



**City of South St. Paul**  
**AIRPORT ADVISORY COMMISSION**  
**FLEMING FIELD AIRPORT MEETING ROOM**  
TUESDAY, MARCH 10, 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 January 14, 2020
  - B. YTD Budget Report
  - C. YTD Fuel Report
  - D. 2020 Projects
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
  - 7. OLD BUSINESS:**
    - A. RTV Purchase
  - 8. NEW BUSINESS:**
    - A. Hangar #5 update
    - B. Lot size changes to West Hangar Area
  - 9. COMMISSIONER AND STAFF COMMENTS:**
    - A. MNDOT Statewide Economic Impact Study
  - 10. ADJOURNMENT:**

# City of South St. Paul



## AIRPORT ADVISORY COMMISSION

### FLEMING FIELD AIRPORT

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#### MEETING MINUTES

TUESDAY, January 14, 2020, 6:00PM

**1. CALL TO ORDER:**

Commissioner Adams called the Airport Advisory Commission Meeting to order at 5:58PM on Tuesday, January 14, 2020.

**2. ROLL CALL:**

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

Absent None

Also Present Andrew Wall and Collin Turner

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

None

**4. APPROVAL OF AGENDA:**

Motion by Sheridan, seconded by Gardner to approve January 14, 2020, agenda as submitted.

Motion carried 9 ayes/0 nays

**5. CONSENT AGENDA:**

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

Motion carried 9 ayes/0 nays

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

None

**7. OLD 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. Subsequent email conversation confirmed signage.

**8. NEW BUSINESS:**

**A. Acquisition of new RTV**

Airport management briefed the commission on the budgeting and acquisition of a new utility vehicle for the airport. This vehicle will replace the old John Deere Gator that is more than 15 years old. The new UTV was delivered to the airport in February 2020.

**9. COMMISSIONER AND STAFF COMMENTS:**

None.

**10. ADJOURNMENT:**

Motion made by Sheridan, seconded by Schoen to adjourn the Airport Advisory Commission meeting at 6:12 PM.

Motion carried 9 ayes/0 nays

DRAFT

# Memo



Date: March 4, 2020  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: YTD Budget Report – YTD 2020

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## **Airport Operating Fund**

The 2020 Airport Operating Revenues for March YTD are \$321,135.90; the Airport Operating Expenditures for March YTD are \$156,974.67. The March YTD net change is a surplus of \$164,161.23.

- Revenues
  - Airport Fuel Receipts (4583) are currently at \$74,850.82 (12.48%).
  - Land Lease (4585) is at \$145,943.43 (75.23%). 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 \$930.00. (15.5%).
  - Airport Gate Cards (4590) is at \$260.00 (10.4%).
- Expenses
  - Conferences, Training, Travel (6331) \$1,103.42 (20.43%)
  - Insurance (6361) is at \$16,518.00 (23.96%).
  - Repairs & Maintenance Contractual (6371) \$1,197.10 (2.35%)

## **Capital Improvement Fund**

The 2020 Airport Capital Revenues for March YTD are \$15,551.83; the Airport Capital Expenses for March YTD are \$39,470.00. The March YTD net change is a Deficit of \$23,918.17.

- Impr Other Than Building (6530) \$0 (0%) Staff have budgeted \$20,000 for pavement maintenance that will be performed by the City Public Works Department.

# Memo



Date: March 5, 2020  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: Fuel Report 2020

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## Overview

- At this time we are having issues with the Fuel Spreadsheets and workbooks not linking properly. Unfortunately we are unable to provide fuel sales statistics for the first couple of months of 2020. This will be fixed by the next AAC meeting.

# Memo



Date: March 4, 2020

To: Airport Advisory Commission

From: Andrew Wall, Airport Manager

RE: 2020 Projects

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## **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)

- 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: March 4, 2020  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: RTV Purchase

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## **Overview**

The Airport budgeted \$20,000 for FY2020 for the purchase of a new utility vehicle. Staff purchased a Kubota RTV in the amount of \$19,150 from Lano Equipment in Shakopee, MN. The Kubota was delivered in early February and is now in service.

# Memo



Date: March 4, 2020  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: Hangar #5

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## Overview

Within the last year, Airport Staff and the City Attorney have made several attempts to contact Randy Lysdale with Lysdale Flying Service regarding the past due rent that is owed on Hangar #5. These attempts to make contact have so far gone unanswered. The lease between the City of South St. Paul and Lysdale Flying Service ends on July 31, 2020. After speaking with the City Administration and the City Attorney about the situation, the airport will not be renewing the lease with Lysdale Flying Service for Hangar #5 located at 340 Airport Road. The significant arrearage and inability to contact the company lead to this decision. A letter was sent out March 4<sup>th</sup>, 2020 asking Lysdale Flying Service to cure the arrearage and also notifying them that the City would not be renewing their lease.

Airport Staff has requested CIP funding from MNDOT this year to replace the door on Hangar #5. Once this is completed, we do have a couple of prospective tenants for the property.

# Memo



Date: March 5, 2020  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: Lot Size Changes to West Hangar Area

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## Overview

In an effort to increase sales of lots within the West Hangar Area, Airport Staff are exploring the idea of increasing the size of some of the lots within Lot 2. There are currently 16 lots that are not sold that have a width of 70 feet. With the 5 foot setbacks from the lot lines required by the City Code, that allows for a 60 foot wide hangar. The total length for this block of lots is 560 feet. We are exploring dividing that area into seven 80 foot wide lots instead of eight 70 foot wide lots. The land lease amounts would change due to the increase lot size, but the airport would not lose out on revenue.

One caveat to this proposal is that the West Hangar Area was originally designed for Airplane Design Group (ADG) I aircraft. The ADG is an FAA-defined grouping of aircraft types which has six groups based on wingspan and tail height. ADG I aircraft have a wingspan of less than 49 ft and a tail height of less than 20 ft. Increasing the lot size within block 2 of the west hangar area could potentially allow ADG II (49ft - <79ft) aircraft to be stored in a larger hangar. With some of the hangar lots already built on within that block, we are unable to redesign that area to accommodate ADG II aircraft.

This idea is in the very early stages and we are unsure if it can move forward. At this time we feel that it cannot happen due to the design group restrictions already in place.



BUILT/LEASE



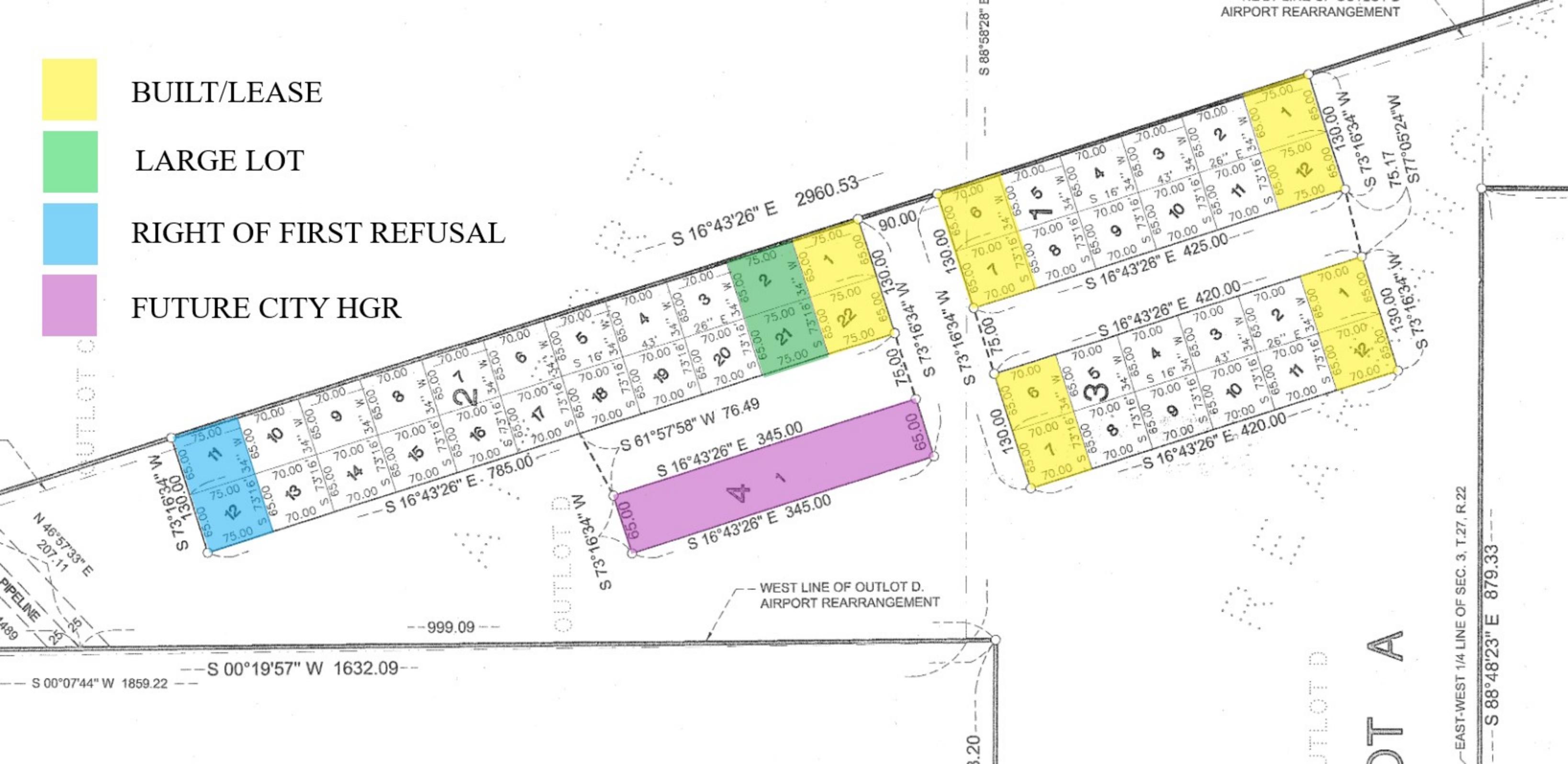
LARGE LOT



RIGHT OF FIRST REFUSAL



FUTURE CITY HGR



EAST-WEST 1/4 LINE OF SEC. 3, T.27, R.22

S 88°48'23" E 879.33

N 46°57'33" E 207.11

PIPELINE

S 00°07'44" W 1859.22

S 00°19'57" W 1632.09

999.09

WEST LINE OF OUTLOT D. AIRPORT REARRANGEMENT

OUTLOT D

OUTLOT A

OUTLOT C

S 16°43'26" E 2960.53

S 88°58'28" E

S 73°16'34" W 130.00

S 61°57'58" W 76.49

S 16°43'26" E 345.00

S 16°43'26" E 345.00

S 73°16'34" W 130.00

# Memo



Date: March 5, 2020  
To: Airport Advisory Commission  
From: Andrew Wall, Airport Manager  
RE: MNDOT Statewide Economic Impact Study

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## **Overview**

In 2019, the Minnesota Department of Transportation's Office of Aeronautics conducted a statewide economic impact study (EIS) of all state funded airports. The study concluded at the end of 2019 and MNDOT released the results in a press release in late February. The EIS and press release for South St. Paul Municipal Airport is attached for your review.



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## News Release

Date: February 27, 2020

Point of Contact: Andrew Wall, Airport Manager

Contact Information: [awall@southstpaul.org](mailto:awall@southstpaul.org)

# New study shows South St. Paul Municipal Airport contributes \$65,187,860 annually to local economy

South St. Paul, MN: The Minnesota Department of Transportation recently released the Minnesota Statewide Airport Economic Impact Study. The study shows that public airports like South St. Paul Municipal Airport are significant contributors to statewide and local economies.

We are excited to share the study results and pleased to see that Fleming Field continues to provide economic benefits to our community," said Andrew Wall, airport manager. "The study shows Fleming Field supports \$65,187,860 in total annual economic activity, while supporting local jobs."

Other findings of the study show South St. Paul Municipal Airport also has the following economic contributions:

- Provides economic efficiencies that bring competitive advantages that help local businesses create jobs that support local economies
- Generates \$65.2 million in annual economic activity
- Support more than 507 jobs and more than \$31.1 million in annual payroll
- Generates \$34.1 million in annual spending, and \$2.4 million in state and local tax revenue
- Supports worldwide aerial firefighting
- Brings 3,775 annual visitors to the area
- Provides essential infrastructure needed for fast, efficient aerial firefighting response, package delivery, and connecting local companies and people to national and international markets or suppliers
- Get the South St. Paul Municipal Airport Economic and Community Benefits fact sheet and other details from [mndot.gov/airport-economic-study/](http://mndot.gov/airport-economic-study/)

The study was commissioned by MnDOT in 2019 to measure the annual economic impact provided by 126 of Minnesota's 133 public airports, most of them located in Greater Minnesota. The 2019 MnDOT study also includes data from two separate Metropolitan Airports Commission studies, which researched seven public airports located in the Twin Cities Metropolitan Area. Together, the 133 airports make up Minnesota's public airport system.

To learn more about the Minnesota Statewide Airport Economic Impact Study, download fact sheets for any of the 126 airports studied, or get other information about Minnesota public airports, visit [mndot.gov/airport-economic-study](http://mndot.gov/airport-economic-study).

For more information about South St. Paul Municipal Airport, visit [www.southstpaul.org/583/Fleming-Field-Municipal-Airport](http://www.southstpaul.org/583/Fleming-Field-Municipal-Airport), or contact Andrew Wall at [awall@southstpaul.org](mailto:awall@southstpaul.org).

# SOUTH ST. PAUL MUNICIPAL AIRPORT - FLEMING FIELD

## ECONOMIC & COMMUNITY BENEFITS

### TOTAL ANNUAL ECONOMIC IMPACTS FOR SOUTH ST. PAUL MUNICIPAL AIRPORT - FLEMING FIELD

In 2019, the Minnesota Department of Transportation's Office of Aeronautics conducted a study of the annual economic impacts generated by Minnesota's public airports.\* These annual economic impacts are related to activities associated with management of the airport, business tenants at the airport, average annual capital investment in the airport, and spending by visitors who arrive via the airport.

-  **VISITORS 3,775**
-  **SPENDING \$34.1 MILLION**
-  **AREA EMPLOYMENT 507**
-  **ECONOMIC ACTIVITY \$65.2 MILLION**
-  **PAYROLL \$31.1 MILLION**
-  **STATE & LOCAL TAX REVENUES \$2.4 MILLION**

*Note: Annual Economic Activity is the sum of the Annual Payroll and Annual Spending.*

### ANNUAL ECONOMIC IMPACT FOR SOUTH ST. PAUL MUNICIPAL AIRPORT - FLEMING FIELD

	AREA EMPLOYMENT	PAYROLL	SPENDING	ECONOMIC ACTIVITY
Airport Management and Business Tenants	473	\$29,967,530	\$32,104,670	\$62,072,200
Capital Investment	8	\$317,450	\$884,210	\$1,201,660
General Aviation Visitor Spending	26	\$821,000	\$1,093,000	\$1,914,000
<b>TOTAL</b>	<b>507</b>	<b>\$31,105,980</b>	<b>\$34,081,880</b>	<b>\$65,187,860</b>

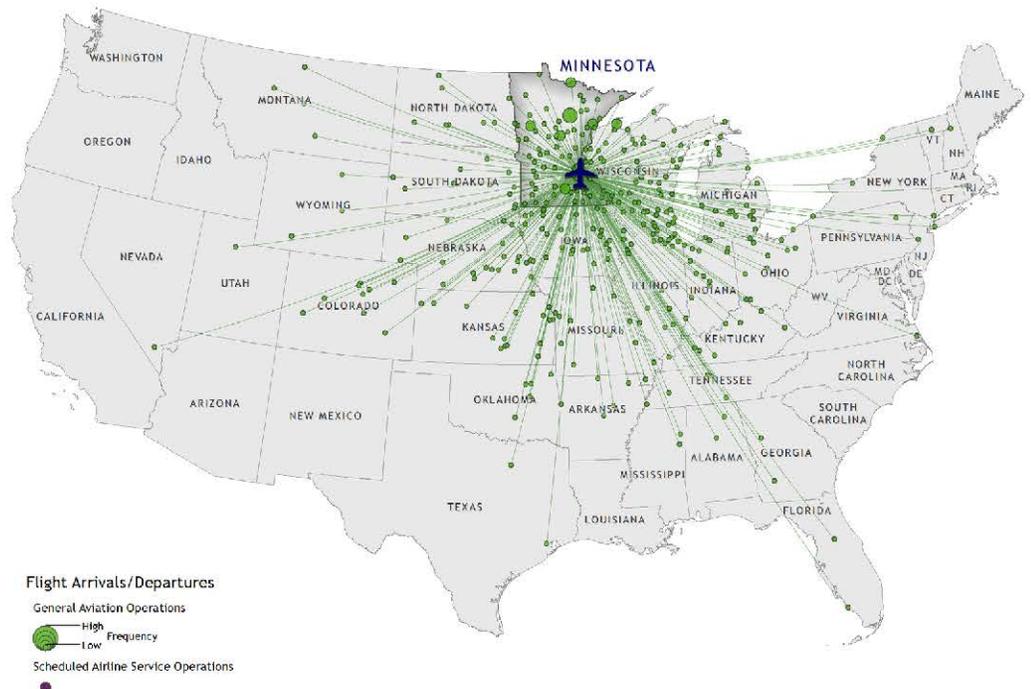
*Note: More detail on the airport's economic impact estimates can be found in the Technical Report at: [MnDOT.gov/aero](http://MnDOT.gov/aero).*



**SOUTH ST. PAUL MUNICIPAL AIRPORT - FLEMING FIELD SUPPORTS NON-STOP DAILY CONNECTIVITY TO MANY DESTINATIONS THROUGHOUT THE LOWER 48 STATES.**

A flight from this airport can take you almost anywhere. This connectivity is particularly important for the many businesses that rely on Minnesota's airports to deliver and receive products, reach their customers, and remain competitive.

Flight data from the FAA shown on this map displays just some of the destinations flown to and from this airport.



# EXAMPLES OF HOW SOUTH ST. PAUL MUNICIPAL AIRPORT - FLEMING FIELD SUPPORTS THE COMMUNITY

The airport supports many uses and users that help sustain vital services and business needs.



## Business Use

Wipaire is a family-owned American aircraft manufacturing and repair company. Most prominently, it is known for building aircraft floats. As an area aircraft manufacturer it supports general aviation in southern Minnesota, as well as across the state and the country. The airport also supports non-aviation businesses like Ziegler CAT, a family-owned CAT dealership with 2,000 employees and 22 locations in Minnesota and Iowa. The company relies on aviation to ship parts all over the country, reducing downtime for customers and saving time and money for all involved. The airport benefits the local economy by supporting these and other non-aviation companies.



## Fire Fighting

Over 32% of Minnesota is classified as forest land, and aerial firefighting is critical to protecting this resource. Brainerd Helicopter Service, Dauntless Air, and Fire Boss all operate out of the airport, and Brainerd Helicopter Service has a training and maintenance facility on-site. In addition to the jobs that these businesses provide, the airport also supports important forest firefighting operations that protect people, property and the state's natural resources.



## Aerial Inspections/Pipeline and Powerline Patrols

Pipelines carrying oil and gas from North Dakota and Canada travel through Minnesota. Protecting against spills and leaks is critical to capital investments, human and animal health, and the environment. Covering hundreds of miles of powerlines and pipelines from the air is more efficient than ground surveys. Aerial patrols can survey multiple pipelines and powerlines in a single day, reducing the overall costs of insurance, maintenance, and ground support. Routine pipeline inspections are required by USDOT. Eagle Sky Patrol is based at the airport. Inspectors from Eagle Sky Patrol can safely check lines at low altitudes. These inspections improve safety and contribute to an uninterrupted flow of energy. The company also monitors powerlines for Xcel Energy.



## Agency Use

Many state and federal agencies rely on the airport to support their responsibilities. The Minnesota State Highway Patrol relies on the airport to support various law enforcement activities. US Fish and Wildlife Service responsibilities include conservation, protecting endangered species, monitoring migratory birds, and protecting wetlands. These activities are more effectively and efficiently carried out by aerial patrols. Prairie Island Nuclear Generating Plant, located about 40 miles from the Twin Cities, generates approximately 20% of all energy supplied by Xcel Energy. Flights to and from the airport help with the management of this important energy resource. The Civil Air Patrol (CAP), a volunteer organization, is the official civilian auxiliary of the United States Air Force. The CAP supports emergency services, including search and rescue, disaster relief operations, homeland security, and aerospace education. The airport supports community welfare and environmental protection by accommodating these agencies.

## STUDY PROCESS

First, direct economic impacts were collected. Direct impacts are the start of the economic impact cycle. Next, an econometric input/output model was used to estimate **indirect/induced** impacts, also sometimes referred to as multiplier impacts. Combined, direct and indirect/induced impacts equal **total impacts**. For this study, direct, indirect/induced, and total impacts were estimated for **annual employment, payroll, annual spending, and annual economic activity**.



## ECONOMIC IMPACT CATEGORIES

Direct, indirect/induced, and total impacts were measured for each category shown below. These impacts were estimated for each airport.

CATEGORY	DESCRIPTION
AIRPORT MANAGEMENT	Activities associated with the daily operation of each airport
BUSINESS TENANTS	On-airport aviation-related businesses that generate revenue and have employment
CAPITAL INVESTMENT	Five-year average annual state, federal, airport, and private investment for airport improvements
COMMERCIAL VISITOR SPENDING	Spending by visitors to Minnesota who arrive on a scheduled commercial airline flight
GENERAL AVIATION VISITOR SPENDING	Spending by visitors to Minnesota who arrive on general aviation airplanes
STATE & LOCAL TAX REVENUES	Airport-supported sales and state income taxes

## TOTAL ANNUAL STATEWIDE ECONOMIC IMPACTS FOR ALL MINNESOTA PUBLIC AIRPORTS

Airport visits, interviews, surveys, and research supported development of the total annual statewide economic impact estimate for all Minnesota public airports.\*

<b>94,037</b> STATEWIDE EMPLOYMENT	<b>\$4.4 Billion</b> STATEWIDE PAYROLL	<b>\$13.8 Billion</b> STATEWIDE SPENDING	<b>\$18.2 Billion</b> STATEWIDE ANNUAL ECONOMIC ACTIVITY	<b>\$66.3 Million</b> STATEWIDE & LOCAL TAX REVENUES FOR 126 STUDY AIRPORTS	<b>\$557.1 Million</b> STATEWIDE & LOCAL TAX REVENUES FOR THE SEVEN MAC AIRPORTS
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\*Note: Total Annual Statewide Economic Impacts reflect those associated with all 133 Minnesota system airports. Economic impacts for the seven airports operated by the Metropolitan Airports Commission (MAC) were obtained from separate economic impact studies conducted by the MAC. For more information on the MAC studies, visit [mspairport.com](http://mspairport.com) or [metroairports.org](http://metroairports.org).