



**City of South St. Paul**  
**AIRPORT ADVISORY COMMISSION**  
**FLEMING FIELD AIRPORT MEETING ROOM**  
TUESDAY, NOVEMBER 14, 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 September 12, 2017
  - B. YTD Budget Report
  - C. YTD Fuel Report
  - D. 2017 Projects
  - E. 2018 Airport Advisory Commission Meeting Dates
  - F. Winter Operations
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
  - 7. OLD BUSINESS:**
    - A. NFL Super Bowl 2018
    - B. Hangar Roof Repair & Replacement Project
  - 8. NEW BUSINESS:**
    - A. Fencing Enhancements
  - 9. COMMISSIONER AND STAFF COMMENTS:**
  - 10. ADJOURNMENT:**



# City of South St. Paul

## AIRPORT ADVISORY COMMISSION

### FLEMING FIELD AIRPORT



#### MEETING MINUTES

TUESDAY, SEPTEMBER 12, 2017, 6:00 PM

#### 1. CALL TO ORDER:

Vice Chair Adams called the Airport Advisory Commission Meeting to order at 6:00 PM on Tuesday, September 12, 2017.

#### 2. ROLL CALL:

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

Absent Francis and Schoen

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

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

None

#### 4. APPROVAL OF AGENDA:

Motion by Sheridan, seconded by Hilger to approve July 11, 2017, agenda as submitted.

Motion carried 7 ayes/0 nays

#### 5. CONSENT AGENDA:

Motion by Gesch, seconded by Gardner to approve the amended Consent Agenda removing Items 5F and 5G.

Motion carried 7 ayes/0 nays

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

Item 5F, Automatic Shutoff Fuel Nozzle.

Sheridan requested that this item be moved to New Business for discussion.

Item 5G, Instrument Approaches

Ludwigson Requested the item be moved to New Business for discussion.

#### 7. OLD BUSINESS:

A. Super Bowl LII

Tiedeman discussed the topics that the Super Bowl Planning Committee covered in the earlier meeting, as well what was covered at the MSP Super Bowl meeting.

## 8. NEW BUSINESS:

### A. Airport Lighting Project.

Tiedeman covered the status and associated costs to replace all lights in the City buildings with LED bulbs. There may not be FAA or MnDOT funds available; however, Tiedeman will be submitting paperwork just in case there may be some funds available. The current project entails upgrades for the interior and exterior of the Terminal, Ramp lighting, and lighting at the Maintenance Hangar.

Motion by Ludwigson, seconded by Sheridan to recommend to the City Council to move forward with the lighting project.

Motion carried 7 ayes/0 nays

### B. 2018 Rate and Fee Schedule

Tiedeman covered the updated Rates and Fee schedule for 2018. There were a few changes to the fees. Adams requested that staff investigate the tie-down fees at other airports in the region to see how SGS compares for the next year. Sheridan suggested to recommend approval of the updated Rate & Fee Schedule and to revisit certain items next year, specifically the weekly and monthly tie-down rates.

Motion by Sheridan, seconded by Hilger to recommend approval of the updated Rate & Fee Schedule to the City Council.

Motion carried 7 ayes/0 nays

### C. 2018 Budget

Tiedeman covered the 2018 budget. There was one caveat, being the personnel costs. The City has not forwarded the updated figures as of yet. He also covered other specific areas and capital items in the budget.

### D. Hangar Roofs

Tiedeman discussed how the roof replacement would be affecting the upcoming budget. The roof project cost will have the Terminal, all four remaining bowstring hangars and Hangar #5 door rolled together. The roof replacement will be covered by insurance up to the cost of shingle replacement. We have a preliminary rough guess at over \$300,000; therefore the project will need to be bid out. Members discussed the possibility of replacing the current door with another sliding door instead of an overhead lift style door. Tiedeman would research a sliding door as well.

Motion by Hilger, seconded by Gardner to recommend that airport staff move forward with the project as described.

Motion carried 7 ayes/0 nays

### E. Courtesy Car

Tiedeman opened the discussion by covering what the current state of the courtesy car is with respect to the City's insurance carrier. He also spoke of his upcoming meeting with MnDOT and the League of Minnesota Cities who

is the insurance provider for South Saint Paul. Some possibilities that were discussed were self-insuring (State Farm, etc.), an insurance waiver signed by the driver, utilizing the driver's insurance (with proof). Another item was that the airport should have two cars, as many airports that are similar in size have multiple cars, as described by one Commissioner.

F. Auto Shutoff Fuel Nozzle

Staff covered the information that was given to them from the Westmor representative. Phillips 66 does not recommend Hold Open/Automatic Shut off nozzles to be used or other non-aviation fueling equipment be used on the airport. Reckinger stated that he would contact O'Day Equipment to see if they know of any regulations/reasons.

G. Instrument Approaches

Tiedeman updated the commission in reference to the LPV minimums approach publication date. Many different FAA branches have to be involved with the decision. At the current time, the approach is a non-critical one and would be highly unlikely to be moved up due to the current backlog.

The NDB-B Approach – GPS Overlay

This overlay was removed when FAA Flight Procedures last evaluated the NDB-B Approach. This was done in anticipation of the NDB removal. Flight Procedures has no plans of reinstating GPS Overlays to NDB approaches that have already been removed.

**9. COMMISSIONER AND STAFF COMMENTS:**

Hilger made comment about the Obstruction Lights on the south fence, two bulbs appear to be burnt out. Staff will investigate and act accordingly.

Sheridan made note that with the fence project going ahead, whether or not the walk-through gate next to the main gate would get a key pad so that transient pilots could gain access to the airport when all other access points were locked. All members spoke of other airports using the CTAF frequency as the code. Tiedeman spoke of the possibility that during an upcoming security upgrade options could be considered and installed at the Terminal. He also talked about the gate card that is in the lock box at the front of the airport for use in the interum. There have been two uses of this card since it was installed. Another possibility was talked about, having a key pad at the front door, with the code being posted in the Airside entry way.

**10. ADJOURNMENT:**

Motion made by Hilger, second by Gardner to adjourn the Airport Advisory Commission meeting at 7:20 PM.

Motion carried 7 ayes/0 nays

# Memo



Date: November 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: YTD Budget Report – October 2017

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## **Airport Operating Fund**

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

- Revenues
  - Airport Fuel Receipts (4583) are currently at \$419,887.99 (67.18%).
  - Land Lease (4585) is at \$153,122.63 (92.66%). Most land leases are due in March of each year with a few occurring throughout the remainder of the year.
  - Aircraft parking Fees (4587) is at \$6,244.85 (113.54%) and is above what was projected.
  - Airport Gate Cards (4590) is at \$1,930.24 (386.05%) and is above what was projected.
  - Other (4672) shows an increase due to a portion of 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.
  - Dues & Subscriptions (6471) is higher due to increases various memberships.
  - Other Expense items are in line with expectations.

## **Capital Improvement Fund**

The 2017 Airport Capital Revenues for October YTD are \$4,252.03; the Airport Operating Expenses for October YTD are \$12,694.09. The October YTD net change is a deficit of \$8,442.06.

- Impr Other Than Buildings (6530) The new loader is pending delivery, payment, and also reimbursement.
- Buildings Fixtures and Impr (6560) Items that remain uncertain are Bowstring Hangar Roof repairs and Hangar #5 door repair.

## **Comparative Balance Sheet – Debt**

The 2017 Operating Debt for October YTD is \$422,573.09; the Capital Debt for October YTD is \$360,003.69. The Total Debt for October 2017 YTD (\$782,576.78). As compared to October 2016 YTD (\$1,404,795.30), a decrease of \$622,218.60.

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

Description	2017 Actual Budget	October YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	October 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)	(34,320.00)	107.25%
4325 - STATE GRANTS AND AIDS	(35,000.00)	0.00	(35,000.00)	0.00%	(40,000.00)	(10,307.79)	25.77%
<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>(44,627.79)</b>	<b>61.98%</b>
<b>CHARGE FOR SERVICE</b>							
4411 - PILOT	(48,460.00)	(40,717.04)	(7,742.96)	84.02%	(43,435.00)	(37,893.53)	87.24%
4402 - RENT	(16,000.00)	(14,728.97)	(1,271.03)	92.06%	(8,652.00)	(11,478.13)	132.66%
4581 - RENT OF HANGARS	(197,050.00)	(152,542.47)	(44,507.53)	77.41%	(200,687.00)	(158,883.03)	79.17%
4583 - AIRPORT FUEL RECEIPTS	(625,000.00)	(419,887.99)	(205,112.01)	67.18%	(638,252.00)	(426,091.70)	66.76%
4585 - LAND LEASE	(165,250.00)	(153,122.63)	(12,127.37)	92.66%	(162,238.00)	(138,526.74)	85.38%
4586 - TEE HANGAR RENTAL	(105,000.00)	(87,213.90)	(17,786.10)	83.06%	(112,265.00)	(85,378.78)	76.05%
4587 - AIRCRAFT PARKING FEES	(5,500.00)	(6,244.85)	744.85	113.54%	(3,000.00)	(5,490.00)	183.00%
4588 - AIRPORT RAMP FEES	(1,500.00)	0.00	(1,500.00)	0.00%	(7,500.00)	(70.00)	0.93%
<b>CHARGES FOR SERVICES</b>	<b>(1,163,760.00)</b>	<b>(874,457.85)</b>	<b>(289,302.15)</b>	<b>75.14%</b>	<b>(1,176,029.00)</b>	<b>(863,811.91)</b>	<b>73.45%</b>
<b>MISCELLANEOUS</b>							
4510 - CONCESSION SALES	(50.00)	(199.52)	149.52	399.04%	0.00	(150.00)	
4590 - AIRPORT GATE CARD	(500.00)	(1,930.24)	1,430.24	386.05%	(800.00)	(2,863.81)	357.98%
4591 - AIRPORT VENDING SALES	(800.00)	(760.85)	(39.15)	95.11%	(750.00)	(676.46)	90.19%
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)	(53,158.96)	52,658.96	10,631.79%	0.00	(2,705.22)	
4673 - CASH OVER/SHORT		0.34	(0.34)			0.03	
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			(80.00)	
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			0.00	
<b>MISCELLANEOUS</b>	<b>(8,860.00)</b>	<b>(57,076.64)</b>	<b>48,216.64</b>	<b>644.21%</b>	<b>(8,560.00)</b>	<b>(6,475.46)</b>	<b>75.65%</b>
<b>OTHER FINANCING SOURCES</b>							
<b>REVENUES</b>	<b>(1,241,940.00)</b>	<b>(965,854.49)</b>	<b>(276,085.51)</b>	<b>77.77%</b>	<b>(1,256,589.00)</b>	<b>(914,915.16)</b>	<b>72.81%</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	155,366.00	123,925.06	31,440.94	79.76%	145,691.00	116,443.89	79.93%
6102 - FULL-TIME EMPLOYEES-OVERTIME	2,000.00	761.83	1,238.17	38.09%	1,000.00	811.28	81.13%
6104 - TEMPORARY EMPLOYEES-REG	15,500.00	11,320.92	4,179.08	73.04%	14,658.00	7,945.18	54.20%
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	19,435.06	5,396.94	78.27%	23,067.00	17,951.28	77.82%
6130 - EMPLOYER PAID INSURANCE	15,046.00	12,371.20	2,674.80	82.22%	14,182.00	11,809.16	83.27%

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**Year-to-Date October 2017**

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6140 - UNEMPLOYMENT COMP INS.		1,033.12	(1,033.12)			0.00	
6150 - WORKERS COMPENSATION	8,422.00	7,844.91	577.09	93.15%	8,422.00	7,266.33	86.28%
6170 - EMPLOYER CONTR TO HCSP	2,786.00	500.00	2,286.00	17.95%	2,163.00	477.75	22.09%
<b>PERSONNEL SERVICES</b>	<b>225,552.00</b>	<b>177,192.10</b>	<b>48,359.90</b>	<b>78.56%</b>	<b>209,183.00</b>	<b>162,704.87</b>	<b>77.78%</b>
<b>MATERIALS &amp; SUPPLIES</b>							
6201 - OFFICE SUPPLIES	1,500.00	753.20	746.80	50.21%	1,500.00	765.50	51.03%
6220 - REPAIR & MAINTENANCE SUPPLIES	40,000.00	27,784.70	12,215.30	69.46%	40,000.00	14,931.55	37.33%
6240 - MINOR EQUIPMENT AND FURNITURE	58,000.00	37,108.39	20,891.61	63.98%	2,100.00	1,468.99	69.95%
6250 - MERCHANDISE FOR RESALE	450,000.00	346,318.53	103,681.47	76.96%	516,633.00	317,050.81	61.37%
<b>MATERIALS &amp; SUPPLIES</b>	<b>549,500.00</b>	<b>411,964.82</b>	<b>137,535.18</b>	<b>74.97%</b>	<b>560,233.00</b>	<b>334,216.85</b>	<b>59.66%</b>
<b>SERVICES AND OTHER CHARGES</b>							
6302 - PROFESSIONAL SERVICES	15,000.00	21,221.24	(6,221.24)	141.47%	14,200.00	36,772.91	258.96%
6331 - CONFERENCES, TRAINING, TRAVEL	5,000.00	1,295.02	3,704.98	25.90%	3,800.00	1,115.71	29.36%
6341 - ADVERTISING	7,000.00	3,927.00	3,073.00	56.10%	6,325.00	4,986.00	78.83%
6361 - INSURANCE	50,786.00	42,615.36	8,170.64	83.91%	50,786.00	54,121.97	106.57%
6371 - REPAIRS & MAINT CONTRACTUAL	129,000.00	9,193.95	119,806.05	7.13%	76,000.00	20,957.81	27.58%
6374 - ADMINISTRATION SUPPORT FEE	71,686.00	53,901.00	17,785.00	75.19%	62,709.00	52,260.00	83.34%
6378 - COPIER MAINTENANCE AGREEMENT	450.00	366.02	83.98	81.34%	450.00	473.55	105.23%
6379 - CONT SERV/REFUSE & SANITATION	750.00	565.95	184.05	75.46%	600.00	580.00	96.67%
6380 - CENTRAL GARAGE MAINT. CHARGE	15,959.00	11,970.00	3,989.00	75.00%	13,877.00	11,570.00	83.38%
6385 - UTILITY SERVICE	20,500.00	12,545.93	7,954.07	61.20%	19,775.00	12,466.58	63.04%
6388 - TECHNOLOGY EQUIP CHARGE	632.00	477.00	155.00	75.47%	40.00	37.00	92.50%
6390 - POSTAGE AND TELEPHONE	5,750.00	3,771.99	1,978.01	65.60%	5,000.00	4,586.07	91.72%
<b>SERVICES AND OTHER CHARGES</b>	<b>322,513.00</b>	<b>161,850.46</b>	<b>160,662.54</b>	<b>50.18%</b>	<b>253,562.00</b>	<b>199,927.60</b>	<b>78.85%</b>
<b>CAPITAL OUTLAY</b>							
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%
<b>CAPITAL OUTLAY</b>	<b>2,500.00</b>	<b>3,768.85</b>	<b>(1,268.85)</b>	<b>150.75%</b>	<b>7,500.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>MISCELLANEOUS</b>							
6412 - CREDIT CARD/ACH/BANK FEE		142.55	(142.55)			81.47	
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	1,889.00	(639.00)	151.12%	470.00	1,335.25	284.10%
<b>MISCELLANEOUS</b>	<b>2,050.00</b>	<b>2,456.55</b>	<b>(406.55)</b>	<b>119.83%</b>	<b>1,120.00</b>	<b>1,871.72</b>	<b>167.12%</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	31,290.80	80.95%
6612 - INTEREST EXPENSE	15,000.00	4,666.09	10,333.91	31.11%	15,000.00	5,661.23	37.74%
<b>DEBT SERVICE</b>	<b>18,130.00</b>	<b>10,924.31</b>	<b>7,205.69</b>	<b>60.26%</b>	<b>53,656.00</b>	<b>36,952.03</b>	<b>68.87%</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%

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TRANSFERS	103,750.00	0.00	103,750.00	0.00%	46,500.00	0.00	0.00%
EXPENDITURES	1,223,995.00	768,157.09	455,837.91	62.76%	1,131,754.00	735,673.07	65.00%
REVENUES AND EXPENDITURES	(17,945.00)	(197,697.40)	179,752.40	1,101.69%	(124,835.00)	(179,242.09)	143.58%

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

Description	2017 Actual Budget	October YTD Actual 2017	Budget Balance 2017	Percent Used 2017	2016 Actual Budget	October 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)	300,966.28	-222.94%
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>317,043.72</b>	<b>-106.21%</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		(4,252.03)	4,252.03			(4,252.03)	
<b>SPECIAL ASSESSMENTS</b>		<b>(4,252.03)</b>	<b>4,252.03</b>			<b>(4,252.03)</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>(4,252.03)</b>	<b>(495,247.97)</b>	<b>0.85%</b>	<b>(345,000.00)</b>	<b>296,947.94</b>	<b>-86.07%</b>
<b>EXPENDITURES</b>							
<b>SERVICES AND OTHER CHARGES</b>							
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	
<b>SERVICES AND OTHER CHARGES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>4,617.83</b>	
<b>CAPITAL OUTLAY</b>							
6530 - IMPR OTHER THAN BUILDING	225,000.00	0.00	225,000.00	0.00%	165,000.00	22,552.80	13.67%
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	
<b>CAPITAL OUTLAY</b>	<b>499,500.00</b>	<b>8,971.88</b>	<b>490,528.12</b>	<b>1.80%</b>	<b>345,000.00</b>	<b>22,552.80</b>	<b>6.54%</b>
<b>MISCELLANEOUS</b>							
<b>DEBT SERVICE</b>							
6612 - INTEREST EXPENSE	15,000.00	3,722.21	11,277.79	24.81%	15,000.00	10,456.69	69.71%
<b>DEBT SERVICE</b>	<b>15,000.00</b>	<b>3,722.21</b>	<b>11,277.79</b>	<b>24.81%</b>	<b>15,000.00</b>	<b>10,456.69</b>	<b>69.71%</b>
<b>EXPENDITURES</b>	<b>514,500.00</b>	<b>12,694.09</b>	<b>501,805.91</b>	<b>2.47%</b>	<b>360,000.00</b>	<b>37,627.32</b>	<b>10.45%</b>
<b>REVENUES AND EXPENDITURES</b>	<b>15,000.00</b>	<b>8,442.06</b>	<b>6,557.94</b>	<b>56.28%</b>	<b>15,000.00</b>	<b>334,575.26</b>	<b>2,230.50%</b>

**COMPARATIVE BALANCE SHEET  
AS OF OCTOBER 2017**

	OCTOBER YTD ACTUAL 2017	OCTOBER YTD ACTUAL 2016
<b>20245 - AIRPORT</b>		
<b>ASSETS</b>		
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>		
CASH	(472,268.49)	(586,789.56)
PETTY CASH	100.00	100.00
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<b>(472,168.49)</b>	<b>(586,689.56)</b>
<b>ACCOUNTS RECEIVABLE</b>		
A/R - MISC RECEIVABLE	27,979.23	56,861.41
<b>ACCOUNTS RECEIVABLE</b>	<b>27,979.23</b>	<b>56,861.41</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>(422,573.09)</b>	<b>(486,680.07)</b>
<b>LIABILITIES</b>		
<b>ACCOUNTS &amp; CONTRACTS PAYABLE</b>		
ACCOUNTS PAYABLE	0.00	2,840.08
ACCOUNTS PAYABLE MISC	0.00	22.62
<b>ACCOUNTS &amp; CONTRACTS PAYABLE</b>	<b>0.00</b>	<b>2,862.70</b>
<b>INTERFUND ACTIVITY</b>		
<b>DUE TO OTHER GOVERNMENTAL UNITS</b>		
DUE TO OTHER GOVT-SALES	13.22	24.39
<b>DUE TO OTHER GOVERNMENTAL UNITS</b>	<b>13.22</b>	<b>24.39</b>
<b>SALARIES AND BENEFITS PAYABLE</b>		
<b>OTHER LIABILITIES</b>		
DEPOSITS	0.00	72,132.15
<b>OTHER LIABILITIES</b>	<b>0.00</b>	<b>72,132.15</b>
<b>LIABILITIES</b>	<b>13.22</b>	<b>75,019.24</b>
<b>FUND EQUITY</b>		
PRIOR YEAR ENDING BALANCE	(620,283.71)	(740,941.40)
CURRENT YEAR CHANGE	197,697.40	179,242.09
<b>FUND EQUITY</b>	<b>(422,586.31)</b>	<b>(561,699.31)</b>
<b>LIABILITIES AND FUND EQUITY</b>	<b>(422,573.09)</b>	<b>(486,680.07)</b>

**COMPARATIVE BALANCE SHEET  
AS OF OCTOBER 2017**

	OCTOBER YTD ACTUAL 2017	OCTOBER YTD ACTUAL 2016
<b>40404 - AIRPORT CAPITAL FUND</b>		
<b>ASSETS</b>		
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>		
CASH	(392,385.64)	(953,911.76)
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<b>(392,385.64)</b>	<b>(953,911.76)</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>(360,003.69)</b>	<b>(918,115.24)</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	(8,442.06)	(334,575.26)
<b>FUND EQUITY</b>	<b>(392,385.64)</b>	<b>(953,911.76)</b>
<b>LIABILITIES AND FUND EQUITY</b>	<b>(360,003.69)</b>	<b>(918,115.24)</b>

# Memo

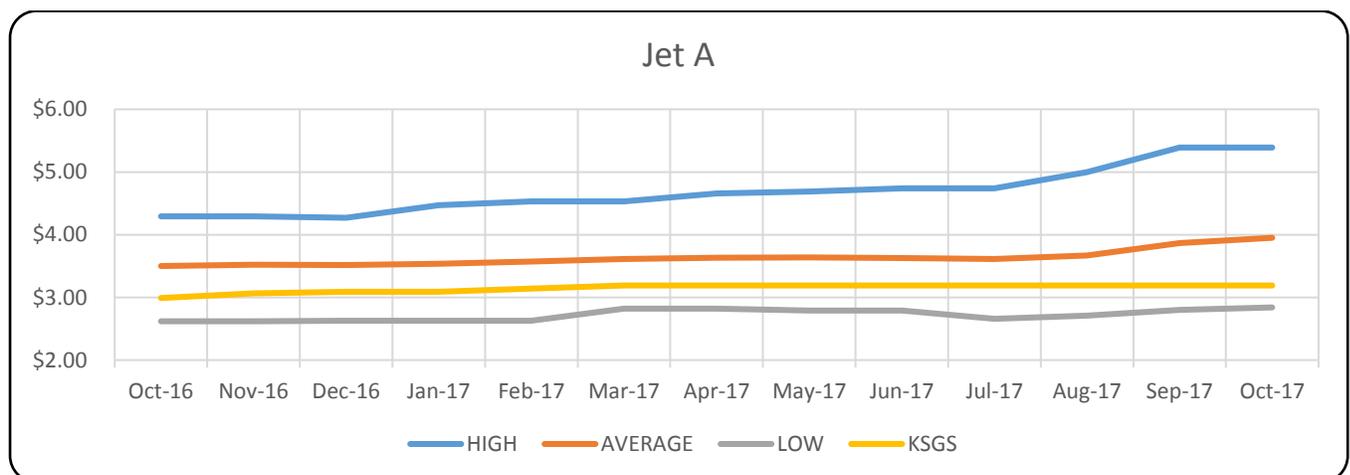
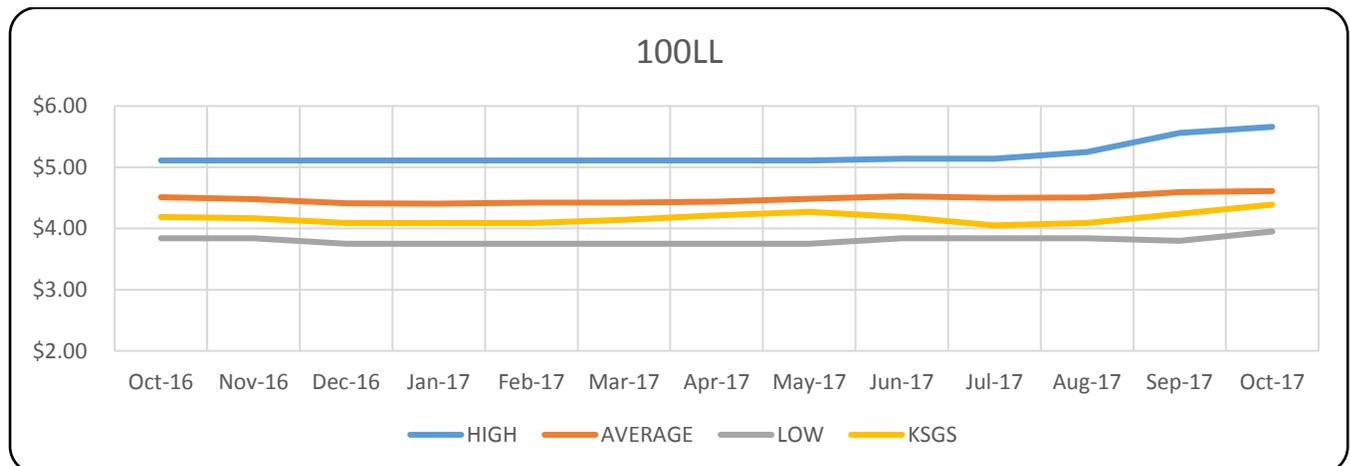


Date: November 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager & Joseph Carney, Operations Specialist  
RE: YTD Fuel Report – October 2017

## Overview

The 2017 total fuel sales by gallon through October are behind 2016 by only 0.67% and down 7.23% compared to the 5-YR Average, a 3.34% and 3.53% improvement from what was reported in September 2017, respectively.

- September: 100LL was up 26.46%, 91UL was down 19.28%, and Jet A was up 12.30%
- October: 100LL was down 14.07%, 91UL was up 2.62%, and Jet A was up 76.15%
- Quarter 1: 100LL was up 25.91%, 91UL was down 29.32%, and Jet A was down 37.98%
- Quarter 2: 100LL was up 4.06%, 91UL was up 8.44%, and Jet A was down 29.67%
- Quarter 3: 100LL was up 20.35%, 91UL was down 12.10%, and Jet A was down 21.66%
- For the year: 100LL was up 10.98%, 91UL was down 8.00%, and Jet A was down 22.06%



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.

## 2017 AVIATION FUEL SALES BY GALLON

November 8, 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	9,987.60	10,890.90	-8.29%	9,861.58
JUN	11,273.40	9,590.80	17.54%	10,549.50
<b>Q2</b>	<b>28,383.80</b>	<b>27,277.40</b>	<b>4.06%</b>	<b>30,105.68</b>
JUL	12,014.20	9,591.80	25.25%	10,549.50
AUG	11,630.70	10,501.90	10.75%	10,759.22
SEP	11,104.30	8,780.90	26.46%	10,137.04
<b>Q3</b>	<b>34,749.20</b>	<b>28,874.60</b>	<b>20.35%</b>	<b>31,445.76</b>
OCT	8,833.20	10,279.30	-14.07%	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>8,833.20</b>	<b>22,317.10</b>	<b>-60.42%</b>	<b>17,247.32</b>
<b>TOTAL</b>	<b>86,772.50</b>	<b>90,228.50</b>	<b>-3.83%</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	334.30	481.80	-30.61%	826.78
JUN	608.10	496.40	22.50%	885.14
<b>Q2</b>	<b>1,409.40</b>	<b>1,299.70</b>	<b>8.44%</b>	<b>2,450.32</b>
JUL	773.70	738.50	4.77%	990.52
AUG	633.10	812.60	-22.09%	960.58
SEP	488.30	604.90	-19.28%	939.26
<b>Q3</b>	<b>1,895.10</b>	<b>2,156.00</b>	<b>-12.10%</b>	<b>2,890.36</b>
OCT	359.80	350.60	2.62%	532.58
NOV	-	242.60	-100.00%	532.14
DEC	-	172.60	-100.00%	816.30
<b>Q4</b>	<b>359.80</b>	<b>765.80</b>	<b>-53.02%</b>	<b>1,881.02</b>
<b>TOTAL</b>	<b>4,202.50</b>	<b>4,983.00</b>	<b>-15.66%</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	2,982.40	3,347.60	-10.91%	5,365.36
JUN	4,567.90	5,719.50	-20.13%	5,325.74
<b>Q2</b>	<b>9,624.50</b>	<b>13,685.40</b>	<b>-29.67%</b>	<b>14,724.98</b>
JUL	3,683.30	5,010.90	-26.49%	4,263.04
AUG	4,612.50	7,328.60	-37.06%	5,429.04
SEP	4,532.00	4,035.70	12.30%	4,247.20
<b>Q3</b>	<b>12,827.80</b>	<b>16,375.20</b>	<b>-21.66%</b>	<b>13,939.28</b>
OCT	4,196.10	2,382.10	76.15%	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>4,196.10</b>	<b>8,251.10</b>	<b>-49.14%</b>	<b>10,214.50</b>
<b>TOTAL</b>	<b>31,951.90</b>	<b>46,862.50</b>	<b>-31.82%</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	13,304.30	14,720.30	16,053.72	-9.62%	-17.13%
JUN	16,449.40	15,806.70	16,760.38	4.07%	-1.86%
<b>Q2</b>	<b>39,417.70</b>	<b>42,262.50</b>	<b>47,280.98</b>	<b>-6.73%</b>	<b>-16.63%</b>
JUL	16,471.20	15,341.20	15,803.06	7.37%	4.23%
AUG	16,876.30	18,643.10	17,148.84	-9.48%	-1.59%
SEP	16,124.60	13,421.50	15,323.50	20.14%	5.23%
<b>Q3</b>	<b>49,472.10</b>	<b>47,405.80</b>	<b>48,275.40</b>	<b>4.36%</b>	<b>2.48%</b>
OCT	13,389.10	13,012.00	12,514.92	2.90%	6.99%
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>13,389.10</b>	<b>31,334.00</b>	<b>29,342.84</b>	<b>-57.27%</b>	<b>-54.37%</b>
<b>TOTAL</b>	<b>122,926.90</b>	<b>142,074.00</b>	<b>149,342.20</b>	<b>-13.48%</b>	<b>-17.69%</b>

\* 5-YR AVG 2016-2012

# Memo



Date: November 14, 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
  - 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.
  - Final Approval from MnDOT
  - Submit Notice to Proceed to Caterpillar
  - Delivery Date: Anticipated Deliver Week of November 11<sup>th</sup> – 15<sup>th</sup>



# 2017 Projects (Continued)

- Other Buildings & Improvements
  - Replace Sliding Doors on Hangar #5
  - Roof Replacement on four Bowstring Hangars
  - Due to a recent storm, League of Minnesota Cities was out to review damage and will be covering some of the expenses.
  - October 22 – Posted RFP
  - Pending Action:
    - November 14 – Open Bids
    - November 22 – Award Bid
- 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
- September 16 – YIMA Celebration (Speaker was an original Tuskegee Airman)
- September 17 – EAA Pancake Breakfast
- September 22 – Aeronca Lane/Parking Lot Fence Repair
- September 23 – FAA Safety Seminar
- October 7 – EAA / AOPA Rusty Pilots Seminar
- October 14 – CAF / Planes & Paws
- October 27 – LED Lighting Project (Pending Completion)



# 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.
- CAP requesting:
  - Additional parking for the expansion. Pending review by IGH.
  - Additional expansion 20 feet into the ramp.
  - Install new fencing and gates along Crossman Lane.

# Memo



Date: November 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: 2018 Airport Advisory Commission Meeting Dates

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## **2018 Airport Advisory Commission Meeting Dates**

Below is a list of meeting dates for the 2018 calendar year. The Airport Advisory Commission (AAC) typically meets the second Tuesday of every odd month at 6:00 PM.

January 9, 2017  
February 13, 2017 – Cancelled  
March 13, 2017  
April 10, 2017 – Cancelled  
May 8, 2017  
June 12, 2017 – Cancelled  
July 10, 2017  
August 14, 2017 – Cancelled  
September 11, 2017  
October 9, 2017 – Cancelled  
November 13, 2017  
December 11, 2017– Cancelled

# Memo



Date: November 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Winter Operations

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## Snow and Ice Control Plan

Following the 2015 snow season, Airport Staff developed a set of procedures for improving winter clearance times and coordination.

The Airport has a duty to ensure the safety of operations at the facilities. This involves performing according to accepted principles, ensuring a high standard of care, providing minimum standards in equipment and techniques, and maintaining qualified crews. The Airport, however, also has the duty to warn the users of the airport of any change in published procedure or change in the physical facility. As an example, an airport operator should give timely or proper notice of pavement or visual aids that may have been damaged by a snow plowing operation through the use of NOTAMs and other means.

## Activating Snow Removal Personnel

Airport Manager or other designated personnel will monitor the snow; this individual will call other snow removal personnel once conditions merit removal.

### A. Weather Forecasting

1. The Airport Manager, Airport Operations Specialist, Airport Maintenance, and other designated personnel will monitor forecasts as necessary.
2. The sources used for forecasts may be but not limited to [www.noaa.gov](http://www.noaa.gov), [www.weather.gov](http://www.weather.gov), news stations, and radio stations.

### B. Chain of Command

1. Airport Manager
2. Airport Operations Specialist
3. Airport Maintenance
4. Other designated personnel

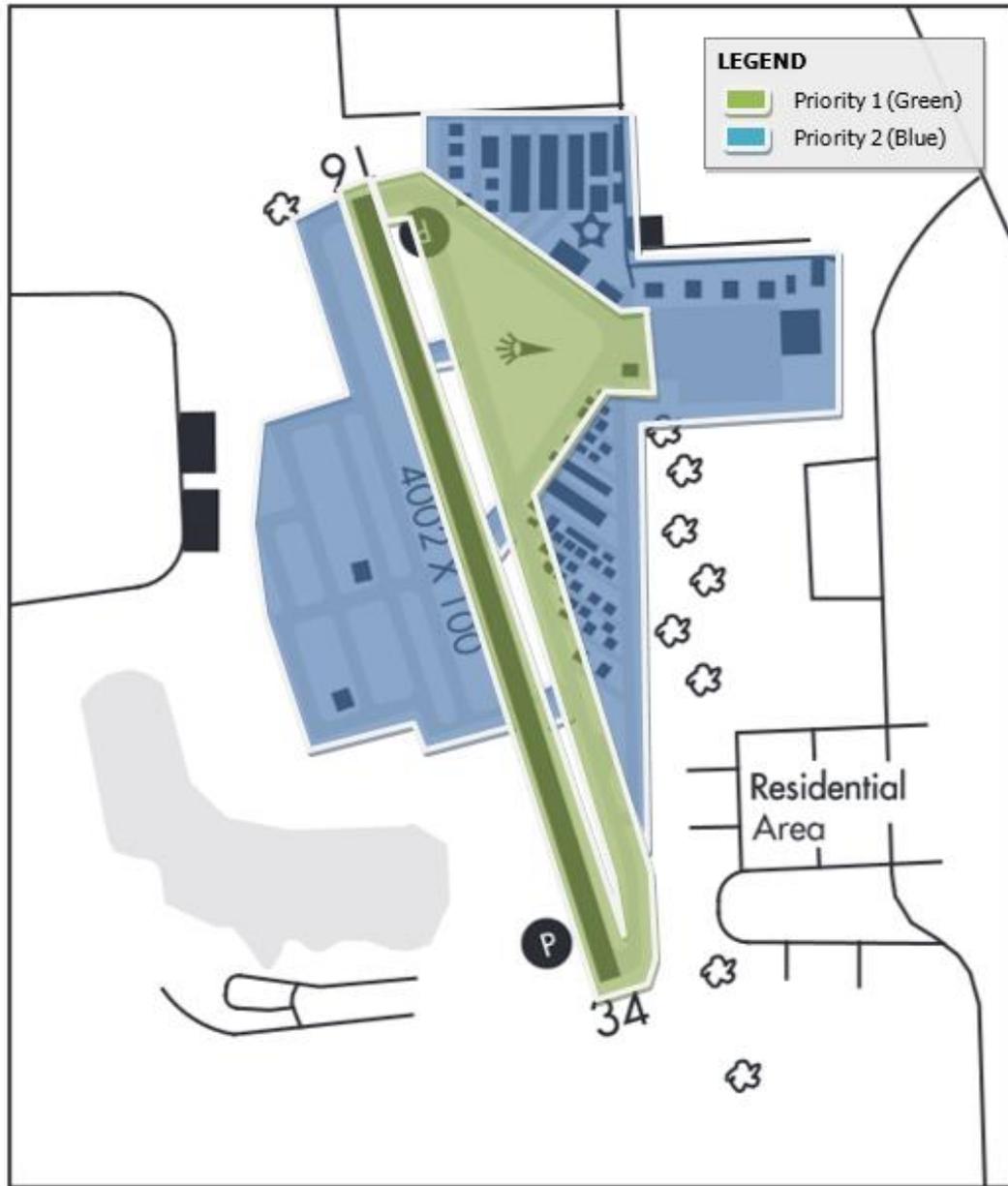
## Airfield Clearing Priorities

The first priority level is determined by the need for aircraft to land safely and for Mutual Aid Service to get to the active runway/taxiway. The second clearing priority includes all remaining pavement areas on the airport.

Priority 1	Priority 2
Runway 16/34	Remaining Taxiways
East Parallel Taxiway	Remaining Ramp/Apron
Diagonal Taxiways	GA Hangar Areas
Mutual Aid Access	Commercial Hangar Areas
NAVAID Access	
Fueling Area	
Terminal Access	

The clearing of snow from landside infrastructure to and from the Terminal Building is a separate category because the objective of this clearing operation is public access, not airplane operational safety. Moreover, different

chemicals, clearing equipment, and techniques, and possibly the use of municipal or service contractors, might be standard for such operations.



### Requirements for Runway Closures

A NIL pilot braking action report (PIREP), or NIL braking action assessment by the airport, requires that the runway be closed before the next flight operation. Runway closures may be done through the NOTAM system. The runway will remain closed until the airport is satisfied that the NIL condition no longer exists.

### Continuous Monitoring

- A. Throughout the winter months, the airport continuously monitors the weather and airfield conditions by a variety of methods. The most notable are weather forecasts, friction surveys, and pilot reports.
- B. Other acceptable procedures may include:
  - 1. Observing which exit taxiways are being used
  - 2. Maintaining a regular program of inspections to identify trends in runway conditions
  - 3. Monitoring runway physical conditions including air and surface temperatures, contaminant types and depths
  - 4. Monitoring pilot communications
  - 5. Monitoring weather patterns

### **Takeoff and Landing Performance Assessment (TALPA)**

The Takeoff and Landing Performance Assessment (TALPA) initiative aims to reduce the risk of runway overruns by providing airport operators with a method to accurately and consistently determine the runway condition when a paved runway is not dry. This information will enable airplane operators, pilots, and flight planners to determine the distance required to stop on a wet or contaminated paved runway in a more accurate way. Beginning October 1, 2016, 0900 UTC, federally obligated airports will use TALPA procedures to conduct runway assessments and to report those conditions in newly formatted Field Condition (FICON) Notices to Airmen (NOTAMs). This will allow pilots and flight planners to use the information, along with manufacturer's aircraft-specific data, to determine the runway length needed to safely stop an aircraft after a rejected takeoff or a landing.

### **Runway Assessment and Condition Reporting (RCAM)**

Airport operators will use the Runway Condition Assessment Matrix (RCAM) to categorize runway conditions and pilots will use it to interpret reported runway conditions. The RCAM is presented in a standardized format, based on airplane performance data supplied by airplane manufacturers, for each of the stated contaminant types and depths. The RCAM replaces subjective judgments of runway conditions with objective assessments tied directly to contaminant type and depth categories.

For example, using today's assessment process, a runway that is covered with two inches of dry snow would be reported as "DEN RWY 17R FICON 2IN DRY SN OBSERVED AT 1601010139. 1601010151-1601020145." If equipped, the airport would also report Mu values as "DEN RWY 17R TAP MU 29/27/29 OBSERVED AT 1601010139. 1601010151-1601020145."

A Mu number describes a braking co-efficient of friction.

Starting October 1, 2016, the same NOTAM with contaminants would be reported using Runway Conditions Codes as follows: "DEN RWY 17R FICON (5/5/3) 25 PRCT 1/8 IN DRY SN, 25 PRCT 1/8 IN DRY SN, 50 PRCT 2 IN DRY SN OBSERVED AT 1601010139. 1601010151-1601020145."

The pilot or dispatcher would then consult the aircraft manufacturer data to determine what kind of stopping performance to expect from the specific airplane they are operating.

The airport operator will assess surfaces, report contaminants present, and determine the numerical Runway Condition Codes (RwyCC) based on the RCAM. The RwyCCs may vary for each third of the runway if different contaminants are present. However, the same RwyCC may be applied when a uniform coverage of contaminants exists. RwyCCs will replace Mu numbers, which will no longer be published in the FAA's Notice to Airman (NOTAM) system.

Pilot braking action reports will continue to be used to assess braking performance. Beginning October 1, the terminology "Fair" will be replaced by "Medium." It will no longer be acceptable for an airport to report a NIL braking action condition. NIL conditions on any surface require the closure of that surface. These surfaces will not be opened until the airport operator is satisfied that the NIL braking condition no longer exists.

The RCAM Matrix Codes and Definitions is displayed on one of the enclosed pages.

**NOTE: The braking action term “FAIR” will be replaced with “MEDIUM,” effective October 1, 2016. Until October 1, 2016, the current use of the term “FAIR” applies.**

**TABLE 1-1. OPERATIONAL RUNWAY CONDITION ASSESSMENT MATRIX (RCAM) BRAKING ACTION CODES AND DEFINITIONS**

Assessment Criteria		Control/Braking Assessment Criteria	
Runway Condition Description	RwyCC	Deceleration or Directional Control Observation	Pilot Reported Braking Action
<ul style="list-style-type: none"> <li>Dry</li> </ul>	6	---	---
<ul style="list-style-type: none"> <li>Frost</li> <li>Wet (Includes damp and 1/8 inch depth or less of water)</li> </ul> <i>1/8 inch (3mm) depth or less of:</i> <ul style="list-style-type: none"> <li>Slush</li> <li>Dry Snow</li> <li>Wet Snow</li> </ul>	5	Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	Good
<i>-15°C and Colder outside air temperature:</i> <ul style="list-style-type: none"> <li>Compacted Snow</li> </ul>	4	Braking deceleration OR directional control is between Good and Medium.	Good to Medium
<ul style="list-style-type: none"> <li>Slippery When Wet (wet runway)</li> <li>Dry Snow or Wet Snow (any depth) over Compacted Snow</li> </ul> <i>Greater than 1/8 inch (3 mm) depth of:</i> <ul style="list-style-type: none"> <li>Dry Snow</li> <li>Wet Snow</li> </ul> <i>Warmer than -15°C outside air temperature:</i> <ul style="list-style-type: none"> <li>Compacted Snow</li> </ul>	3	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	Medium
<i>Greater than 1/8 inch(3 mm) depth of:</i> <ul style="list-style-type: none"> <li>Water</li> <li>Slush</li> </ul>	2	Braking deceleration OR directional control is between Medium and Poor.	Medium to Poor
<ul style="list-style-type: none"> <li>Ice</li> </ul>	1	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	Poor
<ul style="list-style-type: none"> <li>Wet Ice</li> <li>Slush over Ice</li> <li>Water over Compacted Snow</li> <li>Dry Snow or Wet Snow over Ice</li> </ul>	0	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	Nil

Note: The unshaded portion of the RCAM is associated with how an airport operator conducts a runway condition assessment.

Note: The shaded portion of the RCAM is associated with the pilot's experience with braking action.

Note: The Operational RCAM illustration will differ from the RCAM illustration used by Airport Operators.

Note: Runway condition codes, one for each third of the landing surface, for example 4/3/3, represent the runway condition description as reported by the airport operator. The reporting of codes by runway thirds is expected to begin in October of 2016.

### **“Conditions Not Monitored” NOTAMs**

The Airport will use “conditions not monitored” NOTAMs as a way to provide information to pilots related to the conditions not being monitored at the airport, perhaps due to operations hours or staffing.

This standard has existed for airport operators to use over the years and provides the following guidance:

“For airports, particularly smaller airports, that do not monitor weather conditions between certain hours due to staffing limitations, the issued NOTAM should contain text indicating that airfield surface conditions are not monitored between the hours of X–Y. This additional text helps to avoid erroneous condition assessments by users of the information.”

The Airport will avoid using “airport unattended” NOTAMs as a substitute for “conditions not monitored” because this type of NOTAM sends the incorrect message that other services provided by the airport, e.g. ATC, ARFF, fuel, are not available or accessible when the conditions are not being monitored.

According to the FAA, “Conditions not monitored” NOTAMs are the preferred airport condition reporting to use to address all aerodrome or any individual surface as required. The period of applicability should be for both short and long-term use. Condition not monitored NOTAMs can exceed the 24 hours estimated expiration when appended to a FICON NOTAM.

### **Prior Permission Required (PPR) NOTAMs**

The Airport will use “PPR” NOTAMs as a way to provide information to pilots related to the airfield being open or closed to traffic. This allows the pilot and the Airport to have a dialog about the weather conditions and when the airport will be reopened. The timing is an approximation and allows Airport Staff to mobilize and effectively clear the airfield. Once contacted we can provide updates and coordinate an earlier time is possible.

Prior Permission Required (PPR) means prior permission is required to have full operational use of a runway, taxiway, apron, or airport facility/service. Means of communication to the airport can be telephone and/or radio. Typically, communication will be via telephone.

...AD AP CLSD EXC 2HR PPR 641-485-7442

Translation: Airport closed except for two-hour prior permission required

### **Equipment**

This year the Airport will have new additions to the snow removal fleet. A new loader and attachments replace the aging loader and attachments except the snow blower. In addition, we are renting a spreader trailer for urea to better apply and respond to icing conditions.

Caterpillar 938 Loader

- SnoBlast Snow Blower
- Raveling Snow Pusher
- Little Falls Reversible Plow and Right-side Wing
- Caterpillar Bucket

Ford F550 Truck with plow attachment

John Deere 615M Tractor

- Paladin Broom Attachment
- River Country Coop Spreader (Urea)

# Memo



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

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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: Hangar Roof Repair & Replacement Project

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## **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.

Since the project was anticipated to be over \$100,000, the required competitive bidding process was followed. The project was initially published in the Southwest Review on October 22, 2017. The bids due November 14, 2017 at 10:00 AM. The anticipated award date is November 20, 2017 during the City Council meeting.

## **Staff Recommendation:**

### **Source of Funds:**

Insurance Reimbursement and 2017 Airport Capital Budget

# Memo



Date: November 14, 2017  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Fencing Enhancements

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## Overview

After a passenger was departing, it was noted that headlights shown directly into the homes as they rounded the corner on Crossman Road.

Inver Grove Heights City Code (515.90 subd. 20); the maximum fence height is 7 feet. In addition, (Section 10-13I-6 A.3.: Performance Standards, states that wherever the airport overlay district abuts an R district, coniferous trees, consisting of a single row of trees, not less than 6 feet in height, shall be required along the perimeter of the property lines abutting an R district. Said coniferous trees shall be planted with a twenty foot on center separation between trees.

Airport Staff Review of the current condition of the fence and trees:

- The fence is constructed to code and is adequately maintained with repairs made as necessary.
- The trees were selected, planted, and spaces according to code. However, several trees are either dead or dying and could be replaced.

## Staff Recommendation:

Replace approximately 5-6 coniferous trees in 2018.

## Source of Funds:

2018 Airport Operating Budget