



**City of South St. Paul**  
**AIRPORT ADVISORY COMMISSION**  
**FLEMING FIELD AIRPORT MEETING ROOM**  
TUESDAY, SEPTEMBER 11, 2018  
6:00 PM



- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. CITIZEN'S COMMENTS & PRESENTATIONS:**
- 4. APPROVAL OF AGENDA:**
- 5. CONSENT AGENDA:**

*All items listed on the Consent Agenda are considered to be routine or informational in nature and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the consent agenda.*

- A. Meeting Minutes of July 10, 2018
  - B. YTD Budget Report
  - C. YTD Fuel Report
  - D. 2018 Projects
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
  - 7. OLD BUSINESS:**
    - A. SWIFT Fuel Update
    - B. Southgate Road Project Update
  - 8. NEW BUSINESS:**
    - A. Crew Car
    - B. Sign for Fuel Prices
  - 9. COMMISSIONER AND STAFF COMMENTS:**
  - 10. ADJOURNMENT:**



# City of South St. Paul

## AIRPORT ADVISORY COMMISSION



### FLEMING FIELD AIRPORT

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#### MEETING MINUTES TUESDAY, JULY 10, 2018, 6:00 PM

**1. CALL TO ORDER:**

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:05 PM on Tuesday, July 10, 2018.

**2. ROLL CALL:**

Present           Ludwigson, Schoen, Gardner, Gesch, Hilger, Reckinger, Adams and Sheridan.

Absent

Also Present   Andrew Wall, and Chris D'Acosta

**3. CITIZEN'S COMMENTS & PRESENTATIONS**

None

**4. APPROVAL OF AGENDA:**

Motion by Adams, seconded by Gardner to approve July 10, 2018, agenda as submitted.

Motion carried                           8 ayes/0 nays

**5. CONSENT AGENDA:**

Motion by Hilger seconded by Reckinger to approve the Consent Agenda.

Motion carried                           8 ayes/0 nays

**6. ITEMS REMOVED FROM CONSENT AGENDA:**

None

**7. OLD BUSINESS:**

A. Hangar Roof Repair & Replacement

Wall briefed the Commission on the Roof repair and the door replacement. Mr. Reckinger suggested that we look into a scrap metal company that might be interested in hauling the old door away.

**8. NEW BUSINESS:**

A. Introduction of the new engineering firm SEH.



# Memo



Date: September 5, 2018  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: YTD Budget Report – YTD 2018

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## **Airport Operating Fund**

The 2018 Airport Operating Revenues for August YTD are \$726,567.49; the Airport Operating Expenditures for August YTD are \$677,890.33. The August YTD net change is a surplus of \$132,125.09.

- Revenues
  - Airport Fuel Receipts (4583) are currently at \$341,096.93 (66.23%).
  - Land Lease (4585) is at \$183,197.39 (104.68%). Most land leases are due in March of each year with a few occurring throughout the remainder of the year.
  - Aircraft parking Fees (4587) is at \$3,830.00 (69.64%).
  - Airport Gate Cards (4590) is at \$1,239.52 (274.90%).
- Expenses
  - Conferences, Training, Travel \$3,143.9 (62.88%)
  - Insurance (6361) is at \$42,316.00 (86.71%).
  - Repairs & Maint Contractual \$11,834.15 (9.86%)

## **Capital Improvement Fund**

The 2018 Airport Capital Revenues for August YTD are \$363,573.52; the Airport Operating Expenses for August YTD are \$452,225.99. The August YTD net change is a deficit of \$88,652.47.

- Impr Other Than Building (6530) \$28,502.00 (43.85%) This accounts for fees associated with the Southgate Rd Design.
- Motor Vehicles (6550) \$46,526.87 This accounts for the new Maintenance truck and associated equipment.

# Memo

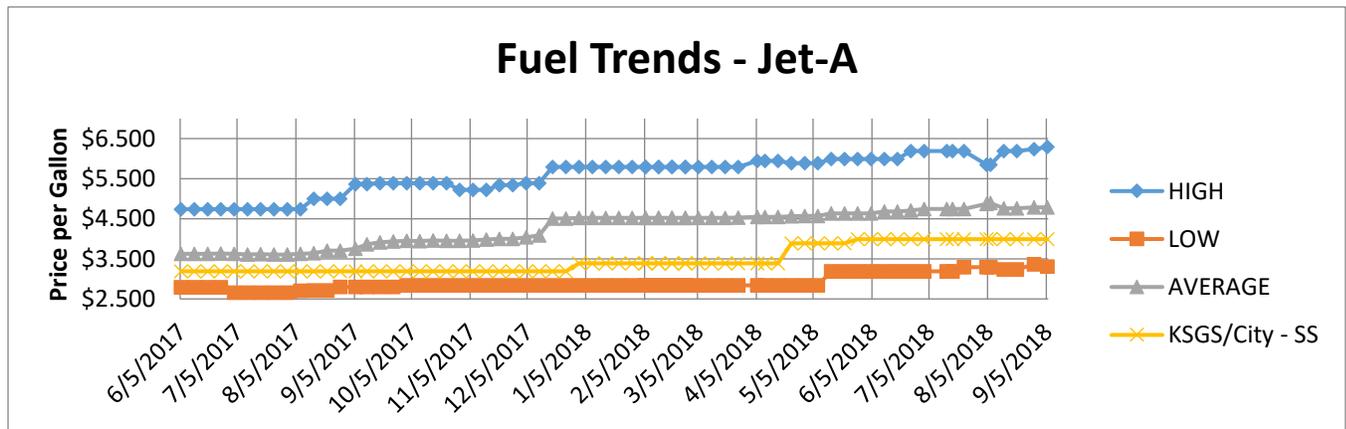
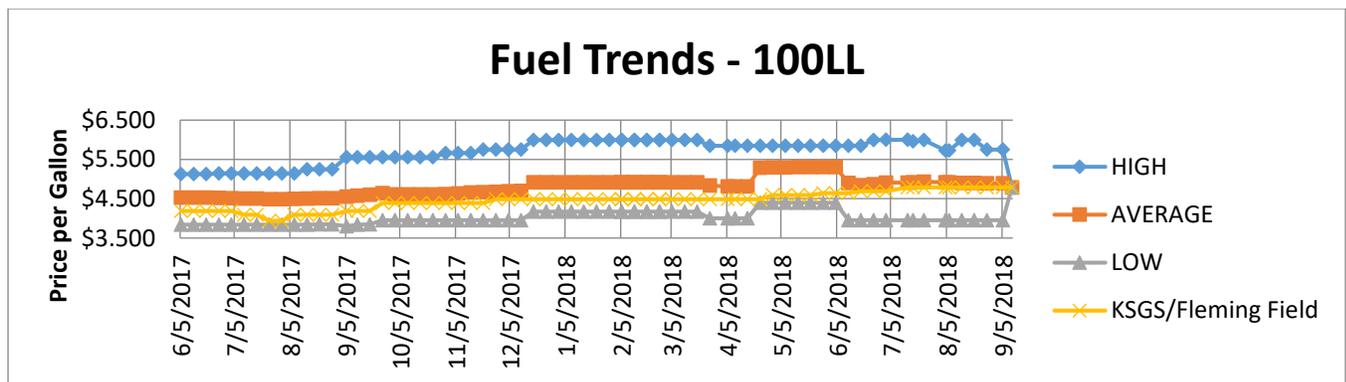


Date: September 5, 2018  
 To: Airport Advisory Commission  
 From: Andrew Wall, Airport Manager  
 RE: YTD – August 31 Fuel Report 2018

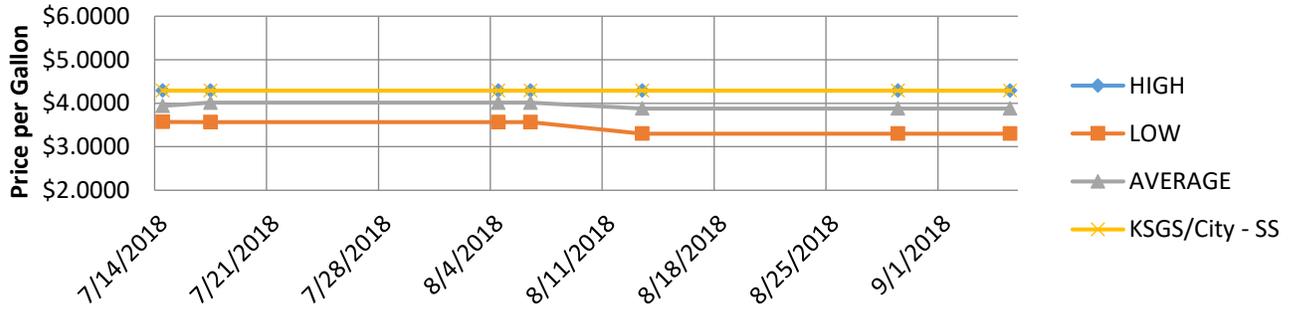
## Overview

The 2018 total fuel sales by gallon through August 31, 2018 are below 2017 by 7.82% and compared to the 5-YR average, are down 7.34%.

- Quarter 1: 100LL was down 11.85%, 91UL was up 13.79%, and Jet A was up 69.51%; total fuel sales up 9.71%, and compared to the 5yr average were up 1.34% (thru 3/31/18)
- Quarter 2: 100LL was down 6.7%, 91UL was down 3.68%, and Jet A was up 21.26%; total fuel sales up .24%, and compared to the 5yr average were down 6.7% (thru 6/29/18)
- July Sales: 100LL was up 10.65%, 91UL was down 59.52%, 94UL was up 30.14% against 91UL, and JetA was down .48%; overall total fuel sales were up 7.34% and compared to the 5yr average were up 9.22% (thru 7/31/18).
- August Sales: 100LL was down 13.42%, 94UL was up 69.26% against 91UL, and JetA was down 4.26%; overall total fuel sales were down 7.82% and compared to the 5yr average were down 7.34% (thru 8/31/18).



## Fuel Trends - 91UL



The charts above 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 shown on the spreadsheet included with this memo.

# Memo



Date: September 5, 2018  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: 2018 Projects

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## **Overview**

There is a list of projects that were completed in 2018 attached to the packet. This can be any number of items including but not limited to equipment acquisitions, tests or studies, awards, projects, programs, events, and many others. A calendar of upcoming events has also been included for reference as well.



# 2017 Projects

- Loader and Attachment Replacement
  - Submit closeout / request for payment from FAA/MnDOT
  - Awaiting final payment and city repayment to MnDOT for old loader



# 2018 Projects (Continued)

- Southgate Drainage Project
  - Predesign work started
  - Pre application submitted
  - Survey work started – 4/26/18
  - Utility Marking started -- 4/27/18
  - Design accepted by Airport – June 4, 2018
  - Project authorized for bid June 4, 2018
  - Bids to be opened June 26
  - Projected City Approval of bidder July 2, 2018
  - Project submitted to MnDOT/FAA July 3, 2018
  - Construction started August 27
  - Redesign due to planning constraints.

# Memo



Date: September 5, 2018  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: Swift Fuel (94UL) update

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## Overview

We have been tracking Swift 94UL Fuel sales on a daily basis.

We have been comparing sales of 94UL versus 91UL in the same time frame. 91UL 2017/2018 vs 94UL 2018/2019. For sales starting 7/16 thru August 31 94UL broken down by month:

MONTH	91UL	94UL	PERCENTAGE
JULY	350.9	407.6	16.16%
AUGUST	633.1	1071.6	69.26%
TOTAL	984	1479.2	50.33%

Reviewing 2017 sales of 91UL, we sold approximately 1000 gallons per quarter. We are currently selling 1000 gallons of 94UL every month. We must caution that these numbers are early numbers and we anticipate them to fall over the upcoming year (thru 7/15/19). This drop may be due to lack of newness or other stations starting to sell 94UL. At the current time there are three airports selling 94UL in our area: Stanton, Cumberland, and Price County, WI.

# Memo



Date: September 5, 2018  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: Southgate Road Project update

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## Overview

The Southgate Road Project began on Monday August 27<sup>th</sup>. The intent of this project is to help alleviate some of the drainage issues that exist along Southgate Road and its intersecting taxiways.

Dahn Construction was awarded the project. During the initial construction it was found that a 12 inch gas main was not depicted on the original plan sheets. The bottom of the proposed ditch and drywells was designed right over the gas line. This was a mistake by the engineering firm Bolton and Menk. Bolton and Menk made some modifications to the plans that includes a second ditch closer to the trees and the original ditch between the road and the gas line. This should maintain the capacity for heavy rain events as well as snow melt.

# Memo



Date: September 5, 2018  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: Crew Car

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## Overview

Commission Member Ludwigson requested that Airport Staff look into purchasing a Crew Car for pilot use. This has been discussed before but because of issues with vehicle insurance, the idea was tabled. Also at this time there are other equipment purchases that the airport would like to put in the budget before a Crew Car. Some of the equipment is reaching its useful life and needs to be replaced. The airport also had to move up the purchase of a new operations vehicle by 2 years due to the old airport car going beyond its useful life.

With aging equipment and other upcoming projects this idea can be discussed and explored but will have to be put on hold for the foreseeable future.

There are other alternatives to pilot transportation such as Lyft, Uber and Taxis that pilots currently use.

# Memo



Date: September 5, 2018  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: Fuel Prices Sign

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## Overview

Commission Member Ludwigson requested that airport staff look into upgrading our fuel price signage to include all fuel types, not just 100LL.



Airport staff researched LED signs and Flip Signs (similar to current sign).

The cost of an LED lighted sign is prohibitive, just the purchase of the sign will be above \$1,000. That does not include installation and the cost of electricity.



On the other hand, a flip sign is much cheaper. Staff found a company that can produce pump topper signs that are manually adjusted and lightweight. There is also an alternative, called a three product fuel price flip sign. This would have all three types of fuel and their prices on one sign, mounted where the current sign is now. Again, the products are labeled and the prices are manually adjustable. This sign would be less than \$500 delivered. Installation would consist of straps top, bottom and possibly middle.

Airport Staff recommends the three product flip sign.