



City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT MEETING ROOM
TUESDAY, NOVEMBER 13, 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 September 11, 2018
 - B. YTD Budget Report
 - C. YTD Fuel Report
 - D. 2018 Projects
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
 - 7. OLD BUSINESS:**
 - A. Southgate Road Project Update
 - 8. NEW BUSINESS:**
 - A. Triggering Event Master Plan (TEMP) for Runway Reconstruction
 - 9. COMMISSIONER AND STAFF COMMENTS:**
 - 10. ADJOURNMENT:**



City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES TUESDAY, SEPTEMBER 11, 2018, 6:00 PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:012 PM on Tuesday, September 11, 2018.

2. ROLL CALL:

Present Ludwigson, Schoen (by phone), Gardner, Gesch, Hilger, Reckinger, and Sheridan.

Absent Adams

Also Present Andrew Wall, and Joseph Carney

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Hilger, seconded by Reckinger to approve September 11, 2018, agenda as submitted.

Motion carried 7 ayes/0 nays

5. CONSENT AGENDA:

Motion by Sheridan seconded by Gardner to approve the Consent Agenda.

Motion carried 7 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

None

7. OLD BUSINESS:

A. Swift 94UL Fuel Update

Wall briefed the Commission on the current sales of the 947UL fuel. Staff has been running continuous comparison for sales 91UL (2017/2018) versus 94UL (2018/2019). At the current time 94UL is selling approximately 1000 gallons per month whereas 91UL sales were approximately 300 gallons per month. Staff will be monitoring sales for a year to compare sales.

B. South Gate Road Project

Wall briefed current status of the drainage project. At the current time all dry wells on the west side of the road are complete (set in the ground, graded, seeding and matting). Unfortunately, the east side of the road is on hold due

to a 12" gas main that is in the proposed ditch. BMI redid the plan and now there will be two ditches, one just off the east side of the road and one on the east side of the gas main, located at the top of the grade just before the tree row. The hold is for the new concrete castings to be completed. Expected delivery time is 2-3 weeks.

8. NEW BUSINESS:

A. Crew Car.

There was a spirited discussion with regards to a crew car. Ludwigson stated, and Gesch agreed, that the airport needs a new crew car. Other commission members voiced their agreement/approval. Ludwigson stated that it is a drawing point to have a crew car and advertise that we have one. He suggested that we purchase, lease, or arrange loan from a local dealership for a car. Wall advised that there wasn't any budget item for a crew car at the current time and that there were other higher priority items that need to be purchased. Another fact was the insurance question. Carney opined that the cities current insurance carrier would allow crew cars, but that the carrier wanted verification from the pilot/passenger that they had valid insurance. The question is how to verify this fact. Sheridan opined that we should contact the League of Minnesota Cities and get specific guidance on what verification meant.

Ludwigson requested staff to get costs for purchase or lease of a vehicle. He also advised that staff should get with Fury Motors to see what they might be willing to do. Gesch also advised that staff check with the Chamber of Commerce to see if they have any thoughts/ideas on this matter. Hilger advised staff to call around to other airports to see what problems, if any, they hae had with their crew car.

B. Sign for Fuel Prices

Carney briefed the research on a new fuel pricing sign. He first looked at light signs. LED would be best, however each price panel with label would run approximately \$1,200.00 for a total cost of almost \$4,000 not counting delivery and installation. He then checked a flip sign similar to current sign. A three product sign with product lables will be approximately \$500 with airport staff being able to do installation.

A motion to recommend purchase of t three produce flip sign was made by Sheridan and seconded by Gesch. 7 ayes/0 nays

9. COMMISSIONER AND STAFF COMMENTS:

A question was raised about repairing or replacing the fuel cabinets due to age and parts failure. The rollers that protect the hose are a continuous fail point. Another question was reference the bonding cable reel on the 100LL pump. Commision members would like to have resistance on it so that it does not spin out of control when pilots pull out cable to bond with the aircraft. Carney advised that resistance would, over time become less, and that there was a new reel in transit. Staff will be getting with Westmor Fluid Solutions to see what can be done about the fuel cabinets.

Ludwigson thanked Carney for the research on the signs, as he requested it be placed on the agenda as a talking point and Carney went ahead and completed the research.

10. ADJOURNMENT:

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

Motion carried 7 ayes/0 nays

DRAFT

Memo



Date: November 5, 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 August YTD are \$1,009,002.17; the Airport Operating Expenditures for August YTD are \$848,568.25. The August YTD net change is a surplus of \$162,433.92.

- Revenues
 - Airport Fuel Receipts (4583) are currently at \$468,942.84 (91.06%).
 - Land Lease (4585) is at \$191,879.83 (109.65%). 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 \$4,910.00 (89.27%).
 - Airport Gate Cards (4590) is at \$1,959.52 (391.90%).
- Expenses
 - Conferences, Training, Travel (6331) \$3,169.52 (63.39%)
 - Insurance (6361) is at \$42,316.00 (86.71%).
 - Repairs & Maintenance Contractual (6371) \$15,952.29 (13.29%)

Capital Improvement Fund

The 2018 Airport Capital Revenues for August YTD are \$385,117.72; the Airport Operating Expenses for August YTD are \$458,938.82. The August YTD net change is a deficit of \$73,821.10.

- Impr Other Than Building (6530) \$35,209.84 (54.17%) This accounts for fees associated with the Southgate Rd Design and the Triggering Event Master Plan.

Memo



Date: November 7, 2018
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: YTD – 10/31/18 Fuel Report 2018

Overview

The 2018 total fuel sales by gallon through October 31, 2018 are below 2017 by 11.25% and compared to the 5-YR average, are down 2.60%.

- 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)
- Quarter 3: 100LL was down 4.29%, 94UL was up compared to 91UL 72.84%, and JetA was down 13.94%; overall total fuel sales were down 4.82% and compared to the 5yr average were up 2.89%
- October Sales: 100LL was down 24.5%, 94UL was up 229.93% against 91UL, and JetA was down 21.77%; overall total fuel sales were down 16.81% and compared to the 5yr average were down 12.43% (thru 10/31/18).

Memo



Date: November 13, 2018
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: 2018 Projects

Overview

This 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.



2018 Projects

- Southgate Drainage Project
 - Construction started August 27
 - Redesign due to planning constraints.
 - Project reached major completion on October 19, 2018.
 - Punch list items still need to be corrected. Dahn Construction is aware of these.



2018 Projects (Continued)

- Airport Operations Vehicle
 - Took delivery on 11/5/18
 - Rotating beacon, aviation band radio, and 95 gallon diesel tank still need to be installed.

Memo



Date: November 7, 2018
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Southgate Road Project update

Overview

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

The project is complete except for some punch list items that Dahn is aware of. The items include ruts in the grass on the north end of Southgate Rd. There will still be some ponding of water until all the grass comes in and takes firm root. This is anticipated to be sometime next summer or early fall.

Memo



Date: November 7, 2018

To: Airport Advisory Commission

From: Andrew Wall, Airport Manager

RE: Triggering Event Master Plan (TEMP) for Runway Reconstruction

Overview

Mrs. Kaci Nowicki, from SEH, will be briefing the commission on the TEMP and what the process will be moving forward.