



City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT MEETING ROOM
TUESDAY, JULY 10, 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 May 8, 2018
 - B. YTD Budget Report
 - C. YTD Fuel Report
 - D. 2018 Projects
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
- 7. OLD BUSINESS:**
 - A. Hangar Roof Repair & Door Replacement Project
- 8. NEW BUSINESS:**
 - A. Swift Fuel - briefing from Chris D'Acosta CEO Swift Fuels, LLC
- 9. COMMISSIONER AND STAFF COMMENTS:**
 - A. ACS Relay for Life.
- 10. ADJOURNMENT:**



City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

**MEETING MINUTES
TUESDAY, MAY 8, 2018, 6:00 PM**

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:03 PM on Tuesday, May 8, 2018.

2. ROLL CALL:

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

Absent Francis

Also Present Joseph Carney, Andrew Wall, and Kirk Lindberg

3. CITIZEN'S COMMENTS & PRESENTATIONS

Andrew Wall gave a brief introduction and briefing about himself.

4. APPROVAL OF AGENDA:

Motion by Sheoen, seconded by Reckinger to approve May 8, 2018, agenda as submitted.

Motion carried 8 ayes/0 nays

5. CONSENT AGENDA:

Motion by Adams seconded by Gardner 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

Carney briefed that the roof replacement and repair was complete..

B. Consultant Selection

SEH was announced as the new Airport Consultant. This ended the 6 month selection process.

C. Airport Manager Update

Andrew wall was formally introduced as the airport manager.

- D. Schoen brought up a request South T-Hangar Flooding update – Waiting for SEH to come onboard to look at getting this on the CIP. Reckinger asked about mandatory hangar floor heights.

8. NEW BUSINESS:

- A. Removal of Mr Francis as a commission member due to inactivity and lack of communications with commission members. A request was put forward to write a memo to the City Council recommending removal and selection of another commission member. Mr Ludwigson will write the memo.
- B. Property Taxes – the uniqueness of taxation was discussed with relation to hangars on the airport. The hangars are listed as recreational personal property and therefore are taxed by the county, and not the city.
- C. Roller to smooth the grass on the west side of the runway – Sheridan requested that airport staff look into rolling the grass on the west side of the runway to smooth out the roughness in the turf. This action would benefit the persons who use the turf to land on. It should be noted that the grass is not a recommended/approved landing strip.

9. COMMISSIONER AND STAFF COMMENTS:

- A. Mike Schoen requested that Airport Staff send an updated photo to the Midwest Flyer for the advertisement.
- B. Mike Hilger requested that in the same advertisement that we drop the ‘No Landing Fee’ remark.
- C. Jeol Ludwigson questioned the cost of the event fee for Relay 4 Life.
- D. Chris Gardner brought up that there is a new AC 90-66B Non-Towered Airport Flight Operations. Also, the new Chart Supplement has the Traffic Pattern Altitude (TPA) at 1721 msl (900 agl). This will institute a 500’ cushion for the National Guard helicopter flights along the Mississippi River.

10. ADJOURNMENT:

Motion made by Hilger, second by Gardner to adjourn the Airport Advisory Commission meeting at 7:01 PM.

Motion carried 8 ayes/0 nays

Memo



Date: June 28, 2018
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: YTD Budget Report – YTD 2018

Airport Operating Fund

The 2018 Airport Operating Revenues for June YTD are \$610,501.02; the Airport Operating Expenditures for June YTD are \$421,741.43. The June YTD net change is a surplus of \$188,759.59.

- Revenues
 - Airport Fuel Receipts (4583) are currently at \$208,094.38 (40.41%).
 - Land Lease (4585) is at \$178,474.47 (101.99%). 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 \$2,535.00 (46.09%).
 - Airport Gate Cards (4590) is at \$619.52 (123.90%).
- Expenses
 - Conferences, Training, Travel \$712.64 (14.25%)
 - Insurance (6361) is at \$42,316.00 (86.71%).
 - Repairs & Maint Contractual \$7,753.37 (6.46%)

Capital Improvement Fund

The 2018 Airport Capital Revenues for June YTD are \$333,481.32; the Airport Operating Expenses for June YTD are \$391,413.75. The June YTD net change is a deficit of \$57,932.43.

- Impr Other Than Building (6530) \$17,813.75 (27.41%) this accounts for a charge for the new truck this summer.
- Buildings Fixtures and Impr (6560) \$373,600.00 (124.53%) This is the roof replacement costs.

Memo



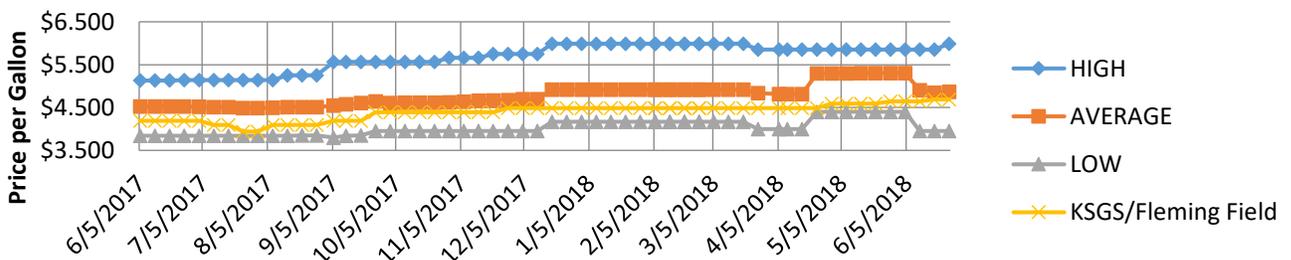
Date: June 29, 2018
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: YTD – June 30 Fuel Report 2018

Overview

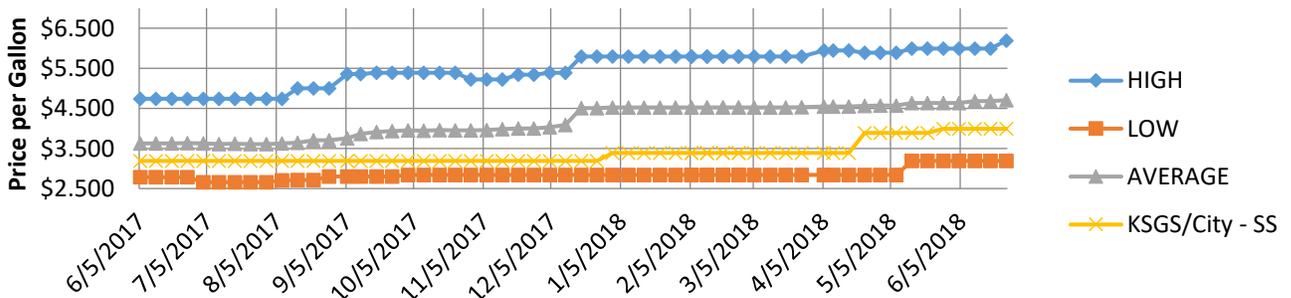
The 2018 total fuel sales by gallon through June 25, 2018 are below 2017 by .89% and compared to the 5-YR average, are down 7.99%.

- 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)
- June Sales: 100LL was down 13.25%, 91UL was down 20.44%, and JetA was down 50.38%; overall total fuel sales were down 23.83% and compared to the 5yr average were down 20.23% (thru 6/29/18)
- 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)

Fuel Trends - 100LL



Fuel Trends - Jet-A



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: April 27, 2018

To: Airport Advisory Commission

From: Andrew Wall, Airport Manager

RE: 2018 Projects

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



2017 Projects (Continued)

- Other Buildings & Improvements
 - Hangar 5 Door – will be pushed back to 2019 due to budgetary concerns
 - Replace door with a Bi-Fold Door – Midland Door



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 start September/October with 15 day timeframe

Memo



Date: June 26, 2018
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Hangar Roof Repair & Door Replacement Project Update

Overview

Currently, the hangar door is on hold. We are working with Midland Doors for a replacement. We have a basic quote from them, but we have had a structural engineer out to inspect the current door/building to see what additional structural support(s) are needed. SEH sent out a structural engineer out on June 26, 2018. After the engineer looked at the door and adjacent doors/buildings we had a conference call with the engineer, airport operations, Midland Door and their engineer. The decision was that anything to the door side of the front wall would be taken care of by the door manufacturer, while all work to the interior of the building would be handled by the City via a contractor.

Midland Doors will do a majority of the work that we were going to have to have subbed out. They will not install insulation or the liner panel, nor do they dispose of the old doors. We will have to have a contractor come out to do the electrical, prepare the opening, any concrete work, and framing/bracing work.

Lead time is 6-8 weeks and we are anticipating this to occur early 2019.

Memo



Date: June 26, 2018
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Swift Fuel (94UL) replacement briefing

Overview

Commissioner Ludwigson reached out to Swift Fuels about a replacement for the 91UL MOGAS that we currently carry. Chris D'Acosta, CEO Swift Fuels, LLC has offered to come out to brief the Airport Advisory Commission about this fuel.

There is an offer to position a small amount (350 gallon tote) at the airport to see what kind of draw this new fuel may have. Currently the offer is for the airport to borrow the pump/filter for the fuel container. Price quoted on June 26th was \$4.00/gallon. This was \$.11 more than the cost of 100LL and \$1.46 more expensive than 91UL.

Memo



Date: July 5, 2018
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: ACS Relay for Life

Overview

The American Cancer Society will hold their annual Relay for Life on August 11th, 2018. As in the past, the event will be held on the main ramp and will begin at 3PM and will go until around midnight.

At a planning meeting in June, ACS staff asked if the airport would be willing to reduce the event fee of \$1000. I explained to them the reasons why we charge the fee and that the fees were set by the city council. I explained that this is something that could be discussed for future events. They also asked about the airport possibly sponsoring the event by covering the event fee. In turn the Fleming Field logo would become a part of their marketing material to include brochures and T-shirts for the event. I told them this too is something that would have to be discussed for future events