



City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT MEETING ROOM
TUESDAY, JANUARY 14, 2020
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 November 12, 2019
 - B. YTD Budget Report
 - C. YTD Fuel Report
 - D. 2019 Projects
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
 - 7. OLD BUSINESS:**
 - A. Renaming of Airport Conference Room
 - 8. NEW BUSINESS:**
 - 9. COMMISSIONER AND STAFF COMMENTS:**
 - 10. ADJOURNMENT:**

City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES

TUESDAY, NOVEMBER 12, 2019, 6:00PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 5:59PM PM on Tuesday, November 12, 2019.

2. ROLL CALL:

Present Ludwigson, Sheridan, Gardner, Reckinger, Kantola, Hilger, Schoen, and Wiplinger

Absent Adams

Also Present Andrew Wall, Collin Turner, Greg Bauer, and Bill Steier

3. CITIZEN'S COMMENTS & PRESENTATIONS

A. Greg Bauer brought forth the suggestion to rename a taxi-way/taxi-lane to commemorate James Hancock and his achievements. Subsequent action noted in "New Business".

4. APPROVAL OF AGENDA:

Motion by Reckinger, seconded by Gardner to approve November 12, 2019, agenda as submitted.

Motion carried 8 ayes/0 nays

5. CONSENT AGENDA:

Motion by Sheridan, seconded by Wiplinger to approve the Consent Agenda.

Motion carried 8 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

None

7. OLD BUSINESS:

None

8. NEW BUSINESS:

A. Renaming of Conference Room

Motion by Schoen, seconded by Reckinger to approve renaming of airport terminal conference room in recognition of James Hancock

B. Commission Email Conversation

Further commission discussion came to a decision to officially rename the airport terminal conference room “Capt. James T. Hancock Conference Room”. Commission came to an agreement on the signage via email and voted 7-0 in favor of the subject.

9. COMMISSIONER AND STAFF COMMENTS:

- A. Discussion over Airport Advisory Commission meeting with City Council members. Further discussion regarding charters. City charter stands at two meetings a year between councils.
- B. Runway project cost and west side development.

10. ADJOURNMENT:

Motion made by Hilger, second by Schoen to adjourn the Airport Advisory Commission meeting at 6:53 PM.

Motion carried 8 ayes/0 nays

DRAFT

Memo



Date: January 9, 2020
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: YTD Budget Report – YTD 2019

Airport Operating Fund

The 2019 Airport Operating Revenues for December YTD are \$1,264,275.57; the Airport Operating Expenditures for December YTD are \$1,001,611.57. The December YTD net change is a surplus of \$262,664.00.

- Revenues
 - Airport Fuel Receipts (4583) are currently at \$624,726.02 (108.65%).
 - Land Lease (4585) is at \$201,725.06 (106.73%). 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 \$7,930.00. (132.17%).
 - Airport Gate Cards (4590) is at \$2,970.93 (297.09%).
- Expenses
 - Conferences, Training, Travel (6331) \$1,341.83 (19.45%)
 - Insurance (6361) is at \$60,772.00 (118.63%).
 - Repairs & Maintenance Contractual (6371) \$29,757.47 (59.51%)

Capital Improvement Fund

The 2019 Airport Capital Revenues for December YTD are \$129,999.54; the Airport Capital Expenses for December YTD are \$186,004.50. The December YTD net change is a Deficit of \$56,004.96.

- Impr Other Than Building (6530) \$88,760.18 (887.60%) This accounts for fees associated with the Triggering Event Master Plan and the Crack Sealing Project that took place this summer. Airport Staff is in the process of working with the FAA and MnDOT to be reimbursed for these costs.

Memo



Date: January 9, 2020
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Fuel Report 2019 through 10/31/19

Overview

Our 2019 total fuel sales by gallon through December 31, 2019 are above 2018 by 5.15%; and compared to the 5-YR average, are up 3.91%.

- Quarter 4 2019/2018 comparison: (December 31): 100LL was up 16.19%, 94UL was 5.73%, and Jet A was up 31.33%; total fuel sales up 17.85%, and compared to the 5yr average were up 8.36% (thru 12/31/19)

2019 AVIATION FUEL SALES BY GALLON

January 10, 2020

	100LL					94UL STARTED 7/17/18					JET A					TOTAL FOR ALL FUEL GRADES				
	2019	2018	% Δ	5-YR AVG	%Δ 2019/5-YR AVG	2019	2018 (91UL)	% Δ	5-YR AVG (91UL)	%Δ 2019/5-YR AVG	2019	2018	% Δ	5-YR AVG	%Δ 2019/5-YR AVG	2019	2018	%Δ 2019/2018	5-YR AVG	%Δ 2019/5-YR AVG
JAN	4,667.20	3,730.30	25.12%	3,011.50	54.98%	648.80	282.30	129.83%	332.38	95.20%	1,764.70	3,554.50	-50.35%	2,225.48	-20.70%	7,080.70	4,005.70	76.77%	5,569.36	27.14%
FEB	2,714.50	3,238.60	-16.18%	3,589.94	-24.39%	174.30	84.60	106.03%	237.02	-26.46%	872.00	2,634.80	-66.90%	2,624.98	-66.78%	3,760.80	7,760.10	-51.54%	6,451.94	-41.71%
MAR	5,954.20	6,082.40	-2.11%	5,750.62	3.54%	910.20	245.50	270.75%	496.42	83.35%	2,271.10	2,800.50	-18.90%	2,859.26	-20.57%	9,135.50	9,305.90	-1.83%	9,106.30	0.32%
Q1	13,335.90	13,051.30	2.18%	12,352.06	7.96%	1,733.30	612.40	183.03%	1,065.82	62.63%	4,907.80	8,989.80	-45.41%	7,709.72	-36.34%	19,977.00	22,653.50	-11.81%	21,127.60	-5.45%
APR	7,091.00	6,864.00	3.31%	6,742.06	5.18%	894.20	347.70	157.18%	579.92	54.19%	4,751.60	4,397.00	8.06%	3,552.00	33.77%	12,736.80	11,735.50	8.53%	10,873.98	17.13%
MAY	9,538.10	9,839.90	-3.07%	10,026.36	-4.87%	-	526.10	-100.00%	677.12	-100.00%	3,641.20	5,007.00	-27.28%	4,314.82	-15.61%	13,179.30	14,720.30	-10.47%	15,018.30	-12.25%
JUN	11,901.40	10,087.90	17.98%	9,815.38	21.25%	1,480.60	483.80	206.04%	710.36	108.43%	-	2,481.80	-100.00%	4,454.58	-100.00%	13,382.00	15,806.70	-15.34%	14,980.32	-10.67%
Q2	28,530.50	26,791.80	6.49%	26,583.80	7.32%	2,374.80	1,357.60	74.93%	1,967.40	20.71%	8,392.80	11,885.80	-29.39%	12,321.40	-31.88%	39,298.10	40,035.20	-1.84%	40,872.60	-3.85%
JUL	14,454.80	13,294.00	8.73%	11,467.04	26.06%	1,811.60	407.60	344.46%	407.60	344.46%	4,772.50	3,665.62	30.20%	4,091.46	16.65%	21,038.90	15,341.20	37.14%	15,966.10	31.77%
AUG	13,427.71	10,069.70	33.35%	10,347.96	29.76%	1,385.80	1,071.60	29.32%	1,071.60	29.32%	3,490.80	4,415.90	-20.95%	4,578.38	-23.75%	18,304.31	18,643.10	-1.82%	15,997.94	14.42%
SEP	8,850.50	9,893.40	-10.54%	10,053.86	-11.97%	1,036.70	1,000.30	3.64%	1,000.30	3.64%	3,204.10	2,958.20	8.31%	3,730.74	-14.12%	13,091.30	13,421.50	-2.46%	14,784.90	-11.45%
Q3	36,733.01	33,257.10	10.45%	31,868.86	15.26%	4,234.10	2,479.50	70.76%	2,479.50	70.76%	11,467.40	11,039.72	3.87%	12,400.58	-7.53%	52,434.51	47,405.80	10.61%	46,748.94	12.16%
OCT	8,182.20	6,668.82	22.69%	8,293.34	-1.34%	1,176.30	1,187.10	-0.91%	1,187.10	-0.91%	3,520.10	3,282.80	7.23%	3,729.10	-5.60%	12,878.60	13,012.00	-1.03%	13,209.54	-2.51%
NOV	6,242.60	5,725.60	9.03%	6,335.78	-1.47%	702.10	769.40	-8.75%	769.40	-8.75%	2,605.10	2,113.10	23.28%	2,955.68	-11.86%	9,549.80	12,132.40	-21.29%	10,060.86	-5.08%
DEC	6,111.30	5,279.50	15.76%	3,675.14	66.29%	516.10	567.60	-9.07%	567.60	-9.07%	2,382.70	1,082.40	120.13%	1,500.36	58.81%	9,010.10	6,189.60	45.57%	5,743.10	56.89%
Q4	20,536.10	17,673.92	16.19%	18,304.26	12.19%	2,394.50	2,524.10	-5.13%	2,524.10	-5.13%	8,507.90	6,478.30	31.33%	8,185.14	3.94%	31,438.50	26,676.32	17.85%	29,013.50	8.36%
TOTAL	99,135.51	90,774.12	9.21%	89,108.98	11.25%	10,736.70	6,973.60	53.96%	8,036.82	33.59%	33,275.90	38,393.62	-13.33%	40,616.84	-18.07%	143,148.11	136,141.34	5.15%	137,762.65	3.91%

2018 91UL
2019 94UL

Memo



Date: January 9, 2020

To: Airport Advisory Commission

From: Andrew Wall, Airport Manager

RE: 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.

2020 Projects

- Triggering Event Master Plan (TEMP)
 - Meetings and work continues on this project. Runway design has begun.
 - Geotechnical data was collected on April 10, 2019. This will help drive the TEMP and the final runway/taxiway design.
 - The TEMP is in its final stages and should be wrapping up soon.

2020 Projects (Continued)

- The Airport was awarded a grant from MnDOT in the amount of \$100,000 for crack sealing and pavement repair on the south and west hangar area.
- The packet was sent out in April and bids were received back with a deadline of May 1, 2019.
- The low bid contractor was Fahrner Asphalt Sealers with a bid of \$68,290.
- MnDOT will pay \$54,803 (70%) and the City will pay \$23,487 (30%). Engineering and administration costs will bring the project total to \$78,290.
- The Grant was received and approved by City Council on July 15th.
- The project took place the week of September 2-7. Airport staff have found several areas where some of the crack seal has come up because of snow removal. SEH and Fahrner Asphalt will address any warranty issues later this year.

2020 Projects (Continued)

- Runway 16/34 Reconstruction Design
 - The Airport was awarded a Federal and State Grant in an amount totaling \$243,000.
 - This project will cover the complete design of the runway reconstruction project which is scheduled to begin in 2021.
 - The design project has begun and will go until late 2020.
 - Airport Staff and SEH completed the Grant Initiation Request for Federal Assistance Pre-Application. This gives MNDOT and the FAA a “heads up” that we will have a project this year.
 - Airport Staff and SEH will be applying for a grant for the runway reconstruction project later this year. Bid packets will start going out early this spring.

Memo



Date: January 10, 2020
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: RTV Purchase

Overview

The Airport has budgeted \$20,000 for FY2020 for the purchase of a new utility vehicle. Airport staff have acquired three quotes. Two quotes are for the purchase of a Kubota RTV and the third quote is for the purchase of a John Deere XUV. Airport staff will be getting approval from City Council to purchase a Kubota RTV from the low bidder Lano Equipment in the amount of \$19,150.

This new equipment will replace the John Deere Gator that is more than 15 years old and has reached the end of its useful life.