



City of South St. Paul

Airport Advisory Commission
6:00 pm Tuesday September 13, 2016
Fleming Field Airport Meeting Room

Fleming Field



South St. Paul, MN

-
1. Call to Order
 2. Roll Call
 3. Approval of Agenda
 4. Approval of July 12, 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. AAC Meeting Format
 - b. Airport Rate and Fee Schedule
 9. Old Business
 - a. Rules and Regulations Review
 10. Commissioner and Staff Comments
 - a. AirTAP Fall Forum
 11. Adjournment



Airport Advisory Commission

Tuesday, July 12, 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 Adams at 6:00 P.M. on Tuesday, July 12, 2016.

2) ROLL CALL:

Present

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

Absent

Ludwigson, Schoen

Also Present

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

3) Approval of Agenda

Motion by Hilger, second by Gardner to approve July 12, 2016 agenda as submitted

Motion carried 6 ayes/0 nays

4) Approval of 5/10/16 Minutes

Motion by Sheridan, second by Wik to approve the May 10, 2016 minutes as corrected.

Motion carried 6 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 thru June 2016. Fuels sales overall are up 2.67% over 2015 sales. 100LL and Jet-A sales are up while 91UL sales are down.

6b) 2015 Budget Report

Tiedeman presented the most recent budget report. Airport Operating Revenues June YTD are \$550,196.44; while the Airport Operating Expenses for June YTD are

\$345,389.50. This reflects a surplus of \$204,806.94. The 2016 Capital Improvement Revenues June YTD are \$311,080.38; while the Airport Capital Improvement Expenses June YTD are \$15,483.65. This reflects a surplus of \$326,564.03. There are still outstanding funds being withheld by the FAA. These funds will be reimbursed as the FAA processes and approves each project closeout. The City Council has approved the transfer of funds from us to the City of Pipestone.

7) Project Status

7a) Airport Development

Xcel Energy (Gas) will be working on the West Hangar Area to correct the placement of the gas main. It was installed by Xcel and may not be located as per their as-built plans.

There was no further discussion as to projects other than what was produced for the agenda packet.

8) New Business

8a) Super Bowl 2018

It was put forth to look into working on a Super Bowl 2018 promotion to attract transient aircraft. Areas to look at are:

- i) Reservation Fee for Parking on Ramp
- ii) Keeping Open Space for true Transient Aircraft
- iii) Temporary Flight Restrictions (TFRs) that may impact the airports operational status during the Super Bowl Time Frame

One thought was to contact other airports at previous Super Bowl sites to see what they did. Also to contact airports around Indianapolis reference the Indy 500 and the impact of the race.

9) Old Business:

9a) MnDOT Needs Meeting

The Airport Needs Meeting was briefly discussed. Commissioner Hilger stated that it was an informative meeting.

9b) Rules and Regulations

Tiedeman presented the current status of changes to the Rules and Regulations. A full list of the changes is in the agenda packet. There was some discussion on the updated changes and ways to incorporate them. It was advised that the changed document be emailed out to the widest dissemination of airport tenants, hangar owners, and pilots for feedback prior to publishing the final document. It was thought that a 30-day comment period for rebuttal and suggestions on the proposed Rules and Regulations would be plenty of time.

10) Commission Comments:

Tiedeman discussed the current situation with the previous airport manager and what the City's stance is. City Employees are not authorized to release any information, and are requested to direct any and all inquiries to the Dakota County Attorney. Commission members have decided that that will be the stance of the Airport Commission as well.

11) Adjournment:

Motion made by Sheridan, second by Gardner to adjourn the commission meeting at 6:40 PM.

Motion carried

7 ayes/0 nays

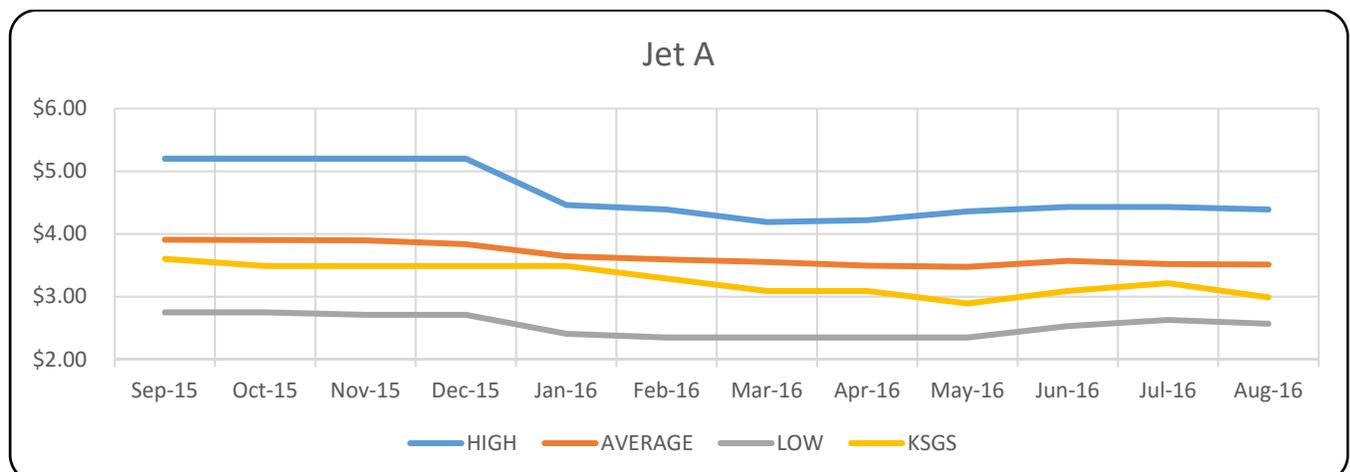
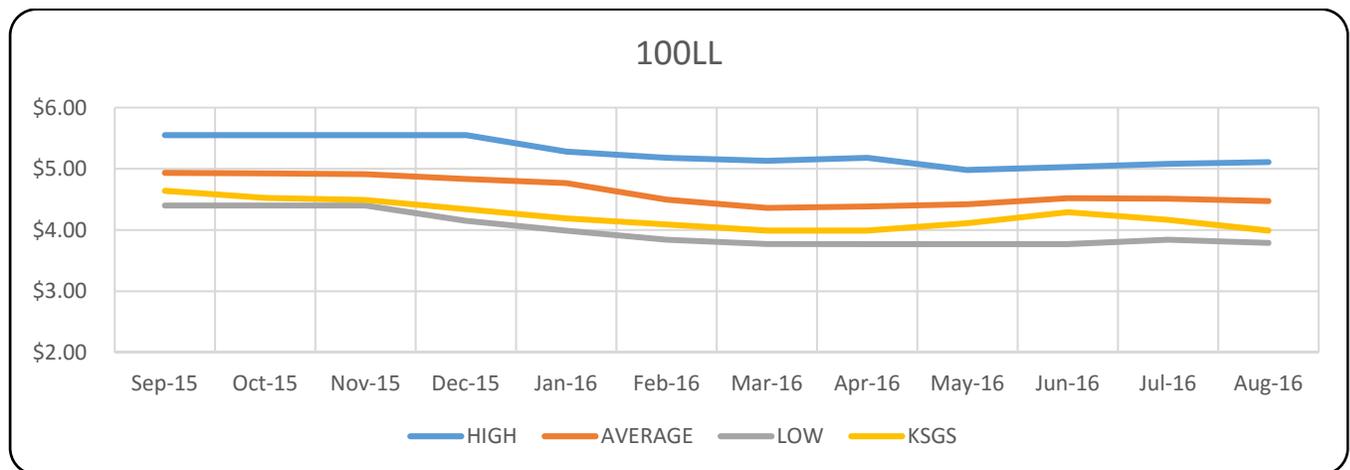
DRAFT

Memo



Date: September 13, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2016 Fuel Report

The 2016 Fuel Sales by Gallon through August 2016 are ahead of the 2016 pace by over 5,400 gallons. 2nd Quarter sales for 100LL and 91 UL are down, 3.55% and 3.44% respectively, while Jet A is up by 85.39%. Overall, fuel sales are down 15.66% over the 2015 numbers but up 0.52% 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 included with this memo including Percent Change, 5-year Average, as well as each fuel type quantity separated out.



2016 AVIATION FUEL SALES BY GALLON

September 9, 2016

| | 100LL | | | | 91UL | | | | JET A | | | | TOTAL FOR ALL FUEL | | | | |
|--------------|------------------|------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|-----------------|------------------|--------------------|-------------------|-------------------|-----------------|------------------|
| | 2016 | 2015 | % Δ | 5-YR AVG* | 2016 | 2015 | % Δ | 5-YR AVG* | 2016 | 2015 | % Δ | 5-YR AVG* | 2016 | 2015 | 5-YR AVG* | %Δ 2016/2015 | %Δ 2016/5-YR AVG |
| JAN | 2,646.30 | 2,999.50 | -11.78% | 3,513.50 | 273.50 | 522.40 | -47.65% | 348.54 | 1,085.90 | 2,350.80 | -53.81% | 2,544.70 | 4,005.70 | 5,872.70 | 6,406.74 | -31.79% | -37.48% |
| FEB | 3,450.90 | 2,954.10 | 16.82% | 3,650.14 | 136.20 | 291.80 | -53.32% | 377.32 | 4,173.00 | 2,475.60 | 68.57% | 3,646.10 | 7,760.10 | 5,721.50 | 7,673.56 | 35.63% | 1.13% |
| MAR | 5,662.20 | 6,037.60 | -6.22% | 5,929.68 | 351.80 | 850.50 | -58.64% | 722.38 | 3,291.90 | 3,149.40 | 4.52% | 4,763.98 | 9,305.90 | 10,037.50 | 11,416.04 | -7.29% | -18.48% |
| Q1 | 11,759.40 | 11,991.20 | -1.93% | 13,093.32 | 761.50 | 1,664.70 | -54.26% | 1,448.24 | 8,550.80 | 7,975.80 | 7.21% | 10,954.78 | 21,071.70 | 21,631.70 | 25,496.34 | -2.59% | -17.35% |
| APR | 6,795.70 | 7,521.30 | -9.65% | 6,685.62 | 321.50 | 836.00 | -61.54% | 737.78 | 4,618.30 | 2,451.20 | 88.41% | 4,138.52 | 11,735.50 | 10,808.50 | 11,561.92 | 8.58% | 1.50% |
| MAY | 10,842.60 | 8,633.50 | 25.59% | 9,253.50 | 481.80 | 748.30 | -35.61% | 829.24 | 3,347.60 | 5,297.70 | -36.81% | 6,367.84 | 14,672.00 | 14,679.50 | 16,450.58 | -0.05% | -10.81% |
| JUN | 9,590.80 | 9,776.50 | -1.90% | 10,499.86 | 496.40 | 924.70 | -46.32% | 971.78 | 5,719.50 | 4,925.30 | 16.12% | 5,485.42 | 15,806.70 | 15,626.50 | 16,957.06 | 1.15% | -6.78% |
| Q2 | 27,229.10 | 25,931.30 | 5.00% | 26,438.98 | 1,299.70 | 2,509.00 | -48.20% | 2,538.80 | 13,685.40 | 12,674.20 | 7.98% | 15,991.78 | 42,214.20 | 41,114.50 | 44,969.56 | 2.67% | -6.13% |
| JUL | 9,591.80 | 11,368.30 | -15.63% | 11,071.20 | 738.50 | 790.30 | -6.55% | 996.84 | 5,010.90 | 3,251.30 | 54.12% | 4,871.80 | 15,341.20 | 15,409.90 | 16,939.84 | -0.45% | -9.44% |
| AUG | 10,501.90 | 9,465.20 | 10.95% | 10,960.10 | 812.60 | 816.10 | -0.43% | 996.38 | 7,328.60 | 3,404.60 | 115.26% | 4,911.60 | 18,643.10 | 13,685.90 | 16,868.08 | 36.22% | 10.52% |
| SEP | - | 10,293.00 | -100.00% | 10,621.70 | - | 904.90 | -100.00% | 973.86 | - | 2,203.50 | -100.00% | 4,533.58 | - | 13,401.40 | 16,129.14 | -100.00% | -100.00% |
| Q3 | 20,093.70 | 31,126.50 | -35.45% | 32,653.00 | 1,551.10 | 2,511.30 | -38.24% | 2,967.08 | 12,339.50 | 8,859.40 | 39.28% | 14,316.98 | 33,984.30 | 42,497.20 | 49,937.06 | -20.03% | -31.95% |
| OCT | - | 8,251.30 | -100.00% | 7,483.06 | - | 398.30 | -100.00% | 583.28 | - | 4,712.90 | -100.00% | 4,692.60 | - | 13,362.50 | 12,758.94 | -100.00% | -100.00% |
| NOV | - | 6,591.60 | -100.00% | 5,945.34 | - | 697.00 | -100.00% | 583.36 | - | 4,200.90 | -100.00% | 3,831.78 | - | 11,489.50 | 10,360.48 | -100.00% | -100.00% |
| DEC | - | 2,350.10 | -100.00% | 3,587.28 | - | 268.30 | -100.00% | 844.30 | - | 1,242.80 | -100.00% | 2,029.78 | - | 3,861.20 | 6,461.36 | -100.00% | -100.00% |
| Q4 | - | 17,193.00 | -100.00% | 17,015.68 | - | 1,363.60 | -100.00% | 2,010.94 | - | 10,156.60 | -100.00% | 10,554.16 | - | 28,713.20 | 29,580.78 | -100.00% | -100.00% |
| TOTAL | 59,082.20 | 86,242.00 | -31.49% | 89,200.98 | 3,612.30 | 8,048.60 | -55.12% | 8,965.06 | 34,575.70 | 39,666.00 | -12.83% | 51,817.70 | 97,270.20 | 133,956.60 | 149,983.74 | -27.39% | -35.15% |

* 5-YR AVG 2015-2011

Memo



Date: September 13, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2016 Budget Report

Airport Operating Fund

The 2016 Airport Operating Revenues for August YTD are \$692,65.13; the Airport Operating Expenditures for August YTD are \$530,010.67. The August YTD net change is a surplus of \$16,285.46.

- Rent (4402) are at 102.90%. Air Trek North Terminal Office rents have caused the increase.
- Aircraft Parking Fees (4587) are at 134.67%.
- Airport Fuel Receipts (4583) are currently at \$279,110.15 (43.73%). The 2016 fuel prices have been consistently lower than 2015 while the amount sold is similar.
- Airport Gate Cards (4590) is at \$2,060.95 (260.12%).
- Merchandise for Resale (6250) is currently at \$236,914.15 (45.86%). The 2016 fuel prices have been consistently lower than 2015 while the amount sold is similar.
- Dues & Subscriptions (6471) is at \$1,335.25 (284.10%). Added one professional dues/subscription that was not originally budgeted.

Capital Improvement Fund

The 2016 Airport Capital Revenues for August YTD are \$310,426.86; the Airport Operating Expenses for August YTD are \$22,769.93. The August YTD net change is a surplus of \$333,196.79.

- Federal Grants – Other (4302) are at \$313,928.00. There are still outstanding funds being withheld by the FAA. These funds will be reimbursed as the FAA processes and approves the close out report for the remaining project.
- State Grants and Aids (4325) are at \$16,077.44. There are still outstanding funds being withheld by the State. These will be reimbursed at the same time as the Federal Grants.
- 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 1st. 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 and are not anticipated to be funded.

Comparative Balance Sheet – Debt

The 2016 Operating Debt for August YTD is \$503,801.09; the Capital Debt for August YTD is \$916,736.77. The Total Debt for August YTD \$1,420,537.80.

Leases

On September 6, 2016 the City Council voted to renew three leases on the airfield. One lease was with a new commercial entity, J.M. Mac Holdings, LLC. This company purchased Abtec Helicopters, LLC. In addition, there

was a sublease for J.M. Mac Holdings, LLC to sublet the hangar back to Abtec Helicopters, LLC. There will be no real noticeable change from an operational standpoint on the airport.

BRS

On September 6, 2016 the City Council voted to extend the BRS lease rent reduction for up to another 6 months. This reduction represents the third amendment and allows BRS to pay reduced rent. The City Council also voted to the City pursue the issuance of new General Obligation Bonds for the BRS building. These new bonds would resolve the older high interest HRA bonds and issue lower interest EDA bonds. This is an important step to eliminate the old HRA assets and liabilities and transfer them to the newly formed EDA.

Enclosed with this memo are the Summary of Revenues and Expenses for the Airport Operating Budget, the Airport Capital Budget, and Comparative Balance Sheet showing the debt incurred in each budget.

MONTHLY FINANCIAL REPORT
Year-to-Date August 2016

| Description | 2016 Actual Budget | August YTD Actual 2016 | Budget Balance 2016 | Percent Used 2016 | 2015 Actual Budget | August YTD Actual 2015 | Percent Used 2015 |
|-------------------------------------|--------------------------|------------------------------|---------------------------|-------------------------|--------------------------|------------------------------|-------------------------|
| 20245 - AIRPORT | | | | | | | |
| REVENUES AND EXPENDITURES | | | | | | | |
| REVENUES | | | | | | | |
| INTERGOVERNMENTAL | | | | | | | |
| 4321 - AIRPORT OPERATIONS & MAINT | (32,000.00) | (34,320.00) | 2,320.00 | 107.25% | (32,196.00) | (34,320.00) | 106.60% |
| 4325 - STATE GRANTS AND AIDS | (40,000.00) | 0.00 | (40,000.00) | 0.00% | (101,608.00) | 0.00 | 0.00% |
| INTERGOVERNMENTAL | (72,000.00) | (34,320.00) | (37,680.00) | 47.67% | (133,804.00) | (34,320.00) | 25.65% |
| CHARGE FOR SERVICE | | | | | | | |
| 4411 - PILOT | (43,435.00) | (30,736.64) | (12,698.36) | 70.76% | (51,241.00) | (30,111.64) | 58.76% |
| 4402 - RENT | (8,652.00) | (8,903.31) | 251.31 | 102.90% | (8,400.00) | (7,058.63) | 84.03% |
| 4581 - RENT OF HANGARS | (200,687.00) | (127,932.01) | (72,754.99) | 63.75% | (194,842.00) | (125,573.44) | 64.45% |
| 4583 - AIRPORT FUEL RECEIPTS | (638,252.00) | (279,230.65) | (359,021.35) | 43.75% | (764,491.00) | (363,441.01) | 47.54% |
| 4585 - LAND LEASE | (162,238.00) | (134,531.72) | (27,706.28) | 82.92% | (157,513.00) | (178,240.60) | 113.16% |
| 4586 - TEE HANGAR RENTAL | (112,265.00) | (68,873.94) | (43,391.06) | 61.35% | (108,995.00) | (63,946.58) | 58.67% |
| 4587 - AIRCRAFT PARKING FEES | (3,000.00) | (4,130.00) | 1,130.00 | 137.67% | (4,100.00) | (2,150.00) | 52.44% |
| 4588 - AIRPORT RAMP FEES | (7,500.00) | (70.00) | (7,430.00) | 0.93% | (13,592.00) | (1,860.00) | 13.68% |
| CHARGES FOR SERVICES | (1,176,029.00) | (654,408.27) | (521,620.73) | 55.65% | (1,303,174.00) | (772,381.90) | 59.27% |
| MISCELLANEOUS | | | | | | | |
| 4510 - CONCESSION SALES | 0.00 | (120.00) | 120.00 | | | (110.00) | |
| 4590 - AIRPORT GATE CARD | (800.00) | (2,200.95) | 1,400.95 | 275.12% | (800.00) | (635.00) | 79.38% |
| 4591 - AIRPORT VENDING SALES | (750.00) | (520.33) | (229.67) | 69.38% | (750.00) | (344.86) | 45.98% |
| 4413 - XEROX COPIES | (10.00) | 0.00 | (10.00) | 0.00% | (10.00) | (6.86) | 68.60% |
| 4672 - OTHER | 0.00 | (1,572.22) | 1,572.22 | | 0.00 | (350.00) | |
| 4673 - CASH OVER/SHORT | | 0.05 | (0.05) | | | (7.54) | |
| 4675 - INSURANCE DIVIDEND | (7,000.00) | 0.00 | (7,000.00) | 0.00% | (7,000.00) | 0.00 | 0.00% |
| 4677 - MISC REVENUE | | (102.97) | 102.97 | | | | |
| 4679 - CONT. & DON. FR PRIVATE | 0.00 | 0.00 | 0.00 | | 0.00 | (15.00) | |
| 4680 - INSURANCE PROCEEDS | | 0.00 | 0.00 | | | 0.00 | |
| 4681 - UNREALIZED GAIN/LOSS ON INV | | 0.00 | 0.00 | | | 0.00 | |
| MISCELLANEOUS | (8,560.00) | (4,516.42) | (4,043.58) | 52.76% | (8,560.00) | (1,469.26) | 17.16% |
| OTHER FINANCING SOURCES | | | | | | | |
| 4903 - SALE OF GENERAL FIXED ASSETS | 0.00 | 0.00 | 0.00 | | 0.00 | (5,000.00) | |
| OTHER FINANCING SOURCES | 0.00 | 0.00 | 0.00 | | 0.00 | (5,000.00) | |
| REVENUES | (1,256,589.00) | (693,244.69) | (563,344.31) | 55.17% | (1,445,538.00) | (813,171.16) | 56.25% |
| EXPENDITURES | | | | | | | |
| PERSONNEL SERVICES | | | | | | | |
| 6101 - FULL-TIME EMPLOYEES-REG | 145,691.00 | 93,903.45 | 51,787.55 | 64.45% | 147,817.00 | 72,759.99 | 49.22% |
| 6102 - FULL-TIME EMPLOYEES-OVERTIME | 1,000.00 | 776.36 | 223.64 | 77.64% | 0.00 | 930.21 | |
| 6104 - TEMPORARY EMPLOYEES-REG | 14,658.00 | 6,890.18 | 7,767.82 | 47.01% | 36,091.00 | 20,737.87 | 57.46% |

MONTHLY FINANCIAL REPORT
Year-to-Date August 2016

| Description | 2016 Actual Budget | August YTD Actual 2016 | Budget Balance 2016 | Percent Used 2016 | 2015 Actual Budget | August YTD Actual 2015 | Percent Used 2015 |
|---------------------------------------|--------------------------|------------------------------|---------------------------|-------------------------|--------------------------|------------------------------|-------------------------|
| 6105 - TEMPORARY EMPLOYEES-OVERTIME | | 0.00 | 0.00 | | | 27.19 | |
| 6108 - ACCUMULATED VACATION/COMP LEAV | 0.00 | 0.00 | 0.00 | | 1,544.00 | 9,582.64 | 620.64% |
| 6120 - EMPLOYER CONTR FOR RETIREMENT | 23,067.00 | 14,489.23 | 8,577.77 | 62.81% | 17,401.00 | 13,959.64 | 80.22% |
| 6130 - EMPLOYER PAID INSURANCE | 14,182.00 | 9,990.44 | 4,191.56 | 70.44% | 11,798.00 | 6,944.84 | 58.86% |
| 6150 - WORKERS COMPENSATION | 8,422.00 | 5,415.83 | 3,006.17 | 64.31% | 3,362.00 | 2,521.50 | 75.00% |
| 6151 - WORKERS COMP DEDUCTIBLE | | 0.00 | 0.00 | | | 197.80 | |
| 6170 - EMPLOYER CONTR TO HCSP | 2,163.00 | 402.75 | 1,760.25 | 18.62% | 2,680.00 | 326.90 | 12.20% |
| PERSONNEL SERVICES | 209,183.00 | 131,868.24 | 77,314.76 | 63.04% | 220,693.00 | 127,988.58 | 57.99% |
| MATERIALS & SUPPLIES | | | | | | | |
| 6201 - OFFICE SUPPLIES | 1,500.00 | 565.32 | 934.68 | 37.69% | 1,500.00 | 570.39 | 38.03% |
| 6210 - OPERATING SUPPLIES | | 0.00 | 0.00 | | | 0.00 | |
| 6220 - REPAIR & MAINTENANCE SUPPLIES | 40,000.00 | 11,414.53 | 28,585.47 | 28.54% | 40,000.00 | 17,254.62 | 43.14% |
| 6240 - MINOR EQUIPMENT AND FURNITURE | 2,100.00 | 649.99 | 1,450.01 | 30.95% | 1,700.00 | 607.87 | 35.76% |
| 6250 - MERCHANDISE FOR RESALE | 516,633.00 | 236,414.15 | 280,218.85 | 45.76% | 677,728.00 | 271,680.45 | 40.09% |
| MATERIALS & SUPPLIES | 560,233.00 | 249,043.99 | 311,189.01 | 44.45% | 720,928.00 | 290,113.33 | 40.24% |
| SERVICES AND OTHER CHARGES | | | | | | | |
| 6302 - PROFESSIONAL SERVICES | 14,200.00 | 10,935.41 | 3,264.59 | 77.01% | 7,200.00 | 9,470.35 | 131.53% |
| 6331 - CONFERENCES, TRAINING, TRAVEL | 3,800.00 | 651.46 | 3,148.54 | 17.14% | 2,600.00 | 797.30 | 30.67% |
| 6341 - ADVERTISING | 6,325.00 | 3,263.00 | 3,062.00 | 51.59% | 7,160.00 | 4,191.60 | 58.54% |
| 6361 - INSURANCE | 50,786.00 | 41,114.87 | 9,671.13 | 80.96% | 50,932.00 | 36,519.60 | 71.70% |
| 6371 - REPAIRS & MAINT CONTRACTUAL | 76,000.00 | 7,371.06 | 68,628.94 | 9.70% | 25,000.00 | 22,470.39 | 89.88% |
| 6374 - ADMINISTRATION SUPPORT FEE | 62,709.00 | 36,582.00 | 26,127.00 | 58.34% | 62,709.00 | 41,808.00 | 66.67% |
| 6378 - COPIER MAINTENANCE AGREEMENT | 450.00 | 342.18 | 107.82 | 76.04% | 450.00 | 239.43 | 53.21% |
| 6379 - CONT SERV/REFUSE & SANITATION | 600.00 | 406.00 | 194.00 | 67.67% | 600.00 | 266.00 | 44.33% |
| 6380 - CENTRAL GARAGE MAINT. CHARGE | 13,877.00 | 8,099.00 | 5,778.00 | 58.36% | 12,067.00 | 8,048.00 | 66.69% |
| 6385 - UTILITY SERVICE | 19,775.00 | 9,915.91 | 9,859.09 | 50.14% | 19,200.00 | 7,875.14 | 41.02% |
| 6388 - TECHNOLOGY EQUIP CHARGE | 40.00 | 26.00 | 14.00 | 65.00% | | | |
| 6390 - POSTAGE AND TELEPHONE | 5,000.00 | 3,009.81 | 1,990.19 | 60.20% | 5,000.00 | 2,650.42 | 53.01% |
| SERVICES AND OTHER CHARGES | 253,562.00 | 121,716.70 | 131,845.30 | 48.00% | 192,918.00 | 134,336.23 | 69.63% |
| CAPITAL OUTLAY | | | | | | | |
| 6530 - IMPR OTHER THAN BUILDING | 0.00 | 0.00 | 0.00 | | 50,000.00 | 5,898.00 | 11.80% |
| 6560 - BUILDING FIXTURES AND IMPRS | 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% |
| CAPITAL OUTLAY | 7,500.00 | 0.00 | 7,500.00 | 0.00% | 133,010.00 | 5,898.00 | 4.43% |
| MISCELLANEOUS | | | | | | | |
| 6412 - CREDIT CARD/ACH/BANK FEE | | 58.85 | (58.85) | | | 0.00 | |
| 6453 - REMITTANCE OF REV/OTHER | 650.00 | 455.00 | 195.00 | 70.00% | 650.00 | 895.00 | 137.69% |
| 6471 - DUES & SUBSCRIPTIONS | 470.00 | 1,335.25 | (865.25) | 284.10% | 425.00 | 515.00 | 121.18% |

MONTHLY FINANCIAL REPORT
Year-to-Date August 2016

| Description | 2016 Actual Budget | August YTD Actual 2016 | Budget Balance 2016 | Percent Used 2016 | 2015 Actual Budget | August YTD Actual 2015 | Percent Used 2015 |
|---------------------------------------|--------------------------|------------------------------|---------------------------|-------------------------|--------------------------|------------------------------|-------------------------|
| MISCELLANEOUS | 1,120.00 | 1,849.10 | (729.10) | 165.10% | 1,075.00 | 1,410.00 | 131.16% |
| DEBT SERVICE | | | | | | | |
| 6602 - OTHER LONG TERM DEBT-PRINCIPAL | 38,656.00 | 25,032.64 | 13,623.36 | 64.76% | 38,696.00 | 25,032.64 | 64.69% |
| 6612 - INTEREST EXPENSE | 15,000.00 | 0.00 | 15,000.00 | 0.00% | 15,000.00 | 7,410.06 | 49.40% |
| DEBT SERVICE | 53,656.00 | 25,032.64 | 28,623.36 | 46.65% | 53,696.00 | 32,442.70 | 60.42% |
| 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 | 1,131,754.00 | 529,510.67 | 602,243.33 | 46.79% | 1,388,891.00 | 592,188.84 | 42.64% |
| REVENUES AND EXPENDITURES | (124,835.00) | (163,734.02) | 38,899.02 | 131.16% | (56,647.00) | (220,982.32) | 390.10% |

MONTHLY FINANCIAL REPORT
Year-to-Date August 2016

| Description | 2016 Actual Budget | August YTD Actual 2016 | Budget Balance 2016 | Percent Used 2016 | 2015 Actual Budget | August 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 | (448,928.00) | -232.54% | (1,802,100.00) | 7,557.00 | -0.42% |
| 4325 - STATE GRANTS AND AIDS | (163,500.00) | 16,077.44 | (179,577.44) | -9.83% | 0.00 | (9,037.85) | |
| INTERGOVERNMENTAL | (298,500.00) | 330,005.44 | (628,505.44) | -110.55% | (1,802,100.00) | (1,480.85) | 0.08% |
| CHARGE FOR SERVICE | | | | | | | |
| 4402 - RENT | | 0.00 | 0.00 | | | (300.00) | |
| 4572 - USER IMPROVEMENT FEES | 0.00 | (15,843.75) | 15,843.75 | | (43,329.00) | 0.00 | 0.00% |
| CHARGES FOR SERVICES | 0.00 | (15,843.75) | 15,843.75 | | (43,329.00) | (300.00) | 0.69% |
| SPECIAL ASSESSMENTS | | | | | | | |
| 4657 - OTHER ASSESSMENTS | | (3,734.83) | 3,734.83 | | | (7,808.45) | |
| SPECIAL ASSESSMENTS | | (3,734.83) | 3,734.83 | | | (7,808.45) | |
| MISCELLANEOUS | | | | | | | |
| 4681 - UNREALIZED GAIN/LOSS ON INV | | 0.00 | 0.00 | | | 0.00 | |
| MISCELLANEOUS | | 0.00 | 0.00 | | | 0.00 | |
| OTHER FINANCING SOURCES | | | | | | | |
| 4920 - INTERFUND OPERATING TRANSFER | (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) | 310,426.86 | (655,426.86) | -89.98% | (1,912,000.00) | (9,589.30) | 0.50% |
| EXPENDITURES | | | | | | | |
| SERVICES AND OTHER CHARGES | | | | | | | |
| 6302 - PROFESSIONAL SERVICES | 0.00 | 3,474.72 | (3,474.72) | | 0.00 | 45,813.30 | |
| 6371 - REPAIRS & MAINT CONTRACTUAL | 0.00 | 1,143.11 | (1,143.11) | | 0.00 | 367,422.92 | |
| SERVICES AND OTHER CHARGES | 0.00 | 4,617.83 | (4,617.83) | | 0.00 | 413,236.22 | |
| CAPITAL OUTLAY | | | | | | | |
| 6510 - LAND | | 0.00 | 0.00 | | | 551,595.71 | |
| 6530 - IMPR OTHER THAN BUILDING | 165,000.00 | 18,152.10 | 146,847.90 | 11.00% | 1,897,000.00 | 927,911.41 | 48.91% |
| 6560 - BUILDING FIXTURES AND IMPRS | 180,000.00 | | 180,000.00 | | | | |
| CAPITAL OUTLAY | 345,000.00 | 18,152.10 | 326,847.90 | 5.26% | 1,897,000.00 | 1,479,507.12 | 77.99% |
| MISCELLANEOUS | | | | | | | |
| DEBT SERVICE | | | | | | | |
| 6612 - INTEREST EXPENSE | 15,000.00 | 0.00 | 15,000.00 | 0.00% | 15,000.00 | 6,607.39 | 44.05% |
| DEBT SERVICE | 15,000.00 | 0.00 | 15,000.00 | 0.00% | 15,000.00 | 6,607.39 | 44.05% |
| EXPENDITURES | 360,000.00 | 22,769.93 | 337,230.07 | 6.32% | 1,912,000.00 | 1,899,350.73 | 99.34% |
| REVENUES AND EXPENDITURES | 15,000.00 | 333,196.79 | (318,196.79) | 2,221.31% | 0.00 | 1,889,761.43 | |

Memo



Date: September 13, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Airport Development

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 and approved by City Council.
 - Work Completed in August 2016.
 - Will be submitting a Reimbursement requires to MnDOT.



2016 Equipment Projects

- Upgrade Meeting Room Projector, Sound System, and Tables
 - Projector has been purchased.
 - Contractor installed and tested the new projector and wiring.
 - Airport replaced volume control knob.
 - Sound System Receiver has a bad channel.
- Fuel Master Software Upgrade
 - Fuel Master was able to determine what equipment upgrade was feasible.
 - Fuel Master is sending out new equipment for the Fuel System.
 - Estimated cost is roughly half of the budgeted expense.



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
- May 18 – MnDOT Needs Meeting
- May 20 – After hours key box
- June 4 – CAF Spring Hangar Dance
- June 17 – MnDOT 5010 Inspection
- June 26 – Kaposia Days Events
- July 1 & 2 – Compass Rose painted by the Minnesota 99's
- August 5 – Relay For Life Event
- August 24 & 25 – North Hangar Area Crack Sealing
- September 8 – Began transition from ENII to NOTAM Manager
- September 10 – CAF Fall Hangar Dance
- September 10 – WCCO Starwatch Party
- September 11 – 3rd Annual Robert brown III Car Show
- 2016 Hangar Inspections
 - 168 of 171 (98.25%) hangars inspected (updated 9/9/2016)

Memo



Date: September 13, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Meeting Format

AAC Meeting Format

The current meeting format is to have the AAC President to moved down the agenda and have the appropriate party, in most cases it is the Airport Manager, review the topic at hand followed by discussions.

At the last AAC Meeting in July, a new format for how the meeting was conducted was used, approval by exception. Essentially, this is the practice of approving an agenda item, and only bringing issues to the attention of the Commission if there is necessary discussion.

The City Council uses an agenda item called the consent agenda. This is a single item that encompasses all the things the board would normally approve with little or no comment. These may include the minutes, the routine financials, program reports, and others. Items can still be removed from the consent agenda and

Format Changes

By adding the Consent Agenda item, the blending of the current format and the approval by exception would speed the meeting along but allow for discussion for more appropriate topics or when necessary as items are pulled off the consent agenda and placed in the old or new business items. Below is an example of how the agenda would look for this meeting using the new format:

1. Call to Order
2. Roll Call
3. Citizens Comments & Presentations
4. Approval of Agenda
5. Consent Agenda
 - a. 2016 Year-to-Date Fuel report
 - b. 2016 Budget Report
 - c. Project Status
6. New Business
 - a. AAC Meeting Format
 - b. Airport Rate and Fee Schedule
7. Old Business
 - a. Airport Rules and Regulations
8. Commissioner & Staff Comments
 - a. Annual AirTAP Fall Forum
9. Adjournment

Memo



Date: September 13, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Airport Rate and Fee Schedule

Updating the Rate and Fee Schedule

The City Finance Department has requested a revised Rate and Fee Schedule for the Airport for 2017. The airport has started reviewing various annual items such as t-hangar rates, tie-down and ramp fees, as well as other revisions. However, through the most recent audit process several items have come to light that the Airport should consider revising to be consistent with financial best practices. Some of those items are listed below.

Meeting Room Rentals – The airport is currently charging different pricing levels to some while other groups were provided the room for free, as is the case for youth groups and non-profits. The recommendation was to provide one price to anyone renting the room regardless of affiliation. This would clear up any ambiguity and uncertainty as to who qualifies for the reduced rate.

Fuel Discount – The airport is currently providing fuel discounts to commercial entities on the field that utilize airport issued fuel cards. While this practice was not found to be an issue, the cost effectiveness of applying the discount was becoming counterproductive. The small discounts that only amount to a few cents to a few dollars per month are not providing any benefit to the airport or city staff in the time and cost of processing and applying the discount. This year and last year's data is being used to determine an appropriate minimum threshold for discounts.

Billing – Transfer billing processes from the Airport to the City Finance Department. This practice was implemented prior to the audit but shed new light on the necessity for checks and balances. Only a few items will remain out at the airport due to logistics and feasibility of the City Finance Department in collecting the various fees. However, the airport is providing the necessary documentation on these transactions as well.

Land Leases – This is one area that Airport was commended on. The current practice, started several years ago, for new and renewed land leases were found to be very consistent and meet the auditor's requirements. The airport is using a set methodology and rate structure to land leases for three distinct areas and access levels: non-commercial leases, commercial leases without street access, and commercial lease with street access. The rates for the next several years have been set along with a typical 3% escalator. This is a non-discriminating practice as it is based on location, a square footage of lease premises, and how the tenant uses the hangar. In essence, at each extension period the rates can be adjusted to the market rate. This could mean the rates could go up or down.

Memo



Date: September 13, 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 provided updates, comments, and suggestions to the rules for compliance with current standards and provided 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.

Airport Staff has work hard over the past year to provide a comprehensive set of rules and regulations that not only take into account requirements of the airport and its ability to function safety and securely but also the necessity for fair and equal rules for tenants and airport users.

Timeline

| | |
|---------------------------|--|
| 1992 | The last time the Airport Rules and Regulations have been approved by the City Council. |
| 2005 | A preliminary revision of the Airport Rules and Regulations but not approved by the City Council. |
| October 2015 | Airport Staff began researching and revising a new draft of Airport Rules and Regulations. |
| March 8, 2016 | AAC Meeting – Brief Discussion on future revisions to the Airport Rules and Regulations. |
| May 18, 2016 | Airport Needs Meeting – Discussion with City Staff, MnDOT, and airport tenants on importance of updated on rules and regulations. |
| May 10, 2016 | AAC Meeting – Discussion on Airport Rules and Regulations. |
| July 12, 2016 | AAC Meeting – Discussion on Airport Rules and Regulations. |
| July 22 – August 31, 2016 | Based on discussion at the previous AAC Meeting, the tenant and airport users were provided an opportunity to submit their comments and suggestions. Emails were sent out with the Draft Airport Rules and Regulations to all available tenants and users in addition to a hard copy being placed in Terminal for everyone to review and comment on. |
| August 2, 2016 | FFAA Meeting – Discussion on Airport Rules and Regulations. |

| | |
|-----------------------------|--|
| September 1 – 6, 2016 | Airport Staff reviewed and provided input on every submitted comment and suggestion. |
| September 6, 2016 | FFAA Meeting – Notified members of next AAC Meeting where the Airport Rules and Regulations would be discussed and potentially approved. |
| September 7, 2016 | Submit tenant comments, suggestions, and airport input to AAC for preliminary review. |
| September 13, 2016 | AAC Meeting – Discussion and tentative approval to submit revised rules to City Council. |
| Future City Council Meeting | Submit for Final Approval. |

Draft Airport Rules and Regulations

Included with this memo is a draft version containing the most recent updates. Any additional rules, changes, revisions, or deletions are welcome and encouraged at the meeting.

South St. Paul Airport – Fleming Field Rules & Regulations

DRAFT



South St. Paul Municipal Airport – Rules and Regulations

RECORD OF REVISION

| Revision # | Remove Page(s) | Add Page(s) | Approval Date |
|-------------------|----------------------------|---------------------------|----------------------|
| Original | 1992 Rules and Regulations | New Rules and Regulations | |
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DRAFT

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DRAFT

South St. Paul Municipal Airport – Rules and Regulations

INTRODUCTION

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.

FLEMING FIELD AIRPORT ADVISORY COMMISSION

South St. Paul, Minnesota – Code of Ordinances ARTICLE VI. – BOARDS AND COMMISSIONS

Sec. 2-231. – Fleming Field Airport Advisory Commission.

- (a) Established. The Fleming Field Airport Advisory Commission is hereby established. Members shall serve without compensation.
- (b) Membership. The commission consists of nine members appointed by the council and shall be comprised of the following:
 - (1) Two members from the Fleming Field Tenant's Association;
 - (2) Two members from the Fleming Field business community;
 - (3) Two airport users, to include one hangar owner and one aircraft owner/hangar renter;
 - (4) Two members from the Fleming Field neighborhood (one resident of South St. Paul and one resident of Inver Grove Heights);
 - (5) One member from an airport non-profit organization;
- (c) Non-voting members. The airport manager and city engineer shall be non-voting members of the commission. The airport manager shall keep members of the commission informed as to the progress and development of significant matters pertaining to Fleming Field. The airport manager shall prepare for and plan all meeting agendas and shall provide for minute-taking and record-keeping services at the meetings.
- (d) Term. Except as otherwise provided in this section, members of the commission are appointed for terms of three years and shall hold office until their respective successors are appointed and qualify. Initially, three members shall be appointed for one-year terms, three members shall be appointed for two-year terms and three for three-year terms.
- (e) Vacancies or removal. Vacancies are filled by the council for the unexpired term. A member who is absent from three consecutive meetings without the approval of the commission is automatically terminated. Such vacancy must be reported to the council so that an appointment can be made to fill the unexpired term.

Sec. 2-232. - Officers.

- (a) Chair. The commission shall elect a chair in March each year with a term to commence at the next meeting. The chair holds office for one year and until a successor is elected and qualifies.
- (b) Vice-chair. The commission shall elect a vice-chair in March each year with a term to commence at the next meeting. The vice-chair holds office for one year and until a successor is elected and qualifies.
- (c) Other officers. The commission may elect other officers as it deems necessary.
- (d) Duties of the chair. The chair or vice-chair shall appear before the city council two times per year to deliver a semi-annual report from the commission.
- (e) Duties of the vice-chair. Fulfill duties of the chair when the chair is absent or unable to perform assigned duties.

Sec. 2-233. - Meetings.

- (a) Time and place of meetings; notice. The commission must establish a regular time and place of meeting and must schedule at least one regular meeting per month. Special meetings of the

South St. Paul Municipal Airport – Rules and Regulations

commission may be called at any time by the chair or by any five members of the commission. Notice must be given at least three days in advance of all meetings.

- (b) Open meeting law; records retention; data practices. All meetings of the commission must comply with Minn. Stats. §§ 13D.01, 15.17 and ch. 13, or as such statutes may be amended.
- (c) Robert's Rules. Meetings of the commission shall be conducted in accordance with Robert's Rules of Order. The commission may make or alter rules and regulations governing its organization and procedure in a manner that is not inconsistent with this Code or any other ordinance of the city.
- (d) Quorum. A quorum of five commissioners is required to hold a meeting. Business may be transacted by a majority vote of a quorum. Non-voting members shall not be counted for purposes of determining a quorum.

Sec. 2-234. - Functions of the commission.

- (a) The functions of the commission include, but are not limited to the following:
 - (1) Act in an advisory capacity to the council and to the airport manager in all matters pertaining to Fleming Field and to cooperate with other governmental agencies in its operations.
 - (2) Assist the city engineer and the airport manager in the preparation of the annual airport budgets before submission to the city administrator and city council, including operating and capital improvements budgets.
 - (3) Periodic review of airport's financial performance and airport services that exist or may be needed and make recommendations to the airport manager.
 - (4) Recommend policies on airport services for approval of the council.
 - (5) Advise the airport manager of problems regarding the operations of Fleming Field.
 - (6) Provide input to the city engineer on the performance of the airport manager.
 - (7) Review the effectiveness of the airport services with the airport manager.
 - (8) In the event there is a vacancy in the airport manager's position, assist in the hiring process.
 - (9) Other duties and responsibilities as assigned at the council's discretion.

South St. Paul Municipal Airport – Rules and Regulations

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.

South St. Paul Municipal Airport – Rules and 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 conducts 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.

2.10.1 Service animals for persons with disabilities or other certified service animals shall be permitted inside the Airport, including the Terminal while under control of their owner.

2.10.2 Any person who brings an animal to the Airport, including the Terminal Building shall clean up after said animal and may be held responsible for all costs incurred in cleaning up after such animal.

2.10.3 No Person shall feed or do any other act to encourage the congregation of birds, rodents or other animals on the Airport.

2.10.4 Any wild, feral, or domesticated animal may be removed from the Airport by any means if they become a hazard to the safe operation of the airport or aircraft.

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.

2.12 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.

2.13 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.

2.14 Use of Access Gates/Doors

The airport is equipped with electronic gate locks. Entrance to the airport may require 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. All cards are subject to the latest revision of the terms and conditions. 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 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.

2.14.3 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 not authorized for 100LL (AvGas) or 91UL (MoGas).

3.1.2 “Hot Fueling” or “Hot Loading” is not authorized for Jet A, except in cases where the protection of life, property, or safety are directly involved. Operators that can demonstrate safe procedures and justify the need will be considered on a case by case basis.

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 except for small quantities used and stored in an appropriate and safe manner.

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. Other approved methods may be permitted in lieu of spray booths.

4. AIRCRAFT OPERATIONS

4.1 Landing and Takeoff of Aircraft

4.1.1 The Airport does not recommend or encourage landing or taking off from any surface other than the approved designated runway. Unpaved areas are not maintained for aircraft landing or take-off operations. In doing so, the aircraft owner, operator, and/or pilots assume all risk liability, and repair costs in the event of damage or injury.

4.1.2 All rotorcraft and helicopters landings and takeoffs shall be made on a runway or taxiway. Takeoffs and landings to or from taxilanes is not authorized unless safe operations can be justified and approved by the Airport Manager.

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 the Airport.

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 with 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. Excluding contractual tie downs or those tie downs owned by a particular entity, airport tie-downs are non-exclusive use and on a first come first serve basis.

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

South St. Paul Municipal Airport – Rules and Regulations

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 except for short durations as to no obstruct aircraft or pedestrian traffic.

South St. Paul Municipal Airport – Rules and Regulations

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 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 20 hours, the vehicle should be parked inside the T-hangar. A vehicle parked more than 20 consecutive hours 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, 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 on leased premises or in designated areas and for 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

South St. Paul Municipal Airport – Rules and Regulations

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. Fuels contained within an aircraft or vehicle are permissible and do not count toward the allowable quantity.

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.

Memo



Date: September 13, 2016
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Annual AirTAP Fall Forum

AirTAP Fall (Airport Technical Assistance Program)

AirTAP is a statewide assistance program for aviation personnel that offers education and information resources, training programs, technical assistance, access to experts, and printed materials.

The Annual AirTAP Fall Forum will be in Buffalo, Minnesota Thursday, October 13 and 14, 2016. This is a great way to learn about new or changing topics within aviation and a great way to network and share ideas with other aviation professionals. In addition, on the morning of day two, the Minnesota Council of Airport (MCOA) will be holding its board meeting.

Why should YOU attend this year's Fall Forum?

- Learn how to apply for and receive grant funds, including project eligibility and the selection process.
- Hear from the new MAC executive director as he shares his thoughts on GA and reliever airport investments.
- Tour the Buffalo Municipal Airport.
- Learn about new airport lighting products, navigational aids, funding, and maintenance requirements.
- Network and share ideas with your peers.
- Take home helpful resource materials.

Enclosed with this memo is the preliminary agenda and registration information.

Center for Transportation Studies
University of Minnesota
200 Transportation & Safety Bldg.
511 Washington Ave. S.E.
Minneapolis, MN 55455



Annual AirTAP Fall Forum

Thursday, October 13, 2016
Friday, October 14, 2016

Wild Marsh Golf Club &
Buffalo Municipal Airport
Buffalo, Minnesota

CENTER FOR
TRANSPORTATION STUDIES
UNIVERSITY OF MINNESOTA



This forum is sponsored by the Center for Transportation Studies at the University of Minnesota and the MnDOT Office of Aeronautics.

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- Tour the Buffalo Municipal Airport.
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Forum Locations

Wild Marsh Golf Club is located at 1710 Montrose Blvd S., Buffalo. For directions, see wildmarsh.com/directions/.



Buffalo Municipal Airport is located at 1305 County Road 134, Buffalo. For directions, see ci.buffalo.mn.us/airport/.



The University of Minnesota is an equal opportunity educator and employer. This brochure is available in alternative formats; please call 612-624-3745. Printed on recycled paper with postconsumer waste of 30%.

Thursday, October 13 • Wild Marsh Golf Club

8:00 – 9:00 a.m.
Registration/Breakfast/Networking

9:00 – 10:15 a.m.
Welcome
AirTAP director Jim Grothaus will kick off the forum and introduce speakers from MnDOT Aeronautics and the Minnesota Council of Airports, who will provide updates from their organizations.

10:15 – 10:30 a.m.
Break

10:30 – 11:30 a.m.
Shaping Your Airport's Future
Learn about the process of applying for and receiving grant funds, including what types of projects are eligible, how projects are selected, what your obligations are in accepting funds, and the importance of planning even 20 years out.

11:30 a.m. – noon
Airport Lighting: Regulations, Equipment, and Maintenance
Get an overview of new products for airport lighting and navigational aid equipment, potential funding, and maintenance requirements.

Noon – 1:30 p.m.
Lunch and An Airport Conversation with Brian Ryks
Following tradition—but with a new face and new ideas—this engaging session with the new Metropolitan Airports Commission (MAC) executive director is one you don't want to miss. This leader in the Minnesota aviation industry will share his thoughts on general aviation and reliever airport investments, MAC capital improvements, and air service. As always, you'll have plenty of time to ask questions, too.

1:30 – 2:30 p.m.
Spotlight on Buffalo Municipal Airport
Learn about the challenges and successes of the Buffalo airport as well as how to work with FBOs and how to use your community, tourism department, social media, service organizations, and others to effectively market your airport.

2:30 – 2:45 p.m.
Jet Blast: Drone News
Hear about the latest regulations and developments—and how they may affect your airport.

2:45 – 3:15 p.m.
Airport Zoning and Legislative Updates
Get information on the most recent developments in airport zoning laws and rules and the challenges they present.

3:15 – 3:30 p.m.
Break

3:30 – 4:00 p.m.
Improving Runway Conditions Reporting
Learn about new standards going into effect in October to improve safety at airports during inclement weather.

4:00 – 4:15 p.m.
Jet Blast: Exploring the Web
Discover the top 10 website resources that will benefit your airport.

4:15 – 4:45 p.m.
Wildlife Control Strategies: How Do They Work?
Hear from a panel of past wildlife control training students sharing stories, challenges, successes, and examples of how training has helped them handle airport wildlife issues.

4:45 – 6:00 p.m.
Networking Reception

Friday, October 14 • Buffalo Municipal Airport

7:30 – 9:00 a.m.
MCOA Board Meeting
Join the Minnesota Council of Airports for its board meeting in the Arrival/Departure Building.
Coffee and light refreshments provided.

9:00 a.m. – 1:30 p.m.
Demonstrations and Technical Sessions
Take a technical tour of Buffalo Municipal Airport and learn about its lighting, automated fuel station, and FBOs. Then, participate in a demo on wildlife control methods.
Coffee, light refreshments, and lunch provided.

1:30 p.m.
Adjourn
Be sure to take advantage of the city's generous golf package offer in the afternoon: 18 holes of golf with a cart for only \$25! Identify yourself as an AirTAP Fall Forum attendee when booking your tee time to receive this special rate.

Name _____

Organization _____

Title _____

Work Address _____

City _____ State _____ Zip _____

Work Telephone _____ E-mail Address _____

Registration Fees
 Standard rate (Thursday and Friday): \$125
 Student rate: \$50

Costs for this event are reimbursable through the MnDOT Aeronautics maintenance and operations funds policy.

Method of Payment
 Enclosed is a check or money order payable to the University of Minnesota.
 Enclosed is a purchase order or letter of authorization to bill employer.
 Charge to: Visa MasterCard Discover/NOVUS AMEX

Account Number _____ Exp. Date _____

Name as printed on card _____

Signature _____

Mail registration with payment to:
CCE Registration Center
University of Minnesota
1994 Buford Ave.
Ste 353
St. Paul, MN 55108

Fax registration to:
612-624-5359 (credit card or purchase orders only)
For more information, call Christine Preston at 612-624-4754.

Accommodations:
Rooms are available at Country Inn & Suites by Carlson, 1002 Hwy 55 E., Buffalo, for the special rate of \$99 per night. To receive the special rate, please call the hotel at 763-682-5660 by September 28 and identify yourself as an attendee of the AirTAP Fall Forum.

Stay and Play!
After the forum, stay and play a round of golf at the city-owned Wild Marsh Golf Club on Friday afternoon. The City of Buffalo is offering a special rate only for forum attendees. Enjoy 18 holes of golf with a cart for only \$25! When booking your tee time, please identify yourself as an attendee of the AirTAP Fall Forum to receive the special rate.

If your check is returned because of insufficient funds, a closed account, or a stop payment request, you will be charged a check-handling fee of \$20.

The information on this form is private data, used to identify and locate you, obtain payment, and enable instructors to better know their audience. Information on this form may be shared with presenters and program sponsors.