



City of South St. Paul
Airport Advisory Commission
6:00 pm Tuesday July 12, 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 May 10, 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
 9. Old Business
 - a. MnDOT Aeronautics Airport Needs Meeting
 - b. Rules and Regulations Review
 10. Commissioner and Staff Comments
 11. Adjournment



Airport Advisory Commission

Tuesday, May 10, 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 Chairman Ludwigson at 5:59 P.M. on Tuesday, May 10, 2016.

2) ROLL CALL:

Present

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

Absent

None

Also Present

Philip Tiedeman, Airport Manager
Joseph Carney, Airport Operations Specialist

3) Approval of Agenda

Motion by Hilger, second by Gardner to approve May 10, 2016 agenda as submitted

Motion carried 9 ayes/0 nays

4) Approval of 1/12/16 Minutes

Motion by Sheridan, second by Wik to approve the March 8, 2016 minutes as corrected.

Motion carried 9 ayes/0 nays

5) Citizens Comments & Presentation

No citizens were at the meeting.

6) Finance & Activity Reports

6a) Fuel Report

Tiedeman presented the Fuel Sales Report for March and April 2016. Fuels sales overall are on pace with 2015 sales 100LL and 91UL sales are slightly down while Jet A sales are up.

6b) 2015 Budget Report

Tiedeman presented the most recent budget report. Airport Operating Revenues year to date are \$282,957.47; while the Airport Operating Expenses are

\$127,036.39. This reflects a surplus of \$155,921.08. The 2016 Capital Improvement Revenues are \$129,825; while the Airport Capital Improvement Expenses are \$7,975.72. This reflects a surplus of \$137,801.22. There are still outstanding funds being withheld by the FAA. These funds will be reimbursed as the FAA processes and approves each project closeout.

6c) FAA Entitlement Fund Transfer

Tiedeman brought forward a request from Pipestone for a possible transfer of our 2016 entitlement funds with the guarantee of a transfer of Wheaton's transfer of their 2017 entitlement funds. City Council will need to approve of the transfer.

A motion for a recommendation to the City Council for the transfer of the 2016 FAA Entitlement funds to Pipestone with the expectation of the return of funds from Wheaton in 2017.

Motion by Sheridan, second by Hilger to recommend the transfer of NPIAS Funds.
Motion carried 9 ayes/0 nays

7) Project Status

7a) 2016 Projects

Hangar Inspections – completed 55 of 171 (32.16%)

MnDOT – there is a high probability of a moratorium of future grant monies for State FY 2017. MnDOT is working on changes for State FY 2018 and 2019 to fund more projects

Crack Sealing – 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.

Compass Rose – The Minnesota 99's have proposed the weekend before Memorial Day (May 27-28, with a rain-delay day of May 29) to paint the compass rose. The airport will provide the paint, supplies and lunch.

Upgrade Meeting room – we are in the final stages of procuring a projector and then having a company come in to rewire the video and audio inputs/outputs.

Fuel Master Software Upgrade – they are supposed to come out this summer to review the current equipment to determine items that would need upgrading.

Gate Card Audit completed.

Replacing all door opening systems with a key pad for all doors. Sheridan brought up the possibility of converting the man-gate at the main gate to a key pad so that transient pilots can access the airport after hours when the building is locked.

7b) Airport Development

Air Trek North will be operating out of Fleming Field on or about June 1st 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. Abtec Helicopters and Brainerd Helicopters 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. A discussion

about Lake Superior Helicopters and their start up status. They have not let us know if they are still looking at coming to the airport.

Commission discussed the current issues with helicopters, fixed wing aircraft and the possibility of adding students into the traffic pattern.

A motion to establish a working group to look at the traffic patterns was put forth by Gesch, second by Gardner.

Motion carried 9 ayes/0 nays

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.

8) New Business

8a) Aircraft Incident/Accident

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.

8b) Precision Approach Path Indicators (PAPIs)

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 6th, to review the issues. MnDOT returned later that day and added a circuit so that the runway lights can be stepped down to Medium or Low Intensity while the PAPIs will remain on. 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.

9) Old Business:

9a) MnDOT Needs Meeting

The MnDOT Aeronautics Office has requested an Airport Needs Meeting for the South St. Paul Airport. The meeting is currently scheduled for May 18, 2016 at 6:00 PM. Commission members Hilger, Sheridan and Gardner will be in attendance. Commission members Ludwigson and Schoen indicated their tentative attendance.

9b) South Metro Fire Department – Commercial Inspection Fee Program

Airport Staff was advised on May 5th that the South Metro Fire Department will not be imposing any inspection fees for any property type.

9c) South St. Paul Airport (SGS) Standard Instrument Approaches

Airport staff is working with FAA/MnDOT to get the vertical guidance back on our instrument approaches. FAA was still showing one tree in the RPZ. Tiedeman sent the FAA an email with proof that the tree was indeed removed. Carney has initiated the request using an Instrument Flight Procedure Request Form thru the FAA to have the vertical guidance added back to the approaches.

9c) Rules and Regulations

Airport staff presented a draft of the updated Rules and Regulations to the commission. The last time that Rules and Regulations were approved was 1992. Staff used the previous Rules & Regulations as well as a previous draft of new regulations (dated 2005) as a basis for this draft (dated 2016). Commission members brought up the fact that many of the items would be better as "refer to current Federal Aviation Regulations" to prevent the need to continually update the Rules & Regulations. Also, members felt that some of the items were either too vague or needed to be clarified. It was decided that staff would email out a copy of the document so that commission members could make suggested changes and return the document back to staff. All changes would be tracked. The document would be emailed out this week with a return date end of the month.

10) Commission Comments:

Wik spoke about the two lots that the airport now owns and the current appearance. Tiedeman explained that we only have the one maintenance individual to take care of the lawn care. Sheridan asked why the airport hasn't spoken with the Parks Department to take over the care of the lots. There will be a contractor from the city doing the spraying for weeds on all city property.

11) Adjournment:

Motion made by Schoen, second by Hilger to adjourn the commission meeting at 7:40 PM.

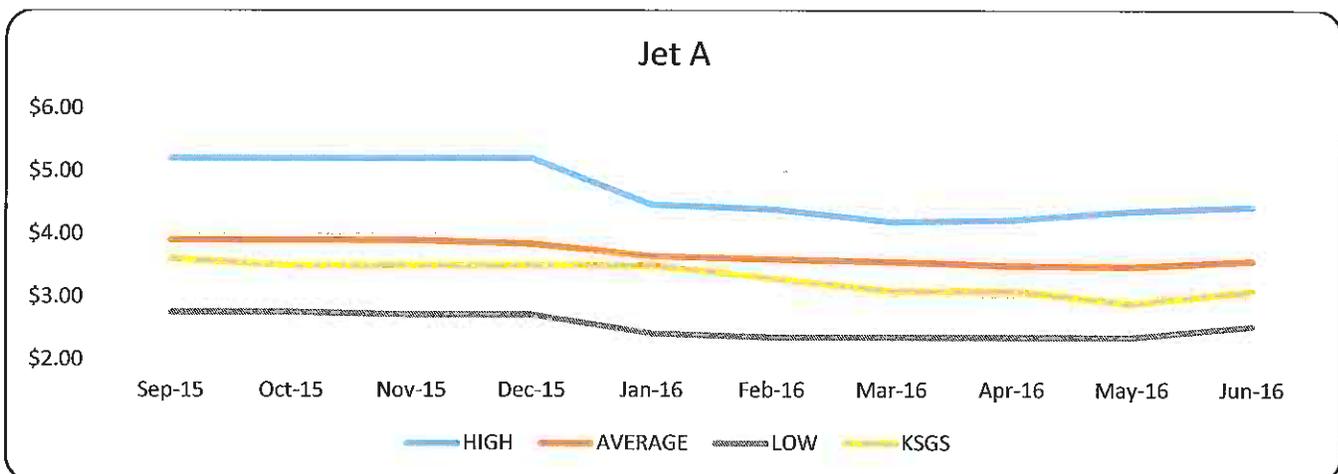
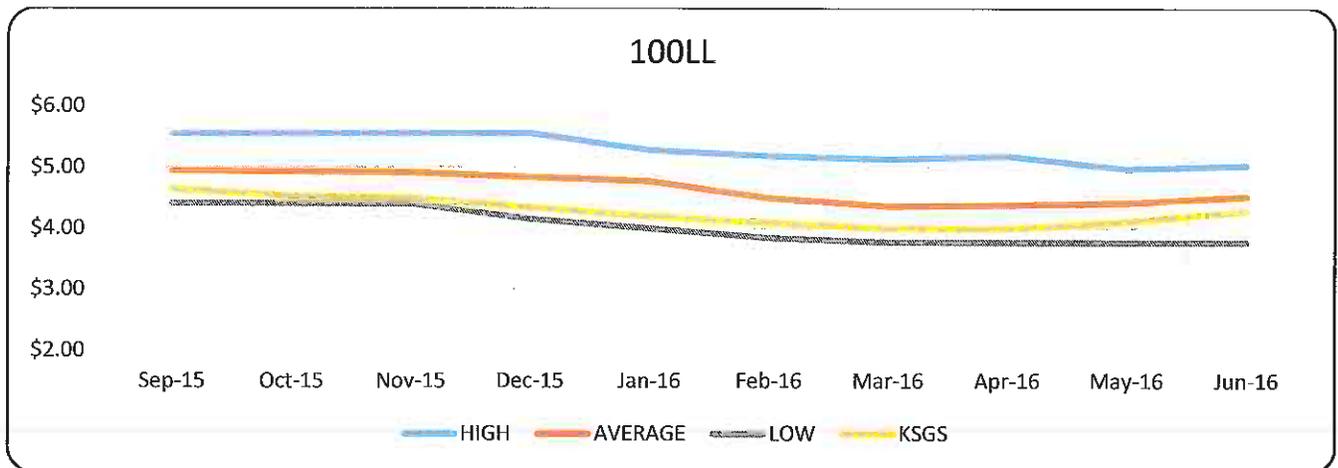
Motion carried 9 ayes/0 nays

Memo



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

The 2016 Fuel Sales by Gallon through June 2016 are ahead of the 2015 pace. 2nd Quarter sales for 100LL and Jet-A are up, 5.00% and 7.98% respectively, while 91UL is down by 48.20%. Overall, fuel sales are up 2.67% over the 2015 numbers but still down 6.13% 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 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 quantity separated out.



2016 AVIATION FUEL SALES BY GALLON

July 8, 2016

	100LL			91UL			JET A			TOTAL FOR ALL FUEL						
	2016	2015	% Δ	2016	2015	% Δ	2016	2015	% Δ	2016	2015	% Δ	2016	2015	% Δ	
JAN	2,646.30	2,999.50	-11.78%	273.50	522.40	-47.65%	1,085.90	2,350.80	-53.81%	4,005.70	5,872.70	-31.79%	6,406.74	6,406.74	-37.48%	
FEB	3,450.90	2,954.10	16.82%	136.20	291.80	-53.32%	4,173.00	2,475.60	68.57%	7,760.10	5,721.50	35.63%	7,673.56	7,673.56	1.13%	
MAR	5,662.20	6,037.60	-6.22%	351.60	850.50	-58.64%	3,291.90	3,149.40	4.52%	9,305.90	10,037.50	-7.29%	11,416.04	11,416.04	-18.48%	
Q1	11,759.40	11,991.20	-1.93%	761.90	1,664.70	-54.26%	8,550.80	2,975.80	7.21%	21,071.70	21,631.70	-2.59%	25,496.34	25,496.34	-17.35%	
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	1.50%	
MAY	10,842.60	8,633.50	25.59%	481.80	748.30	-35.61%	3,347.60	5,297.70	-36.81%	14,672.00	14,679.50	-0.05%	16,450.58	16,450.58	-10.81%	
JUN	9,590.80	9,776.50	-1.90%	496.40	924.70	-46.32%	5,719.50	4,925.30	16.12%	15,806.70	15,626.50	1.15%	16,957.06	16,957.06	-6.78%	
Q2	27,229.10	25,951.30	5.00%	1,299.70	2,509.00	-48.20%	13,685.40	12,674.20	7.98%	47,224.20	41,114.50	14.59%	44,969.56	44,969.56	-6.13%	
JUL	-	11,368.30	-100.00%	-	790.30	-100.00%	-	3,251.30	-100.00%	-	15,409.90	16,939.84	-100.00%	16,939.84	16,939.84	-100.00%
AUG	-	9,465.20	-100.00%	-	815.10	-100.00%	-	3,404.60	-100.00%	-	13,685.90	16,868.08	-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	16,129.14	-100.00%	16,129.14	16,129.14	-100.00%
Q3	-	31,126.50	-100.00%	-	2,511.30	-100.00%	-	6,659.40	-100.00%	-	42,497.20	49,977.06	-100.00%	49,977.06	49,977.06	-100.00%
OCT	-	8,251.80	-100.00%	-	398.30	-100.00%	-	4,712.90	-100.00%	-	13,362.50	12,758.94	-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	10,360.48	-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	6,461.35	-100.00%	6,461.35	6,461.35	-100.00%
Q4	-	17,193.00	-100.00%	-	1,063.60	-100.00%	-	10,156.60	-100.00%	-	28,713.20	29,580.78	-100.00%	29,580.78	29,580.78	-100.00%
TOTAL	38,498.50	86,342.00	-54.79%	2,061.20	8,448.00	-74.39%	22,236.20	39,645.00	-43.94%	63,265.90	133,956.60	-52.76%	149,983.74	149,983.74	-57.80%	

* 5-YR AVG 2015-2011

Memo



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

A Budget Report spreadsheet for Year-to-Date June 2016 was not available at the time of this memo. It should be available on Monday June 11th. When it is available it will be distributed accordingly.

Attached are preliminary Summary of Revenues and Expenses for the Airport Operating Budget and the Airport Capital Budgets. Due to new accounting software, not all the data has been migrated into the new system.

MONTHLY FINANCIAL REPORT
Year-to-Date March 2016

Description	2016	March YTD	Budget	2015	March YTD	Percent
	Actual	Actual	Balance	Actual	Actual	Used
	Budget	2016	2016	Budget	2015	2015
20245 - AIRPORT REVENUES AND EXPENDITURES						
REVENUES						
INTERGOVERNMENTAL						
4321 - AIRPORT OPERATIONS & MAINT	(32,000.00)	0.00	(32,000.00)	(32,196.00)	0.00	0.00%
4325 - STATE GRANTS AND AIDS	(40,000.00)	0.00	(40,000.00)	(101,608.00)	0.00	0.00%
INTERGOVERNMENTAL	(72,000.00)	0.00	(72,000.00)	(133,804.00)	0.00	0.00%
CHARGE FOR SERVICE						
4411 - PILOT	(43,435.00)	(10,711.97)	(32,723.03)	(51,241.00)	(11,477.49)	22.40%
4402 - RENT	(8,652.00)	(2,344.23)	(6,307.77)	(8,400.00)	(2,152.23)	25.62%
4581 - RENT OF HANGARS	(200,687.00)	(50,029.99)	(150,657.01)	(194,842.00)	(47,090.04)	24.17%
4583 - AIRPORT FUEL RECEIPTS	(638,252.00)	(66,000.74)	(572,251.26)	(764,491.00)	(75,417.53)	9.87%
4585 - LAND LEASE	(162,238.00)	(124,875.20)	(37,362.80)	(157,513.00)	(132,405.78)	84.06%
4586 - TEE HANGAR RENTAL	(112,265.00)	(25,923.15)	(86,341.85)	(108,995.00)	(24,824.53)	22.78%
4587 - AIRCRAFT PARKING FEES	(3,000.00)	(1,630.00)	(1,370.00)	(4,100.00)	(595.00)	14.51%
4588 - AIRPORT RAMP FEES	(7,500.00)	0.00	(7,500.00)	(13,592.00)	(1,210.00)	8.90%
CHARGES FOR SERVICES	(1,176,029.00)	(281,515.28)	(894,513.72)	(1,303,174.00)	(295,172.60)	22.65%
MISCELLANEOUS						
4510 - CONCESSION SALES	0.00	(75.00)	75.00	0.00	0.00	
4590 - AIRPORT GATE CARD	(800.00)	(680.95)	(119.05)	(800.00)	(205.00)	25.63%
4591 - AIRPORT VENDING SALES	(750.00)	(118.18)	(631.82)	(750.00)	(141.53)	18.87%
4413 - XEROX COPIES	(10.00)	0.00	(10.00)	(10.00)	(6.86)	68.60%
4672 - OTHER	0.00	(568.16)	568.16	0.00	(20.00)	
4673 - CASH OVER/SHORT		0.10	(0.10)	0.00	0.00	
4675 - INSURANCE DIVIDEND	(7,000.00)	0.00	(7,000.00)	(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	
MISCELLANEOUS	(8,560.00)	(1,442.19)	(7,117.81)	(8,560.00)	(373.39)	4.36%
OTHER FINANCING SOURCES						
4903 - SALE OF GENERAL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	
OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00	
REVENUES	(1,256,589.00)	(282,957.47)	(973,631.53)	(1,445,538.00)	(295,545.99)	20.45%
EXPENDITURES						
PERSONNEL SERVICES						
6101 - FULL-TIME EMPLOYEES-REG	144,859.00	26,765.10	118,093.90	147,817.00	31,798.64	21.51%
6102 - FULL-TIME EMPLOYEES-OVERTIME	1,000.00	348.61	651.39	0.00	0.00	
6104 - TEMPORARY EMPLOYEES-REG	14,658.00	7,255.48	7,402.52	36,091.00	2,883.00	7.99%
6105 - TEMPORARY EMPLOYEES-OVERTIME	0.00	0.00	0.00	0.00	0.00	
6108 - ACCUMULATED VACATION/COMP LEAV	0.00	0.00	0.00	1,544.00	0.00	0.00%
6120 - EMPLOYER CONTR FOR RETIREMENT	23,067.00	4,977.03	18,089.97	17,401.00	5,154.60	29.62%
6130 - EMPLOYER PAID INSURANCE	14,182.00	3,875.44	10,306.56	11,798.00	4,275.23	36.24%
6150 - WORKERS COMPENSATION	8,422.00	2,691.00	5,731.00	3,362.00	1,681.00	50.00%
6151 - WORKERS COMP DEDUCTIBLE		0.00	0.00		197.80	
6170 - EMPLOYER CONTR TO HCSP	2,395.00	152.75	2,242.25	2,680.00	157.11	5.86%
PERSONNEL SERVICES	208,583.00	46,065.41	162,517.59	220,693.00	46,147.38	20.91%

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
MATERIALS & SUPPLIES							
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		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%
MATERIALS & SUPPLIES	560,233.00	32,759.77	527,473.23	5.85%	720,928.00	21,367.90	2.96%
SERVICES AND OTHER CHARGES							
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	15,678.00	47,031.00	25.00%	62,709.00	15,678.00	25.00%
6378 - COPIER MAINTENANCE AGREEMENT	450.00	124.64	325.36	27.70%	450.00	97.47	21.66%
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	3,471.00	10,406.00	25.01%	12,067.00	3,018.00	25.01%
6385 - UTILITY SERVICE	19,775.00	3,756.65	16,018.35	19.01%	19,200.00	2,932.83	15.28%
6388 - TECHNOLOGY EQUIP CHARGE	40.00	40.00	0.00		0.00	0.00	
6390 - POSTAGE AND TELEPHONE	5,000.00	954.21	4,045.79	19.08%	5,000.00	771.91	15.44%
SERVICES AND OTHER CHARGES	253,562.00	57,026.91	196,535.09	22.49%	192,918.00	47,808.79	24.78%
CAPITAL OUTLAY							
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	0.00	
6572 - COMPUTER SOFTWARE	7,500.00	0.00	7,500.00		0.00	0.00	
6580 - OTHER EQUIPMENT	0.00	0.00	0.00		45,010.00	0.00	0.00%
CAPITAL OUTLAY	7,500.00	0.00	7,500.00	0.00%	133,010.00	0.00	0.00%
MISCELLANEOUS							
6412 - CREDIT CARD/ACH/BANK FEE	550.00	5.46	(5.46)		650.00	0.00	
6453 - REMITTANCE OF REV/OTHER	470.00	55.00	595.00	8.46%	430.00	430.00	66.15%
6471 - DUES & SUBSCRIPTIONS	1,120.00	925.00	(455.00)	196.81%	425.00	515.00	121.18%
MISCELLANEOUS	1,120.00	985.46	134.54	87.99%	1,075.00	945.00	87.91%
DEBT SERVICE							
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%
DEBT SERVICE	53,656.00	9,387.24	44,268.76	17.50%	53,696.00	9,387.24	17.48%
TRANSFERS							
6719 - TRANSFER TO CAPITAL PROJECT FU	46,500.00	0.00	46,500.00	0.00%	66,571.00	0.00	0.00%
TRANSFERS	46,500.00	0.00	46,500.00	0.00%	66,571.00	0.00	0.00%
EXPENDITURES	1,131,154.00	146,224.79	984,929.21	12.93%	1,388,891.00	125,656.31	9.05%
REVENUES AND EXPENDITURES	(125,435.00)	(136,732.68)	11,297.68	109.01%	(56,647.00)	(169,889.68)	299.91%

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
40404 - AIRPORT CAPITAL FUND							
REVENUES AND EXPENDITURES							
REVENUES							
INTERGOVERNMENTAL							
4302 - FEDERAL GRANTS - OTHER	(135,000.00)	313,928.00	(449,928.00)	-292.54%	(1,802,100.00)	232,088.00	-12.88%
4325 - STATE GRANTS AND AIDS	(163,500.00)	16,077.44	(179,577.44)	-9.83%	0.00	27,521.00	
INTERGOVERNMENTAL	(298,500.00)	330,005.44	(628,505.44)	-110.55%	(1,802,100.00)	259,609.00	-14.41%
CHARGE FOR SERVICE							
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%
CHARGES FOR SERVICES	0.00	(15,843.75)	15,843.75	(43,329.00)	(43,329.00)	0.00	0.00%
SPECIAL ASSESSMENTS							
4657 - OTHER ASSESSMENTS		(2,407.75)	2,407.75			(4,969.70)	
SPECIAL ASSESSMENTS		(2,407.75)	2,407.75			(4,969.70)	
MISCELLANEOUS							
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00	0.00%		0.00	0.00%
MISCELLANEOUS		0.00	0.00			0.00	
OTHER FINANCING SOURCES							
4920 - INTERFUND OPERATING TRANSFER	(46,500.00)	0.00	(46,500.00)	0.00%	(66,571.00)	0.00	0.00%
OTHER FINANCING SOURCES	(46,500.00)	0.00	(46,500.00)	0.00%	(66,571.00)	0.00	0.00%
REVENUES	(345,000.00)	311,753.94	(656,753.94)	-90.36%	(1,912,000.00)	254,639.30	-13.32%
EXPENDITURES							
SERVICES AND OTHER CHARGES							
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	
SERVICES AND OTHER CHARGES	0.00	1,374.67	(1,374.67)	0.00	0.00	51,422.56	
CAPITAL OUTLAY							
6510 - LAND		0.00	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				
CAPITAL OUTLAY	345,000.00	6,601.05	338,398.95	1.91%	1,897,000.00	(44,967.76)	-2.37%
MISCELLANEOUS							
DEBT SERVICE							
6612 - INTEREST EXPENSE	15,000.00	0.00	15,000.00	0.00%	15,000.00	0.00	0.00%
DEBT SERVICE	15,000.00	0.00	15,000.00	0.00%	15,000.00	0.00	0.00%
EXPENDITURES	360,000.00	7,975.72	352,024.28	2.22%	1,912,000.00	6,454.80	0.34%
REVENUES AND EXPENDITURES	15,000.00	319,729.66	(304,729.66)	2,131.53%	0.00	261,094.10	

Memo



Date: July 12, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Airport Development

West Hangar Area

It was recently discovered that the gas line installed by Xcel Energy in the West Hangar Area may not be located according to their as-built plans. Xcel Energy is working with the Airport to resolve the issue to place the lines in the correct locations. If located in the wrong location, may impact roughly half the future hangar sites in the West Hangar Area.

Pavement, Equipment, and Building/Structure Projects

Additional Information is provided on the enclosed pages which provide a review and update of 2016 projects.



2016 Pavement Projects

- **Crack Sealing**
 - MnDOT was accepting submission for crack sealing projects.
 - Airport 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 was willing to include additional work, the airport compiled additional pavement needs on other areas of the airport.
 - Received a grant for \$14,490 (MnDOT 80% / Airport 20%) from MnDOT that will go to City Council for approval at the next available meeting.



2016 Equipment Projects

- **Upgrade Meeting Room Projector, Sound System, and Tables**
 - Projector has been purchased.
 - Waiting on contractor to install new wiring and test the sound system.
- **Fuel Master Software Upgrade**
 - Fuel Master will stop out to review equipment and determine items to upgrade.



2016 Building/Structure Projects

- **Replace Sliding Doors on Hangar #5**
 - Delayed due to lack of MnDOT funding.
 - Anticipated completion in 2017.

- **Roof Replacement on two Bowstring Hangars**
 - Delayed due to lack of MnDOT funding.
 - Anticipated completion in 2017.

- **Epoxy Coat and Seal Airport Maintenance Hangar Floor**
 - Delayed due to lack of MnDOT funding.
 - Anticipated completion in 2017.



2016 Accomplishments

- January 19 – Maritime Information Systems, Inc. ADS-B System
- February 1 – Completed Gate Card Audit
 - 1448 total cards, 604 validated, 844 deactivated (2/1/2016)
 - 1473 total cards, 669 validated, 804 deactivated (updated 7/8/2016)
- May 18 – MnDOT Needs Meeting
- May 20 – After hours key box
- June 17 – MnDOT 5010 Inspection
- June 26 – Kaposia Days Events
- July 1 & 2 – Compass Rose painted by the Minnesota 99's

- **2016 Hangar Inspections**
 - 145 of 171 (84.8%) hangars inspected (updated 7/8/2016)

Memo



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

Airport Needs Meeting

On May 18th the Airport Staff, Bolton & Menk staff, the City Finance Director, AAC Members, and tenants met with MnDOT Aeronautics Staff to review and discuss a wide range of topics. These topics included but were not limited to: airport size, approaches, based aircraft, financing and budgets, State Operating Fund, Maintenance and Operating Grants, State and Federal and City timelines, master Plan, Airport Layout Plan, zoning, technical support and assistance, insurance requirements, airport businesses, fueling operations, State's aviation vision and goals, NextGen, NAVAIDs, and Capital Improvement Plans with specific funding goals. The meeting lasted approximately four hours and was comprised of some general conversation and some more pointed discussion revolving around financing and budgeting.

Memo



Date: July 12, 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 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



Revision: July 12, 2016

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.

In any case where a provision of these rules and regulations is found to be in conflict with any other provision of these regulations or in conflict with a provision or subsequent revision of any zoning, building, fire, safety, health, or other ordinance, code, rule, or regulation of the City, the State, or the Federal government, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail and is incorporated by reference.

Any permission granted, directly or indirectly, to any person to enter the airport facility or to use the airport, or any part thereof, is conditioned upon compliance with these rules and regulations. Any violation of these rules and regulations may result in the loss of privileges to access the airport, fines, or other penalties.

DRAFT

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 **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 may be impounded by the City of South St. Paul Police Department and/or the Airport Manager.
- 1.2 **ACC:** Airport Advisory Commission
- 1.3 **AGL:** Above Ground Level
- 1.4 **Aircraft Accident:** an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. For purposes of this part, the definition of "aircraft accident" includes "unmanned aircraft accident," as defined herein.
- 1.5 **Aircraft Incident:** occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
- 1.6 **Airport:** South St. Paul Municipal Airport – Fleming Field
- 1.7 **Airport Operations Area (AOA):** Area of the airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.
- 1.8 **Airport Staff:** Airport Manager, Airport Operations Specialist, Maintenance Personnel, and other employees designated by the Airport Manager.
- 1.9 **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.
- 1.10 **Airworthy:** Aircraft maintained to airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations.
- 1.11 **Apron or Ramp:** Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.
- 1.12 **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.
- 1.13 **City:** The City of South St. Paul
- 1.14 **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.
- 1.15 **Commercial Operator:** An individual or company engaged in commercial activity.
- 1.16 **Entity:** A person, firm, corporation, or partnership formed for the purpose of conducting the proposed activity.
- 1.17 **EPA:** The U.S. Environmental Protection Agency.

- 1.18 **FAR:** Federal Aviation Regulations.
- 1.19 **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.
- 1.20 **Landside:** Operational areas that are outside of the AOA
- 1.21 **Lease:** A contractual agreement granting a leasehold interest in property on the Airport that is in writing between the City and an entity.
- 1.22 **Manager:** The South St. Paul Airport Manager, 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 area of the airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and aircraft parking areas (AC 150-5210-20).
- 1.25 **MSL:** Mean Sea Level
- 1.26 **Must:** The words "shall", "must" or "will" are always mandatory
- 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 150-5210-20).
- 1.28 **OSHA:** The Occupational Safety and Health Administration is the U.S. government office.
- 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 **Unmanned Aircraft Accident:** an occurrence associated with the operation of any public or civil unmanned aircraft system that takes place between the time that the system is activated with the purpose of flight and the time that the system is deactivated at the conclusion of its mission, in which: (1) Any person suffers death or serious injury; or (2) The aircraft has a maximum gross takeoff weight of 300 pounds or greater and sustains substantial damage.
- 1.37 **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. 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 Airport and/or 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, leaflet, or display signs, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed or written material 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.

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

2.3.2 No flyers, handouts, leaflets, door hangars, or other similar advertisements or solicitations will be permitted on the exterior of buildings at the airport.

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 in such a manner as to be completely under control. FEREAL Animals

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, tenants, and businesses 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 alter or erect any signs, buildings, or other structures without prior written permission of the Airport Manager.

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 public areas or in the Terminal Building unless the appropriate permits or approvals have been acquired.

2.11 Lost Articles

Any person finding lost articles in public areas of the airport shall deposit them at the office of the Airport Manager. Airport Staff will attempt to contact the owner. Articles unclaimed after sixty (60) calendar days will be disposed of in a legal manner.

2.12 Special Events

Special events planned and/or anticipated at the Airport must obtain prior authorization from the Airport Manager or designee 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.

2.13 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 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.

2.13.1 When automatic gates are used, Vehicle Operators must 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.

2.13.2 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.

2.13.3 After-hours access to the Terminal Building or airfield may be provided through a secure method to flight crews or passengers by coordinating with the Airport Manager or designee.

3. FIRE AND SAFETY

All applicable codes and standards of the Minnesota Uniform Statewide Building Code and National Fire Protection Association 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 South St. Paul City Fire Marshal.

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 or electrical grounding of aircraft shall be used at all times. It is the responsibility of the fueler to ensure that the correct fuel is dispensed.

3.1.1 "Hot Fueling" or "Hot Loading" is authorized.

3.2 Vehicle Fueling Regulations

The fuel contained in the pumps is taxed and intended to be used for flight.

3.3 Fire Extinguishers

3.3.1 A fire extinguisher shall be available and located in close proximity during 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 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 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 lighted lighting devices or electronic cigarettes shall not be permitted on the ramp while fuel operations are in progress.

3.4.2 Smoking or electronic cigarettes are not permitted in the Terminal 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 six (6) gallons of fuel shall be stored in any building or structure on the Airport at any time. An exemption 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.

3.5.2 As a matter of aircraft safety, any Person spilling any materials from a vehicle or aircraft operated on the Airport must immediately clean up the spill and dispose of such material appropriately.

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. This does not include minor paint touchup.

4. AIRCRAFT OPERATIONS

4.1 Landing and Takeoff of Aircraft

4.1.1 All fixed wing aircraft landings and takeoffs shall be made on the runway.

4.1.2 All rotorcraft and helicopters landings and takeoffs shall be made on a runway or taxiway. Takeoffs and landings to taxilanes is not authorized.

4.2 Aircraft Accident Reports

Any persons involved in an aircraft accident occurring on the airport shall send a copy of any report required by the FAA, State, or NTSB to the Airport Manager.

4.3 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

5.1 Restrictions

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

Experimental flights

Equipment demonstration

Air shows

Rotorcraft and helicopter takeoffs and landings near buildings or structures

5.2 Balloons, Kites, Models, Unmanned Aerial Vehicles, & Rockets

No kites, model airplanes, rockets, unmanned aerial vehicles or other objects shall be flown at the Airport without prior authorization from the Airport Manager in accordance with 14 CFR Part 101 and 107.

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 have the right-of-way to any emergency vehicle.

6.3 Noise Abatement Procedures

The pilots of all aircraft landing, taking off, or taxiing at the Airport shall comply with the noise abatement rules and procedures established for the Airport.

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 through the Department of Transportation Aeronautics Office. Information must include, but is not limited to: Aircraft Make and Model, Aircraft Registration Number, aircraft owner's name, address, and phone number along with Proof of Liability Insurance at the minimum acceptable level established by the legal community.

6.6 Disabled and/or Derelict Aircraft

Subject to compliance with the appropriate FARs, 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 or non-airworthiness condition on Airport property, excluding 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 these rules on airport property.

6.7.2 Major and minor aircraft alterations and repairs (as defined by 14 CFR Part 43) may not be performed in City owned T-hangars and will also be done in accordance applicable leases and certifications.

6.8 Aircraft Parking and Storage

Aircraft shall be parked only in those areas designated for such purpose by the Airport Manager.

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. 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.

7.5 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/amber rotating or flashing beacon, except when under escort by another authorized and equipped vehicle. 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 shall not be construed as a license or permission to operate a motor vehicle on the Movement Area 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 when practicable.

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, trailer, or other equipment shall remain at the Airport for more than thirty (30) consecutive days, except with prior written permission by the Airport Manager.

7.7.2 The Airport Manager may tow, remove, or cause to be removed from the Airport any vehicle or equipment 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 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 or other equipment for sale at the Airport is prohibited, except for aircraft.

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 Safety Area or Object Free Area defined by FAA AC 150/5300-13. 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 Only one vehicle or piece of equipment 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 road vehicles anywhere on the airport, except those non-commercial 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

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.

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.

9.2.3 Major spills must be reported to the Airport; however, it is requested that all spills be reported to the Airport.

10. AIRCRAFT HANGARS

10.1 Hangar Use and Grant Assurances

As a condition of Federal and State Grant Assurances, the Airport must assure appropriate use of hangars in accordance with FAA Order 5190.6.

10.2 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.

10.3 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.

10.4 Storage

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

10.4.2 Hangars will be primarily used for aircraft and aircraft related storage.

10.5 Storage, Transfer and Cleanup Charges

The City may remove and impose storage, removal and transfer charges upon any property unlawfully located 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.

10.6 Oxygen and Other Compressed Gas Tanks

Any 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.

10.7 City T-hangar Subleasing

Subleasing is not allowed in the City owned T-hangars. The Airport Manager reserves the right to terminate the lease of a lessee in violation of this rule.

10.8 Residing in Hangars

Residing in hangars shall not be allowed in any hangar on the Airport. Hangars are prohibited from being used as permanent living quarters.