



City of South St. Paul
Airport Advisory Commission
6:00 pm Tuesday January 12, 2016
Fleming Field Airport Meeting Room

Fleming Field



South St. Paul, MN

-
1. Call to Order
 2. Roll Call
 3. Approval of Agenda
 4. Approval of December 8, 2015 Minutes
 5. Citizen Comments & Presentation
 - a. South Metro Fire Department – Commercial Inspection Fee Program
 6. Finance & Activity Reports
 - a. 2015 Fuel Report
 - b. 2016 Budget Report
 7. Project Status
 - a. 2016 Projects
 8. New Business
 - a. MnDOT Aeronautics Airport Needs Meeting
 - b. Partner with MnDOT Aeronautics at AirVenture
 - c. Maritime Information Systems ADS-B Network
 9. Old Business
 - a. Schedule Meeting Dates for 2016 - November Meeting
 10. Commissioner and Staff Comments
 11. Adjournment

Airport Advisory Commission



Tuesday, December 8, 2015, at 6:00 P.M.

MEETING MINUTES

City of South St. Paul Municipal Airport Meeting Room
1725 Henry Avenue, South St. Paul, MN 55075
WWW.Flemingfield.com

1) CALL TO ORDER:

The Airport Advisory Commission meeting was called to order by Chairman Wiplinger at 5:58 P.M. on Tuesday, December 8, 2015.

2) ROLL CALL:

Present

Commission Members: Adams, Wiplinger, Ludwigson, Reckinger, Schoen, Gardner, Sheridan, and Hilger.

Absent

Wik

Also Present

Philip Tiedeman, Airport Manager
Joseph Carney, Airport Operations Specialist
John Sachi, City Engineer

3) Approval of Agenda:

Motion by Sheridan, second by Adams to approve December 8, 2015 agenda as submitted

Motion carried 8 ayes/0 nays

4) Approval of 10/13/2015 Minutes

Motion by Reckinger, second by Adams to approve September 8, 2015 minutes with correction

Motion carried 8 ayes/0 nays

5) Citizens Comments & Presentation

None.

6) Finance & Activity Reports

6a) 2015 Budget Report

Tiedeman reviewed the most recent budget report. We are currently at 69.90% Revenue and 64.17% expenses. Tiedeman covered the two Woog Arena line items that will be removed from the airport budget. He stated

that the impact on the budget is minimal. Capital revenue is currently at .53% while expenditures are at 105.89%. A majority of these expenditures are for the Ramp reconstruction and the obstruction removal projects. Credit applications have been submitted for FAA and MnDOT grant reimbursements for the tractor, and the security gate updates. MnDOT has indicated there is no additional State funds available for 2015, however the state shows a surplus in its budget. There may be a chance for funds.

7) Project Status

7a) 2015 Projects

Tiedeman covered all current projects and their status. Sheridan asked if there were any more beacon complaints and if the beacon lighting angle had been changed. The answer to both is no. Ludwigson questioned the taxiway edge drop-offs for the new blacktop. Completed projects are: South Fence Repair & Beacon Replacement. Pending projects are Apron/Ramp Reconstruction; Tractor Replacement; Obstruction Removal; EGAN Lighting Installation; and Security Gate Upgrades. Sheridan asked about the garage door opener of his that doesn't work. Carney explained that Barnum gate came out and verified that the system works.

7b) 2016 Projects

Tiedeman covered the planned 2016 projects. Pavement projects: Crack Sealing & Compass Rose (painted by Minnesota 99's). Equipment projects: Blower attachment, Upgrade meeting room projector, sound system, and tables; Upgrade Fuel Master Software. Building/Structure: replace sliding doors on Hangar #5, Roof replacement on 2 of the bowstring hangars (#5 and the next neediest one), and epoxy coat and seal on the airport maintenance hangar. Reckinger asked about the compass rose and what it was used for. Another question was raised about the cost of new sliding doors for hangar #5 vs. bi-fold doors. Tiedeman stated that he or Carney will look into the different costs.

8) New Business

8a) 2016 Airport Commission Meeting

- i. The upcoming term expirations of Wiplinger, Sheridan, and Reckinger were discussed. Wiplinger stated that he was not going to be seeking another term. Sheridan stated that he had submitted to seek another term.
- ii. Meeting dates for 2016

Sheridan moved to move the meeting dates from the Even to the Odd months starting in January. Second by Reckinger 8 ayes/0 nays

8b) Approach Procedures - KSGS

The FAA issued a final rule that removes certain redundant or underutilized ground-based non-directional radio beacon (NSB) and VHF Omnidirectional Range (VOR) Standard Instrument Approach Procedures (SIAPs). The NDB for KSGS was not on the list to be removed, however it is on the list to be reevaluated at a later date. Tiedeman will be working within the FAA/MnDOT community to see about regaining vertical guidance on the RNAV (GPS) RWY 34 approach.

8c) Airport Event Fees

A discussion was held on a standard for the application of Event Fees charged for events and activities held on the airport. Historically fees haven't been applied in a standard fashion to all entities. The fees are or can be used as a revenue stream to help offset the cost in airport manpower. The main issue was whether or not to charge charitable organizations a fee. Or if an organization that has a land lease should be charged an Event Fee. Also included was the airport conference room and whether or not the same charge plan should be applied.

8d) South Metro Fire Department – Inspection Fee Program

The South Metro Fire Board is looking at instituting a Commercial Inspection Fee Program. The letter from the Fire Chief came out on 11/13/15. The airport tenants by and large did not receive the letter as the postal service does not deliver mail to a majority of hangars. Tiedeman attended the South Metro Fire Board of Directors Meeting on November 25th, 2015. The question asked was why hangar owners are being charged a fee when the current inspections are assumed to be part of the Fire Department's Mission. Sheridan brought forth the question of "what are our taxes used for?" Schoen thought that there should be some middle ground between Commercial and Residential when applied to special cases such as the airport.

Another question was the definition of Commercial as defined by airport and city leases and how the Fire department defines Commercial. Another idea was to have the Fire Chief/Marshal attend our next meeting.

There were two distinct motions brought forth:

1. Sheridan moved to oppose the South Metro Fire Boards Proposal to Charge for Inspection. Second by Adams. 8 ayes/0 nays
2. Ludwigson moved to write a letter to the South Metro Fire Board detailing the reasons that the AAC opposes the proposal. Adams

second with Sheridan requesting that Ludwigson attend the meeting on the 16th of December and deliver the letter. 8 ayes/0 nays
Wiplinger and Sheridan will draft the letter with Wiplinger's signature requesting a postponement of the proposal decision due to the opposition of the verbiage of the proposal.

9) Old Business:

None

10) Commission Comments:

There was a discussion about the intruder on the airfield about 5 weeks ago. Neither Tiedeman nor Carney had knowledge of the events.

11) Adjournment:

Motion made by Ludwigson, second by Adams to adjourn the commission meeting at 7:43 PM.

Motion carried

8 ayes/0 nays

Memo



Date: January 12, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2015 Fuel Report

The 2015 Fuel Sales shows an overall increase of 2.84% from 2014 to 2015, 130,255.50 to 133,956.60 respectively. The breakdown by quarter is shown below.

| | |
|----------------|---------|
| 2015 Quarter 1 | +12.75% |
| 2015 Quarter 2 | -1.04% |
| 2015 Quarter 3 | -10.44% |
| 2015 Quarter 4 | +30.07% |

Additional details and figures are shown on the spreadsheet including Percent Change, 5-year Average, as well as each fuel type separated out.

2015 AVIATION FUEL SALES BY PRODUCT

January 8, 2016

| | 2015 | | | 2014 | | | PRIVL | | | JETA | | | TOTAL FOR ALL FUEL | | | |
|-------|-----------|---------|------------|----------|---------|------------|-----------|-----------|------------|-----------|-----------|------------|--------------------|------------|------------|---------|
| | 2015 | % CH | 5-YEAR AVG | 2014 | % CH | 5-YEAR AVG | 2015 | % CH | 5-YEAR AVG | 2014 | % CH | 5-YEAR AVG | 2015 | % CH | 5-YEAR AVG | |
| JAN | 2,999.50 | 13.54% | 3,633.74 | 372.50 | 40.24% | 257.72 | 2,350.80 | 1,471.20 | 59.79% | 2,610.58 | 2,475.60 | 2,474.70 | 5,721.50 | 4,485.50 | 30.93% | -9.66% |
| FEB | 2,954.10 | 16.41% | 4,113.42 | 457.90 | -36.27% | 398.42 | 2,475.60 | 2,474.70 | 0.04% | 3,860.32 | 3,149.40 | 3,447.70 | 5,721.50 | 5,470.20 | 4.59% | -31.66% |
| MAR | 6,037.60 | 23.27% | 6,346.40 | 883.30 | -3.71% | 624.80 | 7,974.80 | 7,493.40 | 7.67% | 2,434.60 | 7,974.80 | 7,493.40 | 10,037.60 | 9,229.00 | 8.76% | -17.54% |
| Q1 | 11,991.20 | 18.89% | 14,093.56 | 1,713.70 | -2.66% | 146.19 | 12,674.20 | 13,337.10 | -7.78% | 3,275.57 | 12,674.20 | 13,337.10 | 21,631.70 | 22,047.52 | -12.95% | -20.00% |
| APR | 7,521.30 | 39.12% | 7,189.84 | 939.80 | -11.04% | 677.24 | 2,451.20 | 4,219.30 | -41.91% | 4,678.26 | 2,451.20 | 4,219.30 | 10,808.50 | 10,565.60 | 2.30% | -13.84% |
| MAY | 8,633.50 | -19.91% | 9,789.16 | 1,295.10 | -42.22% | 787.26 | 5,297.70 | 4,939.40 | 7.25% | 6,043.66 | 4,925.30 | 4,578.40 | 14,679.50 | 17,014.40 | -13.72% | -11.68% |
| JUN | 9,776.50 | 17.11% | 10,804.82 | 1,038.80 | -10.98% | 890.74 | 4,925.30 | 4,578.40 | 7.58% | 5,655.94 | 4,925.30 | 4,578.40 | 15,626.50 | 13,965.50 | 11.89% | -9.94% |
| Q2 | 25,831.30 | 5.95% | 27,783.82 | 3,273.70 | -33.38% | 471.05 | 12,674.20 | 13,337.10 | -7.78% | 3,275.57 | 12,674.20 | 13,337.10 | 43,114.50 | 41,545.50 | 3.64% | -11.41% |
| JUL | 11,368.30 | 4.95% | 11,149.94 | 1,267.20 | -37.65% | 1,077.72 | 3,251.30 | 4,342.50 | -25.13% | 5,644.54 | 3,251.30 | 4,342.50 | 15,409.90 | 16,442.30 | -6.28% | -13.78% |
| AUG | 9,465.20 | -6.03% | 11,406.78 | 1,033.50 | -21.04% | 917.52 | 3,404.60 | 3,190.30 | 8.76% | 5,426.94 | 3,404.60 | 3,190.30 | 13,685.90 | 14,236.10 | -3.86% | -22.90% |
| SEP | 10,293.00 | -1.02% | 11,143.84 | 1,222.30 | -25.97% | 922.96 | 2,203.50 | 5,150.80 | -57.22% | 5,406.74 | 2,203.50 | 5,150.80 | 13,401.40 | 16,771.90 | -20.10% | -23.30% |
| Q3 | 31,116.50 | -0.57% | 31,700.56 | 3,523.00 | -18.74% | 549.62 | 8,859.40 | 12,633.40 | -29.82% | 3,295.64 | 8,859.40 | 12,633.40 | 42,497.70 | 47,430.30 | -10.43% | -15.66% |
| OCT | 8,251.30 | 28.24% | 8,400.68 | 393.80 | 1.14% | 630.44 | 4,712.90 | 3,071.60 | 53.43% | 5,027.04 | 4,712.90 | 3,071.60 | 13,362.50 | 9,899.50 | 34.98% | -4.95% |
| NOV | 6,591.60 | 61.88% | 5,403.06 | 697.00 | 91.38% | 481.88 | 4,200.90 | 2,914.50 | 44.14% | 3,846.00 | 4,200.90 | 2,914.50 | 11,489.50 | 7,350.60 | 56.31% | 18.07% |
| DEC | 2,350.10 | -23.58% | 3,820.82 | 268.30 | -20.03% | 335.04 | 1,242.80 | 1,414.20 | -12.12% | 2,441.94 | 1,242.80 | 1,414.20 | 3,861.20 | 4,824.90 | -19.97% | -41.48% |
| Q4 | 17,293.00 | 26.59% | 3,524.81 | 1,093.50 | 28.70% | 395.47 | 10,156.60 | 7,400.30 | 37.25% | 2,163.00 | 10,156.60 | 7,400.30 | 28,713.30 | 22,075.00 | 30.07% | 47.26% |
| TOTAL | 88,343.00 | 8.45% | 89,103.85 | 8,048.60 | -34.15% | 8,003.74 | 39,668.00 | 41,154.40 | -3.62% | 55,044.08 | 39,668.00 | 41,154.40 | 153,956.60 | 150,215.50 | 2.64% | -14.70% |

Memo



Date: January 12, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2016 Budget Report

Airport Operating Fund

The 2016 Airport Operating Proposed Revenues are \$1,601,589; the Airport Operating Proposed Expenses are \$1,492,156. The Proposed Net change is a surplus of \$109,433 for 2016.

Capital Improvement Fund.

The 2016 Airport Capital Proposed Revenues are \$345,000; the Airport Operating Proposed Expenses are \$360,000. The Proposed Net change is a deficit of \$15,000 for 2016.

Attached are the Summary of Revenues and Expenses for the Airport Operating Budget and the Airport Capital Budget as well as the Combined Summary of Revenues and Expenses of each Fund.

AIRPORT COMBINED FUNDS
SUMMARY OF REVENUES AND EXPENDITURES

| Description | 2013 Actual | 2014 Actual | 2015 ²⁰¹⁵ | | 2016 | | Revised ^{2015 vs 2016} |
|---|--------------------|--------------------|----------------------|--------------------|--------------------|--------------------|---------------------------------|
| | | | Original | Revised | Request | Proposed | |
| REVENUES | | | | | | | |
| Intergovernmental | 341,236 | 1,434,043 | 1,935,904 | 1,935,904 | 370,500 | 370,500 | (1,565,404) |
| Charges for Services | 1,219,652 | 1,075,699 | 1,346,503 | 1,346,503 | 1,176,029 | 1,176,029 | (170,474) |
| Miscellaneous | 53,769 | 13,759 | 8,560 | 8,560 | 8,560 | 8,560 | - |
| Transfers In | 43,360 | 212,600 | 66,571 | 66,571 | 46,500 | 46,500 | (20,071) |
| Total Revenues | 1,658,017 | 2,736,101 | 3,357,538 | 3,357,538 | 1,601,589 | 1,601,589 | (1,755,949) |
| EXPENDITURES | | | | | | | |
| Personal Services | 166,098 | 171,747 | 229,520 | 220,693 | 209,585 | 209,585 | (11,108) |
| Supplies | 687,253 | 600,077 | 720,928 | 720,928 | 560,233 | 560,233 | (160,695) |
| Other Services and Charges | 401,353 | 258,447 | 199,127 | 294,141 | 259,917 | 253,562 | (34,224) |
| Miscellaneous | 1,576 | 1,197 | 1,075 | 1,075 | 1,120 | 1,120 | 45 |
| Capital Outlay | 124,609 | 1,480,101 | 2,030,010 | 1,928,787 | 352,500 | 352,500 | (1,576,287) |
| Debt Service (External Debt) | 37,549 | 37,549 | 38,696 | 38,696 | 38,656 | 38,656 | (40) |
| Debt Service (Internal Loan) | 23,433 | 47,384 | 30,000 | 30,000 | 30,000 | 30,000 | - |
| Transfer Out - Operating | - | - | - | - | - | - | - |
| Transfer Out - Capital | 43,360 | 212,600 | 66,571 | 66,571 | 46,500 | 46,500 | (20,071) |
| Total Expenditures | 1,485,231 | 2,809,102 | 3,315,927 | 3,300,891 | 1,498,511 | 1,492,156 | (1,802,380) |
| Net Change in Fund Balance | 172,786 | (73,001) | 41,611 | 56,647 | 103,078 | 109,433 | 46,431 |
| Cash and Invest. (Internal Loan) | (1,220,728) | (1,791,346) | (1,749,735) | (1,739,047) | (1,635,969) | (1,629,614) | |
| Note: Cash deficit at 9/30/15 is \$3,133,933 Transfer Out-Capital is the City's Share of capital | | | | | | | |
| <u>SUMMARY BY CATEGORY</u> | | | | | | | |
| OPERATIONAL ACTIVITY | | | | | | | |
| Revenues | 1,220,326 | 1,062,005 | 1,273,832 | 1,273,832 | 1,210,433 | 1,210,433 | (63,399) |
| Expenditures | 1,026,929 | 969,842 | 1,150,650 | 1,135,614 | 1,030,855 | 1,024,500 | (104,759) |
| Operating Surplus/Deficit | 193,397 | 92,163 | 123,182 | 138,218 | 179,578 | 185,933 | 41,360 |
| CAPITAL/DEBT ACTIVITY | | | | | | | |
| Revenues | 437,691 | 1,674,096 | 2,083,706 | 2,083,706 | 391,156 | 391,156 | (1,692,550) |
| Expenditures | 458,302 | 1,839,260 | 2,165,277 | 2,165,277 | 467,656 | 467,656 | (1,697,621) |
| Surplus/Deficit | (20,611) | (165,164) | (81,571) | (81,571) | (76,500) | (76,500) | 5,071 |
| Net Change in Fund Balance | 172,786 | (73,001) | 41,611 | 56,647 | 103,078 | 109,433 | - |
| Cash and Invest. (Internal Loan) | (1,622,033) | (1,791,346) | (1,749,735) | (1,734,699) | (1,631,621) | (1,625,266) | |

AIRPORT OPERATING FUND
SUMMARY OF REVENUES AND EXPENDITURES

| Description | 2013 Actual | 2014 Actual | 2015 | | 2016 | | Revised 2015 vs 2016 |
|---|------------------|--------------------|------------------|------------------|------------------|------------------|-------------------------|
| | | | Original | Revised | Request | Proposed | |
| REVENUES | | | | | | | |
| Intergovernmental | 126,436 | 119,561 | 133,804 | 133,804 | 72,000 | 72,000 | (61,804) |
| Charges for Services | 1,219,652 | 1,075,440 | 1,303,174 | 1,303,174 | 1,176,029 | 1,176,029 | (127,145) |
| Miscellaneous | 36,396 | 13,759 | 8,560 | 8,560 | 8,560 | 8,560 | - |
| Transfers In | - | - | - | - | - | - | - |
| Total Revenues | 1,382,484 | 1,208,760 | 1,445,538 | 1,445,538 | 1,256,589 | 1,256,589 | (188,949) |
| EXPENDITURES | | | | | | | |
| Personal Services | 166,098 | 171,747 | 229,520 | 220,693 | 209,585 | 209,585 | (11,108) |
| Supplies | 687,253 | 600,077 | 720,928 | 720,928 | 560,233 | 560,233 | (160,695) |
| Other Services and Charges | 172,002 | 196,960 | 199,127 | 192,918 | 259,917 | 253,562 | 66,999 |
| Miscellaneous | 1,576 | 1,058 | 1,075 | 1,075 | 1,120 | 1,120 | 45 |
| Capital Outlay | 124,609 | 109,206 | 133,010 | 133,010 | 7,500 | 7,500 | (125,510) |
| Debt Service (External Debt) | 37,549 | 37,549 | 38,696 | 38,696 | 38,656 | 38,656 | (40) |
| Debt Service (Internal Loan) | 13,454 | 24,937 | 15,000 | 15,000 | 15,000 | 15,000 | - |
| Transfer Out - Capital | 43,360 | 212,600 | 66,571 | 66,571 | 46,500 | 46,500 | (20,071) |
| Total Expenditures | 1,245,901 | 1,354,134 | 1,403,927 | 1,388,891 | 1,138,511 | 1,132,156 | (250,380) |
| Net Change in Fund Balance | 136,583 | (145,374) | 41,611 | 56,647 | 118,078 | 124,433 | 61,431 |
| Cash and Invest. (Internal Loan) | (760,994) | (1,002,916) | (961,305) | (946,269) | (828,191) | (821,836) | |
| Note: Cash deficit at 10/31/15 is \$842,500 | | | | | | | |

| FUNCTION: Transportation | | PROGRAM: Airport Operating Fund | | | | BUSINESS UNIT: 20245 | | |
|-----------------------------|-------------------------------------|------------------------------------|------------------|------------------|----------------|-------------------------|------------------|------------------|
| SUMMARY OF REVENUES | | | | | | | | |
| CODE NO. | DESCRIPTION | 2013 ACTUAL | 2014 ACTUAL | 2015 | | | 2016 | |
| | | | | ORIGINAL | 9/30/15 | REVISED | Request | Proposed |
| | INTERGOVERNMENTAL REVENUE | | | | | | | |
| | STATE & Federal | | | | | | | |
| 4302 | Federal Grants and Aids | - | - | - | - | - | - | - |
| 4321 | State Operating Grant - Airport | 42,343 | 32,196 | 32,196 | 34,320 | 32,196 | 32,000 | 32,000 |
| 4325 | State Grants and Aids | 84,093 | 87,365 | 101,608 | - | 101,608 | 40,000 | 40,000 |
| | TOTAL INTERGOVERNMENTAL | 126,436 | 119,561 | 133,804 | 34,320 | 133,804 | 72,000 | 72,000 |
| | CHARGES FOR SERVICES | | | | | | | |
| 4402 | Rent | 9,151 | 10,734 | 8,400 | 7,932 | 8,400 | 8,652 | 8,652 |
| 4411 | Pilot | 42,701 | 43,732 | 51,241 | 33,443 | 51,241 | 43,435 | 43,435 |
| 4581 | Rent of Hangars | 166,332 | 184,169 | 194,842 | 140,775 | 194,842 | 200,687 | 200,687 |
| 4583 | Airport Fuel Receipts | 754,784 | 612,944 | 764,491 | 425,272 | 764,491 | 638,252 | 638,252 |
| 4585 | Land Lease | 153,103 | 128,832 | 157,513 | 193,420 | 157,513 | 162,238 | 162,238 |
| 4586 | T-Hangar Rental | 89,316 | 88,540 | 108,995 | 71,669 | 108,995 | 112,265 | 112,265 |
| 4587 | Aircraft Parking Fees | 4,265 | 3,413 | 4,100 | 2,595 | 4,100 | 3,000 | 3,000 |
| 4588 | Airport Ramp Fees | - | 3,076 | 13,592 | 1,860 | 13,592 | 7,500 | 7,500 |
| | TOTAL CHARGES FOR SERVICE | 1,219,652 | 1,075,440 | 1,303,174 | 876,966 | 1,303,174 | 1,176,029 | 1,176,029 |
| | MISCELLANEOUS | | | | | | | |
| 4510 | Concession Sales | - | 105 | - | 110 | - | - | - |
| 4590 | Airport Gate Card | 780 | 1,033 | 800 | 795 | 800 | 800 | 800 |
| 4591 | Airport Vending Sales | 817 | 800 | 750 | 537 | 750 | 750 | 750 |
| 4413 | Xerox copies | 21 | 29 | 10 | 22 | 10 | 10 | 10 |
| 4672 | Other | - | 1,249 | - | 622 | - | - | - |
| 4675 | Property Insurance Dividend | 10,966 | 10,464 | 7,000 | - | 7,000 | 7,000 | 7,000 |
| 4676 | Workers Comp Ins Dividend | 333 | - | - | - | - | - | - |
| 4903 | Sale of Fixed Assets | - | - | - | 5,000 | - | - | - |
| 4681 | Unrealized Gain/Loss on Investments | 23,423 | - | - | - | - | - | - |
| 4760 | Penalty | 56 | 79 | - | - | - | - | - |
| | TOTAL MISCELLANEOUS | 36,396 | 13,759 | 8,560 | 7,086 | 8,560 | 8,560 | 8,560 |
| | TRANSFERS IN | | | | | | | |
| 4920 | Interfund Operating Transfers | - | - | - | - | - | - | - |
| | TOTAL TRANSFERS IN | - | - | - | - | - | - | - |
| | TOTAL REVENUES | 1,382,484 | 1,208,760 | 1,445,538 | 918,372 | 1,445,538 | 1,256,589 | 1,256,589 |
| | SUMMARY BY CATEGORY | | | | | | | |
| | Operating Revenues | 1,298,391 | 1,121,395 | 1,343,930 | 918,372 | 1,343,930 | 1,216,589 | 1,216,589 |
| | Capital/One-time Revenues | 84,093 | 87,365 | 101,608 | - | 101,608 | 40,000 | 40,000 |
| | | 1,382,484 | 1,208,760 | 1,445,538 | 918,372 | 1,445,538 | 1,256,589 | 1,256,589 |

| FUNCTION: Transportation | | PROGRAM: Airport Operating Fund | | | BUSINESS UNIT: 20245 | | | |
|-------------------------------------|---|------------------------------------|------------------|------------------|-------------------------|------------------|------------------|------------------|
| SUMMARY OF EXPENDITURES | | | | | | | | |
| CODE NO. | ITEMS | 2013 ACTUAL | 2014 ACTUAL | 2015 | | | 2016 | |
| | | | | ORIGINAL | 9/30/15 | REVISED | Request | Proposed |
| PERSONAL SERVICES | | | | | | | | |
| 6101 | Salaries-reg. Employees | 86,604 | 98,401 | 135,864 | 82,876 | 147,817 | 139,326 | 139,326 |
| 6102 | Full Time Employees Overtime | | | | 930 | | 1,000 | 1,000 |
| 6104 | Salaries-temp. Employees | 37,547 | 27,912 | 39,161 | 23,062 | 36,091 | 14,658 | 14,658 |
| 6105 | Overtime-temp Employees | 84 | 38 | - | 27 | - | | |
| 6108 | Accumulated Vacation/Comp | 2,479 | 2,868 | 1,600 | 9,583 | 1,544 | 1,600 | 1,600 |
| 6112 | Service Recognition Award | | 3,791 | - | - | - | - | - |
| 6120 | Employer Cont. for Pension | 16,903 | 17,852 | 23,363 | 15,743 | 17,401 | 22,117 | 22,117 |
| 6130 | Employer Paid Insurance | 11,321 | 12,142 | 22,392 | 8,078 | 11,798 | 21,262 | 21,262 |
| 6150 | Workers Comp. Ins. Premium | 2,770 | 5,977 | 3,783 | 3,362 | 3,362 | 8,422 | 8,422 |
| 6151 | Work Comp Deductible | | | | 198 | | | |
| 6170 | Employer Cont to HCSP | 8,390 | 2,766 | 3,357 | 387 | 2,680 | 1,200 | 1,200 |
| | Total Personal Services | 166,098 | 171,747 | 229,520 | 144,246 | 220,693 | 209,585 | 209,585 |
| SUPPLIES | | | | | | | | |
| 6201 | Office Supplies | 1,804 | 805 | 1,500 | 570 | 1,500 | 1,500 | 1,500 |
| 6220 | Repair & Maintenance Supplies | 30,684 | 36,503 | 40,000 | 19,498 | 40,000 | 40,000 | 40,000 |
| 6240 | Minor Equipment & Furnishings | 539 | 2,429 | 1,700 | 679 | 1,700 | 2,100 | 2,100 |
| 6250 | Merchandise For Resale | 654,226 | 560,340 | 677,728 | 307,070 | 677,728 | 516,633 | 516,633 |
| | Total Supplies | 687,253 | 600,077 | 720,928 | 327,817 | 720,928 | 560,233 | 560,233 |
| OTHER SERVICES & CHARGES | | | | | | | | |
| 6302 | Professional Services | 5,753 | 11,753 | 7,200 | 25,513 | 7,200 | 14,200 | 14,200 |
| 6331 | Conferences, Training, Travel | 844 | 803 | 2,600 | 797 | 2,600 | 3,800 | 3,800 |
| 6341 | Advertising | 5,137 | 5,620 | 7,160 | 4,295 | 7,160 | 6,325 | 6,325 |
| 6361 | Property & Liability Insurance | 50,221 | 53,669 | 57,141 | 36,520 | 50,932 | 57,141 | 50,786 |
| 6371 | Repairs & Maint. (Contractual) | 26,893 | 35,099 | 25,000 | 34,620 | 25,000 | 76,000 | 76,000 |
| 6374 | Administration Support Fee | 50,500 | 57,219 | 62,709 | 47,034 | 62,709 | 62,709 | 62,709 |
| 6378 | Copier Maintenance Agreement | - | 376 | 450 | 321 | 450 | 450 | 450 |
| 6379 | Cont. Serv/Refuse & Sanitation | 461 | 542 | 600 | 304 | 600 | 600 | 600 |
| 6380 | Central Gar. Maintenance Charges | 9,973 | 10,970 | 12,067 | 9,054 | 12,067 | 13,877 | 13,877 |
| 6385 | Utility Service | 17,754 | 16,212 | 19,200 | 19,144 | 19,200 | 19,775 | 19,775 |
| 6388 | Technology Equip. Charge | | | | | | 40 | 40 |
| 6390 | Postage and Telephone | 4,466 | 4,697 | 5,000 | 3,051 | 5,000 | 5,000 | 5,000 |
| | Total Other Services and Charges | 172,002 | 196,960 | 199,127 | 180,653 | 192,918 | 259,917 | 253,562 |
| MISCELLANEOUS | | | | | | | | |
| 6430 | Miscellaneous | 558 | - | - | - | - | - | - |
| 6453 | Remittance of Rev/Other Agency | 425 | 450 | 650 | 895 | 650 | 650 | 650 |
| 6471 | Dues and Subscriptions | 593 | 608 | 425 | 515 | 425 | 470 | 470 |
| | Total Miscellaneous | 1,576 | 1,058 | 1,075 | 1,410 | 1,075 | 1,120 | 1,120 |
| CAPITAL OUTLAY | | | | | | | | |
| 6530 | Improvement other than Buildings | 124,609 | 109,206 | 50,000 | 5,898 | 50,000 | - | - |
| 6560 | Building Fixtures and Improvements | - | - | 38,000 | - | 38,000 | - | - |
| 6572 | Computer Software | | | | | | 7,500 | 7,500 |
| 6580 | Other Equipment | - | - | 45,010 | - | 45,010 | - | - |
| | Total Capital Outlay | 124,609 | 109,206 | 133,010 | 5,898 | 133,010 | 7,500 | 7,500 |
| DEBT SERVICE | | | | | | | | |
| 6602 | Other Long-term Debt Principal | 37,549 | 37,549 | 38,696 | 28,162 | 38,696 | 38,656 | 38,656 |
| 6612 | Interest Expense | 13,454 | 24,937 | 15,000 | 7,410 | 15,000 | 15,000 | 15,000 |
| | Total Debt Service | 51,003 | 62,486 | 53,696 | 35,572 | 53,696 | 53,656 | 53,656 |
| TRANSFERS | | | | | | | | |
| 6719 | Transfer Out - Capital | 43,360 | 212,600 | 66,571 | - | 66,571 | 46,500 | 46,500 |
| | Total Transfers Out | 43,360 | 212,600 | 66,571 | - | 66,571 | 46,500 | 46,500 |
| | Total Expenditures | 1,245,901 | 1,354,134 | 1,403,927 | 695,596 | 1,388,891 | 1,138,511 | 1,132,156 |

AIRPORT CAPITAL PROJECT FUND
SUMMARY OF REVENUES AND EXPENDITURES

| Description | 2013 Actual | 2014 Actual | 2015 | | 2016 | | Revised 2015 vs 2016 |
|---|----------------|------------------|------------------|------------------|----------------|----------------|-------------------------|
| | | | Original | Revised | Request | Proposed | |
| REVENUES | | | | | | | |
| Intergovernmental | 214,800 | 1,314,482 | 1,802,100 | 1,802,100 | 298,500 | 298,500 | (1,503,600) |
| Charges for Services | - | 259 | 43,329 | 43,329 | - | - | (43,329) |
| Miscellaneous | 17,373 | - | - | - | - | - | - |
| Transfers In - Capital | 43,360 | 212,600 | 66,571 | 66,571 | 46,500 | 46,500 | (20,071) |
| Total Revenues | 275,533 | 1,527,341 | 1,912,000 | 1,912,000 | 345,000 | 345,000 | (1,567,000) |
| EXPENDITURES | | | | | | | |
| Other Services and Charges | 229,351 | 61,487 | - | 101,223 | - | - | (101,223) |
| Miscellaneous | - | 139 | - | - | - | - | - |
| Capital Outlay | - | 1,370,895 | 1,897,000 | 1,795,777 | 345,000 | 345,000 | (1,450,777) |
| Debt Service (Interest - Internal loan) | 9,979 | 22,447 | 15,000 | 15,000 | 15,000 | 15,000 | - |
| Transfer Out - Operating | - | - | - | - | - | - | - |
| Transfer Out - Capital | - | - | - | - | - | - | - |
| Total Expenditures | 239,330 | 1,454,968 | 1,912,000 | 1,912,000 | 360,000 | 360,000 | (1,552,000) |
| Net Change in Fund Balance | | | | | | | |
| Internal Loan (Principal payment) | 36,203 | 72,373 | - | - | (15,000) | (15,000) | (15,000) |
| Cash and Invest. (Internal Loan) | (459,734) | (788,430) | (788,430) | (788,430) | (803,430) | (803,430) | |
| Cash balance at 10/31/15 is 2,427,254 | | | | | | | |

| | | |
|------------------------------------|------------------------------------|--------------------------------|
| FUNCTION: Transportation | PROGRAM: Airport Capital | BUSINESS UNIT: 40404 |
|------------------------------------|------------------------------------|--------------------------------|

SUMMARY OF REVENUES

| CODE NO. | ITEMS | 2013 Actual | 2014 Actual | 2015 | | | 2016 | |
|----------|---|----------------|------------------|------------------|--------------|------------------|----------------|----------------|
| | | | | Original | 9/30/15 | Revised | Request | Final |
| | INTERGOVERNMENTAL REVENUE <u>STATE & Federal</u> | | | | | | | |
| 4302 | Federal Grants | 214,800 | 1,153,805 | 1,802,100 | (7,557) | 1,802,100 | 135,000 | 135,000 |
| 4325 | State Grants | - | 160,677 | | 9,038 | | 163,500 | 163,500 |
| | TOTAL INTERGOVERNMENTAL | 214,800 | 1,314,482 | 1,802,100 | 1,481 | 1,802,100 | 298,500 | 298,500 |
| | CHARGES FOR SERVICES | | | | | | | |
| 4480 | User Improvement Fees | - | - | 43,329 | - | 43,329 | - | - |
| 4592 | Other Revenue | - | - | | 300 | | | |
| 4657 | Other Assessments | - | 259 | | 8,067 | | | |
| | TOTAL CHARGES FOR SERVICE | - | 259 | 43,329 | 8,367 | 43,329 | - | - |
| | MISCELLANEOUS | | | | | | | |
| 4681 | Unrealized Gain/Loss on Investments | 17,373 | - | | | | | |
| | TRANSFERS IN | | | | | | | |
| 4920 | Transfer In | 43,360 | 212,800 | 66,571 | - | 66,571 | 46,500 | 46,500 |
| | Total Revenues | 275,533 | 1,527,341 | 1,912,000 | 9,848 | 1,912,000 | 345,000 | 345,000 |

| | | |
|------------------------------------|------------------------------------|--------------------------------|
| FUNCTION: Transportation | PROGRAM: Airport Capital | BUSINESS UNIT: 40404 |
|------------------------------------|------------------------------------|--------------------------------|

SUMMARY OF EXPENDITURES

| CODE NO. | ITEMS | 2013 Actual | 2014 Actual | 2015 | | | 2016 | |
|-------------------------------------|---|----------------|------------------|------------------|------------------|------------------|----------------|----------------|
| | | | | Original | 9/30/15 | Revised | Request | Final |
| OTHER SERVICES & CHARGES | | | | | | | | |
| 6302 | Professional Services | 229,351 | 61,487 | - | 35,492 | - | - | - |
| 6371 | Repairs & Maint. (Contractual) | - | - | - | 367,423 | 101,223 | - | - |
| | Total Other Services and Charges | 229,351 | 61,487 | - | 402,915 | 101,223 | - | - |
| MISCELLANEOUS | | | | | | | | |
| 6430 | Miscellaneous | - | 139 | - | - | - | - | - |
| | Total Miscellaneous | - | 139 | - | - | - | - | - |
| CAPITAL OUTLAY | | | | | | | | |
| 6510 | Land | - | - | - | 551,596 | - | - | - |
| 6530 | Improvement other than Buildings | - | 1,370,895 | 1,897,000 | 1,044,689 | 1,795,777 | 165,000 | 165,000 |
| 6560 | Building Fixtures and Improvement | - | - | - | - | - | 180,000 | 180,000 |
| | Total Capital Outlay | - | 1,370,895 | 1,897,000 | 1,596,285 | 1,795,777 | 345,000 | 345,000 |
| DEBT SERVICE | | | | | | | | |
| 6612 | Interest Expense | 9,979 | 22,447 | 15,000 | 6,607 | 15,000 | 15,000 | 15,000 |
| 6720 | Operating Transfer | - | - | - | - | - | - | - |
| | Total Debt Service | 9,979 | 22,447 | 15,000 | 6,607 | 15,000 | 15,000 | 15,000 |
| | Total Expenditures | 239,330 | 1,454,968 | 1,912,000 | 2,005,807 | 1,912,000 | 360,000 | 360,000 |

Memo



Date: January 12, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2016 Projects

Attached is a list of projects that are anticipated for 2016. Details of each project will be included as they arise for discussion at future meeting.

Also included are the details of the Gate Card Audit that will be concluded on February 1, 2015.



2016 Projects

Pavement

- Crack Sealing
- Paint Compass Rose
 - Minnesota 99's

Equipment

- Blower Attachment
- Upgrade Meeting Room Projector, Sound System, and Tables
- Fuel Master Software Upgrade

Buildings/Structure

- Replace Sliding Doors on Hangar #5
- Roof Replacement on two Bowstring Hangars
- Epoxy Coat and Seal Airport Maintenance Hangar Floor



South, St. Paul, MN

Access Gate Card Audit

| | Cards | Percentage |
|---|-------|------------|
| Validated | 539 | 37.46% |
| Deactivated (Lost/Stolen/Broken/Misplaced) | 69 | 4.79% |
| Pending | 831 | 57.75% |
| Total | 1439 | 100.0% |
| Note: figures current as of 4:00PM on 1/08/2016 | | |

- Feb 1, 2016: Unverified Cards will be deactivated
- Deactivated Cards may be Reactivated

Memo



Date: January 12, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: MnDOT Aeronautics Airport Needs Meeting

The MnDOT Aeronautics Office has requested an Airport Needs Meeting for the South St. Paul Airport. Needs meetings are a larger, more detailed conversation including a wider range of topics than the traditional CIP meetings. They would like to learn the sponsor's view on: Existing airport conditions, Financial support, Technical support, Community vision, Navigation systems, and a 20-year future.

Attached is a generic agenda meant to provide a basic understanding of the meeting content; a final agenda will be sent approximately 1-2 weeks prior to the meeting. The topics highlighted in bold on the agenda are items where the city/airport provides information and/or is prepared to discuss.

This larger conversation should also involve more participants. They are hoping the following can attend from the City:

- Airport Board / Commission / Authority
- City Council Representative
- Local Planner and/or Zoning Administrator
- City Administrator / Clerk
- Airport Manager
- Airport Consultant

MnDOT Aeronautics are planning on having the following attend this meeting:

- Airport Development Regional Team Member
- Regional Planner
- Aviation Representative
- Director (Cassandra) or Assistant Director (Kathy)

With more people involved and a wider range of topics you should expect these meetings to take between two and four hours depending on the interest of the participants and the complexity of the issues. MnDOT will come to the airport at whatever time is most convenient for the group. The things we learn from talking to decision makers at the airport and community will help them develop a more complete picture of Minnesota's airport system needs. They will use that picture to better inform other partners – at MnDOT, the State Legislature, FAA, and our US Congress. They plan on visiting every airport in the state system within a 3-year period.

Agenda
(Name of Airport) Airport Needs Meeting – (Location
(Date) and (Time – allow 2-4 hours)

- A. Introductions
 - B. Existing Airport Conditions
 - 1. Is the airport the right size?
 - 2. **What approaches does the airport have or need?**
 - 3. 5010 Inspection report – obstructions
 - a) 20:1 (remove if there is no FAA letter in the file)
 - 4. **How many based are there at aircraft at the airport?**
 - 5. **How is the airport supported financially?**
 - a) **City's Airport Account – Income streams?**
 - i. **Are there fuels sales at the airport? If yes, the proceeds go to _____?**
 - ii. **Hangar rent, ground leases, other?**
 - b) State Airport Fund
 - c) M&O
 - i. State Agreement provides (fill in amount) (SFY 16 - 17). Up from \$ (SFY 15)
 - ii. **Airport provides _____?**
 - iii. **Measure the gap – what is the gap?**
 - Hangar Loan Funds - changes
 - iv. Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Funds
 - v. Process
 - Approved Airport Layout Plan (ALP)
 - Current CIP
 - 6. Airport Calendar and Timelines
 - 7. **BREAK**
 - 8. Master Plan/ALP (ALP approved Date)
 - 9. Zoning (Fill in for Existing, future, ultimate, unzoned?)
 - a) **How is the airport zoning administered?**
 - b) Hospital Heliports
 - 10. How is the airport supported technically?
 - a) FAA
 - b) Consultant
 - c) State -- Office of Aeronautics
 - i. Pavement information
 - ii. Solar Analysis – Rylan Juran @ 651-234-7190
 - iii. Airport minimum standards
 - iv. Self – Inspection processes
 - v. NOTAMS
 - vi. Emergency Management Plans
 - vii. Sample lease agreements
 - viii. Agricultural Operations
 - d) League of Minnesota Cities/Association of Minnesota Counties
 - i. Insurance – **What are your insurance costs?**
- C. Community's VISION for the future – how the airport is included – what that means for the airport
 - 1. **How do pilots and businesses bring their needs to the airport board?**
 - 2. **What are your needs?**
 - 3. **What are your challenges? Future Fuel Changes? Drones?**
 - 4. **Does your community have a comprehensive plan?**
 - 5. **Does the airport zoning need to be updated?**
- D. State's Vision for the System
- E. Communicating a vision to: MnDOT Aeronautics, State legislature, FAA, US Congress
- F. Needs for NavAids – 20 year plan – Next Gen
- G. Project needs – 20 year plan
 - 1. Airport Past Project List
 - 2. CIP update and software questions

Memo



Date: January 12, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Partner with MnDOT Aeronautics at AirVenture

The MnDOT Aeronautics Office will be hosting a booth at AirVenture in Oshkosh this year and they are inviting us to partner with them to make the goal of promoting Minnesota's great airports a success! Attached is a fact sheet with some details about Oshkosh including dates, expectations, and how you can help.

MnDOT would also like to invite the airport board or local pilots at the airport who are active and interested in aviation in Minnesota (and their local airport) to join us. They know many of them may be planning to attend anyway, and in exchange for working approximately two shifts of two hours each (around 4 hours maximum per day), they will receive an entrance wristband into the event for the day and have the rest of their time free to attend seminars, visit exhibit halls, watch the airshow, walk the grounds, etc.

Please contact Rachel Obermoller if you are interested in working with MnDOT at Oshkosh. The goal is to have fun and meet other pilots and show attendees as we share why Minnesota is such a great place for aviation, and they know Minnesota's pilot community would make great ambassadors for this.

They do have a limited number of wristbands each day for Oshkosh, so it's important anyone interested in joining contact Rachel Obermoller via email or phone soon.

Rachel Obermoller
Aviation Representative – MnDOT Aeronautics
222 East Plato Boulevard
St. Paul, MN 55107
651-234-7207
Rachel.Obermoller@state.mn.us

The Airport is already looking into putting together a handout or an informational flyer along with Progress Plus and the River Heights Chamber of Commerce for anyone who visits the booth.



Partner with MnDOT Aeronautics at AirVenture

We're going to Oshkosh to promote aviation in Minnesota – tourism, opportunities for businesses, and the great airports around our state. Help us staff our booth and bring your knowledge and expertise!

Oshkosh is the world's largest gathering of pilots and aviation enthusiasts.

2015: 550,000 attendees from across the US and around the globe, many repeat attendees. Many travel via private aircraft or drive. Let's engage them in visiting Minnesota for vacation, business purposes, and share what makes Minnesota great!

<http://www.airventure.org/exhibitors>

How can I participate?

- Help staff our booth from July 25 to 31, 2016
 - One or more days
 - 2 shifts, 2-3 hours each per day
 - We provide entrance, training, and work alongside you at the booth
- Help with set-up or tear-down (July 24 around noon and July 31 from 4-6pm.)
- Provide your knowledge and expertise to help us design and outfit our booth to give it a unique "Minnesota" feel.

What will it cost?

We provide entrance wristbands on the day(s) you work at the booth. You are responsible for:

- Your time
- Lodging and meals
 - UW Oshkosh has some dorm rooms still available for \$75 per night. We will be lodging there. Call 920-424-3226 or email uwocaa@lists.uwosh.edu
 - Hotels in surrounding communities (Oshkosh, Appleton, Fond du Lac, etc.) are at a premium, but there are still rooms available, especially if you are willing to drive.
- Transportation
 - Oshkosh is about a 4.5 hour drive from the Twin Cities.
 - While there, local bus service is available from UW Oshkosh and other stops in town.
 - We have limited parking permits, pay parking/additional permits available for a fee.
- Literature or other materials and promotional items you provide.

For More Information

Contact: Rachel Obermoller, Aviation Representative, MnDOT Aeronautics, 651-253-8935 or rachel.obermoller@state.mn.us



MnDOT Aeronautics will be hosting a booth in 2016 at EAA AirVenture Oshkosh in Oshkosh, Wisconsin (www.airventure.org)! The largest fly-in in the world draws participants and visitors from all over the world and includes many different aspects of aviation. Attendees include pilots, mechanics, those who work in the aviation community, and enthusiasts, as well as those who travel just to visit this event and see the airshow. Attendance in 2015 was over 550,000 individuals and over 10,000 aircraft flew into the area. This is a great opportunity to share what is great about aviation in Minnesota with a large and diverse audience, and it's practically in our backyard! The dates for the show are July 25-31, 2016.

The goal of our booth is to promote aviation in Minnesota: share how to use Minnesota airports to access tourist destinations, encourage aviation businesses to do business in Minnesota, provide information and education to Minnesota pilots and system users, and promote other aviation opportunities in Minnesota (airports, communities which are served by the local airports, businesses, and educational institutions and programs.).

Our current concept for the booth is "Minnesota is a great destination for aviation." The goal is to have a unique "Minnesota" feel to the booth and showcase what makes Minnesota unique. AirVenture is a destination where many attendees bring their families and there are significant numbers of non-pilots. We want to encourage our booth to be a place for them to stop, relax, and find out about the great things that are happening in Minnesota. Minnesota's proximity to the show gives us a unique opportunity to encourage them to visit Minnesota on their way to or from Oshkosh this year or in future years, and also to make Minnesota their destination for travel, business, or other reasons.

We are also looking for assistance in staffing our booth. We would ask that your commitment to us is to work approximately 5 hours at the booth each day, with breaks for meals, time to walk around and explore, and the opportunity to experience AirVenture. We will provide you with an entrance wristband each day you work at our booth. You would be responsible for lodging, transportation, and meals for any staff from your organization. In return, you have the opportunity to share what is great about Minnesota, your region or organization, and learn more about aviation. You can work the whole week or just one day, but we're starting a schedule for the week, so get us your requests. We will set-up the booth on July 24, staff it from July 25-31, and tear down at the conclusion of the event on July 31 at 4pm.

One area where we could use expertise from our partners is booth concept, layout, and design. We aren't an organization which specializes in customer contact via face-to-face trade shows and events. If you or your organization have expertise in working at trade shows (we could use some pointers), designing booth or event spaces, or even sourcing items which can help us create the "Minnesota" feel. We want to collaborate with you, because we know you have the expertise to make this event successful.

We would also like to provide some giveaways, both as promotional items and literature for those who visit our booth, and as drawings for those who register. Do you have experience conducting giveaways? Does your organization have something they could donate (i.e. lodging or tourism dollars or items with value to pilots, tourists, or businesses which also promote the idea of tourism or business in Minnesota)? Do you have literature or small promotional items we can distribute?

For More Information

Visit: mndot.gov/aero

Or contact: Cassandra Isackson or Rachel Obermoller, 651-234-7200

Memo



Date: January 12, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Maritime Information Systems ADS-B Network

Maritime Information Systems, Inc. (MIS) reached out to the South St. Paul Airport to host ADS-B antennas at the airport. MIS is looking for recognized industry professionals; such as Airport Managers, Directors, FBOs; rather than hobbyist or unknown third parties to host the equipment. This system is separate from the FAA's ADS-B Network but is used in conjunction with it. It is a supplement for the aircraft data being transmitted in and around airports to increase situational awareness of pilots, flight operations planning, assist in safety and traffic analysis, and others features.

MIS will provide all necessary equipment and gives each host access to a network-wide aircraft monitoring system. The Airport will need to provide a power source and internet access, both of which are already at the Terminal Building.

Attached is an informational brochure and below is a little bit about the Maritime Information Systems, Inc., What ADS-B is, and a link the FAA's NextGen ADS-B website for additional information.

Who We Are

Maritime Information Systems, Inc. started out in 1995 creating affordable and robust applications for the maritime industry. Its founder is a graduate of the Massachusetts Maritime Academy and has created applications for Motorola, World Bank, AT&T, Visa and other corporations, both large and small. By 2007, in response to the UN's Vessel Carriage Requirement, MIS began providing vessel information and tracking to the Maritime Industry by using AIS (Automatic Identification System) shore-based receiver technology. MIS was the first company to build coverage in America from Maine to Manhattan and by 2014 had deployed over 700 AIS stations nationally and internationally.

What is ADS-B?

ADS-B stands for Automatic Dependent Surveillance-Broadcast. ADS-B is a collision avoidance technology which uses GPS satellite to determine aircraft position. Aircraft with ADS-B periodically broadcast their position which enables tracking. The information can be received by air traffic control stations as a replacement for secondary radar. ADS-B is receivable by other aircraft helping to provide situational awareness and allowing for self-separation. MIS believes that tarmac level ADS-B coverage offers the greatest benefit to individual airports and the aviation industry as a whole and that it need not be limited to the larger airports but is beneficial to aircraft and airspace that do not fall under the expected mandate.

FAA's NextGen ADS-B website

<https://www.faa.gov/nextgen/programs/adsb/>

Who We Are

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By 2007, in response to the UN's Vessel Carriage Requirement, MIS began providing vessel information and tracking to the Maritime Industry by using AIS (Automatic Identification System) shore-based receiver technology.

MIS was the first company to build coverage in America from Maine to Manhattan and by 2014 had deployed over 700 AIS stations nationally and internationally.

Mandatory Maritime Equipment: 2005

The Vessel Carriage Requirement mandated by the UN was issued before shore-side tracking technology was widely understood. This gap in knowledge caused a slow and costly roll out of shore-based monitoring programs that were often over-engineered and have since met with many shortfalls. Complete coverage is very difficult and is still unavailable through Federal stations alone. MIS helped to fill the difficult and time consuming gaps as well as provided redundancy in the aftermath of natural disasters such as Hurricane Sandy.

The Maritime Industry

AIS (Automatic Identification System) is the Maritime Industry's equivalent to ADS-B and was mandated internationally in 2005 for all ships over a certain tonnage. Within five years tow boats and other vessels below the required tonnage independently chose to install AIS equipment after determining the benefits that the system provided. These benefits directly correlate with those that ADS-B can bring to the Aviation Industry.

Benefits of AIS

- Provided Situational Awareness
- Improved Operations Planning
- Assisted in Safety and Traffic Analysis
- Enabled Accident Re-creation
- Provided Accurate Wharfage *billing at docks*
- Increased Speed and Accuracy over that of Radar
- Improved Visibility over that of Radar
- Increased Information over Radar *heading, speed, name and type of vessel etc.*
- Provided Live Data Feeds *no calling other locations for positions*
- Helped Dispute Resolution
- Revealed Operations Inefficiencies
- Reduced Environmental Impact

Mandatory Aircraft Equipment: 2020

It is expected that a similar equipment requirement will be made mandatory for certain aircraft by 2020. This requirement will use ADS-B technology.

What is ADS-B?

ADS-B stands for Automatic Dependent Surveillance-Broadcast. ADS-B is a collision avoidance technology which uses GPS satellite to determine aircraft position. Aircrafts with ADS-B periodically broadcast their position which enables tracking. The information can be received by air traffic control stations as a replacement for secondary radar. ADS-B is receivable by other aircraft helping to provide situational awareness and allowing for self-separation.

MIS believes that tarmac level ADS-B coverage offers the greatest benefit to individual airports and the aviation industry as a whole and that it need not be limited to the larger airports but is beneficial to aircraft and airspace that do not fall under the expected mandate.

Hosting

MIS seeks sites for its ADS-B antennas at airports large and small. To ensure accurate data, MIS looks for tarmac level hosts within the Aviation Industry so that information is hosted by and stays with recognized industry professionals rather than hobbyist or unknown third parties.

MIS provides all necessary equipment and gives each host access to a network-wide aircraft monitoring system which you can securely log into via computer or mobile device. Extensive testing of our units ensures that each box uses minimal bandwidth and will not interfere with internet operations.

Memo



Date: January 12, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Schedule Meeting Dates for 2016 – November Meeting

The scheduled 2016 November meeting of the Airport Advisory Commission falls on Election Day. A vote will be required if the Commission would like to change this meeting date to avoid any potential scheduling conflicts.