



# City of South St. Paul

Airport Advisory Commission  
6:00 pm Wednesday, November 9, 2016  
Fleming Field Airport Meeting Room

*Fleming Field*



South St. Paul, MN

1. Call to Order
2. Roll Call
3. Citizen Comments & Presentations
4. Approval of Agenda
5. Consent Agenda
  - a. Approval of Meeting Minutes of September 13, 2016
  - b. 2016 Fuel Report
  - c. 2016 Budget Report
  - d. 2016 Project and Development Report
  - e. RWY 34 GPS Approach - LPV Guidance
6. Items removed from Consent Agenda
7. New Business
  - a. 2017 Preliminary Budget
  - b. Winter Operations
8. Old Business
  - a. Airport Rules and Regulations
  - b. 2017 Airport Rate and Fee Schedule
9. Commissioner and Staff Comments
10. Adjournment



City of South St. Paul—Fleming Field Airport

# Airport Advisory Commission

Tuesday, September 13, 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 6:02 P.M. on Tuesday, September 13, 2016.

### 2) ROLL CALL:

Present

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

Absent

Adams

Also Present

Philip Tiedeman, Airport Manager  
Joseph Carney, Airport Operations Specialist  
Mike Bergeron, Public

### 3) Approval of Agenda

Motion by Reckinger, second by Sheridan to approve September 13, 2016 agenda as submitted.

Motion carried 8 ayes/0 nays

### 4) Approval of 5/10/16 Minutes

Motion by Gesch, second by Gardner to approve the July 12, 2016 minutes as corrected.

Motion carried 8 ayes/0 nays

### 5) Citizens Comments & Presentation

Mike Bergeron present, will hold off on comments until the Rule & Regulations discussion.

### 6) Finance & Activity Reports

#### 6a) Fuel Report

Tiedeman presented the Fuel Sales Report through August 2016. Fuels sales overall are ahead of the 2015 sales by 5,400 gallons. 100LL and 91 UL are down by 3.55% and 3.44% respectively. Jet-A sales are up by 85.39%.

## **6b) 2015 Budget Report**

Tiedeman presented the most recent budget report. Airport Operating Revenues August YTD are \$693,244.69; while the Airport Operating Expenses for June YTD are \$529,510.67. This reflects a surplus of \$163,734.02. The 2016 Capital Improvement Revenues June YTD are \$310,426.86; while the Airport Capital Improvement Expenses June YTD are \$22,769.93. This reflects a surplus of \$333,169.79. There are still outstanding funds being withheld by the FAA. These funds will be reimbursed as the FAA processes and approve each project closeout. The 2016 Operating Debt for August YTD is \$503,801.09; the Capital Debt for August YTD is \$916,736.77, and the Total Debt for August YTD is \$1,420,537.80

The City Council voted on September 6, 2016, to extend the BRS lease rent reduction for up to another six (6) months. This reduction represents an amendment and allows BRS to pay reduced rent. The City Council also voted to the City to 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.

## **7) Project Status**

### **7a) Airport Development**

- (i) Crack Sealing in the North Hangar area has been completed. The airport will be submitting a Reimbursement request to MnDOT shortly.
- (ii) The Conference Room AV upgrade has been completed. The only remaining item is the replacement of the stereo. There is only one channel (side) of the audio output working. Schoen remarked that about the screen having been moved forward and being awkward in use while using the podium.
- (iii) FuelMaster has been able to determine what equipment upgrade is feasible. FuelMaster will be sending out new equipment for the Fuel System. Estimate cost is roughly half of the budgeted expense.

### **7b) Building/Structure Projects (2016)**

- (i) Hangar Doors Hangar #5 – Delayed due to lack of MnDOT funding.
- (ii) Roof Replacement on two (2) Bowstring Hangars – Delayed due to lack of MnDOT funding.
- (iii) Epoxy-Coat and Seal Maint. Hangar – Delayed due to lack of MnDOT funding.

## **8) New Business**

### **8a) AAC Meeting Format**

It was put forth to change the format of the AAC meetings to a Consent Agenda format. This would speed up the meeting while allowing for discussion of the items that would be on the consent agenda portion; the approval of the agenda, the

previous meetings minutes; routine financials. Program reports, and any other items.

### **8b) Updating the Rate and Fee Schedule**

City Finance has requested a revised Rate and Fee Schedule from the Airport for 2017. There were four (4) areas that were discussed.

- 1) Meeting Room Rentals – Currently, there are many different rates for the room depending on whether or not the group is based on the airfield, a 501-c3 organization, outside the fence, or other government organization. The recommendation is to provide one price to anyone renting the room regardless of affiliation. The consensus was:
  - a. Organizations based on the airfield free
  - b. Rates will be \$25.00/hour with a 4 hour minimum
- 2) Fuel Discount – Tiedeman gave the background on the request from the City to look into adding a lower threshold to receive the discount. The cost of managing the system costs more than the benefits accorded. After discussion, it was brought forth to leave the discount system as it currently is but create a threshold of 150 gallons for new entities.
- 3) Billing – Transfer billing processes from the Airport to the City Finance Department has been implemented to provide checks and balances. There are just a few items left at the airport due to logistics and feasibility.
- 4) Land Leases – This was one area that the Airport was complimented on by the Audit team. The process is very consistent and met the auditor's requirements.

### **9) Old Business:**

#### **9a) Rules and Regulations**

Mike Bergeson was attending to raise some questions about the Rules and Regulations, however, after reading through the revised Rules and Regulations he only had one question.

1. Item 6.3 **Noise Abatement Procedures** – to change the entry to refer to the actual procedures. Not to have them in the Rules and Regulations, just to point to where they are.
2. Item 6.7 (6.7.2) to restate the following: **Major and minor aircraft alterations and repairs (as defined by 14 CFR Part 43)** to "Major Alterations and Major repairs (as defined by 14 CFR Part 43)". This rewording will be in line with the Part 43.
3. Item 7.4 **Vehicle Operations on the AOA** changed to "Vehicle Operations on the Movement Area".
4. Item 7.8 **Issuance of Traffic Citations** – Sheridan pointed out that this section would be unenforceable and is already covered by State, County and City Ordinances and Statutes and should be removed entirely.
5. 7.9.3 Parking of vehicles by hangar tenants. That all tenants should park in such a manner as to not obstruct movement of aircraft.

### **10) Commission and Staff Comments:**

Tiedeman discussed the AirTAP Fall Forum briefly.

**11) Adjournment:**

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

Motion carried

8 ayes/0 nays

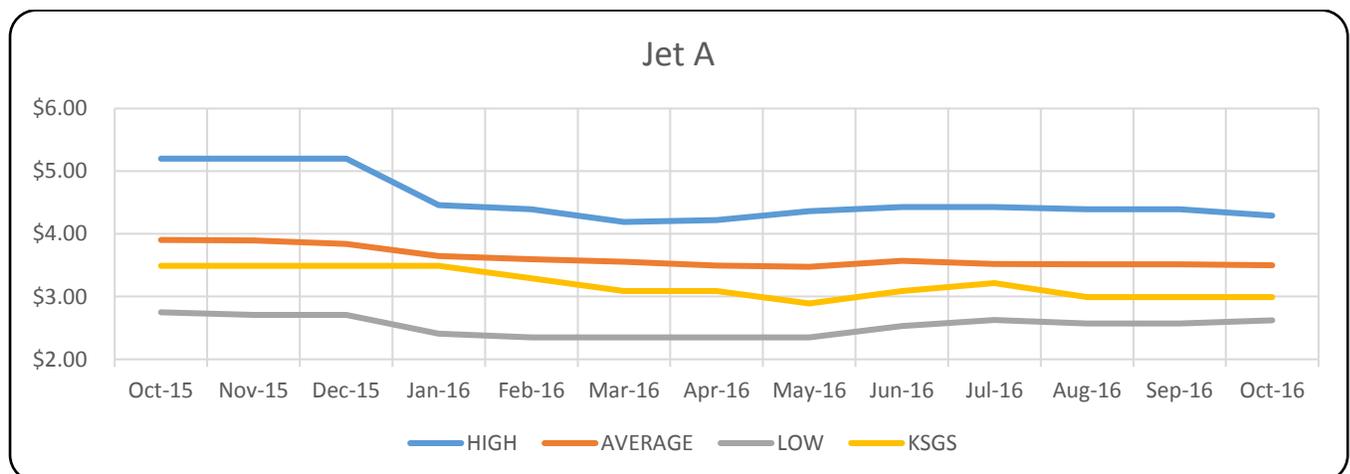
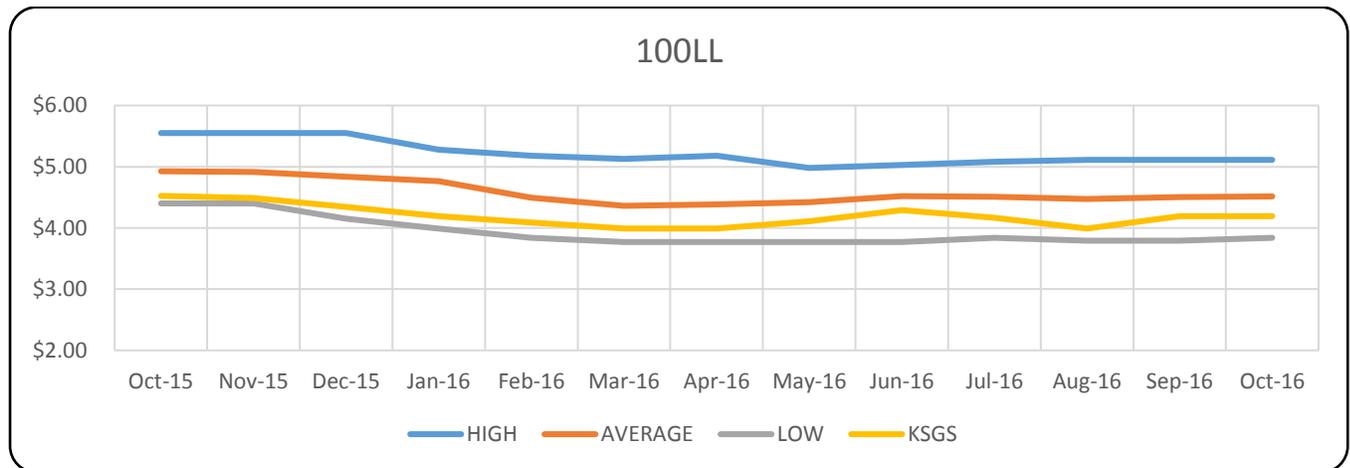
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# Memo



Date: November 9, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: 2016 Fuel Report

The 2016 Fuel Sales by Gallon through October 2016 are ahead of the 2016 pace by over 5,000 gallons. Through October 100LL is up 1.09%, 91UL is down 35.51%, and Jet A is up 19.79%. Overall, fuel sales are up 4.30% over the 2015 numbers but down 7.10% 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 by month and by quarter.



# Memo



Date: November 9, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: 2016 Budget Report

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## **Airport Operating Fund**

The 2016 Airport Operating Revenues for October YTD are \$869,443.23; the Airport Operating Expenditures for October YTD are \$726,423.37. The October YTD net change is a surplus of \$143,019.86.

- Rent (4402) are at 132.66%. Air Trek North Terminal Office rents have caused the increase.
- Airport Fuel Receipts (4583) are currently at \$391,117.56 (61.28%). The 2016 fuel prices have been consistently lower than 2015 while the amount sold is similar to 2015.
- Aircraft Parking Fees (4587) are at 181.83%.
- Airport Gate Cards (4590) is at \$2,723.81 (340.48%).
- Merchandise for Resale (6250) is currently at \$316,881.12 (61.34%). The 2016 fuel prices have been consistently lower than 2015 while the amount sold is similar to 2015.
- Computer Software (6572) is still pending because of delays caused by Hurricanes. The FuelMaster Upgrades are anticipated within a few weeks and will be installed shortly thereafter.

## **Capital Improvement Fund**

The 2016 Airport Capital Revenues for October YTD are \$309,909.66; the Airport Operating Expenses for October YTD are \$37,627.32. The October YTD net change is a surplus of \$347,536.98.

- 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 1<sup>st</sup>. 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 October YTD is \$525,751.10; the Capital Debt for October YTD is \$931,076.96. The Total Debt for October YTD \$1,456,828.06.

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 October 2016**

Description	2016 Actual Budget	October YTD Actual 2016	Budget Balance 2016	Percent Used 2016	2015 Actual Budget	October YTD Actual 2015	Percent Used 2015
<b>20245 - AIRPORT</b>							
<b>REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
4321 - AIRPORT OPERATIONS & MAINT	(32,000.00)	(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%
<b>INTERGOVERNMENTAL</b>	<b>(72,000.00)</b>	<b>(34,320.00)</b>	<b>(37,680.00)</b>	<b>47.67%</b>	<b>(133,804.00)</b>	<b>(34,320.00)</b>	<b>25.65%</b>
<b>CHARGE FOR SERVICE</b>							
4411 - PILOT	(43,435.00)	(37,893.53)	(5,541.47)	87.24%	(51,241.00)	(36,773.30)	71.77%
4402 - RENT	(8,652.00)	(11,478.13)	2,826.13	132.66%	(8,400.00)	(8,649.45)	102.97%
4581 - RENT OF HANGARS	(200,687.00)	(158,883.03)	(41,803.97)	79.17%	(194,842.00)	(155,975.60)	80.05%
4583 - AIRPORT FUEL RECEIPTS	(638,252.00)	(391,117.56)	(247,134.44)	61.28%	(764,491.00)	(481,681.97)	63.01%
4585 - LAND LEASE	(162,238.00)	(138,526.74)	(23,711.26)	85.38%	(157,513.00)	(193,420.36)	122.80%
4586 - TEE HANGAR RENTAL	(112,265.00)	(85,378.78)	(26,886.22)	76.05%	(108,995.00)	(79,578.69)	73.01%
4587 - AIRCRAFT PARKING FEES	(3,000.00)	(5,455.00)	2,455.00	181.83%	(4,100.00)	(3,015.00)	73.54%
4588 - AIRPORT RAMP FEES	(7,500.00)	(70.00)	(7,430.00)	0.93%	(13,592.00)	(1,900.00)	13.98%
<b>CHARGES FOR SERVICES</b>	<b>(1,176,029.00)</b>	<b>(828,802.77)</b>	<b>(347,226.23)</b>	<b>70.47%</b>	<b>(1,303,174.00)</b>	<b>(960,994.37)</b>	<b>73.74%</b>
<b>MISCELLANEOUS</b>							
4510 - CONCESSION SALES	0.00	(135.00)	135.00			(125.00)	
4590 - AIRPORT GATE CARD	(800.00)	(2,723.81)	1,923.81	340.48%	(800.00)	(1,017.86)	127.23%
4591 - AIRPORT VENDING SALES	(750.00)	(676.46)	(73.54)	90.19%	(750.00)	(537.02)	71.60%
4413 - XEROX COPIES	(10.00)	0.00	(10.00)	0.00%	(10.00)	(21.86)	218.60%
4672 - OTHER	0.00	(2,705.22)	2,705.22		0.00	(600.00)	
4673 - CASH OVER/SHORT		0.03	(0.03)			(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		(80.00)	80.00				
4679 - CONT. & DON. FR PRIVATE	0.00	0.00	0.00		0.00	(15.00)	
4680 - INSURANCE PROCEEDS		0.00	0.00			(7,283.00)	
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			0.00	
<b>MISCELLANEOUS</b>	<b>(8,560.00)</b>	<b>(6,320.46)</b>	<b>(2,239.54)</b>	<b>73.84%</b>	<b>(8,560.00)</b>	<b>(9,607.28)</b>	<b>112.23%</b>
<b>OTHER FINANCING SOURCES</b>							
4903 - SALE OF GENERAL FIXED ASSETS	0.00	0.00	0.00		0.00	(5,500.00)	
<b>OTHER FINANCING SOURCES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>(5,500.00)</b>	
<b>REVENUES</b>	<b>(1,256,589.00)</b>	<b>(869,443.23)</b>	<b>(387,145.77)</b>	<b>69.19%</b>	<b>(1,445,538.00)</b>	<b>(1,010,421.65)</b>	<b>69.90%</b>
<b>EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	145,691.00	116,443.89	29,247.11	79.93%	147,817.00	92,852.14	62.82%
6102 - FULL-TIME EMPLOYEES-OVERTIME	1,000.00	811.28	188.72	81.13%	0.00	930.21	
6104 - TEMPORARY EMPLOYEES-REG	14,658.00	7,945.18	6,712.82	54.20%	36,091.00	25,599.74	70.93%

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

Description	2016 Actual Budget	October YTD Actual 2016	Budget Balance 2016	Percent Used 2016	2015 Actual Budget	October 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	17,951.28	5,115.72	77.82%	17,401.00	17,587.68	101.07%
6130 - EMPLOYER PAID INSURANCE	14,182.00	11,809.16	2,372.84	83.27%	11,798.00	8,659.88	73.40%
6150 - WORKERS COMPENSATION	8,422.00	7,266.33	1,155.67	86.28%	3,362.00	3,362.00	100.00%
6151 - WORKERS COMP DEDUCTIBLE		0.00	0.00			464.82	
6170 - EMPLOYER CONTR TO HCSP	2,163.00	477.75	1,685.25	22.09%	2,680.00	444.57	16.59%
<b>PERSONNEL SERVICES</b>	<b>209,183.00</b>	<b>162,704.87</b>	<b>46,478.13</b>	<b>77.78%</b>	<b>220,693.00</b>	<b>159,510.87</b>	<b>72.28%</b>
<b>MATERIALS &amp; SUPPLIES</b>							
6201 - OFFICE SUPPLIES	1,500.00	765.50	734.50	51.03%	1,500.00	654.99	43.67%
6210 - OPERATING SUPPLIES		0.00	0.00			0.00	
6220 - REPAIR & MAINTENANCE SUPPLIES	40,000.00	14,081.56	25,918.44	35.20%	40,000.00	19,689.67	49.22%
6240 - MINOR EQUIPMENT AND FURNITURE	2,100.00	1,468.99	631.01	69.95%	1,700.00	679.30	39.96%
6250 - MERCHANDISE FOR RESALE	516,633.00	316,881.12	199,751.88	61.34%	677,728.00	380,324.29	56.12%
<b>MATERIALS &amp; SUPPLIES</b>	<b>560,233.00</b>	<b>333,197.17</b>	<b>227,035.83</b>	<b>59.47%</b>	<b>720,928.00</b>	<b>401,348.25</b>	<b>55.67%</b>
<b>SERVICES AND OTHER CHARGES</b>							
6302 - PROFESSIONAL SERVICES	14,200.00	36,772.91	(22,572.91)	258.96%	7,200.00	13,809.35	191.80%
6331 - CONFERENCES, TRAINING, TRAVEL	3,800.00	901.46	2,898.54	23.72%	2,600.00	797.30	30.67%
6341 - ADVERTISING	6,325.00	4,073.00	2,252.00	64.40%	7,160.00	4,988.60	69.67%
6361 - INSURANCE	50,786.00	54,121.97	(3,335.97)	106.57%	50,932.00	48,838.57	95.89%
6371 - REPAIRS & MAINT CONTRACTUAL	76,000.00	20,957.81	55,042.19	27.58%	25,000.00	44,802.47	179.21%
6374 - ADMINISTRATION SUPPORT FEE	62,709.00	47,034.00	15,675.00	75.00%	62,709.00	52,260.00	83.34%
6378 - COPIER MAINTENANCE AGREEMENT	450.00	473.55	(23.55)	105.23%	450.00	320.79	71.29%
6379 - CONT SERV/REFUSE & SANITATION	600.00	522.00	78.00	87.00%	600.00	342.00	57.00%
6380 - CENTRAL GARAGE MAINT. CHARGE	13,877.00	10,413.00	3,464.00	75.04%	12,067.00	10,060.00	83.37%
6385 - UTILITY SERVICE	19,775.00	12,466.58	7,308.42	63.04%	19,200.00	10,132.21	52.77%
6388 - TECHNOLOGY EQUIP CHARGE	40.00	33.00	7.00	82.50%			
6390 - POSTAGE AND TELEPHONE	5,000.00	3,950.92	1,049.08	79.02%	5,000.00	3,493.28	69.87%
<b>SERVICES AND OTHER CHARGES</b>	<b>253,562.00</b>	<b>191,720.20</b>	<b>61,841.80</b>	<b>75.61%</b>	<b>192,918.00</b>	<b>189,844.57</b>	<b>98.41%</b>
<b>CAPITAL OUTLAY</b>							
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	74,869.87	166.34%
<b>CAPITAL OUTLAY</b>	<b>7,500.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>0.00%</b>	<b>133,010.00</b>	<b>80,767.87</b>	<b>60.72%</b>
<b>MISCELLANEOUS</b>							
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 October 2016**

Description	2016 Actual Budget	October YTD Actual 2016	Budget Balance 2016	Percent Used 2016	2015 Actual Budget	October YTD Actual 2015	Percent Used 2015
<b>MISCELLANEOUS</b>	<b>1,120.00</b>	<b>1,849.10</b>	<b>(729.10)</b>	<b>165.10%</b>	<b>1,075.00</b>	<b>1,410.00</b>	<b>131.16%</b>
<b>DEBT SERVICE</b>							
6602 - OTHER LONG TERM DEBT-PRINCIPAL	38,656.00	31,290.80	7,365.20	80.95%	38,696.00	31,290.80	80.86%
6612 - INTEREST EXPENSE	15,000.00	5,661.23	9,338.77	37.74%	15,000.00	7,410.06	49.40%
<b>DEBT SERVICE</b>	<b>53,656.00</b>	<b>36,952.03</b>	<b>16,703.97</b>	<b>68.87%</b>	<b>53,696.00</b>	<b>38,700.86</b>	<b>72.07%</b>
<b>TRANSFERS</b>							
6719 - TRANSFER TO CAPITAL PROJECT FU	46,500.00	0.00	46,500.00	0.00%	66,571.00	0.00	0.00%
<b>TRANSFERS</b>	<b>46,500.00</b>	<b>0.00</b>	<b>46,500.00</b>	<b>0.00%</b>	<b>66,571.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>EXPENDITURES</b>	<b>1,131,754.00</b>	<b>726,423.37</b>	<b>405,330.63</b>	<b>64.19%</b>	<b>1,388,891.00</b>	<b>871,582.42</b>	<b>62.75%</b>
<b>REVENUES AND EXPENDITURES</b>	<b>(124,835.00)</b>	<b>(143,019.86)</b>	<b>18,184.86</b>	<b>114.57%</b>	<b>(56,647.00)</b>	<b>(138,839.23)</b>	<b>245.10%</b>

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

Description	2016 Actual Budget	October YTD Actual 2016	Budget Balance 2016	Percent Used 2016	2015 Actual Budget	October YTD Actual 2015	Percent Used 2015
<b>40404 - AIRPORT CAPITAL FUND</b>							
<b>REVENUES AND EXPENDITURES</b>							
<b>REVENUES</b>							
<b>INTERGOVERNMENTAL</b>							
4302 - FEDERAL GRANTS - OTHER	(135,000.00)	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)	
<b>INTERGOVERNMENTAL</b>	<b>(298,500.00)</b>	<b>330,005.44</b>	<b>(628,505.44)</b>	<b>-110.55%</b>	<b>(1,802,100.00)</b>	<b>(1,480.85)</b>	<b>0.08%</b>
<b>CHARGE FOR SERVICE</b>							
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%
<b>CHARGES FOR SERVICES</b>	<b>0.00</b>	<b>(15,843.75)</b>	<b>15,843.75</b>		<b>(43,329.00)</b>	<b>(300.00)</b>	<b>0.69%</b>
<b>SPECIAL ASSESSMENTS</b>							
4657 - OTHER ASSESSMENTS		(4,252.03)	4,252.03			(8,325.65)	
<b>SPECIAL ASSESSMENTS</b>		<b>(4,252.03)</b>	<b>4,252.03</b>			<b>(8,325.65)</b>	
<b>MISCELLANEOUS</b>							
4681 - UNREALIZED GAIN/LOSS ON INV		0.00	0.00			0.00	
<b>MISCELLANEOUS</b>		<b>0.00</b>	<b>0.00</b>			<b>0.00</b>	
<b>OTHER FINANCING SOURCES</b>							
4920 - INTERFUND OPERATING TRANSFER	(46,500.00)	0.00	(46,500.00)	0.00%	(66,571.00)	0.00	0.00%
<b>OTHER FINANCING SOURCES</b>	<b>(46,500.00)</b>	<b>0.00</b>	<b>(46,500.00)</b>	<b>0.00%</b>	<b>(66,571.00)</b>	<b>0.00</b>	<b>0.00%</b>
<b>REVENUES</b>	<b>(345,000.00)</b>	<b>309,909.66</b>	<b>(654,909.66)</b>	<b>-89.83%</b>	<b>(1,912,000.00)</b>	<b>(10,106.50)</b>	<b>0.53%</b>
<b>EXPENDITURES</b>							
<b>SERVICES AND OTHER CHARGES</b>							
6302 - PROFESSIONAL SERVICES	0.00	3,474.72	(3,474.72)		0.00	47,161.80	
6371 - REPAIRS & MAINT CONTRACTUAL	0.00	1,143.11	(1,143.11)		0.00	386,206.04	
<b>SERVICES AND OTHER CHARGES</b>	<b>0.00</b>	<b>4,617.83</b>	<b>(4,617.83)</b>		<b>0.00</b>	<b>433,367.84</b>	
<b>CAPITAL OUTLAY</b>							
6510 - LAND		0.00	0.00			551,595.71	
6530 - IMPR OTHER THAN BUILDING	165,000.00	22,552.80	142,447.20	13.67%	1,897,000.00	1,044,688.81	55.07%
6560 - BUILDING FIXTURES AND IMPRS	180,000.00		180,000.00				
<b>CAPITAL OUTLAY</b>	<b>345,000.00</b>	<b>22,552.80</b>	<b>322,447.20</b>	<b>6.54%</b>	<b>1,897,000.00</b>	<b>1,596,284.52</b>	<b>84.15%</b>
<b>MISCELLANEOUS</b>							
<b>DEBT SERVICE</b>							
6612 - INTEREST EXPENSE	15,000.00	10,456.69	4,543.31	69.71%	15,000.00	6,607.39	44.05%
<b>DEBT SERVICE</b>	<b>15,000.00</b>	<b>10,456.69</b>	<b>4,543.31</b>	<b>69.71%</b>	<b>15,000.00</b>	<b>6,607.39</b>	<b>44.05%</b>
<b>EXPENDITURES</b>	<b>360,000.00</b>	<b>37,627.32</b>	<b>322,372.68</b>	<b>10.45%</b>	<b>1,912,000.00</b>	<b>2,036,259.75</b>	<b>106.50%</b>
<b>REVENUES AND EXPENDITURES</b>	<b>15,000.00</b>	<b>347,536.98</b>	<b>(332,536.98)</b>	<b>2,316.91%</b>	<b>0.00</b>	<b>2,026,153.25</b>	

**COMPARATIVE BALANCE SHEET  
AS OF OCTOBER 2016**

	OCTOBER YTD ACTUAL 2016	OCTOBER YTD ACTUAL 2015
<b>20245 - AIRPORT</b>		
<b>ASSETS</b>		
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>		
CASH	(628,827.90)	(820,095.35)
PETTY CASH	100.00	100.00
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<b>(628,727.90)</b>	<b>(819,995.35)</b>
<b>ACCOUNTS RECEIVABLE</b>		
A/R - MISC RECEIVABLE	59,828.72	58,405.89
<b>ACCOUNTS RECEIVABLE</b>	<b>59,828.72</b>	<b>58,405.89</b>
<b>SPECIAL ASSESSMENTS RECEIVABLE</b>		
<b>DUE FROM OTHER GOVERNMENTAL UNITS</b>		
<b>INVENTORIES - AT COST</b>		
INVENTORY - FUEL	43,148.08	47,560.28
<b>INVENTORIES - AT COST</b>	<b>43,148.08</b>	<b>47,560.28</b>
<b>PREPAIDS</b>		
<b>TOTAL ASSETS</b>	<b>(525,751.10)</b>	<b>(714,029.18)</b>
<b>LIABILITIES</b>		
<b>ACCOUNTS &amp; CONTRACTS PAYABLE</b>		
<b>INTERFUND ACTIVITY</b>		
<b>DUE TO OTHER GOVERNMENTAL UNITS</b>		
DUE TO OTHER GOVT-SALES	38.29	12.87
<b>DUE TO OTHER GOVERNMENTAL UNITS</b>	<b>38.29</b>	<b>12.87</b>
<b>SALARIES AND BENEFITS PAYABLE</b>		
<b>OTHER LIABILITIES</b>		
DEPOSITS	72,132.15	
<b>OTHER LIABILITIES</b>	<b>72,132.15</b>	<b>0.00</b>
<b>LIABILITIES</b>	<b>72,170.44</b>	<b>12.87</b>
<b>FUND EQUITY</b>		
PRIOR YEAR ENDING BALANCE	(740,941.40)	(852,881.28)
CURRENT YEAR CHANGE	143,019.86	138,839.23
<b>FUND EQUITY</b>	<b>(597,921.54)</b>	<b>(714,042.05)</b>
<b>LIABILITIES AND FUND EQUITY</b>	<b>(525,751.10)</b>	<b>(714,029.18)</b>

**COMPARATIVE BALANCE SHEET  
AS OF OCTOBER 2016**

	OCTOBER YTD ACTUAL 2016	OCTOBER YTD ACTUAL 2015
<b>40404 - AIRPORT CAPITAL FUND</b>		
<b>ASSETS</b>		
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>		
CASH	(966,873.48)	(2,438,923.74)
<b>CASH, CASH EQUIVALENTS &amp; INVESTMENTS</b>	<b>(966,873.48)</b>	<b>(2,438,923.74)</b>
<b>SPECIAL ASSESSMENTS RECEIVABLE</b>		
SPEC ASMNTS-AIRPORT	35,796.52	43,155.16
<b>SPECIAL ASSESSMENTS RECEIVABLE</b>	<b>35,796.52</b>	<b>43,155.16</b>
<b>DUE FROM OTHER GOVERNMENTAL UNITS</b>		
<b>TOTAL ASSETS</b>	<b>(931,076.96)</b>	<b>(2,395,768.58)</b>
<b>LIABILITIES</b>		
<b>ACCOUNTS &amp; CONTRACTS PAYABLE</b>		
<b>INTERFUND ACTIVITY</b>		
<b>OTHER LIABILITIES</b>		
DEFERRED REVENUES	35,796.52	43,155.16
<b>OTHER LIABILITIES</b>	<b>35,796.52</b>	<b>43,155.16</b>
<b>LIABILITIES</b>	<b>35,796.52</b>	<b>43,155.16</b>
<b>FUND EQUITY</b>		
PRIOR YEAR ENDING BALANCE	(619,336.50)	(412,770.49)
CURRENT YEAR CHANGE	(347,536.98)	(2,026,153.25)
<b>FUND EQUITY</b>	<b>(966,873.48)</b>	<b>(2,438,923.74)</b>
<b>LIABILITIES AND FUND EQUITY</b>	<b>(931,076.96)</b>	<b>(2,395,768.58)</b>



# 2016 Equipment Projects

- 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.
  - Due to evacuation caused by hurricanes impacting Florida, equipment was delayed by several weeks.
  - Anticipated to be received and installed before the end of the year.



# 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 and higher priority projects.
  - Anticipated completion in 2018.



# 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
- July 29 – Meeting Room Upgrades
- 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 – 3<sup>rd</sup> Annual Robert brown III Car Show
- September 13 – 2016 Hangar Inspections

# Memo



Date: November 9, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: 2017 Preliminary Budget

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Highlighted below are some of the more significant changes expected from 2016 to 2017 for the Airport Operating Fund and the Capital Improvement Fund. The Airport Budget is anticipated to be presented and approved during a City Council Meeting in December 2016.

## **Airport Operating Fund**

- Revenues
  - State Grants and Aids (4325) State funding change from 80/20 to 70/30. In addition, pavement maintenance is budgeted but not anticipated to be funded in 2017.
  - Rents (4402) is expected to increase due to a new tenant renting space in the Terminal.
  - Airport Fuel Receipts (4583) dropped due to lower fuel prices and anticipated sales.
  - Tee hangar Rents (4585) shows a slight decline but will better reflect the actual revenues. 2015 was projected higher than necessary.
  - Airport Parking Fees (4587) has an increase to show the breakdown between parking/ramp fees.
  - Airport Ramp Fees (4588) has a decrease to show the breakdown between parking/ramp fees.
  - All other revenues are projected to be consistent with 2016.
- Expenses
  - Minor Equipment and Furniture (6240) has had Building Fixtures and Improvements (6560) and Other Equipment (6580) added to be more consistent with other City Departments. Reflected in this line item is Terminal upgrades to the Lobby Furniture, Carpet, Lighting, and HVAC controls.
  - Merchandise for Resale (6250) dropped due to lower fuel prices and anticipated sales.
  - Conference, Training, Travel (6331) has an increase to send two people to the AAAE conference and the MCOA conference in 2017.
  - Advertising (6341) shows an increase to market the Airport leading up to the Super Bowl in 2018
  - Repairs and Maint Contractual (6371) has had Improvements Other Than Buildings (6530) added to be more consistent with other City Departments. The big change reflected here is the Asphalt Maintenance Program of \$50,000.
  - Computer Software (6572) has funds budgeted to improve the GIS capabilities at the Airport for more streamlined processes with the State and FAA.
  - All other expenses are projected to be consistent with 2016.

## **Capital Improvement Fund**

- \$225,000 for a new loader and snow attachments
- \$260,000 for new roofs on Hangar #3 and Hangar #5; and replace the large door on Hangar #5. Due to lack of State Funding, these items are not anticipated to be funded in 2017.
- \$14,500 for a new zero turn mower.

## AIRPORT COMBINED FUNDS

## SUMMARY OF REVENUES AND EXPENDITURES

Description	2014 Actual	2015 Actual	2016		2017		Change 2016 vs 2017
			Original	Revised	Request	Proposed	
<b>OPERATING FUND</b>							
Total Revenues	(1,208,760)	(1,270,947)	(1,256,589)	(1,256,589)	(1,241,940)	(1,241,940)	14,649
Total Expenditures	1,354,132	1,159,007	1,132,156	1,131,754	1,224,136	1,224,136	92,382
Operating (Surplus)/Deficit	145,372	(111,940)	(124,433)	(124,835)	(17,804)	(17,804)	
Cash and Invest=Internal Loan	(1,002,916)	(806,027)	(681,594)	(681,192)	(663,388)	(663,388)	
Cash deficit at 8/31/16 is \$538,857							
<b>CAPITAL FUND</b>							
Revenues	(1,527,341)	(2,073,211)	(345,000)	(345,000)	(499,500)	(499,500)	(154,500)
Expenditures	1,454,967	2,279,777	360,000	360,000	514,500	514,500	154,500
Capital (Surplus)/Deficit	(72,374)	206,566	15,000	15,000	15,000	15,000	-
Cash and Invest=Internal Loan	(788,430)	(2,438,162)	(803,430)	(803,430)	(818,430)	(818,430)	
Cash deficit at 8/31/16 is \$952,533							
<b>COMBINED AIRPORT OPERATING &amp; CAPITAL</b>							
Revenues	(2,736,101)	(3,344,158)	(1,601,589)	(1,601,589)	(1,741,440)	(1,741,440)	(139,851)
Expenditures	2,809,099	3,438,784	1,492,156	1,491,754	1,738,636	1,738,636	246,882
Combined (Surplus)/Deficit	72,998	94,626	(109,433)	(109,835)	(2,804)	(2,804)	
Cash and Invest=Internal Loan	(1,791,346)	(3,244,189)	(1,485,024)	(1,484,622)	(1,481,818)	(1,481,818)	
Combined Cash deficit at 8/31/16 is \$1,491,390							

AIRPORT							
SUMMARY OF REVENUES							
Description	2014 Actual	2015 Actual	2016 Original Budget	August 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
20245 - AIRPORT REVENUES AND EXPENDITURES							
INTERGOVERNMENTAL							
4321 - AIRPORT OPERATIONS & MAINT	(32,196)	(34,320)	(32,000)	(34,320)	(32,000)	(34,320)	
4325 - STATE GRANTS AND AIDS	(87,365)	(106,494)	(40,000)	0	(40,000)	(35,000)	
INTERGOVERNMENTAL	(119,561)	(140,814)	(72,000)	(34,320)	(72,000)	(69,320)	0
CHARGE FOR SERVICE							
4411 - PILOT	(43,732)	(43,435)	(43,435)	(30,432)	(43,435)	(48,460)	
4413 - XEROX COPIES	(29)	(22)	(10)	0	(10)	(10)	
4510 - CONCESSION SALES	(106)	(189)	0	(120)	0	(50)	
4402 - RENT	(10,734)	(10,366)	(8,652)	(8,903)	(8,652)	(16,000)	
4581 - RENT OF HANGARS	(184,169)	(189,339)	(200,687)	(127,932)	(200,687)	(197,050)	
4583 - AIRPORT FUEL RECEIPTS	(612,944)	(558,180)	(638,252)	(319,101)	(638,252)	(625,000)	
4585 - LAND LEASE	(128,832)	(191,810)	(162,238)	(133,948)	(162,238)	(165,250)	
4586 - TEE HANGAR RENTAL	(88,540)	(96,457)	(112,265)	(58,874)	(112,265)	(105,000)	
4587 - AIRCRAFT PARKING FEES	(3,413)	(4,130)	(3,000)	(4,150)	(3,000)	(5,500)	
4588 - AIRPORT RAMP FEES	(3,076)	(1,900)	(7,500)	(70)	(7,500)	(1,500)	
4590 - AIRPORT GATE CARD	(1,033)	(1,718)	(800)	(2,301)	(800)	(500)	
4591 - AIRPORT VENDING SALES	(800)	(727)	(750)	(520)	(750)	(800)	
4760 - PENALTY CHARGE	(79)	0	0	0	0	0	
CHARGES FOR SERVICES	(1,077,487)	(1,099,272)	(1,177,589)	(696,351)	(1,177,589)	(1,165,120)	0
INTEREST							
4681 - UNREALIZED GAIN/LOSS ON INV	0	(746)		0			
INTEREST	0	(746)		0			
MISCELLANEOUS							
4672 - OTHER	(1,248)	(601)	0	(1,572)	0	(500)	
4673 - CASH OVER/SHORT	(1)	(6)		0			
4675 - INSURANCE DIVIDEND	(10,464)	(16,708)	(7,000)		(7,000)	(7,000)	
4677 - MISC REVENUE	0	(15)	0	(71)	0		
4679 - CONT. & DON. FR PRIVATE	0	(15)	0	0	0		
4680 - INSURANCE PROCEEDS	0	(7,283)		0			
MISCELLANEOUS	(11,712)	(24,615)	(7,000)	(1,643)	(7,000)	(7,500)	0
OTHER FINANCING SOURCES							
4903 - SALE OF GENERAL FIXED ASSETS		(5,500)	0	0	0		
OTHER FINANCING SOURCES	0	(5,500)	0	0	0		
REVENUES	(1,208,760)	(1,270,947)	(1,256,589)	(732,314)	(1,256,589)	(1,241,940)	0

AIRPORT							
SUMMARY OF EXPENDITURES							
Description	2014 Actual	2015 Actual	2016 Original Budget	August 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
<b>20245 - AIRPORT EXPENDITURES</b>							
<b>PERSONNEL SERVICES</b>							
6101 - FULL-TIME EMPLOYEES-REG	98,401	115,934	139,326	93,903	145,691	155,366	
6102 - FULL-TIME EMPLOYEES-OVERTIME	0	930	1,000	776	1,000	2,000	
6104 - TEMPORARY EMPLOYEES-REG	27,912	31,950	14,658	6,890	14,658	15,500	
6105 - TEMPORARY EMPLOYEES-OVERTIME	38	27	0	0	0	0	
6108 - ACCUMULATED VACATION/COMP LEAV	2,868	9,721	1,600	0	0	1,600	
6112 - SERVICE RECOGNITION	3,791	0	0	0	0	0	
6120 - EMPLOYER CONTR FOR RETIREMENT	17,852	21,800	22,117	14,489	23,067	24,950	
6130 - EMPLOYER PAID INSURANCE	12,142	11,136	21,262	9,990	14,182	14,498	
6150 - WORKERS COMPENSATION	5,977	3,362	8,422	5,416	8,422	8,422	
6151 - WORKERS COMP DEDUCTIBLE		465	0	0	0	0	
6170 - EMPLOYER CONTR TO HCSP	2,766	825	1,200	403	2,163	3,357	
<b>TOTAL PERSONNEL SERVICES</b>	<b>171,747</b>	<b>196,150</b>	<b>209,585</b>	<b>131,867</b>	<b>209,183</b>	<b>225,693</b>	
<b>SUPPLIES</b>							
6201 - OFFICE SUPPLIES	805	1,099	1,500	566	1,500	1,500	
6210 - OPERATING SUPPLIES	0	85	0	0	0	0	
6220 - REPAIR & MAINTENANCE SUPPLIES	36,503	29,543	40,000	11,415	40,000	40,000	
6240 - MINOR EQUIPMENT AND FURNITURE	2,429	1,144	2,100	650	2,100	58,000	
6250 - MERCHANDISE FOR RESALE	560,340	459,156	516,633	236,414	516,633	450,000	
<b>TOTAL SUPPLIES</b>	<b>600,077</b>	<b>491,027</b>	<b>560,233</b>	<b>249,045</b>	<b>560,233</b>	<b>549,500</b>	
<b>OTHER SERVICES AND CHARGES</b>							
6302 - PROFESSIONAL SERVICES	11,753	14,259	14,200	10,935	14,200	15,000	
6331 - CONFERENCES, TRAINING, TRAVEL	803	824	3,800	651	3,800	5,000	
6341 - ADVERTISING	5,620	6,046	6,325	3,263	6,325	7,000	
6361 - INSURANCE	53,669	50,932	50,786	41,115	50,786	50,786	
6371 - REPAIRS & MAINT CONTRACTUAL	33,449	53,769	76,000	7,371	76,000	129,000	
6374 - ADMINISTRATION SUPPORT FEE	57,219	62,709	62,709	36,582	62,709	71,686	
6375 - OTHER CONTRACTED SERVICES	1,650	0	0	0	0	0	
6378 - COPIER MAINTENANCE AGREEMENT	376	597	450	342	450	450	
6379 - CONT SERV/REFUSE & SANITATION	542	438	600	406	600	750	
6380 - CENTRAL GARAGE MAINT. CHARGE	10,970	12,067	13,877	8,099	13,877	15,959	
6385 - UTILITY SERVICE	16,212	14,337	19,775	9,916	19,775	20,500	
6388 - TECHNOLOGY EQUIP CHARGE		40	40	26	40	632	
6390 - POSTAGE AND TELEPHONE	4,697	4,818	5,000	3,010	5,000	5,750	
<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>196,959</b>	<b>220,797</b>	<b>253,562</b>	<b>121,716</b>	<b>253,562</b>	<b>322,513</b>	

AIRPORT									
SUMMARY OF EXPENDITURES									
Description	2014 Actual	2015 Actual	2016 Original Budget	August 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget		
<b>MISCELLANEOUS</b>									
6412 - CREDIT CARD/ACH/BANK FEE		1		59		0			
6453 - REMITTANCE OF REV/OTHER	450	895	650	455	650	800			
6465 - INTEREST/FINANCE CHARGE	0	0	0	0	0	0			
6471 - DUES & SUBSCRIPTIONS	608	582	470	1,335	470	1,250			
<b>TOTAL MISCELLANEOUS</b>	<b>1,058</b>	<b>1,478</b>	<b>1,120</b>	<b>1,849</b>	<b>1,120</b>	<b>2,050</b>			
<b>CAPITAL OUTLAY</b>									
6530 - IMPR OTHER THAN BUILDING	0	5,898	0	0	0	0			
6572 - COMPUTER SOFTWARE			7,500	0	7,500	2,500			
6580 - OTHER EQUIPMENT	109,206	125,500	0	0	0	0			
<b>TOTAL CAPITAL OUTLAY</b>	<b>109,206</b>	<b>131,398</b>	<b>7,500</b>	<b>0</b>	<b>7,500</b>	<b>2,500</b>			
<b>DEBT SERVICE</b>									
6602 - OTHER LONG TERM DEBT-PRINCIPAL	37,549	37,549	38,656	25,033	38,656	3,130			
6612 - INTEREST EXPENSE	24,937	14,038	15,000	0	15,000	15,000			
<b>TOTAL DEBT SERVICE</b>	<b>62,486</b>	<b>51,587</b>	<b>53,656</b>	<b>25,033</b>	<b>53,656</b>	<b>18,130</b>			
<b>TRANSFERS</b>									
6719 - TRANSFER TO CAPITAL PROJECT FU	212,600	66,571	46,500	0	46,500	103,750			
<b>TOTAL TRANSFERS OUT</b>	<b>212,600</b>	<b>66,571</b>	<b>46,500</b>	<b>0</b>	<b>46,500</b>	<b>103,750</b>			
<b>TOTAL EXPENDITURES</b>	<b>1,354,132</b>	<b>1,159,007</b>	<b>1,132,156</b>	<b>529,510</b>	<b>1,131,754</b>	<b>1,224,136</b>			
<b>CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>92,382</b>		
<b>PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED</b>							<b>8.16%</b>		

AIRPORT CAPITAL FUND							
SUMMARY OF REVENUES							
Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
40404 - AIRPORT CAPITAL FUND REVENUES AND EXPENDITURES							
INTERGOVERNMENTAL							
4302 - FEDERAL GRANTS - OTHER	(1,153,805)	(1,822,470)	(135,000)	313,928	(135,000)	(202,500)	
4325 - STATE GRANTS AND AIDS	(160,677)	(173,523)	(163,500)	16,077	(163,500)	(193,250)	
INTERGOVERNMENTAL	(1,314,482)	(1,995,993)	(298,500)	330,005	(298,500)	(395,750)	
CHARGE FOR SERVICE							
4402 - RENT	0	(300)	0	0	0		
4572 - USER IMPROVEMENT FEES	0	0	0	(15,844)	0		
CHARGES FOR SERVICES	0	(300)	0	(15,844)	0		
SPECIAL ASSESSMENTS							
4657 - OTHER ASSESSMENTS	(259)	(8,843)		(2,700)			
SPECIAL ASSESSMENTS	(259)	(8,843)		(2,700)			
INTEREST							
4681 - UNREALIZED GAIN/LOSS ON INV	0	(1,504)		0			
INTEREST	0	(1,504)		0			
OTHER FINANCING SOURCES							
4920 - INTERFUND OPERATING TRANSFER	(212,600)	(66,571)	(46,500)	0	(46,500)	(103,750)	
OTHER FINANCING SOURCES	(212,600)	(66,571)	(46,500)	0	(46,500)	(103,750)	
REVENUES	(1,527,341)	(2,073,211)	(345,000)	311,461	(345,000)	(499,500)	

AIRPORT CAPITAL FUND							
SUMMARY OF EXPENDITURES							
Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
40404 - AIRPORT CAPITAL FUND EXPENDITURES							
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES	61,487	65,414	0	150	0		
6371 - REPAIRS & MAINT CONTRACTUAL	0	465,209	0	1,224	0		
TOTAL OTHER SERVICES AND CHARGES	61,487	530,624	0	1,375	0		
MISCELLANEOUS							
6430 - MISCELLANEOUS	139	0			0		
TOTAL MISCELLANEOUS	139	0			0		
CAPITAL OUTLAY							
6510 - LAND		551,596			0		
6530 - IMPR OTHER THAN BUILDING	1,370,895	1,170,496	165,000	13,751	165,000	225,000	
6560 - BUILDING FIXTURES AND IMPRS			180,000		180,000	260,000	
6580 - OTHER EQUIPMENT		0	0	0	0	14,500	
TOTAL CAPITAL OUTLAY	1,370,895	1,722,092	345,000	13,751	345,000	499,500	
DEBT SERVICE							
6612 - INTEREST EXPENSE	22,447	27,062	15,000	0	15,000	15,000	
TOTAL DEBT SERVICE	22,447	27,062	15,000	0	15,000	15,000	
TOTAL EXPENDITURES	1,454,967	2,279,777	360,000	15,126	360,000	514,500	154,500
CHANGE 2016 REVISED TO 2017 PROPOSED							42.92%
PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED							

# Memo



Date: November 9, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Winter Operations

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## **Snow and Ice Control Plan**

Following last winter's snow season it was determined that the Airport could benefit from having a Snow and Ice Control Plan or develop a set of procedures for improving winter clearance times and coordination.

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

## **Activating Snow Removal Personnel**

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

### **A. Weather Forecasting**

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

### **B. Chain of Command**

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

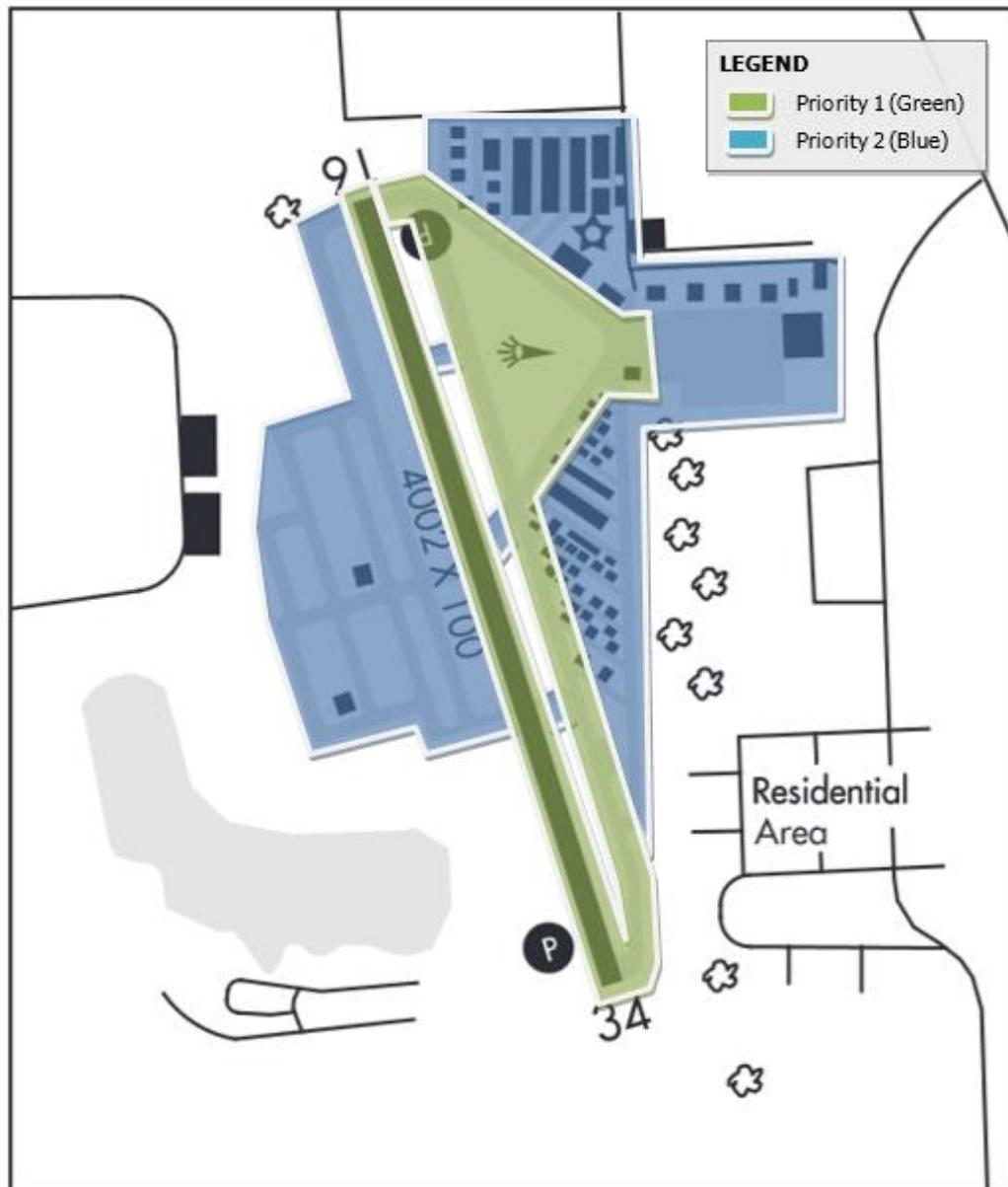
## **Airfield Clearing Priorities**

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

### Airfield Clearing Priorities

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

The clearing of snow from landside infrastructure to and from the Terminal Building is a separate category because the objective of this clearing operation is public access, not airplane operational safety. Moreover, different chemicals, clearing equipment, and techniques, and possibly the use of municipal or service contractors, might be standard for such operations.



### Requirements for Runway Closures

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

### Continuous Monitoring

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Memo



Date: November 9, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Airport Rules and Regulations

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## 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 worked 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 safely 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 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 revisions.
November 1, 2016	FFAA Meeting – Brief update on when the AAC and City Council would tentatively review and approve the Airport Rules and Regulations.
November 9, 2016	AAC Meeting – Discussion and tentative approval to submit revised rules to City Council.
November 21, 2016	Tentative date for City Council Meeting for final approval of the Airport Rules and Regulations.

**Draft Airport Rules and Regulations**

Included with this memo is a draft version containing the most recent updates redlined.

# South St. Paul Airport – Fleming Field Rules & Regulations

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South St. Paul Municipal Airport – Rules and Regulations

**RECORD OF REVISION**

<b>Revision #</b>	<b>Remove Page(s)</b>	<b>Add Page(s)</b>	<b>Approval Date</b>
Original	1992 Rules and Regulations	<del>New-2016</del> Rules and Regulations	XX/XX/XXXX

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**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.

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**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.

## 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 Object Free Area (OFA):** An area centered on the ground on a runway, taxiway, or taxilane centerline provided to enhance the safety of aircraft operations by remaining clear of objects, except for objects that need to be located in the OFA for air navigation or aircraft ground maneuvering purposes.
- 1.28-29 OSHA:** The Occupational Safety and Health Administration is the U.S. government office.
- 1.29-30 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.
- 1.30-31 Public Facility:** Those areas of the Airport provided for public use (e.g., Terminal), but not including areas used by private businesses
- 1.31-32 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.
- 1.33 Runway Safety Area (RSA):** A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from the runway.
- 1.32-34 Shall:** The words “shall”, “must” or “will” are always mandatory.
- 1.34 Taxiway/Taxilane Safety Area (TSA):** A defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to an aircraft deviating from the taxiway.
- 1.33-35 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.
- 1.34-36 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.
- 1.35-37 Transient Aircraft:** An aircraft not using the Airport as its permanent base of operations.

**1.36-38 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.

**1.37-39 Will:** The words “shall”, “must” or “will” are always mandatory

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## 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 [as posted in the Terminal Lobby and/or online.](#)

#### **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~~ Maintenance, rebuilding, and alterations (as defined by 14 CFR Part 43), except preventative maintenance as permitted by 6.7.1, 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 Movement Area**

## South St. Paul Municipal Airport – Rules and Regulations

No Motor Vehicle shall be permitted on the AOA-Movement Area 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.~~

### ~~**7.9-8 Parking (or Stopping)**~~

~~**7.98.1** Vehicles shall not be parked or stopped:~~

~~**7.98.1.1** 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.~~

~~**7.98.1.2** Within twenty-five (25) feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane.~~

~~**7.98.1.3** In front of the Terminal Building on the ramp side except for short durations as to no obstruct aircraft or pedestrian traffic.~~

**7.98.2** Displaying vehicles or other equipment for sale at the Airport is prohibited, except for aircraft.

**7.98.3** 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~~ obstruct aircraft movement. 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.

**7.98.3.1** Only one vehicle or piece of equipment is permitted to be parked outside a T-hangar.

**7.98.4** 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.

#### **7.10-9 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**

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.

DRAFT

# Memo



Date: November 9, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: Airport Rate and Fee Schedule

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## 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 reviewed various 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 including but not limited to: Meeting Room Rentals and Fuel Discounts.

Meeting Room Rentals – Based on suggestions from the City, the most recent audit, and general discussion at the September 13, 2016 AAC meeting the following changes to the Meeting Room Rental are being recommended:

- Minimum block of four hours for \$100.00 and \$25.00 every hour after.
- Airport and City related functions will be free and take priority over other events and meetings.
- Bookings can be made one year in advance and will be on a first come first serve basis and will be the responsibility of the group/organization to schedule them with the Airport.
- Based commercial tenants and aviation groups will be able to schedule the up to one day free each month. Those groups include but may not be limited to:
  - Air Trek North
  - Aero Technique
  - Ballistic Recovery Systems
  - Civil Air Patrol
  - Commemorative Air Force
  - Cosair Aviation
  - FFAA
  - EAA Chapter 1229
  - Edge Transportation
  - J.M. Mac Holdings / Abtec
  - Lysdale Flying Service
  - Prescott Flying Club
  - Sierra Hotel
  - Spectrum Air Services
  - The Hangar Group
  - Wipaire, Inc.
- Cancellations less than 72 hours in advance of the scheduled meeting time or no shows will be charged \$25.00 regardless of affiliation.

Fuel Discount – Based on suggestions from the City, the most recent audit, and general discussion at the September 13, 2016 AAC meeting the following changes to the Fuel Discount are being recommended:

- Discount prices will remain at \$0.15 for 100LL and \$0.25 for Jet A
- Future entities will need to reach a minimum threshold of 150 gallons per month to be eligible
- Invoices must be paid by the due date to be eligible

<b>FEE DESCRIPTION</b>	<b>2016 RATE</b>	<b>2017 RATE</b>	<b>CHANGE</b>
<b>Fuel Discount</b>			
100LL	\$0.15	\$0.15	\$0.00
Jet A	\$0.25	\$0.25	\$0.00
<b>City Owned T-Hangars</b>			
North (40-foot door)	\$239.24	\$244.00	\$4.76
North (40-foot door with additional SF)	\$279.72	\$285.25	\$5.53
North (40-foot door with additional SF / features)	\$326.34	\$332.75	\$6.41
South (42-foot door)	\$260.19	\$265.50	\$5.31
South (45-foot door)	\$285.27	\$291.00	\$5.73
South (Garage Unit)	\$172.20	\$175.75	\$3.55
Month-to-Month (In addition to monthly rate)	N/A	\$50.00	NEW
Monthly Billing	\$20.00	\$20.00	\$0.00
ACH	FREE	FREE	\$0.00
Late Fee	\$50.00	\$50.00	\$0.00
<b>Events</b>			
Event Fee	\$1,000.00	\$1,000.00	\$0.00
Event Fee for Airport Personnel (4 Hour Minimum)	\$30.00	\$30.00	\$0.00
Cones (no charge if paying event fee)	N/A	\$2.50	NEW
Barricades (no charge for paying event fee)	N/A	\$5.00	NEW
Penalty (Not following approved procedures)	\$100.00	\$100.00	\$0.00
<b>Land Leases</b>			
2017 Non-Commercial	\$0.256	\$0.264	\$0.008
2017 Commercial (Inside the Fence)	\$0.332	\$0.343	\$0.011
2017 Commercial (On the Street)	\$0.435	\$0.449	\$0.014
Lease changes, amendments, or revisions		\$1,000.00	\$0.00
Right of First Refusal		\$100.00	\$0.00
*Land leases increase by 3% each year of lease.			
<b>Apparel</b>			
Sweatshirts	\$30.00	\$30.00	\$0.00
Denim Long Sleeve Shirts	\$35.00	\$35.00	\$0.00
1/4 Zip	N/A	\$55.00	NEW
Polo Shirts	\$35.00	\$35.00	\$0.00
Baseball Caps	\$15.00	\$15.00	\$0.00
Additional charge for XXL+	\$2.00	\$2.00	\$0.00

\*Apparel rates may change based on airport costs. Old logo apparel may be discounted.

**Tie Down Fees**

Daily	\$5.00	\$5.00	\$0.00
Weekly	\$20.00	\$20.00	\$0.00
Monthly – Grass	\$35.00	\$35.00	\$0.00
Monthly – Ramp	\$60.00	\$60.00	\$0.00

**Ramp Fees**

Single Engine	FREE	FREE	\$0.00
Multi-Engine (waived with 30-gallon fuel purchase)	\$10.00	\$10.00	\$0.00
Turbine (waived with 60-gallon fuel purchase)	\$20.00	\$20.00	\$0.00
Jet (waived with 100-gallon fuel purchase)	\$30.00	\$30.00	\$0.00

**Meeting Room**

Four Hour Block (minimum)	N/A	\$100.00	NEW
Meeting Room Hourly	\$18.00	\$25.00	\$7.00
4-5 Hours	\$60.00	N/A	N/A
6-8 Hours	\$90.00	N/A	N/A
Cleaning (if the Meeting Room is left disorderly)	\$30.00	\$30.00	\$0.00
Cancellations (less than 72-hr notice) or No Show	\$25.00	\$25.00	\$0.00

\*Airport based aeronautical entities will be able to reserve the meeting room for free once per month. Other fees may still apply.

**Access**

Gate Cards	\$20.00	\$20.00	\$0.00
Fuel Cards	N/A	\$25.00	NEW

**Admin / Office / Misc**

Wireless Internet	Free	Free	\$0.00
Copies	\$0.25	\$0.25	\$0.00
Fax	\$0.25	\$0.25	\$0.00
Projector Rental	N/A	\$75.00	NEW
Ice Melt (FAA Authorized Ice Melt)	\$25.00	\$25.00	\$0.00
Tie-Down Ropes (Set of 3)	N/A	\$15.00	NEW
Commercial Film/Photography	N/A	\$50.00	NEW

# Memo



Date: November 9, 2016  
To: Airport Advisory Commission  
From: Philip Tiedeman, Airport Manager  
RE: RWY 34 GPS Approach – LPV Minimums

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Airport Staff has been reaching out to the various FAA departments and personnel for almost a year to determine why the vertical guidance of the RNAV (GPS) RWY 34 was lost and what needs to be done to get the LPV minimums back. The FAA has stated that there is still an obstruction that penetrates the approach surfaces to RWY 34. In addition, we asked for the data for the RWY 16 end to assess potential impacts on that end as well. The item bolded below is the obstruction on the south end and the remaining items are on the north end.

With the assistance of our consultants, Bolton & Menk, we have concluded the following:

- KSGST0001, TREE, 445156.98N-0930214.12W, 877 MSL – This tree is only 847.4 feet but FAA data says 877. The surface height here is 866.3 therefore this tree is not an obstruction.**
- KSGST0013, TREE, 445156.16N-0930209.57W, 865 MSL – This tree is a penetration to the Glidepath Qualification Surface (GQS). This is the front yard where an easement was obtained. Should not be an issue for the departure surface for a RWY 34 approach.
- KSGST0012, TREE, 445157.60N-0930211.12W, 870 MSL – We cannot find a tree anywhere in this area using our data or on Google Earth (July 2016).
- KSGST0022, TREE, 445155.99N-0930212.24W, 865 MSL – We cannot find a tree anywhere in this area using our data or on Google Earth (July 2016).
- KSGST0016, TREE, 445156.15N-0930215.64W, 868 MSL – This point is a small sidewalk light in front of a home that is well below the surface elevation of 864 feet.
- KSGST0032, TREE, 445159.27N-0930212.41W, 875 MSL – This tree is only 866.8 feet but FAA data says 875. The surface height is 872.4 feet therefore the tree is not an obstruction.

The Airport will be submitting to the FAA the findings, justification, and a request for the RNAV (GPS) RWY 34 LPV minimums be reinstated. The cutoff deadline for publication on January 5, 2017 is November 28, 2016. This date does not take into account any additional evaluation or development the FAA may be required to do to reinstate the LPV minimums.