternatives to maximize the value. The base bid will most likely be a 40 mil membrane with a 15 year warranty, same as Hangars #6-8. The first alternative will be a 50 mil membrane with a 20 year warranty. Another alternative will be to add an insulation layer as recommended by the manufacturer, to the 40 mil or 50 mil options. The fourth alternative would be to replace the roofs with 3-tab shingles as a comparison for insurance pricing. The final alternative would be for installing a new door on Hangar #5 similar in design to the other hangars.

The Airport's 30% matching funds originally budgeted for these capital projects are: \$60,000 for the Hangar #3 and Hangar #5 roofs and also \$18,000 for the Hangar #5 Door. The total amount is \$72,000.

Completing these projects now helps maintain the integrity of the structures for many more years, adds additional benefit to the tenants by improving heating efficiencies, and frees up funds in subsequent years for

upcoming projects. Staff will still submit the projects to the State for reimbursement in case there are any funds turned back in from other projects.

Staff Recommendation:

The staff recommendation is to approve the Hangar #2, #3, #4, #5, and Hangar #5 door replacement through sealed bids.

Source of Funds:

2017 Airport Capital Budget

Memo



Date: September 12, 2017
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Courtesy Car Discussion

In recent months, many airports have voiced concerns to the Minnesota Council of Airports (MCOA) about not being able to provide a courtesy car due to insurance issues as well as other issues. The South St. Paul Airport is no exception. In years past, the airport operations vehicle has been used as a courtesy car. Due to this insurance issue and an operational need to have this particular vehicle readily available at the airport, that practice was stopped.

Through MCOA, I have volunteered to lead a discussion with MnDOT and the League of Minnesota Cities, the largest insurer of municipalities within Minnesota, to come to a conclusion about any misunderstandings and develop a template for cities, counties, and airports alike to provide a service like a courtesy car.

The current problem: due to uncertainty and confusion about what the actual rules or liability requirements are for courtesy cars, many airports have elected to not provide the service until they have been resolved or have decided to continue to offer the service anyway.

In general, some issues that we will be discussing are:

- What insurance is being provided or not provided and what is the risk?
- Many airports use rundown fleet vehicles as courtesy cars and ongoing maintenance may be driving costs up that become expensive to operate. Are there other options available?
- Are driver's license checks required? Most entities pull Motor Vehicle Records (MVR) on a regular basis of their employees but should they be done on courtesy car drivers?
- Who is insured to drive these vehicles? Some insurance companies may not provide insurance on rented or loaned vehicles.
- City policy may prevent non-employees from using city vehicles. Who will be responsible and/or accountable for traffic violations?
- Will written agreements be required to ensure drivers adhere to safety rules?
- What sort of limitations should be enforced on distance/time or requirements on refueling?
- The vehicle will require routine maintenance and safety inspections to make sure it is safe for road use. How and what kind of reporting process should be in place to initiate corrective actions?

- What kind of procedures should be required for emergencies and vehicle breakdowns?
- Would self-insuring a vehicle be a viable option?
- Are taxis and ride share companies filling the void?
- Are rental car companies willing to accommodate airports?
- If others provide a car and the airport facilities the use of the vehicle, is there any responsibility for the airport to ensure it is maintained?

While some of these are issues that may need to be resolved at the local level maybe there is some common ground that we can agree on and offer solutions to airports.

A meeting is set up for September 28th to discuss these items and others in hopes to come to a resolution and permit airports to provide courtesy cars.