



City of South St. Paul  
Airport Advisory Commission  
6:00 pm Tuesday May 10, 2016  
Fleming Field Airport Meeting Room

*Fleming Field*



*South St. Paul, MN*

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1. Call to Order
  2. Roll Call
  3. Approval of Agenda
  4. Approval of March 8, 2016 Minutes
  5. Citizen Comments & Presentation
  6. Finance & Activity Reports
    - a. 2016 Year-to-Date Fuel Report
    - b. 2016 Budget Report
  7. Project Status
    - a. Airport Development
  8. New Business
    - a. Aircraft Incident/Accident
    - b. Precision Approach Path Indicators (PAPIs)
  9. Old Business
    - a. MnDOT Aeronautics Airport Needs Meeting
    - b. South Metro Fire Department - Commercial Inspection Fee Program
    - c. South St. Paul Airport (SGS) Standard Instrument Approaches
    - d. Rules and Regulations Review
  10. Commissioner and Staff Comments
  11. Adjournment

# Airport Advisory Commission



Tuesday, March 8, 2016, 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 Vice-Chairman Ludwigson at 5:57 P.M. on Tuesday, March 8, 2016.

### 2) ROLL CALL:

Present

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

Absent

Commission Member(s): Gesch

Also Present:

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

### 3) Approval of Agenda:

Motion by Hilger, second by Schoen to approve March 8, 2016 agenda as submitted

Motion carried 8 ayes/0 nays

### 4) Approval of 1/12/16 Minutes

Motion by Reckinger, second by Adams to approve the January 12, 2016 minutes as corrected.

Motion carried 8 ayes/0 nays

### 5) Welcome to New Members & Elect a Chair and Vice-Chair

Amy Gesch was welcomed as the newest member of the Airport Advisory Commission. Commission Members Reckinger and Sheridan were welcomed back for a second term on the Commission.

The Commission members elected New Chair and Vice-Chair positions.

**Chair** – Motion by Reckinger to nominate Commissioner Ludwigson as the new chair and seconded by Schoen. 7 ayes/0 nays

**Vice-Chair** – Commissioner Adams volunteered to serve as the Vice-Chair. Sheridan made the motion and Hilger seconded it. 7 ayes/0 nays

## 6) Citizens Comments & Presentation

No citizens were at the meeting.

## 7) Finance & Activity Reports

### 7a) Fuel Report

Tiedeman presented the Fuel Sales Report for January and February 2016. Fuels sales are on pace with 2015 sales. He also presented two graphs that show fuel prices from the surrounding airports. It was noted that the high price was from MSP and that we might want to remove those entries so that the graphs were more apples to apples.

### 7b) 2015 Budget Report

The Budget Report Spreadsheet was unavailable. When it comes available it will be distributed accordingly.

## 8) Project Status

### 8a) 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 (most likely #5 and the next one most in need, possibly #3), and epoxy coat and seal on the airport maintenance hangar.

### 8b) Airport Development

Tiedeman discussed the recent inquiries as to the availability of space for operations here at Fleming Field. Lake Superior Helicopters out of Duluth is looking for space to begin flight instruction on helicopters. They are going to lease space and then evaluate the success at a future date to see how big a draw they have, leading to building or buying space for continued operations.

Aero Spray, an aerial spray & firefighting operation utilizing the AT-805 Fire Boss, is looking to build a maintenance facility to combine the ability to maintain the aircraft and the ability to quickly coordinate with Wipaire for needed parts and floats.

We have also had multiple inquiries into building in the West Hangar Area. We have one lot that has been purchased, waiting on the FAA's determination for obstruction evaluation.

Update on Ballistic Recovery Systems (BRS). We have heard some remarks about the stability of BRS. There have been no discussions with the local manager to ascertain if there are any future plans to relocate. Their lease was restructured in August 2015 with a reduction in rent September 2015 thru August 2016. The

reduction would be recovered by increased rents for the remainder of 2016 and over the next 4 years. This is the second restructuring of their lease.

## 9) New Business

### 9a) **CAF IUP and Bob Brown III Car Show IUP**

Airport staff met with Commemorative Air Force coordinators (CAF) and the Bob Brown III Car Show for the hangar dances and car show, respectively. The topic was making the IUP a multiyear IUP so that there would be schedule conflicts between the CAF and the City Council meeting. There was a question about the Mad Further Car Show. No one from that car show has approached the airport about hosting it here.

### 9b) **McMorrow Field Improvements**

Tiedeman reviewed the plans for the improvement of McMorrow Field, changing it from mixed use to a soccer only field. There are several items to be changed to avoid creating future obstructions in the current RPZ. Chris Esser and Tiedeman met with neighbors of the McMorrow Park on February 25<sup>th</sup>. The discussion reviewed the plans; offered the audience a chance to have input and went over general construction topics. There will be another review with the project engineer, WSB & Associates, when the plan is at the 90% stage.

## 10) Old Business:

### 8a) **MnDOT Needs Meeting**

The MnDOT Aeronautics Office has requested an Airport Needs Meeting for the South St. Paul Airport. MnDOT is requesting representatives from the airport, the Commission, and the City Council at the meeting. Airport staff will email out a set of dates to all parties to get a consensus for the meeting.

### 8b) **Wrecked Cessna 340**

The aircraft has been removed, however the mattress' remain. They are frozen to the ground and will be removed when they are no longer stuck. The NTSB accident report was attached to the packet.

### 8c) **South Metro Fire Department – Commercial Inspection Fee Program**

During the January 15<sup>th</sup> the South Metro Fire Department Board of Directors met and determined that the inspection fees should be removed from hangars that the AIRPORT identifies as non-commercial. However, commercial hangars would still be assessed the inspection fees. The fees as amended still need to be approved by the West St. Paul City Council.

## 11) Commission Comments:

None

**12) Adjournment:**

Motion made by Sheridan, second by Schoen to adjourn the commission meeting at 7:18 PM.

Motion carried

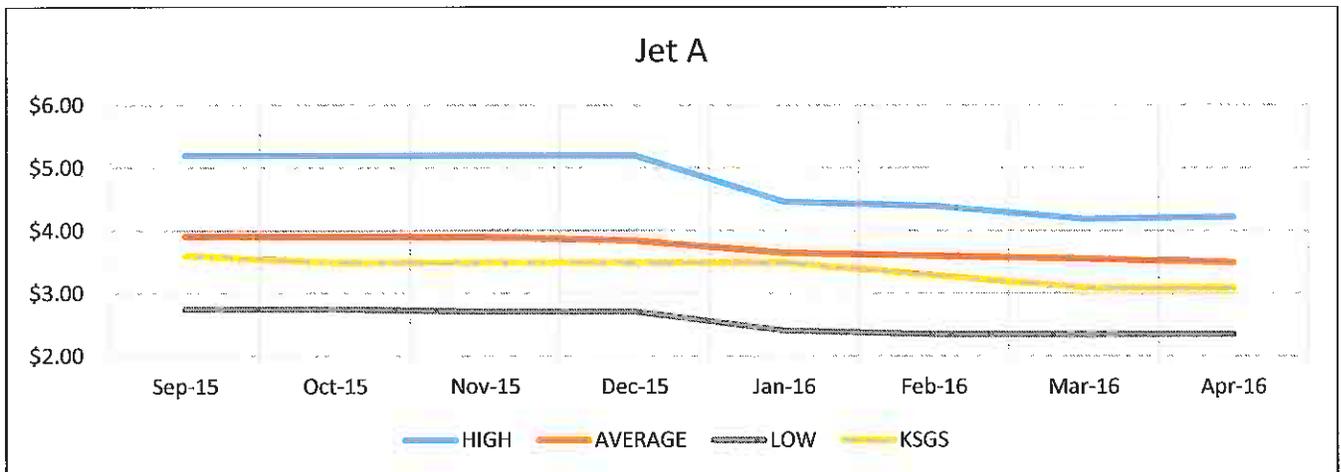
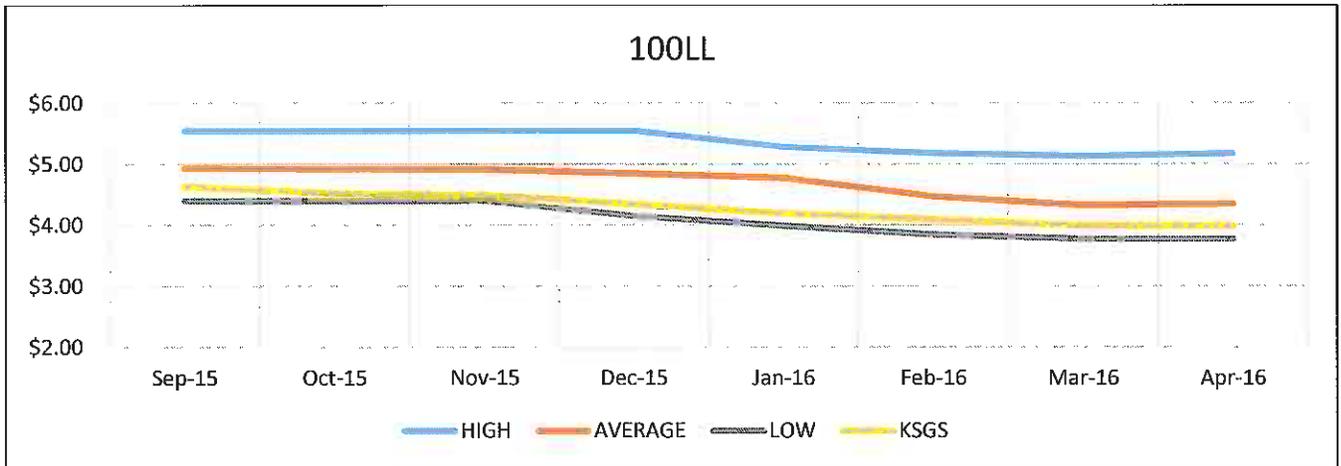
8 ayes/0 nays

# Memo



Date: May 10, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: 2016 Fuel Report

The 2016 Fuel Sales by Gallon through April 2016 are on pace with 2015. 100LL and 91UL sales are slightly down while jet A is up. Overall, fuel sales are up from 2015 numbers but still low compared to the 5-YR Average. The charts below are not all inclusive but provide a brief snapshot of Fleming Field and the relation to other regional airports' pricing. All prices collected are displayed in the chart excluding consistently high prices that had 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 including Percent Change, 5-year Average, as well as each fuel type separated out.



# 2016 AVIATION FUEL SALES BY GALLON

May 2, 2016

	100LL			50LL			JET A			TOTAL FOR ALL FUEL					
	2016	2015	% Δ	2016	2015	% Δ	2016	2015	% Δ	2016	2015	% Δ	2016	2015	% Δ
JAN	2,646.80	2,999.50	-11.78%	522.40	522.40	-47.65%	1,085.90	2,350.80	-53.81%	4,005.70	5,872.70	-31.79%	6,406.74	7,760.10	-18.48%
FEB	3,450.90	2,954.10	16.82%	294.80	294.80	-53.32%	4,173.00	2,475.60	68.57%	7,760.10	5,721.50	35.63%	7,673.56	7,673.56	0.00%
MAR	5,662.20	6,037.60	-6.22%	351.80	850.50	-58.64%	3,291.90	3,149.40	4.52%	9,305.90	10,037.50	-7.23%	11,416.04	11,416.04	0.00%
Q1	11,758.40	11,991.20	-1.93%	761.50	1,664.70	-54.26%	8,550.00	7,974.80	7.21%	21,071.70	21,681.70	-2.9%	25,488.34	25,488.34	0.00%
APR	6,795.70	7,521.30	-9.65%	321.50	836.00	-61.54%	4,618.30	2,451.20	88.41%	11,735.50	10,808.50	8.58%	11,561.92	11,561.92	0.00%
MAY	-	8,693.50	-100.00%	-	748.30	-100.00%	-	5,297.70	-100.00%	-	14,679.50	-100.00%	16,450.58	16,450.58	-100.00%
JUN	-	9,776.50	-100.00%	-	924.70	-100.00%	-	4,925.30	-100.00%	-	15,625.50	-100.00%	16,957.06	16,957.06	-100.00%
Q2	6,795.70	25,991.30	-73.79%	321.50	2,509.00	-87.18%	4,618.30	12,674.20	-63.56%	11,735.50	41,114.50	-71.46%	44,469.58	44,469.58	-73.90%
JUL	-	11,368.30	-100.00%	-	790.30	-100.00%	-	3,251.30	-100.00%	-	15,409.90	-100.00%	16,999.84	16,999.84	-100.00%
AUG	-	9,465.20	-100.00%	-	816.10	-100.00%	-	3,404.60	-100.00%	-	13,688.90	-100.00%	16,868.08	16,868.08	-100.00%
SEP	-	10,293.00	-100.00%	-	904.90	-100.00%	-	2,203.50	-100.00%	-	13,401.40	-100.00%	16,129.14	16,129.14	-100.00%
Q3	-	31,116.50	-100.00%	-	2,511.30	-100.00%	-	8,859.40	-100.00%	-	42,492.20	-100.00%	49,937.06	49,937.06	-100.00%
OCT	-	8,251.30	-100.00%	-	398.30	-100.00%	-	4,712.90	-100.00%	-	13,962.50	-100.00%	12,758.94	12,758.94	-100.00%
NOV	-	6,591.60	-100.00%	-	697.00	-100.00%	-	4,200.90	-100.00%	-	11,489.50	-100.00%	10,360.48	10,360.48	-100.00%
DEC	-	2,350.10	-100.00%	-	268.30	-100.00%	-	1,242.80	-100.00%	-	3,861.20	-100.00%	6,461.36	6,461.36	-100.00%
Q4	-	17,193.00	-100.00%	-	1,363.60	-100.00%	-	10,136.60	-100.00%	-	24,711.20	-100.00%	25,560.78	25,560.78	-100.00%
TOTAL	18,555.10	86,242.00	-78.48%	1,072.00	8,048.60	-86.54%	11,408.10	39,660.00	-66.81%	32,807.20	133,956.60	-75.31%	149,983.74	149,983.74	-78.13%

\* 5-YR AVG 2015-2011

# Memo



Date: May 10, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: 2016 Budget Report

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## **Airport Operating Fund**

The 2016 Airport Operating Revenues for March YTD are \$282,957.47; the Airport Operating Expenses for March YTD are \$127,036.39. The March YTD net change is a surplus of \$155,921.08.

- Land Leases (4584) are currently at 76.97%. This is due to most land lease payments are billed out to be paid in March.
- Aircraft Parking Fees (4587) are at 54.33% because of a more active approach to collecting the fees.
- Merchandise for Resale (6250) is currently at 5.43%. This is primarily due to fuel sales being low during the early spring months. Sales during the summer are anticipated to go up. In addition, the fuel sales are in line with 2015 sales.

## **Capital Improvement Fund**

The 2016 Airport Capital Revenues for March YTD are \$129,825; the Airport Operating Expenses for March YTD are \$7,975.72. The March YTD net change is a surplus of \$137,801.22.

- Federal Grants (4301) are at \$148,077. There are still outstanding funds being withheld by the FAA. These funds will be reimbursed as the FAA processes and approves each project close out.
- Note: MnDOT has expressed to the Airport Manager and many other airports in the state that many smaller low priority projects will not be funded State FY 2017, which begins July 1<sup>st</sup>. No specific information about which projects will and will not be funded have not been identified. However, the airport projects that are slated to be funded by State dollars in State FY 2017, do not appear to compete well with other known projects around the state. Additional information will be from MnDOT to know for sure.

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.

**MONTHLY FINANCIAL REPORT**  
**Year-to-Date March 2016**

Description	2016 Actual Budget	March YTD Actual 2016	Budget Balance 2016	Percent Used 2016	2015 Actual Budget	March YTD Actual 2015	Percent Used 2015
<b>20245 - AIRPORT</b>							
<b>REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
4321 - AIRPORT OPERATIONS & MAINT	(32,000.00)	0.00	(32,000.00)	0.00%	(32,196.00)	0.00	0.00%
4325 - STATE GRANTS AND AIDS	(40,000.00)	0.00	(40,000.00)	0.00%	(101,608.00)	0.00	0.00%
<b>INTERGOVERNMENTAL</b>	<b>(72,000.00)</b>	<b>0.00</b>	<b>(72,000.00)</b>	<b>0.00%</b>	<b>(133,804.00)</b>	<b>0.00</b>	<b>0.00%</b>
<b>CHARGE FOR SERVICE</b>							
4411 - PILOT	(43,435.00)	(10,711.97)	(32,723.03)	24.66%	(51,241.00)	(11,477.49)	22.40%
4402 - RENT	(8,652.00)	(2,344.23)	(6,307.77)	27.09%	(8,400.00)	(2,152.23)	25.62%
4581 - RENT OF HANGARS	(200,687.00)	(50,029.99)	(150,657.01)	24.93%	(194,842.00)	(47,090.04)	24.17%
4583 - AIRPORT FUEL RECEIPTS	(638,252.00)	(66,000.74)	(572,251.26)	10.34%	(764,491.00)	(75,417.53)	9.87%
4585 - LAND LEASE	(162,238.00)	(124,875.20)	(37,362.80)	76.97%	(157,513.00)	(132,405.78)	84.06%
4586 - TEE HANGAR RENTAL	(112,265.00)	(25,923.15)	(86,341.85)	23.09%	(108,995.00)	(24,824.53)	22.78%
4587 - AIRCRAFT PARKING FEES	(3,000.00)	(1,630.00)	(1,370.00)	54.33%	(4,100.00)	(595.00)	14.51%
4588 - AIRPORT RAMP FEES	(7,500.00)	0.00	(7,500.00)	0.00%	(13,592.00)	(1,210.00)	8.90%
<b>CHARGES FOR SERVICES</b>	<b>(1,176,029.00)</b>	<b>(281,515.28)</b>	<b>(894,513.72)</b>	<b>23.94%</b>	<b>(1,303,174.00)</b>	<b>(295,172.60)</b>	<b>22.65%</b>
<b>MISCELLANEOUS</b>							
4510 - CONCESSION SALES	0.00	(75.00)	75.00			0.00	
4590 - AIRPORT GATE CARD	(800.00)	(680.95)	(119.05)	85.12%	(800.00)	(205.00)	25.63%
4591 - AIRPORT VENDING SALES	(750.00)	(118.18)	(631.82)	15.76%	(750.00)	(141.53)	18.87%
4413 - XEROX COPIES	(10.00)	0.00	(10.00)	0.00%	(10.00)	(6.86)	68.60%
4672 - OTHER	0.00	(568.16)	568.16			(20.00)	
4673 - CASH OVER/SHORT		0.10	(0.10)			0.00	
4675 - INSURANCE DIVIDEND	(7,000.00)	0.00	(7,000.00)	0.00%	(7,000.00)	0.00	0.00%
4679 - CONT. & DON. FR PRIVATE	0.00	0.00	0.00		0.00	0.00	
4680 - INSURANCE PROCEEDS	0.00	0.00	0.00		0.00	0.00	
4681 - UNREALIZED GAIN/LOSS ON INV	0.00	0.00	0.00		0.00	0.00	
<b>MISCELLANEOUS</b>	<b>(8,560.00)</b>	<b>(1,442.19)</b>	<b>(7,117.81)</b>	<b>16.85%</b>	<b>(8,560.00)</b>	<b>(373.39)</b>	<b>4.36%</b>
<b>OTHER FINANCING SOURCES</b>							
4903 - SALE OF GENERAL FIXED ASSETS	0.00	0.00	0.00		0.00	0.00	
<b>OTHER FINANCING SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REVENUES</b>	<b>(1,256,589.00)</b>	<b>(282,967.47)</b>	<b>(973,631.53)</b>	<b>22.52%</b>	<b>(1,445,638.00)</b>	<b>(295,545.99)</b>	<b>20.45%</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	139,326.00	26,765.10	112,560.90	19.21%	147,817.00	31,798.64	21.51%
6102 - FULL-TIME EMPLOYEES-OVERTIME	1,000.00	348.61	651.39	34.86%	0.00	0.00	
6104 - TEMPORARY EMPLOYEES-REG	14,658.00	7,255.48	7,402.52	49.50%	36,091.00	2,683.00	7.99%
6105 - TEMPORARY EMPLOYEES-OVERTIME		0.00	0.00			0.00	

**MONTHLY FINANCIAL REPORT**  
**Year-to-Date March 2016**

Description	2016 Actual Budget	March YTD Actual 2016	Budget Balance 2016	Percent Used 2016	2016 Actual Budget	March YTD Actual 2015	Percent Used 2015
6108 - ACCUMULATED VACATION/COMP LEAV	1,600.00	0.00	1,600.00	0.00%	1,544.00	0.00	0.00%
6120 - EMPLOYER CONTR FOR RETIREMENT	22,117.00	4,977.03	17,139.97	22.50%	17,401.00	5,154.60	29.62%
6130 - EMPLOYER PAID INSURANCE	21,262.00	3,875.44	17,386.56	18.23%	11,798.00	4,275.23	36.24%
6150 - WORKERS COMPENSATION	8,422.00	2,691.00	5,731.00	31.95%	3,362.00	1,681.00	50.00%
6151 - WORKERS COMP DEDUCTIBLE		0.00	0.00			197.80	
6170 - EMPLOYER CONTR TO HCSP	1,200.00	152.75	1,047.25	12.73%	2,680.00	157.11	5.86%
<b>PERSONNEL SERVICES</b>	<b>209,585.00</b>	<b>46,055.41</b>	<b>163,519.59</b>	<b>21.98%</b>	<b>220,693.00</b>	<b>46,147.38</b>	<b>20.91%</b>
<b>MATERIALS &amp; SUPPLIES</b>							
6201 - OFFICE SUPPLIES	1,500.00	180.06	1,319.94	12.00%	1,500.00	492.44	32.83%
6210 - OPERATING SUPPLIES		0.00	0.00			0.00	
6220 - REPAIR & MAINTENANCE SUPPLIES	40,000.00	4,526.45	35,473.55	11.32%	40,000.00	8,170.33	20.43%
6240 - MINOR EQUIPMENT AND FURNITURE	2,100.00	0.00	2,100.00	0.00%	1,700.00	(329.01)	-19.35%
6250 - MERCHANDISE FOR RESALE	516,633.00	28,053.26	488,579.74	5.43%	677,728.00	13,034.14	1.92%
<b>MATERIALS &amp; SUPPLIES</b>	<b>560,233.00</b>	<b>32,759.77</b>	<b>527,473.23</b>	<b>5.85%</b>	<b>720,925.00</b>	<b>21,367.90</b>	<b>2.96%</b>
<b>SERVICES AND OTHER CHARGES</b>							
6302 - PROFESSIONAL SERVICES	14,200.00	2,028.31	12,171.69	14.28%	7,200.00	(1,373.92)	-19.08%
6331 - CONFERENCES, TRAINING, TRAVEL	3,800.00	0.00	3,800.00	0.00%	2,600.00	(100.00)	-3.85%
6341 - ADVERTISING	6,325.00	1,437.00	4,888.00	22.72%	7,160.00	1,519.60	21.22%
6361 - INSURANCE	50,786.00	28,107.77	22,678.23	55.35%	50,932.00	24,346.40	47.80%
6371 - REPAIRS & MAINT CONTRACTUAL	76,000.00	1,293.33	74,706.67	1.70%	25,000.00	842.50	3.37%
6374 - ADMINISTRATION SUPPORT FEE	62,709.00	0.00	62,709.00	0.00%	62,709.00	15,678.00	25.00%
6378 - COPIER MAINTENANCE AGREEMENT	450.00	124.64	325.36	27.70%	450.00	97.47	21.86%
6379 - CONT SERV/REFUSE & SANITATION	600.00	174.00	426.00	29.00%	600.00	76.00	12.67%
6380 - CENTRAL GARAGE MAINT. CHARGE	13,877.00	0.00	13,877.00	0.00%	12,067.00	3,018.00	25.01%
6385 - UTILITY SERVICE	19,775.00	3,758.65	16,016.35	19.01%	19,200.00	2,932.83	15.28%
6388 - TECHNOLOGY EQUIP CHARGE	40.00		40.00				
6390 - POSTAGE AND TELEPHONE	5,000.00	920.27	4,079.73	18.41%	5,000.00	771.91	15.44%
<b>SERVICES AND OTHER CHARGES</b>	<b>253,562.00</b>	<b>37,843.97</b>	<b>215,718.03</b>	<b>14.92%</b>	<b>192,918.00</b>	<b>47,808.79</b>	<b>24.78%</b>
<b>CAPITAL OUTLAY</b>							
6530 - IMPR OTHER THAN BUILDING	0.00	0.00	0.00		50,000.00	0.00	0.00%
6560 - BUILDING FIXTURES AND IMPRS	0.00	0.00	0.00		38,000.00		
6572 - COMPUTER SOFTWARE	7,500.00		7,500.00				
6580 - OTHER EQUIPMENT	0.00	0.00	0.00		45,010.00	0.00	0.00%
<b>CAPITAL OUTLAY</b>	<b>7,500.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00%</b>	<b>133,010.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>MISCELLANEOUS</b>							
6412 - CREDIT CARD/ACH/BANK FEE		0.00	0.00			0.00	
6453 - REMITTANCE OF REV/OTHER	650.00	55.00	595.00	8.46%	650.00	430.00	66.15%
6471 - DUES & SUBSCRIPTIONS	470.00	925.00	(455.00)	196.81%	425.00	515.00	121.18%
<b>MISCELLANEOUS</b>	<b>1,120.00</b>	<b>980.00</b>	<b>140.00</b>	<b>87.50%</b>	<b>1,075.00</b>	<b>945.00</b>	<b>87.91%</b>

**MONTHLY FINANCIAL REPORT**  
**Year-to-Date March 2016**

Description	2016 Actual Budget	March YTD Actual 2016	Budget Balance 2016	Percent Used 2016	2015 Actual Budget	March YTD Actual 2015	Percent Used 2015
<b>DEBT SERVICE</b>							
6602 - OTHER LONG TERM DEBT-PRINCIPAL	38,656.00	9,387.24	29,268.76	24.28%	38,696.00	9,387.24	24.26%
6612 - INTEREST EXPENSE	15,000.00	0.00	15,000.00	0.00%	15,000.00	0.00	0.00%
<b>DEBT SERVICE</b>	<b>53,656.00</b>	<b>9,387.24</b>	<b>44,268.76</b>	<b>17.50%</b>	<b>53,696.00</b>	<b>9,387.24</b>	<b>17.48%</b>
<b>TRANSFERS</b>							
6719 - TRANSFER TO CAPITAL PROJECT FU	46,500.00	0.00	46,500.00	0.00%	66,571.00	0.00	0.00%
<b>TRANSFERS</b>	<b>46,500.00</b>	<b>0.00</b>	<b>46,500.00</b>	<b>0.00%</b>	<b>66,571.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>EXPENDITURES</b>	<b>1,132,156.00</b>	<b>127,036.39</b>	<b>1,005,119.61</b>	<b>11.22%</b>	<b>1,388,891.00</b>	<b>125,656.31</b>	<b>9.05%</b>
<b>REVENUES AND EXPENDITURES</b>	<b>(124,433.00)</b>	<b>(155,921.08)</b>	<b>31,488.08</b>	<b>125.31%</b>	<b>(56,647.00)</b>	<b>(169,889.68)</b>	<b>299.91%</b>

**MONTHLY FINANCIAL REPORT**  
**Year-to-Date March 2016**

Description	2016 Actual Budget	March YTD Actual 2016	Budget Balance 2016	Percent Used 2016	2015 Actual Budget	March YTD Actual 2015	Percent Used 2015
<b>40404 - AIRPORT CAPITAL FUND</b>							
<b>REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
4302 - FEDERAL GRANTS - OTHER	(135,000.00)	148,077.00	(283,077.00)	-109.69%	(1,802,100.00)	232,088.00	-12.88%
4325 - STATE GRANTS AND AIDS	(163,500.00)	0.00	(163,500.00)	0.00%	0.00	27,521.00	
<b>INTERGOVERNMENTAL</b>	<b>(298,500.00)</b>	<b>148,077.00</b>	<b>(446,577.00)</b>	<b>-49.61%</b>	<b>(1,802,100.00)</b>	<b>259,609.00</b>	<b>-14.41%</b>
<b>CHARGE FOR SERVICE</b>							
4402 - RENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4572 - USER IMPROVEMENT FEES	0.00	(15,843.75)	15,843.75	(43.329.00)	(43,329.00)	0.00	0.00%
<b>CHARGES FOR SERVICES</b>	<b>0.00</b>	<b>(15,843.75)</b>	<b>15,843.75</b>	<b>(43.329.00)</b>	<b>(43,329.00)</b>	<b>0.00</b>	<b>0.00%</b>
<b>SPECIAL ASSESSMENTS</b>							
4657 - OTHER ASSESSMENTS		(2,407.75)	2,407.75	(4,969.70)	(4,969.70)		
<b>SPECIAL ASSESSMENTS</b>		<b>(2,407.75)</b>	<b>2,407.75</b>				
<b>MISCELLANEOUS</b>							
4681 - UNREALIZED GAIN/LOSS ON INV	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>MISCELLANEOUS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>	
<b>OTHER FINANCING SOURCES</b>							
4920 - INTERFUND OPERATING TRANSFER	(46,500.00)	0.00	(46,500.00)	0.00%	(66,571.00)	0.00	0.00%
<b>OTHER FINANCING SOURCES</b>	<b>(46,500.00)</b>	<b>0.00</b>	<b>(46,500.00)</b>	<b>0.00%</b>	<b>(66,571.00)</b>	<b>0.00</b>	<b>0.00%</b>
<b>REVENUES</b>	<b>(345,000.00)</b>	<b>129,825.50</b>	<b>(474,825.50)</b>	<b>-37.63%</b>	<b>(1,912,000.00)</b>	<b>254,639.30</b>	<b>-13.32%</b>
<b>EXPENDITURES</b>							
<b>SERVICES AND OTHER CHARGES</b>							
6302 - PROFESSIONAL SERVICES	0.00	150.42	(150.42)	0.00	0.00	6,364.78	
6371 - REPAIRS & MAINT CONTRACTUAL	0.00	1,224.25	(1,224.25)	0.00	0.00	45,057.78	
<b>SERVICES AND OTHER CHARGES</b>	<b>0.00</b>	<b>1,374.67</b>	<b>(1,374.67)</b>		<b>0.00</b>	<b>51,422.56</b>	
<b>CAPITAL OUTLAY</b>							
6510 - LAND		0.00	0.00			0.00	
6530 - IMPR OTHER THAN BUILDING	165,000.00	6,601.05	158,398.95	4.00%	1,897,000.00	(44,967.76)	-2.37%
6560 - BUILDING FIXTURES AND IMPRS	180,000.00		180,000.00				
<b>CAPITAL OUTLAY</b>	<b>345,000.00</b>	<b>6,601.05</b>	<b>338,398.95</b>	<b>1.91%</b>	<b>1,897,000.00</b>	<b>(44,967.76)</b>	<b>-2.37%</b>
<b>MISCELLANEOUS</b>							
<b>DEBT SERVICE</b>							
6612 - INTEREST EXPENSE	15,000.00	0.00	15,000.00	0.00%	15,000.00	0.00	0.00%
<b>DEBT SERVICE</b>	<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00%</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>EXPENDITURES</b>	<b>360,000.00</b>	<b>7,975.72</b>	<b>352,024.28</b>	<b>2.22%</b>	<b>1,912,000.00</b>	<b>6,454.80</b>	<b>0.34%</b>
<b>REVENUES AND EXPENDITURES</b>	<b>15,000.00</b>	<b>137,801.22</b>	<b>(122,801.22)</b>	<b>918.67%</b>	<b>0.00</b>	<b>261,094.10</b>	



## 2016 and Beyond Projects

- Hangar Inspections
  - Completed Inspections: 55 of 171 (32.16%)
  
- MnDOT has informed the airport of a possible moratorium on grant monies for the State FY 2017. This is the difference between some large requests and the availabilities of grant monies.



## 2016 Pavement Projects

- Crack Sealing
  - MnDOT is accepting submission for crack sealing projects
  - Airport has developed a project layout, ensured the project in on the CIP, taken pre-construction photos, and has received several quotes from companies.
  - Due to the low quoted prices, MnDOT is willing to include additional work, the airport is compiling additional pavement needs on other areas of the airport.
  
- Paint Compass Rose – Minnesota 99's
  - The Minnesota 99's and the airport have set project details and working on dates.
  - The Minnesota 99's will choose from several dates submitted by the airport.
  - Looking to do the work on a Friday/Saturday with Sunday as a rain day.
  - The airport will supply the paint and some supplies



## 2016 Equipment Projects

- Upgrade Meeting Room Projector, Sound System, and Tables
  - Narrowed down projectors and equipment with assistant from City IT Administrator
  - Airport will purchase items and companies will wire and install new system
  - Interest from several companies to complete the installation.
  - Looking for a good deal on one of the chosen new projectors
- Fuel Master Software Upgrade
  - Fuel Master will stop out to review equipment and determine items to upgrade



## 2016 Accomplishments

- February 1 – Completed Gate Card Audit
  - 1452 total cards, 604 validated, 844 deactivated

# Memo



Date: May 10, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Airport Development

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## **Commercial**

Air Trek North will be operating out of Fleming Field on or about June 1<sup>st</sup> of this year. Two hangars sold to ARJ Properties will be subleased to Air Trek North. They will also have office space in the Terminal in the same space previously rented out as an apartment.

Abtec Helicopters/Brainerd Helicopters is being sold to JM Mac Holdings. All companies will still continue to exist but held by one company. Essentially, there will be no real changes to their operations as they will be subleasing the hangar back out to Abtec Helicopters.

## **Non-Commercial**

The hangar slated to be built at 1790 Wiplinger (Block 2, Lot 1) had a favorable FAA obstruction evaluation determination. The building will break ground soon.

The City Council approved a Right of First Refusal for 1811 Hinz (Block 3, Lot 7). The prospective owner is still working on a few details but wanted to secure the lot. He will file a 7460-1 FAA obstruction evaluation when his plans are close to being finalized. He would like to have his hangar built this year.

Included with this memo is the Airport Rearrangement 4<sup>th</sup> Addition Layout. These are currently the hangars constructed at the airport on the following lots:

- 1896 Wiplinger (Block 1, Lot 1)
- 1791 Lysdale (Block 2, Lot 22)
- 1890 Lysdale (Block 3, Lot 1)
- 1891 Hinz (Block 3, Lot 12)



# Memo



Date: May 10, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Aircraft Incident/Accident Propeller Strike

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On April 8, 2016 at approximately 5:15 PM, a pilot came into Terminal and advised that he had a prop strike. The local Flight Standards District Office (FSDO) was contacted. No injuries or significant damage was reported or found on the airfield. The FSDO took the basic information the situation was discussed and what the plan of attack would be and contacted the National Transportation Safety Board (NTSB). The FSDO Inspectors came out on the following Saturday and Monday to look at the aircraft and to speak with the pilot.

According to pilot's statement the incident occurred during landing while in a flare, when a gust of wind hit the aircraft causing a hard landing on the nose wheel. The pilot stated there was nothing he could do to prevent the propeller strike.

The pilot was flying from the Spirit of St. Louis Airport to the Dubuque Airport for a lunch stop. Then on to Fleming Field for final stop. He was VFR the entire trip without any flight services (Flight Following, or IFR flight plan). The visible exterior damage was to the tips of all three propeller blades and to the nose gear while additional damage may have been sustained to the engine, frame, and firewall. The FAA and NTSB will determine if the occurrence will be an incident or an accident based on potential damage.

NTSB Identification: GAA16CA189  
14 CFR Part 91: General Aviation  
Registration: N726T  
Aircraft: TL ULTRALIGHT SRO TL-3000 SIRIUS

NTSB investigators will use data provided by various entities, including, but not limited to, the Federal Aviation Administration and/or the operator, and will not travel in support of this investigation to prepare this aircraft accident report.

# Memo



Date: May 10, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Precision Approach Path Indicators (PAPIs)

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It was brought to the attention of the Airport that there may be an issue with the runway lighting and PAPI intensities.

Airport staff contacted MnDOT, the owners of the equipment, regarding the issue. MnDOT came out to the airport on May 6<sup>th</sup>, to review the issues. As they are currently set to one intensity: during the day the PAPIs will turn on with either 5 or 7 clicks of the mic, while at night they will turn on with any setting and remain on until the lights time out 15 minutes later. Regardless of time of day, the system will need to be keyed up to 7 clicks and then stepped down to the necessary runway lighting intensity.

MnDOT Aeronautics will be reviewing the system operation for any necessary or requirement changes.

# Memo



Date: May 10, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: MnDOT Aeronautics Airport Needs Meeting

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## **Airport Needs – Expanding the Vision for Your Airport**

MnDOT Aeronautics has changed the way a “Capital Improvement Program (CIP) Meeting” is conducted and will now be hosting a new restructured version, called a “Needs Meeting”. While the meetings are not mandated or required, MnDOT Aeronautics plans to host Needs Meetings at every airport in the state system within a 3-year period to outline the new processes. This is a good year to hold a meeting the airport as we can get involved early in the new State planning processes. It is also a good time of year as we can make any necessary adjustments to the airport budget before the State FY2018 begins.

## **What is a Needs Meeting?**

Needs Meetings are larger and include a more detailed conversation on a wider range of topics than the typical CIP Meeting. The goal during the meeting is for MnDOT Aeronautics to learn airport sponsor’s views on:

- Existing airport conditions
- Financial support
- Technical support
- Community vision
- Navigation systems
- The airport’s 20-year future

MnDOT Aeronautics will include the following representatives:

- Airport Development regional team member
- Regional Planner
- Aviation Representative
- Cassandra Isackson, Office Director and/or Kathy Vesely, Assistant Office Director

With more people discussing a wider range of topics, airports should expect these meetings to take between two and four hours; depending on the interest of the participants and the complexity of the issues.

## **Why Needs Meeting?**

The knowledge gained from talking to decision makers at the airport and the community will help MnDOT Aeronautics develop a more complete picture of Minnesota’s airport system needs. MnDOT Aeronautics will use that picture to better inform other MnDOT offices and partners, including the State legislature, FAA, and US Congress.

Minnesota is known for having some of the best, most standardized airports in the nation. It is also known for having the best navigational and weather information systems available to pilots. MnDOT is proud of these past accomplishments and the current system we have in place.

To maintain our excellent system of airports across Minnesota, airports need to update their CIP lists each year and extend them to include the long term 20-year vision for the airport and stay on track with needed improvements and maintenance. An up-to-date 20 year CIP communicates the vision and plans for the airport and helps to ensure we have a comprehensive picture of the aviation system. While it may seem daunting to plan 20 years into the future, time flies, and these long term plans help us understand the future needs of the system and help you look toward future plans and stay on track with the maintenance of your airport. Keeping up with projects that make Minnesota's airports more viable, efficient, and safe aren't just desires; they are in fact Airport Needs.

### **Agenda**

Included in this Memo is a Generic Agenda provided by MnDOT covering a wide range of topics. Several topics may not need to be discussed as they do not pertain to the airport while others may be added due to unique situations faced at different airports.

**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: May 10, 2016

To: Airport Advisory Commission

From: Philip Tiedeman, Airport Manager

RE: South Metro Fire Department – Commercial Inspection Fee Program

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Airport staff was informed on May 5<sup>th</sup> that the South Metro Fire Department will not be imposing any inspection fees for any property type.

# Memo



Date: May 10, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: South St. Paul Airport (SGS) Standard Instrument Approaches

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The Airport Manager has been in contact to various FAA contacts and offices to inquire about regaining vertical guidance to the RNAV (GPS) RWY 34 instrument approach and the NDB GPS overlay.

After several months of phone calls and emails it was determined that one tree did not get removed from the FAA's database and was still being identified as an obstruction. Airport staff reviewed the data and determined that the tree has in fact been physically removed. Then staff submitted the appropriate documentation to have it removed from the database. When that was complete, the FAA advised that the vertical guidance would need to be requested to be included on the approach, which staff has done through the FAA's Instrument Flight Procedures website. The next step is to follow up with the FAA as to the status of the vertical guidance.

At this time there is still no word as to the status of the NDB GPS overlay.

# Memo



Date: May 10, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Airport Rules and Regulations

---

## Updating the Rules

Updated rules and regulations are an important step in maintaining the long term viability of the airport. Stakeholders including: the public, pilots, lease holders, Airport Advisory Commission, City staff, and others can use this time to update the rules for compliance with current standards and provide input on proposed changes.

These Rules and Regulations are intended to provide the basic guidelines for aeronautical and non-aeronautical activities at the South St. Paul Airport- Fleming Field. Additional, activity specific requirements may be imposed in Lease Agreements or other agreements between the City of South St. Paul and entities engaging in aeronautical and non-aeronautical activities at the airport.

## Goals

Some of the goals of updating the document, which had been in place since 1992, are to:

- Clarify rules that may have changed over time
- Improve the ability to enforce the rules
- Maintain a format that was viewed as fair to all who are affected by the rules

Included are with this memo is a draft version containing several of the updates previously submitted. Any additional rules, changes, revisions, or deletions are welcome and encouraged at the meeting for discussion.

**South St. Paul Airport-Fleming Field  
Rules & Regulations**

DRAFT

## **FOREWORD**

These Rules and Regulations are intended to provide the basic guidelines for aeronautical and non-aeronautical activities at the South St. Paul Airport – Fleming Field. Additional, activity specific requirements may be imposed in Lease Agreements or other agreements between the City of South St. Paul and entities engaging in aeronautical and non-aeronautical activities at the airport. The airport is owned and operated by the City of South St. Paul.

## **1. DEFINITIONS**

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

**1.1 Accident:** Any collision between a Motor Vehicle and another Motor Vehicle, person, or object which results in property damage, personal injury, or death.

**1.2 Abandoned:** This is applied to property left at the airport; abandoned means that it has been left on City property without consent of the Airport Manager for 48 hours without the owner moving or claiming it. Such property shall be impounded by the City of South St. Paul Police Department and/or the Airport Manager.

**1.3 AGL:** Above Ground Level

**1.4 Airport:** South St. Paul Airport-Fleming Field

**1.5 AAC:** Airport Advisory Commission

**1.6 Airport Operations Area (AOA):** Any area of an airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft. An air operations area includes such paved areas or unpaved areas that are used or intended to be used for the unobstructed movement of aircraft in addition to its associated runway, taxiways, or apron. The AOA consists of the Movement and Non-Movement Areas. (AC 150-5210-20A)

**1.7 Airport Staff:** Airport Manager, Airport Operations Specialist, Maintenance Personnel, and other employees designated by the Airport Manager.

**1.8 Airside:** Operational areas involved in any aircraft movement or operation, i.e., runways, taxiways, ramps, tie-down areas, hangar areas, etc., also known as the AOA.

**1.9 Airworthy:** Aircraft maintained to Airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations.

**1.10 Apron or Ramp:** Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.

**1.11 Building(s):** Includes the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms and docks, carports, canopies, eaves, and porches and decks. Paving, ground cover, fences, signs and landscaping shall not be included.

**1.12 City:** The City of South St. Paul

**1.13 Commercial Activity:** The exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport.

**1.14 Commercial Operator:** An individual or company engaged in commercial activity.

**1.15 Entity:** A person, firm, corporation, or partnership formed for the purpose of conducting the proposed activity.

**1.16 EPA:** The U.S. Environmental Protection Agency.

**1.17 FAR:** Federal Aviation Regulations.

**1.18 Federal Aviation Administration (FAA):** The federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.

**1.19 FOD:** Foreign Object Debris or Foreign Object Damage

**1.20 Lease:** A contractual agreement granting a leasehold interest in property on the Airport that is in writing between the City and an entity.

**1.21 Landside:** Operational areas that are outside of the AOA

**1.22 Manager:** The South St. Paul Airport Manager/Director employed by the City of South St. Paul

**1.23 Motor Vehicle:** A self-propelled device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point, except aircraft or devices moved exclusively upon stationary rails or tracks.

**1.24 Movement Area:** The runways, taxiways, and other areas of an airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and aircraft parking areas. (AC 150-5210-20A)

**1.25 Must:** The words “shall”, “must” or “will” are always mandatory

**1.26 MSL:** Mean Sea Level

**1.27 Non-Movement Area:** the area, other than that described as the movement area, used for the loading, unloading, parking of aircraft. This may include the apron areas and on-airport fuel farms. (AC 150-5210-20A)

**1.28 OSHA:** The Occupational Safety and Health Administration is the U.S. government office to which this document refers.

**1.29 Preventative Maintenance:** Simple or minor aircraft preservation operations and the replacement of small standard parts not involving complex assembly operations in accordance with FAR Part 43, Appendix A.

**1.30 Public Facility:** Those areas of the Airport provided for public use (e.g., Terminal), but not including areas used by private businesses

**1.31 Repair Station:** A Federal Aviation Administration approved facility utilized for the repair of aircraft that may include airframes, power plants, propellers, radios, instruments, and accessories.

**1.32 Shall:** The words “shall”, “must” or “will” are always mandatory.

**1.33 Tenant:** Any Entity entering into a contractual relationship with the City for space to conduct its business, or a sub lessee who has written approval of the City.

**1.34 Terminal:** The passenger terminal facility, the designated Motor Vehicle parking facilities and all roadways associated therewith. The terminal is also called the arrival/departure building.

**1.35 Transient Aircraft:** An aircraft not using the Airport as its permanent base of operations.

**1.36 Will:** The words “shall”, “must” or “will” are always mandatory

## **2. GENERAL RULES AND REGULATIONS**

The use of the Airport shall constitute an acceptance by the user of the Rules and Regulations and shall create an obligation on the part of the user to obey these Rules and Regulations. These Rules and Regulations will be subordinate to Grant Assurances and other Federal, State, and Local requirements. The Airport shall be open for public use 24 hours per day, 365 days per year, subject to restrictions due to weather, the conditions of the AOA, special events, and for restricted operations as determined by the City. The City provides the Airport for the use, benefit, and enjoyment of the public.

### **2.1 Staffing**

The Airport Management Office will be staffed seven (7) days a week, as practicable.

### **2.2 Enforcement**

In any contingencies not specifically covered by these Rules and Regulations, the Airport Manager is authorized to make such rules and render such decisions as may seem proper.

**2.2.1** The Fire Department is authorized to enforce all fire and hazardous materials-related Regulatory Measures.

**2.2.2** The Police Department is authorized to enforce all Regulatory Measures within their jurisdiction. In addition, these Rules and Regulations declare that the duties of the Communities’ Police Department on or in connection with the Airport include processing complaints filed with them by the Airport Manager.

### **2.3 Advertising and Display**

No person shall post, distribute, or display signs, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed or written material on or at the Airport without prior written permission, subject to reasonable restrictions to protect traffic, the public, businesses, and other use of the Airport by the public, from the Airport Manager. These reasonable restrictions may limit leafleting to a defined stationary area, may limit the number and size of signs and may require that someone attend them.

**2.3.1** Advertisements and other postings may be displayed in the Terminal on the bulletin board.

**2.3.2** No flyers, handouts, leaflets, door hangars, or other advertisements will be permitted on the exterior of buildings at the airport to reduce the risk of FOD.

#### **2.4 Responsible Party**

Any person accessing or using the Airport shall be responsible for their actions and all actions of any person to whom they provide or facilitate access, whether directly or indirectly.

#### **2.5 Pedestrians Soliciting Rides**

No person shall solicit aircraft rides from any area of the airport.

#### **2.6 Disorderly Conduct**

No person shall commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act of nuisance (including the use of abusive or threatening language) on the Airport.

#### **2.7 Entry Upon or Use of Airport**

Entry upon the Airport shall be made only at locations designated by the Airport Manager.

#### **2.8 Compliance with Signs**

All Airport users shall observe and obey all posted signs, fences, and barricades prohibiting entry upon an AOA or Restricted Area or governing the activities or demeanor of the public while on the Airport.

#### **2.9 Environmental Pollution and Sanitation**

No Person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars, and matches, except in receptacles provided for such purpose.

#### **2.10 Animals**

No Person shall enter any part of the Airport with a domestic animal unless such animal is kept restrained by a leash or is confined in such a manner as to be completely under control.

#### **2.11 Property Damage, Injurious or Detrimental Activities**

No person shall destroy, deface, injure or disturb in any way airport property or conduct at the airport activities that are injurious, detrimental or damaging to airport property or to activities and business of the airport.

**2.11.1** Any person causing, or liable for any damage shall be required to pay the city on demand the full cost of repairs. Any person failing to comply with this section shall be in violation of these regulations and may be refused the use of any airport facility until the city has been fully reimbursed for damage done.

**2.11.2** No person shall make any alterations to any signs, buildings, aircraft parking and storage areas, leased areas or other airport property, nor erect any signs, buildings or other structures without prior written permission of the airport director.

**2.11.3** Any construction on the airport must be approved in writing by the Airport Manager. Such persons shall comply with all building codes and permit procedures of the City and shall deliver to the Airport Manager as-built plans upon completion.

2.11.4 No person shall consume alcoholic beverages in the public area of the terminal building.

### **2.12 Lost Articles**

Any person finding lost articles in public areas of the airport shall immediately deposit them at the office of the Airport Manager or, if after normal business hours, with an Airport Staff member. Articles unclaimed after sixty (60) calendar days will be disposed of in a legal manner. (Minnesota Statute 345.09)

### **2.13 Special Events**

Special events planned and/or anticipated at the Airport must obtain authorization from the Airport Manager and any other agency having jurisdiction over the event. Special events shall include, but are not limited to: any display which may directly or indirectly present a problem, hazard, or nuisance to the operations at the Airport, any gathering within the fenced confines of the Airport or any large social gathering of non-employees within a building and or structure located at the Airport. Fees and charges may apply if impacting the operational needs of the airport.

### **2.14 Use of Access Gates/Doors**

The airport is equipped with electronic gate locks. To enter the airport requires a gate card issued by the Airport through the Airport Manager or designee. These cards will activate all gates and the door to the Terminal building. Lost, Damaged, or Stolen cards will require replacement cards at the normal card fee. The Airport Manager or designee must be notified upon notice of Loss, Damage or Theft of the card. The gate card system has the ability to track usage of individual cards and to lock out specific cards.

2.14.1 When automatic gates are used, vehicle operators must stop the vehicle and allow the gate to fully close before proceeding. The vehicle operator must also ensure no other vehicles or persons gain access to the Airport while the gate is in the process of closing and/or not fully closed.

2.14.2 Persons who have been provided either a code or device for the purpose of obtaining access to the airport shall only use airport-issued codes/devices and shall not divulge, duplicate, or otherwise distribute the same to any other person, unless otherwise approved in writing by the Airport Manager.

## **3. FIRE AND SAFETY (NFPA 407)**

All applicable codes and standards of the Minnesota Uniform Statewide Building Code now in existence or hereafter promulgated are hereby incorporated by reference as part of the Rules and Regulations of the Airport and enforced by the Fire Marshal. The purpose of this section is to provide fire prevention and self-fueling regulations and standards for those persons who service or fuel aircraft.

### **3.1 Fueling Operations**

All aircraft self-fueling operations shall be done in a safe manner using methods that will not cause spillage. Some method of bonding shall be used at all times. It is the responsibility of the pilot/owner/fueler to ensure that the correct fuel is dispensed.

### **3.2 Vehicle Fueling Regulations**

Vehicles are not allowed to dispense fuel at any of the fuel pumps as this fuel is not taxed for the road by the State of Minnesota. The fuel contained in the pumps is taxed strictly for flight. Violators will

be issued a warning. Second-time offenders will be fined by the City of South St. Paul Police Department. Further action will be taken, as needed.

### **3.3 Fire Extinguishers**

**3.3.1** A fire extinguisher shall be available and located in close proximity during self-fueling operations.

**3.3.2** Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than firefighting or fire prevention. All such equipment shall be maintained in accordance with the standards of the NFPA. Tags showing the date of the last inspection or another identifying method shall be attached to each unit showing the status of such equipment.

**3.3.3** All Tenants or lessees of hangars, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers. Tags showing the date of the last inspection or another identifying method shall be attached to each unit showing the status of such equipment.

### **3.4 Smoking**

**3.4.1** Smoking, carrying lighted smoking materials, lighted striking matches or other lighting devices, or open flames and lighted open flame devices shall not be permitted on the ramp while fuel operations are in progress. (NFPA 407)

**3.4.1.1** Such devices shall include, but are not limited to:

Lighted Cigarettes

Lighted Cigars

Lighted Pipes

Exposed flame heaters

Liquid, solid, or gaseous devices, including portable and wheeled gasoline or kerosene heaters

Heat-producing, welding, or cutting devices and blowtorches

Flare Pots or other open-flame lights

**3.4.2** Smoking is not permitted in the arrival/departure building; nor within 20 feet of any entrance/exit of building.

**3.4.3** Smoking is not permitted within fifty (50) feet of an aircraft, fuel truck, and/or fuel storage area.

### **3.5 Storage of Materials**

**3.5.1** No Person shall keep or store material or equipment in such a manner as to constitute a fire hazard or be in violation of applicable City codes, or Federal or State laws. No more than five (5) gallons of fuel shall be stored in any building or structure on the Airport at any time. An exception will be storage of fuel drained from an aircraft during maintenance activities. Such fuel will be stored in an approved storage container that meets 40 CFR 112 standards (40 CFR 112)

**3.5.2** As a matter of aircraft safety, any Person spilling dirt or any other materials from a Motor Vehicle operated on the Airport must immediately remove such material.

### **3.6 Painting**

**3.6.1** The use of “dope” (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangar is prohibited.

**3.6.2** For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with NFPA Standards.

**3.6.3** Aircraft painting shall be performed only in approved spray booths located on the Airport. Operations must be ceased immediately and a citation authorized by the City Fire Marshall will be issued to all found violating this policy.

## **4. AIRCRAFT OPERATIONS**

### **4.1 Landing and Takeoff of Aircraft**

**4.1.1** Except in an emergency, all fixed wing aircraft landings and takeoffs shall be made on the runway.

**4.1.2** Landing aircraft shall clear the runway as soon as practical, consistent with safety, taxiing ahead to the nearest turn-off.

**4.1.3** No aircraft shall use the runway for taxi-back purposes except in the event of a taxiway closure or an emergency.

### **4.2 Aircraft Accident Reports**

Any persons involved in an aircraft accident occurring on the airport, within the city, or that involves aircraft which departed from or were enroute to the airport, shall make a full report thereof to the airport manager as soon after the accident as possible, but in no event later than the time required for reporting the accident to the FAA or to any other governmental agency, or within forty-eight (48) hours of the accident, whichever is sooner. The report shall include the names and addresses of the persons involved, witnesses and a description of the accident and its cause. When a written report of an accident is required by federal or state law, regulation, or agency, a copy of such report shall also be submitted to the Airport Manager.

### **4.3 Negligent Operations Prohibited**

In conjunction with CFR 14, FAR 91.13, no person shall operate aircraft at the Airport in a careless manner in disregard of the rights and safety of others.

### **4.4 Tampering With Aircraft**

No Person shall interfere or tamper with an aircraft, or put in motion such aircraft, or use or remove any aircraft, aircraft parts, instruments, or tools without positive evidence of permission of the owner thereof.

### **4.5 Flight Instruction**

All entities giving flight instruction shall be held responsible to the Airport for the conduct of all students during the course of instruction.

#### **4.6 Emergency Conditions**

Emergency procedures for the Airport may be issued at the discretion of the Airport Management Staff and as such, the Airport Manager may determine when normal operations may possibly resume.

### **5. AIRPORT OPERATIONAL RESTRICTIONS (FAA Airport Compliance Manual - Order 5190.6B)**

#### **5.1 Restrictions**

Unless contrary to FARs (Federal Aviation Regulations), the Manager may designate or restrict or prohibit the use of the Airport with respect to, but not limited to, the following types of operations:

- Experimental flights
- Equipment demonstration
- Air shows
- Maintenance flights checks, etc.
- Rotorcraft takeoff and landing near buildings or structures

##### **5.1.1 Aircraft prohibited from operating at or on the airfield:**

- Ultralights
- Parasails
- Homebuilt aircraft undergoing a Flight Test. Aircraft are allowed to take off and fly to an assigned Flight Test area per 14 CFR 21. (14 CFR 21)

#### **5.2 Kites, Models, Unmanned Aerial Vehicles, & Rockets**

No kites, model airplanes, rockets, unmanned aircraft system or other objects shall be flown on the Airport without prior written authorization from the Airport Manager.

### **6. TAXI & GROUND OPERATIONS RULES**

#### **6.1 Taxiing and Run-Up Operations**

**6.1.1** The starting, positioning, or taxiing of any aircraft shall be done in such a manner so as to avoid generating (or directing) any propeller slipstream or engine blast that may endanger or result in injury to persons or damage to property.

**6.1.2** Aircraft engines shall not be started and aircraft shall not be taxied into, out of, or within any structure on the Airport.

#### **6.2 Emergency Vehicles**

**Taxiing Aircraft shall yield the right-of-way to any emergency vehicle.**

#### **6.3 Noise Abatement Procedures**

The pilots of all Aircraft landing or taking off at the Airport shall comply with the noise abatement rules and procedures established by the Communities.

#### **6.4 Aircraft Parking**

No person shall leave an aircraft parked and unattended on the Airport without properly securing the aircraft with either wheel chocks and/or tie-down ropes.

### **6.5 Based Aircraft Registration**

All aircraft based at the Airport must be registered with the State of Minnesota thru the Minnesota Department of Transportation (MnDOT) Office of Aeronautics. ([Aircraft Registration Information](#))

### **6.6 Disabled and/or Derelict Aircraft**

Subject to compliance with appropriate FAR, the aircraft owner shall be responsible for the prompt removal of disabled aircraft and parts of such aircraft at the Airport as directed by the Airport Manager or his/her authorized representatives. Such aircraft and any and all parts thereof may be removed by the Manager at the owner's or operator's expense and without liability for damage which may be incurred as a result of such removal.

**6.6.1** No Person shall park or store any aircraft in non-flyable condition on Airport property, including leased premises, for a period in excess of ninety (90) days, without written permission from the Airport Manager.

**6.6.2** Whenever any aircraft is parked, stored, or left in non-flyable condition on the Airport in violation of the provisions of this Section, the City shall so notify the owner or operator thereof by certified or registered mail, requiring removal of said aircraft within fifteen (15) days of receipt of such notice. If the owner or operator is unknown or cannot be found, the Manager shall clearly post and affix such notice to the said aircraft, requiring removal of said aircraft within fifteen (15) days from date of posting. Upon failure of the owner or operator of said aircraft to remove said aircraft within the period provided, the Manager shall cause the removal of such aircraft from the Airport. All costs incurred by the Airport shall be recoverable against the owner or operator thereof.

### **6.7 Aircraft Maintenance**

**6.7.1** Preventative Maintenance (as defined by 14 CFR Part 43) may be performed on aircraft in accordance with the rules located in the Airport Certification Manual.

**6.7.2** Major aircraft alterations and repairs may not be performed in City owned T-hangars on the field.

**6.7.3** Major aircraft repair or rebuild will be done in accordance with applicable leases and/or certificates.

### **6.8 Aircraft Parking and Storage**

Aircraft shall be parked only in those areas designated for such purpose by the Airport Manager and shall not be positioned in such a manner so as to block a runway, taxiway, taxi lane, or obstruct access to hangars, parked aircraft, parked vehicles, gates, or fuel storage facilities.

## **7. MOTOR VEHICLES**

Vehicle operations on the Airport in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or property is prohibited.

### **7.1 Traffic Signs and Signal Devices**

The Airport Manager will post, erect, or cause to be erected all speed signs, signs, markers, and signal devices pertaining to traffic control within the boundaries of the Airport. Failure to comply with the directions indicated on such signs, markers, or devices erected or placed in accordance herewith shall be in violation of these Rules and Regulations.

### **7.2 Safe Speed**

No Person shall drive a Motor Vehicle on the Airport at a speed greater than what is reasonable and prudent under the conditions and having regard to the actual and potential hazards, then existing.

### **7.3 Maximum Speed**

No Person shall drive a Motor Vehicle on the streets and other vehicular traffic areas on the Airport, including parking areas, in excess of the speed limits indicated on signs posted and maintained by the Airport. In areas in which signs are not posted, the speed limit shall be 15 miles per hour.

### **7.4 Vehicle Operations on AOA**

No Motor Vehicle shall be permitted on the AOA unless the Airport Manager has granted specific permission to such vehicle. Such vehicle shall at all times yield the right-of-way to aircraft.

**7.4.1** All vehicles crossing the ramp must be identified with an airport-approved company logo on both sides of the vehicle. This logo must have at least three inch letters and must be clearly visible. Unauthorized vehicles are subject to a \$130 moving violation fine.

**7.4.2** Businesses authorized to have a company service vehicle, provided the requirements in section 7.4.1 are met, are listed in 7.4.2.1. Any businesses not listed will need written authorization from the Airport Manager.

**7.4.2.1** City of South St. Paul, Wipaire, Ballistic Recovery Systems, Spectrum Air Services, Lysdale Flying Service, Commemorative Air Force, Wings Inc., Philson Aviation, Abtec Helicopters, and Civil Air Patrol.

**7.4.3** Users must use Southgate Road to access the south hangar area.

**7.4.4** Users must use Northgate Road to access the north hangar area.

### **7.5 Vehicles Crossing Taxiways and Runways**

All Motor Vehicles operating on or across taxiways or runways shall be equipped with operable two-way radio and have an operating orange/yellow rotating or flashing beacon, except when under escort by a motor vehicle properly authorized and equipped. During an emergency, blue/red-flashing lights are acceptable for Police, Fire, and Rescue vehicles.

**7.5.1** The Motor Vehicle shall self-announce his or her position and intentions prior to operating on or crossing an active runway. The Motor Vehicle operator shall also self-announce being clear of all-active runways and taxiways.

**7.5.2** The installation of two-way radios or beacon shall not be construed as license to operate a Motor Vehicle on the AOA without prior permission of the Airport Manager.

## **7.6 Right-of-Way Aircraft**

**7.6.1** Aircraft taxiing on any runway or taxiway shall always have the right-of-way over motor vehicular traffic.

**7.6.2** All vehicles shall pass no closer than one-hundred (100) feet to the rear of taxiing aircraft.

**7.6.3** No vehicle shall approach closer than one-hundred (100) feet to any aircraft whose engines are running, excluding ground service and emergency vehicles.

## **7.7 Disabled, Abandoned, or Illegally Parked Vehicles**

**7.7.1** No Motor Vehicle shall remain in any public parking facility on the Airport for more than thirty (30) consecutive days.

**7.7.2** Vehicles shall not be abandoned on the Airport

**7.7.3** The Airport Manager may tow, remove, or cause to be removed from the Airport any Vehicle that is disabled, abandoned, and/or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety hazard or interferes with Airport operations (at the Vehicle operator's risk and expense and without liability for damage that may result from such removal.

## **7.8 Issuance of Traffic Citations**

The City Police Department is authorized to issue traffic citations to Motor Vehicle operators who violate any provisions of the Motor Vehicles Rules and Regulations governing the operation or parking of Motor Vehicles on the Airport.

## **7.9 Parking (or Stopping)**

**7.9.1** Vehicles shall not be parked or stopped:

**7.9.1.1** In such a manner so as to obstruct a parking lot lane, driveway, roadway, Airport access gate, walkway, crosswalk, fire lane, runway, taxiway, taxilane, and/or obstruct access to hangars parked aircraft, and/or parked vehicles.

**7.9.1.2** Within twenty-five (25) feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane.

**7.9.1.3** In front of the terminal building on the ramp side. This area is for transient aircraft only.

**7.9.2** Displaying Vehicles/equipment for sale at the Airport is prohibited

**7.9.3** T-hangar tenants may park fully operational/functional vehicles outside of their T-hangar, provided that it is only temporary (5 days or less) and do not encroach within any Object Free Area. If the tenant will be away from the Airport for more than 5 days, the vehicle should be parked inside the T-hangar. A Vehicle parked more than 5 consecutive days outside of the T-hangar may be towed at the vehicle owner's risk and expense and without any liability to the communities for damage that may result, unless otherwise permitted by the Airport Manager.

**7.9.3.1** Vehicles shall be parked parallel to the T-hangar

**7.9.3.2** Only one Vehicle is permitted to be parked outside a T-hangar.

**7.9.4** Boats, jet skis, snowmobiles, dune buggies, race cars, recreational vehicles, trailers, etc. may not be permanently parked or stored on the AOA. For temporary storage (5 days or less), permission must be granted by the Airport Manager.

### **7.10 Vehicle Repair**

No person shall clean or make any repairs to vehicles anywhere on the airport, other than in designated shop areas, except those minor repairs necessary to remove such vehicles from the airport.

## **8. PENALTIES**

### **8.1 Emergency Removal**

Any person who in the judgment of the Airport Manager threatens the safe operation of the Airport, or who constitutes a danger to persons, aircraft, or property on the Airport shall be subject to removal from and denial to the Airport for a period of time as specified by the Airport Manager. Such removal and/or denial of access expires at the conclusion of the next session of the City Council unless sustained or extended by a vote of the members of the City Council then present.

### **8.2 Non-Emergency Removal**

Any person or persons who knowingly or willfully violate these Rules and Regulations or who refuse to comply therewith, after proper request to do so by an authorized representative of the Airport or the City of South St. Paul, shall be subject to removal from and denial of access to the Airport for such period of time as may be specified by the Airport Manager. Prior to imposing removal or denial of access, the Manager shall take all reasonable measures to ensure the violator is aware of the nature of his or her infraction and of the date, time, and place of the next City Council meeting that will take action on the infraction. Such removal and/or denial of access expires at the conclusion of the next session of the City Council unless sustained or extended by a vote of the members of the City Council then present. The violator will have the right to respond to the infraction(s) at the City Council meeting.

### **8.3 Hearing Before the City Council**

Any person who feels that he or she has been wrongfully removed from the Airport, or denied access thereto, pursuant to these Rules and Regulations, may request a hearing before the City Council provided that such request shall be made in writing and shall be filed with the Airport Manager within ninety (90) calendar days of such removal or denial. All decisions or actions taken by the City Council are final.

### **8.4 Notice of Trespass**

The Airport Manager will request that the City Police Department issue a "notice of trespass" when someone must be removed from the Airport.

## **9. HAZARDOUS WASTE**

### **9.1 Hazardous Waste and Materials**

No entity shall store, keep, handle, use, dispense, discharge, or transport at, in, or upon the Airport any Hazardous Material in breach of any Regulatory Measure. Proper permits must be obtained from the appropriate agency, copies must be presented to the Airport Manager, and prior written permission must be acquired from the Airport Manager.

**9.1.1** All petroleum products, dopes, paints, solvents, acids, or any other Hazardous Waste shall be disposed of off the Airport and in compliance with all applicable Regulatory Measures and shall not be dumped in drains, on Aprons, catch basins, ditches, or elsewhere on the Airport. Used engine oil shall be disposed of only at approved waste oil stations or disposal points.

**9.1.2** Aviation fuels, automotive gasoline, or deicing fluids in quantities greater than five gallons shall not be stored at the Airport, except IAW Paragraph 3.5.1.

**9.1.3** All fuel handled on the Airport shall be treated with due caution and circumspection with regard to the rights and safety of others so as not to endanger, or likely to endanger, persons or property. Fueling of Aircraft and Vehicles is only allowed on paved surface.

## **9.2 Pollutants and Contaminants**

**9.2.1** Minor Spills- Spills less than five gallons and those that do not compromise the safety of the general public.

**9.2.2** Major Spills- Spills in excess of five gallons but less than 25 gallons or any spill causing an immediate threat to the safety of the general public.

## **10. AIRCRAFT-HANGARS (Hangar Use)**

### **10.1 Maintenance of Premises**

All Operators and Lessees are required to keep the land and/or improvements under lease (or being occupied or used) free from all fire hazards and maintain the same in a condition of repair, cleanliness, safety, and general maintenance in a good manner agreeable to the Airport Manager and in accordance with the Operators or Lessees Agreement.

### **10.2 Floor and Apron Care**

All tenants on the airport shall keep the floors of hangars and tie-downs leased by them, or used in their operations, clean and clear of fuel, oil, grease and other similar materials.

### **10.3 Storage**

**10.3.1** No person shall store or stock materials or equipment in such a manner as to constitute a hazard to personnel or property, as determined by the airport manager or fire inspector.

**10.3.2** Hangars will be primarily used or be available for use for aeronautical activities. Provided the hangar is used primarily for aeronautical purposes, the City may permit limited, non-aeronautical items to be stored in hangars provided the items are incidental to aeronautical use of the hangar and occupy an insignificant amount of hangar space.

**10.3.3** This applies regardless of whether the hangar occupant has a land lease, is a sub-tenant, or leases the hangar from the city.

**10.4 Storage, Transfer and Cleanup Charges**

The City may remove and impose storage, removal and transfer charges upon any property unlawfully located at the airport. The City may clean up any material unlawfully spilled, placed, or otherwise deposited at the airport and may charge the responsible person(s) for the cost of the cleanup, any required environmental remediation, and expenses incurred by, or fines or damages imposed on, the City as a result thereof.

**10.5 Oxygen Tanks**

Oxygen or any combustible compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tank(s). Compressed gas cylinders or tanks must have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.

**10.6 City T-hangar Subleasing**

Subleasing is not allowed in the City T-hangars. Aircraft that are stored or parked in a City-owned T-hangar must be registered under or leased to the T-hangar tenant. The tenant is in violation of his/her lease if an aircraft that is not registered or leased to the tenant is found in the hangar. The Airport Manager reserves the right to terminate the lease, if necessary.

**10.7 Residing in Hangars**

Residing in hangars shall not be allowed in any hangar on the Airport, except for security purposes, as approved by the Airport Manager.

**10.7.1** No person shall stay overnight in his/her hangar unless proper fire protections.

**10.7.2** Hangars are prohibited from being used as permanent living quarters.