



City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT MEETING ROOM
TUESDAY, MARCH 12, 2019
6:00 PM



1. CALL TO ORDER:

2. ROLL CALL:

3. CITIZEN'S COMMENTS & PRESENTATIONS:

- A. Welcoming new and returning Commission members.

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 January 8, 2019
B. YTD Budget Report
C. YTD Fuel Report
D. 2018/2019 Projects

6. ITEMS REMOVED FROM CONSENT AGENDA:

7. OLD BUSINESS:

- A. Triggering Event Master Plan (TEMP) for Runway Reconstruction

8. NEW BUSINESS:

- A. Airport Capital Debt Presentation

9. COMMISSIONER AND STAFF COMMENTS:

- A. 2019 Minnesota Airports Conference
B. Binder Clean up

10. ADJOURNMENT:



City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES TUESDAY, JANUARY 8, 2019, 6:00 PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 5:58 PM on Tuesday, January 8, 2019.

2. ROLL CALL:

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

Absent

Also Present Andrew Wall, Joseph Carney

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Adams, seconded by Hilger to approve January 8, 2019, agenda as submitted.

Motion carried 8 ayes/0 nays

5. CONSENT AGENDA:

Motion by Gesch 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. Triggering Event Master Plan

Wall briefed the current status. Outreach is ongoing, with SEH meeting with stakeholders on the airfield. So far Wipaire and CAF have had meetings. Upcoming meetings will be with the smaller businesses on the airfield as well as pilots and hangar owners. The project may slow down due to the Finance directors requirement that the west side debt be reduced before the airport enters into any more large debts.

B. Courtesy Car

Wall briefed that the City Manager and the City Finance Director have both said that the City cannot support having a crew car for transient pilots to us.

Part of the problem is that the city will not allow non-city personnel to drive city vehicles.

8. NEW BUSINESS:

A. Closed session

Motion to adjourn public session to enter into closed session by Reckinger seconded by Adams 8 ayes/0 nays

Motion to reconvene the public meeting by Sheridan seconded by Adams 8 ayes/0 nays

Motion to have airport staff draft a letter to SWIFT Fuel CEO requesting a rebate on next load from the previous load seconded by Sheridan 8 ayes/0 nays

9. COMMISSIONER AND STAFF COMMENTS:

Reckinger called a question about upcoming commission open seats. Reckinger and Sheridan both stated that they were requesting to stay for another term. Gesch stated that Charles Wiplinger would be submitting a packet to take the Business seat. There is still one open seat that was held by Francis who has been absent for a year. This seat must be filled by a South Saint Paul resident.

10. ADJOURNMENT:

Motion made by Hilger, second by Adams to adjourn the Airport Advisory Commission meeting at 6:45 PM.
Motion carried 8 ayes/0 nays

Memo



Date: March 1, 2019
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: YTD Budget Report – YTD 2019

Airport Operating Fund

The 2019 Airport Operating Revenues for March YTD are \$251,838.94; the Airport Operating Expenditures for December YTD are \$77,572.19. The December YTD net change is a surplus of \$174,266.75.

- Revenues
 - Airport Fuel Receipts (4583) are currently at \$42,473.30 (7.39%).
 - Land Lease (4585) is at \$143,756.69 (76.06%). 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 \$1,045. (17.42%).
 - Airport Gate Cards (4590) is at \$140.00 (14.00%).
- Expenses
 - Conferences, Training, Travel (6331) \$0 (0%)
 - Insurance (6361) is at \$18,851.50 (36.8%).
 - Repairs & Maintenance Contractual (6371) \$368.78 (.74%)

Capital Improvement Fund

The 2019 Airport Capital Revenues for March YTD are \$2,183.23; the Airport Operating Expenses for March YTD are \$13,447.24. The March YTD net change is a deficit of \$11,264.01.

- Impr Other Than Building (6530) \$13,447.24 (134.47%) This accounts for fees associated with the Southgate Rd Design and the Triggering Event Master Plan. Airport Staff is in the process of working with the FAA and MnDOT to get reimbursed for these costs.

Memo



Date: March 6, 2019
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Fuel Report 2019 through 3/6/19

Overview

Our 2019 total fuel sales by gallon January 1, 2019 through March 6, 2019 are below 2018 by 49.73%; and compared to the 5-YR average, are down 46.10%.

- Quarter 1 2019/2018 comparison: (through March 6): 100LL was down 39.26%, 94UL vs 91UL was up 34.41%, and Jet A was down 70.67%; total fuel sales down 49.73%, and compared to the 5yr average were down 46.10% (thru 3/6/19)

Memo



Date: March 1, 2019

To: Airport Advisory Commission

From: Andrew Wall, Airport Manager

RE: 2018/2019 Projects

Overview

This is a list of projects that were completed or are currently in progress. This can be any number of items including but not limited to equipment acquisitions, tests or studies, awards, projects, programs, events, and many others.



2018 Projects

- Southgate Drainage Project
 - Project reached major completion on October 19, 2018.
 - Punch list items still need to be corrected. Dahn Construction is aware of these and will be back in the spring to fix ruts/seeding issues



2018 Projects (Continued)

- Airport Operations Vehicle
 - Took delivery on 11/5/18
 - Aviation band radio still needs to be installed. Wipaire is doing the install on the radio and will get the truck into their shop when they can.

2018/2019 Projects (Continued)

- Triggering Event Master Plan (TEMP)
 - Meetings and work continues on this project. Surveys have gone out to tenants and are being returned.
 - Local funding may be an issue and could push the project back a couple of years to a less aggressive schedule.
 - Runway design is scheduled to start this year. The first step in this process is to obtain geotechnical data of the runway and taxiway. This will help drive the TEMP and the final runway/taxiway design. Airport staff will be going to City Council for approval of the design project so that soil borings can commence.
 - The TEMP will continue into the first quarter of this year.

Memo



Date: March 7, 2019
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Airport Capital Debt Presentation

Overview

Michelle Pietrick, Finance Director for the City of South St. Paul will be giving a presentation on the capital debt of the Airport. Attached is a 7-year history of the Airport's financial situation.

Fleming Field Airport							Preliminary
7 YEAR HISTORY	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018 **

AIRPORT OPERATING FUND

Beginning Fund Balance	(1,096,696)	(844,093)	(707,509)	(852,881)	(740,942)	(620,285)	(442,572)
Revenues/OFS	1,622,832	1,382,484	1,208,761	1,270,946	1,092,052	1,163,125	1,218,834
Expenditures/OFU	(1,370,229)	(1,245,900)	(1,354,133)	(1,159,007)	(971,395)	(985,412)	(1,099,375)
Net Change in fund balance	<u>252,603</u>	<u>136,584</u>	<u>(145,372)</u>	<u>111,939</u>	<u>120,657</u>	<u>177,713</u>	<u>119,459</u>
Ending Fund Balance	<u>(844,093)</u>	<u>(707,509)</u>	<u>(852,881)</u>	<u>(740,942)</u>	<u>(620,285)</u>	<u>(442,572)</u>	<u>(323,113)</u>

AIRPORT CAPITAL FUND

Beginning Fund Balance	(533,867)	(521,347)	(485,144)	(412,770)	(619,336)	(383,944)	(376,889)
Revenues/OFS	297,649	275,533	1,527,341	2,073,211	280,930	246,396	587,772
Expenditures/OFU	(285,129)	(239,330)	(1,454,967)	(2,279,777)	(45,538)	(239,341)	(619,263)
Net Change in fund balance	<u>12,520</u>	<u>36,203</u>	<u>72,374</u>	<u>(206,566)</u>	<u>235,392</u>	<u>7,055</u>	<u>(31,491)</u>
Ending Fund Balance	<u>(521,347)</u>	<u>(485,144)</u>	<u>(412,770)</u>	<u>(619,336)</u>	<u>(383,944)</u>	<u>(376,889)</u>	<u>(408,380)</u>

COMBINED AIRPORT FUND

Beginning Fund Balance	(1,630,563)	(1,365,440)	(1,192,653)	(1,265,651)	(1,360,278)	(1,004,229)	(819,461)
Revenues/OFS	1,920,481	1,658,017	2,736,102	3,344,157	1,372,982	1,409,521	1,806,606
Expenditures/OFU	(1,655,358)	(1,485,230)	(2,809,100)	(3,438,784)	(1,016,933)	(1,224,753)	(1,718,638)
Net Change in fund balance	<u>265,123</u>	<u>172,787</u>	<u>(72,998)</u>	<u>(94,627)</u>	<u>356,049</u>	<u>184,768</u>	<u>87,968</u>
Ending Fund Balance	<u>(1,365,440)</u>	<u>(1,192,653)</u>	<u>(1,265,651)</u>	<u>(1,360,278)</u>	<u>(1,004,229)</u>	<u>(819,461)</u>	<u>(731,493)</u>

** unaudited and subject to change as we are still in the process of year end close

REGISTRATION
2019 Minnesota Airports Conference
Willmar Conference Center, Willmar, MN

Event # CF1662

Name _____
Organization _____
Title _____
Work address _____
City _____ State _____ Zip _____
Work telephone _____
Email address _____

Do not share my contact information with conference vendors.

Registration fees

- Full conference (Wednesday–Friday): \$225 before April 9, \$255 after
- One-day rate: \$125 before April 9, \$155 after
choose Wednesday only Thursday only
- Guest evening social mixer on April 24: \$35
- Guest awards luncheon on April 25: \$30
- Guest mystery theatre dinner (Italian buffet) on April 25: \$50

There is no student fee for attendance this year. Contact Mark Knoff to register at 507-995-3051 or exdir@mnaairports.org.

Tour and MATA meeting

- I will attend the Fagen Fighters Museum tour Wednesday morning.
- I will use the bus transportation provided. (Limited seating; deadline for guaranteed seating is April 3.)
- I am attending the MATA Annual Meeting on Wednesday, April 24.

Meals (included in your registration fee)

- I plan to attend the awards luncheon on Thursday, April 25, (entree is turkey tenderloin) and I request a vegetarian or gluten-free meal
Luncheon guest: vegetarian or gluten-free meal
- I plan to attend the mystery theatre dinner on Thursday, April 25, and I request a vegetarian or gluten-free meal
Mystery theatre dinner guest: vegetarian or gluten-free meal

Attendees will receive a personalized thermos; enter the name to print on it (deadline is March 21): _____

Method of payment

- Enclosed is a check or money order payable to the University of Minnesota in U.S. funds.
- Enclosed is a purchase order or letter of authorization to bill my employer.
- Charge to: Visa Mastercard Discover AmEx

Account # _____ Exp. date _____

Name as printed on card _____

Signature _____

Register online: airtap.umn.edu/events/airportsconference/2019

Mail registration with payment to

University of Minnesota
CCAPS Registration Center
353 Ruttan Hall
1994 Buford Ave.
Saint Paul, MN 55108

Fax registration to 612-624-5359 (credit card or purchase orders only)

Minnesota Airports Conference

April 24–26, 2019
Willmar Conference Center
Willmar, MN

Plan to join us for the 2019 conference in Willmar!

Conference highlights:

- Experts in aviation and aerospace fields sharing their experiences in general assembly presentations, workshops, and open forums
- Tour of the Fagen Fighters WWII Museum
- Technical and safety presentations
- Industry trade show
- Awards and recognition program
- Networking opportunities
- The Minnesota Council of Airports annual meeting

The Minnesota Airports Conference focuses on airport management, operations, and maintenance but is open to anyone interested in aviation. The conference is sponsored by the MnDOT Office of Aeronautics and Minnesota Council of Airports and facilitated by the Airport Technical Assistance Program (AirTAP).

To create a comfortable and inviting atmosphere, casual attire is encouraged.

More details are available at:

www.airtap.umn.edu/events/airportsconference/2019

Registration

The fee for the full conference is \$225 if registration is received on or before April 9, 2019.* This price includes the sessions, breakfasts, lunches, breaks, awards luncheon, mystery theatre dinner, and prize drawings. The one-day registration fee (Wednesday or Thursday only) is \$125.* The guest evening social fee is \$35, the guest award luncheon fee is \$30, and the guest mystery dinner fee is \$50.

*Fees after April 9 will increase to \$255 (full conference) and \$155 (one day).

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

Room Reservations

Rooms are available at the Best Western Plus (320-235-6060) and Holiday Inn Express (320-231-2601) for the special rate of \$109 plus tax per night. Mention that you are an attendee of the Minnesota Airports Conference when calling to make your reservation.

Minnesota Council of Airports
c/o Airport Technical Assistance Program
University of Minnesota
University Office Plaza, Suite 440
2221 University Avenue SE
Minneapolis, MN 55414

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Minnesota Airports Conference

April 24-26, 2019 | Willmar Conference Center | Willmar, Minnesota

Wednesday, April 24, 2019

8:00 a.m.–4:30 p.m.

Registration, Exhibitor Check-in, and Booth Setup

Exhibitors will have extra time to set up their booths to accommodate those who would like to attend the Fagen Fighters WWII Museum tour. All booths must be set up by 1:15 p.m. for the exhibit hall opening.

8:00 a.m.

Board bus for Granite Falls Airport and museum tour

9:00–11:00 a.m.

Tour of Fagen Fighters WWII Museum

Come experience the museum's pristine collection of fully operational, active aircraft and vehicles from World War II. You won't forget this look into the lives and legacy of "the Greatest Generation." Conference keynote speaker Harrison Smith will accompany the tour group.

Noon–1:15 p.m.

Welcome and opening luncheon with Harrison Smith

Hear the inspiring story of how Minnesota Vikings safety Harrison Smith met his fear of flying head-on by becoming a licensed pilot.

1:15–1:45 p.m.

Exhibit hall opening kick-off!

Enjoy networking and learn about innovative services and products.

1:45–2:45 p.m.

FAA Update

Hear the latest information regarding safety, funding, and initiatives at the FAA.

2:45–3:00 p.m.

Networking with colleagues and exhibitors

3:00–4:00 p.m.

MnDOT Update

Join us in this session with MnDOT's Office of Aeronautics leaders discussing current funding and policy topics.

4:00–4:30 p.m.

Willmar Airport Story

It was President Roosevelt's New Deal that first brought an airport to Kandiyohi County in 1934. More than 80 years later, Willmar Municipal Airport-John L. Rice Field serves a busy industrial park and dozens of area companies. Come hear about the many services and features of this thriving Minnesota airport.

4:30–7:30 p.m.

Social mixer with colleagues and exhibitors

Enjoy hearty food, drink, and networking with exhibitors and colleagues in the exhibit hall.

Thursday, April 25, 2019

7:30–8:30 a.m.

Breakfast and exhibit hall open

Exhibits will be open throughout the day to allow more time to visit vendors and network.

7:30–8:30 a.m.

MCOA Annual Membership Breakfast Meeting

8:30–9:30 a.m.

General Session: Unmanned Aerial Systems (UAS)

Get an overview of the FAA's historical regulation of UAS, modern restrictions of their use around airports, and their integration into the National Airspace System.

9:30–10:15 a.m.

Networking with colleagues and exhibitors

10:15–11:15 a.m. • Concurrent Sessions

Airport Design & Operations Considerations for Special Operations

Minnesota's world-renowned health care system, and the upcoming 2020 election season, mean the state's airport communities will continue to see more special operations. Learn about design for the new Air Force One in addition to operational considerations, security, and cultural accommodations for special operations.

Airport Managers: 60 Tips in 60 Minutes!

Get 60 valuable tips for managing your airport in 60 minutes. This will be a fast-paced, valuable, and fun session with tips courtesy of two experienced Minnesota airport managers from vastly different backgrounds.

Concurrent Uses and Land Releases

What are concurrent uses and land releases—and are they right for your airport? Get answers to these questions and learn how concurrent uses and land releases differ, what the pros and cons are, and what they mean for development at your airport.

11:15–11:45 a.m.

Networking with colleagues and exhibitors

11:45 a.m.–1:30 p.m.

Awards Luncheon

Join us as we recognize scholarship recipients and those receiving awards for excellence in aviation.

1:30–2:00 p.m.

Networking with colleagues and exhibitors

2:00–3:00 p.m. • Concurrent Sessions

Sustainable and Resilient Airport Design

Modern airports are often their own micro-communities, facing challenges similar to any other community. One challenge is how to deliver projects that are practical yet provide favorable stewardship to the full range of social, economic, and environmental indicators. Explore how sustainable and resilient design can be implemented on various airport projects to reduce, or even eliminate, the carbon footprint.

Capital Improvement Program and Airport Funding

Get help to take the stress out of developing an airport Capital Improvement Program. The presenters will provide three key takeaways to make this job easier. You'll get resources to answer questions about funding sources, financial plans, and preparing your board/council for existing and future project needs at the airport.

Solar Panels and Tall Towers

New investment in renewable energy has the potential to be incompatible with your airport's operating environment. Steps taken in the decision-making and permitting process can ensure your next development proposal is compatible. Get valuable information about

regulatory requirements, MnDOT resources, and case studies as guidance to help you evaluate your next off-airport development request.

3:00–3:30 p.m.

Networking and exhibitor prize drawings

3:30–4:30 p.m. • Concurrent Sessions

Uh Oh! Obstructions Have Been Identified on My Airport. Now What?

Join a lively discussion about airport obstruction analysis and the removal/mitigation process. Learn best practices and tips on how to avoid getting the dreaded letter identifying obstructions on your airport—and the most effective techniques for removing them if they have been identified.

Create a Snow and Ice Control Plan

MnDOT Aeronautics has created an online tool that leads users through the considerations for developing a snow and ice control plan—including removal standards, stakeholders, equipment, funding, storage, and minimum standards. This session will also lead participants through a template for initiating a snow and ice control plan.

Connecting Airports to the Community: Last Mile

Pilots and their passengers travel long distance by plane to visit your community, but how do they reach their final destination? This session's panel will discuss challenges, solutions, and lessons learned in providing "last-mile" connections.

5:00–8:00 p.m.

Mystery Theatre Dinner

Friday, April 26, 2019

7:00–8:00 a.m.

MCOA Board breakfast meeting

8:00–9:00 a.m.

Brian Ryks

Join the Metropolitan Airports Commission (MAC) executive director as he shares what's happening at the MAC and in Minnesota's aviation scene in this engaging session.

9:00–10:00 a.m.

Airfield Tornado Recovery: The Twists & Turns

On September 20, 2018, an EF-2 tornado swept through the Faribault Municipal Airport, leaving a path of destruction that included all the city-owned T-hangars, the perimeter fence, the FBO/arrival-departure facility, and neighboring fields. This session will focus on the lessons learned throughout the ongoing recovery process—many of which could be applied to other types of disasters.

10:00–10:15 a.m.

Networking with colleagues and exhibitors

10:15–11:15 a.m.

It's Broken and a NOTAM Has Been Filed...What Do We Do Now?

Suppose the airport lighting problem is more serious than a burned-out lamp? The equipment manual is of no help? You can't find the "as-built drawings" and the local electrician is scratching his head? Come find out who to call for assistance.

11:15 a.m.

Conference wrap-up and prize drawing

Don't miss this year's special guest: Harrison Smith of the *Minnesota Vikings*

Throughout his college career at Notre Dame and into his early years in Minnesota, the star Vikings safety felt a gripping anxiety whenever he flew on official team charters. Smith decided there was no better way to get over his fear than to learn how to fly a plane himself. He trained at Flying Cloud Airport and, after 65 hours in the air, passed his private pilot check ride to become a licensed pilot.



Smith will escort conference attendees to the Fagen Fighter Museum on the morning of April 24. At noon, he'll help kick off the conference as the keynote speaker at the opening luncheon.

Get a rare look at the lives and legacy of "the Greatest Generation"

Join your colleagues at the Fagen Fighters WWII Museum, home to a pristine collection of fully operational, active aircraft and vehicles from World War II. Located at the Granite Falls airport, the museum also features fine art, bronze sculptures, interactive multimedia displays, and an ever-growing library. The museum is a living memorial to one of the most critical times in our nation's history and a tribute to the men and women of "the Greatest Generation."

