



City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT MEETING ROOM
TUESDAY, JULY 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 March 9, 2020
 - B. YTD Budget Report
 - C. YTD Fuel Report
 - D. 2020 Projects
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
 - 7. OLD BUSINESS:**
 - 8. NEW BUSINESS:**
 - A. Hangar #5 update
 - B. Runway Design Project
 - C. Budget
 - 9. COMMISSIONER AND STAFF COMMENTS:**
 - 10. ADJOURNMENT:**

This meeting will be held in the Airport Conference Room however, a virtual option will be available for those that wish to attend via phone. You can join the meeting by dialing

1-312-535-8110

City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES

TUESDAY, March 10th, 2020, 6:00PM

1. CALL TO ORDER:

Commissioner Adams called the Airport Advisory Commission Meeting to order at 6:02 PM on Tuesday, March 10th of 2020.

2. ROLL CALL:

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

Absent Adams and Sheridan

Also Present Andrew Wall, Collin Turner, and four citizens

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Reckinger, seconded by Ludwigson to approve March 10th, 2020, agenda as submitted.

Motion carried 7 ayes/0 nays

5. CONSENT AGENDA:

Motion by Hilger, 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. A Kubota RTV was purchase with budgeted Airport dollars.

8. NEW BUSINESS:

A. Hangar 5 door replacement timeframe.

B. Lot size changes to the west side hangar lots.

9. COMMISSIONER AND STAFF COMMENTS:

Wall briefed the commission about the recent MNDOT Statewide Economic Impact Study.

10. ADJOURNMENT:

Motion made by Schoen, seconded by Kantola to adjourn the Airport Advisory Commission meeting at 6:35 PM.

Motion carried 7 ayes/0 nays

DRAFT

Memo



Date: July 8, 2020
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: YTD Budget Report – YTD 2020

Airport Operating Fund

The 2020 Airport Operating Revenues for June YTD are \$736,292.59; the Airport Operating Expenditures for June YTD are \$458,140.26. The June YTD net change is a surplus of \$278,152.33.

- Revenues
 - Airport Fuel Receipts (4583) are currently at \$265,735.85 (44.29%).
 - Land Lease (4585) is at \$186,564.17 (96.17%). 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 \$3,680. (61.33%).
 - Airport Gate Cards (4590) is at \$560.00 (22.4%).
- Expenses
 - Conferences, Training, Travel (6331) \$919.22 (17.02%)
 - Insurance (6361) is at \$40,661.00 (58.97%).
 - Repairs & Maintenance Contractual (6371) \$13,910.81 (27.28%)

Capital Improvement Fund

The 2020 Airport Capital Revenues for June YTD are \$11,480.29; the Airport Capital Expenses for June YTD are \$40,463.84. The June YTD net change is a Deficit of \$28,983.55.

- 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: July 8, 2020
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Fuel Report 2020 through 6/30/20

Overview

Our 2020 total fuel sales by gallon through June 30, 2020 are above 2019 by 6.12%; and compared to the 5-YR average, are up 19.43%.

- Quarter 2 2020/2019 comparison: (6/30/20): 100LL was up 17.36%, 94UL was down 51.73%, and Jet A was down 2.63%; total fuel sales up 5.15%, and compared to the 5yr average were up 20.30% (thru 6/30/20)

2020 AVIATION FUEL SALES BY GALLON

7/8/2020

	100LL					94UL STARTED 7/17/18					JET A					TOTAL FOR ALL FUEL GRADES				
	2020	2019	% Δ	5-YR AVG	%Δ 2020/5-YR AVG	2020	2019	% Δ	5-YR AVG (91UL)	%Δ 2020/5-YR AVG	2020	2019	% Δ	5-YR AVG	%Δ 2019/5-YR AVG	2020	2019	%Δ 2020/2019	5-YR AVG	%Δ 2019/5-YR AVG
JAN	3,852.50	4,667.20	-17.46%	3,416.58	12.76%	287.20	648.80	-55.73%	129.76	121.33%	849.10	1,764.70	-51.88%	2,284.18	-62.83%	4,988.80	4,005.70	24.54%	5,830.52	-14.44%
FEB	8,390.90	2,714.50	209.11%	3,625.32	131.45%	530.40	174.30	204.30%	34.86	1421.51%	1,757.50	872.00	101.55%	2,304.44	-23.73%	10,678.80	7,760.10	37.61%	5,964.62	79.04%
MAR	6,677.90	5,954.20	12.15%	5,961.86	12.01%	607.90	910.20	-33.21%	182.04	233.94%	2,033.40	2,271.10	-10.47%	2,623.94	-22.51%	9,319.20	9,305.90	0.14%	8,767.84	6.29%
Q1	18,921.30	13,335.90	41.88%	13,003.76	45.51%	1,425.50	1,733.30	-17.76%	346.66	311.21%	4,640.00	4,907.80	-5.46%	7,212.56	-35.67%	24,986.80	19,977.00	25.08%	20,562.98	21.51%
APR	7,298.80	7,091.00	2.93%	7,078.96	3.11%	712.90	894.20	-20.28%	178.84	298.62%	2,833.00	4,751.60	-40.38%	3,658.46	-22.56%	10,844.70	11,735.50	-7.59%	10,916.26	-0.66%
MAY	12,047.40	9,538.10	26.31%	9,778.00	23.21%	457.70	1152.50	-60.29%	230.50	98.57%	4,803.40	3,641.20	31.92%	4,055.18	18.45%	17,308.50	14,720.30	17.58%	14,063.68	23.07%
JUN	14,136.00	11,901.40	18.78%	10,526.00	34.30%	532.00	1480.60	-64.07%	296.12	79.66%	5,345.30	4,939.10	8.22%	4,526.72	18.08%	20,013.30	15,806.70	26.61%	15,348.84	30.39%
Q2	33,482.20	28,530.50	17.36%	27,382.96	22.27%	1,702.60	3,527.30	-51.73%	705.46	141.35%	12,981.70	13,331.90	-2.63%	12,240.36	6.06%	48,166.50	45,389.70	6.12%	40,328.78	19.43%
JUL																				
AUG																				
SEP																				
Q3																				
OCT																				
NOV																				
DEC																				
Q4	-	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
TOTAL	52,403.50	41,866.40	25.17%	40,386.72	29.75%	3,128.10	5,260.60	-40.54%	1,052.12	197.31%	17,621.70	18,239.70	-3.39%	19,452.92	-9.41%	73,153.30	65,366.70	5.15%	60,891.76	20.14%

Memo



Date: July 9, 2020

To: Airport Advisory Commission

From: Andrew Wall, Airport Manager

RE: 2020 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)

- 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: July 9, 2020
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Hangar #5

Overview

Within the last year, Airport Staff and the City Attorney have made several attempts to contact the tenant of hangar #5 regarding the past due rent that is owed on the hangar. 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. Letters were sent out at the end of June notifying the tenant of the arrearage and that their lease will be expiring at the end of July. A letter was then sent via certified mail on July 7, 2020 notifying the tenant that they failed to cure the arrearage within the allotted timeframe as stated in the lease and are in default and that their lease is terminated. They have until the end of July to remove all personal property.

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: July 9, 2020
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Runway Design Project

Overview

On June 24, 2020, airport staff met with engineers and planners from SEH regarding the status of the runway reconstruction project and design. Due to the COVID-19 situation, meetings with MNDOT and the FAA have been put on hold for the time being. Planning meetings of this level are difficult to do virtually.

At the meeting, we discussed the preferred alternatives from when we last met with the FAA and what our next steps might be. Two new alternatives for the runway design were agreed upon. I spoke with Wipaire and the CAF about the two alternatives as they are the tenants who operate the largest aircraft that are either based or serviced at Fleming Field.

Alternative 12 - Taxiway A at 260' separation (Group II) and Taxiway B restricted to Group I. (See attached figure). This alternative blends alternatives 10 and 11 from the previous set of alternatives.

Alternative 2 – Publish the Single Wheel Gear (SWG) Pavement Strength as 12,500 LBS. (See attached figure) This will cause two design standard changes at the airport.

1. Raise the approach slope to 20:1 instead of the 34:1 that is required for runways with pavement strength over 12,500 lbs. and
2. Move the hold lines in to 125' from runway centerline, as opposed to 200' as is required if the pavement strength is more than 12,500 lbs. This eliminates many of the challenging situations we have with trying to provide a perpendicular hold location when the hold lines must be at 200'. It also minimizes the property acquisition on the Runway 34 end.

Publishing the pavement strength as 12,500 lbs does not prohibit aircraft weighing more than that to operate at the airport. Using the FAA IFR data from 2016-2019 we estimated how many operations by aircraft over 12,500 lbs occur at SGS. Using the maximum number completed in any of those years by each

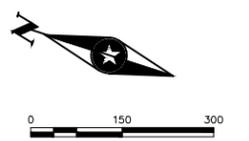
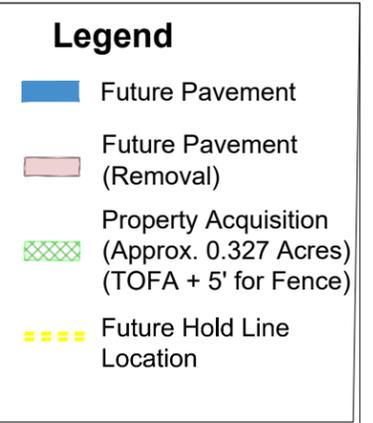
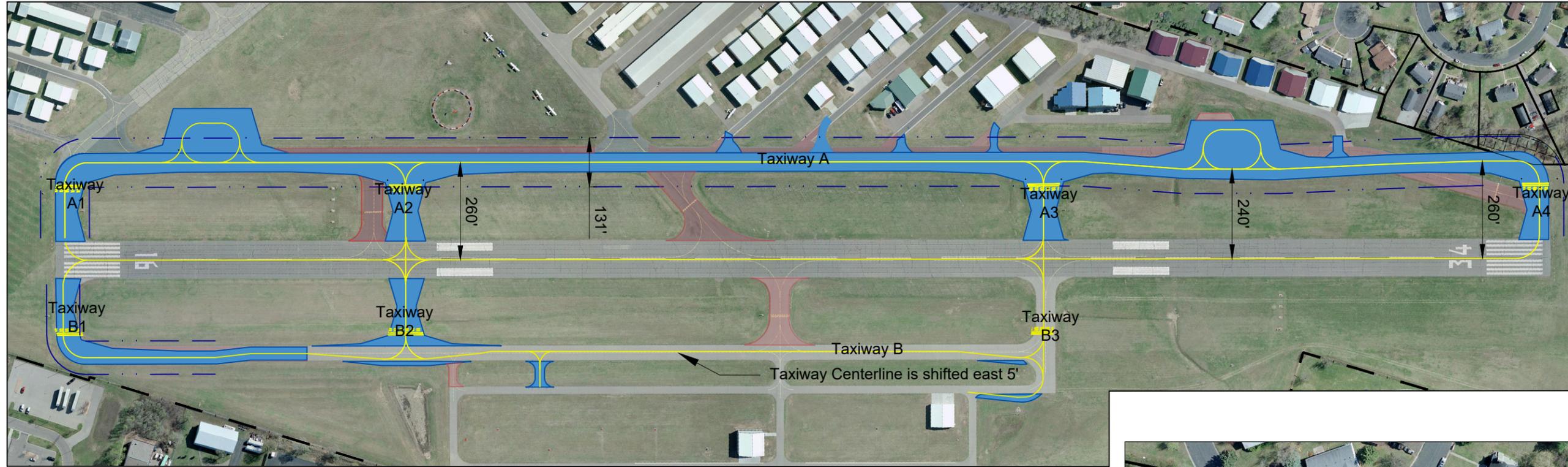
make and model, 88 annual IFR operations by aircraft over 12,500 lbs occur annually. We also know that number is not all inclusive since many may be VFR (traditionally this grouping of aircraft is more likely to always be on an IFR flight plan, but SGS has some uniqueness that make that not the case). We added 100 annual operations for Miss Mitchell (per CAF), 100 additional Fire Boss operations, 25 additional King Air operations, and a handful for other makes/models over 12,500 lbs. Using these estimates, we arrive at **315 annual operations for aircraft over 12,500 lbs pounds.**

We could also publish a PCN for the runway which would reflect the actual pavement design. What the PCN is and how pilots use it is described below. It may be more than you wanted to know, but provide some good background!

The standard International Civil Aviation Organization (ICAO) method to report airport pavement strength is known as the Aircraft Classification Number – Pavement Classification Number (ACN-PCN) method. The basis of this method involves calculating and comparing two values (ACN & PCN). Generally, if a given aircraft's ACN value is less than or equal to the PCN of a given pavement, the pavement structure can support that aircraft without any adverse effects on the pavement's useful life.

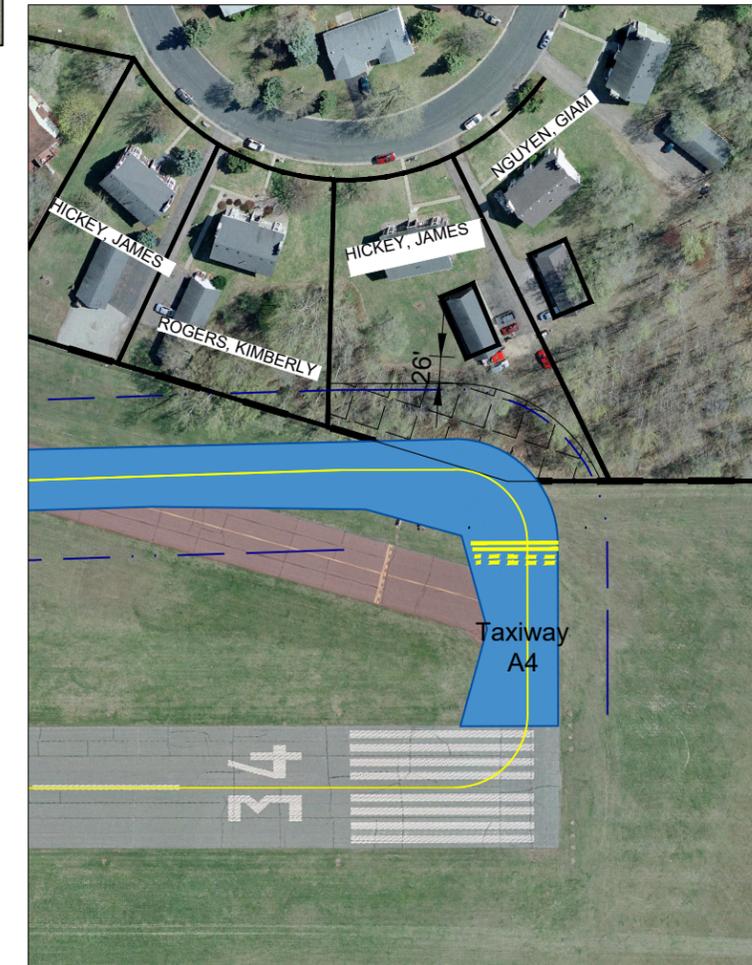
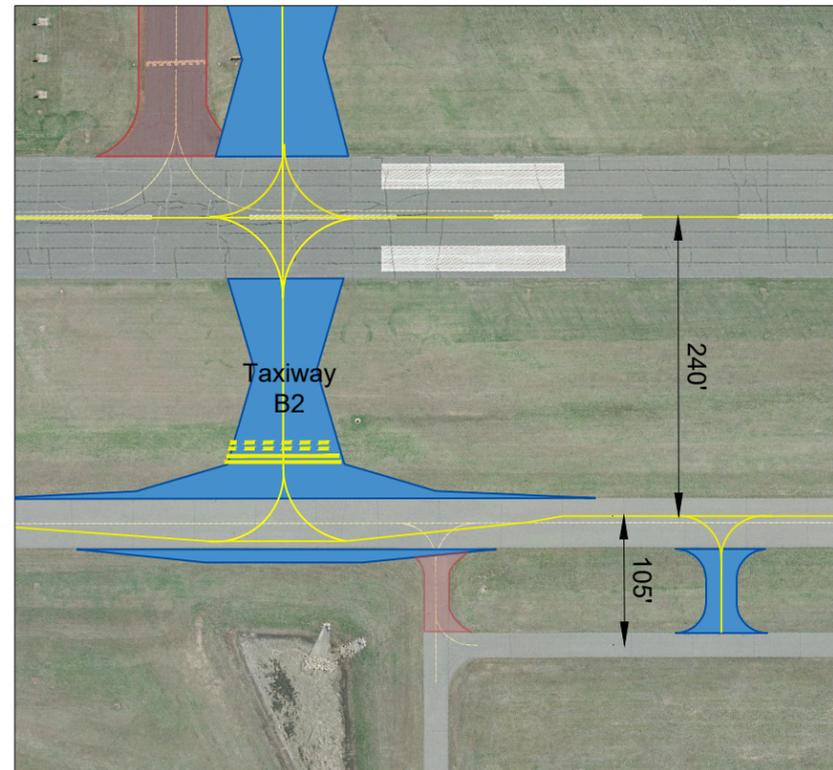
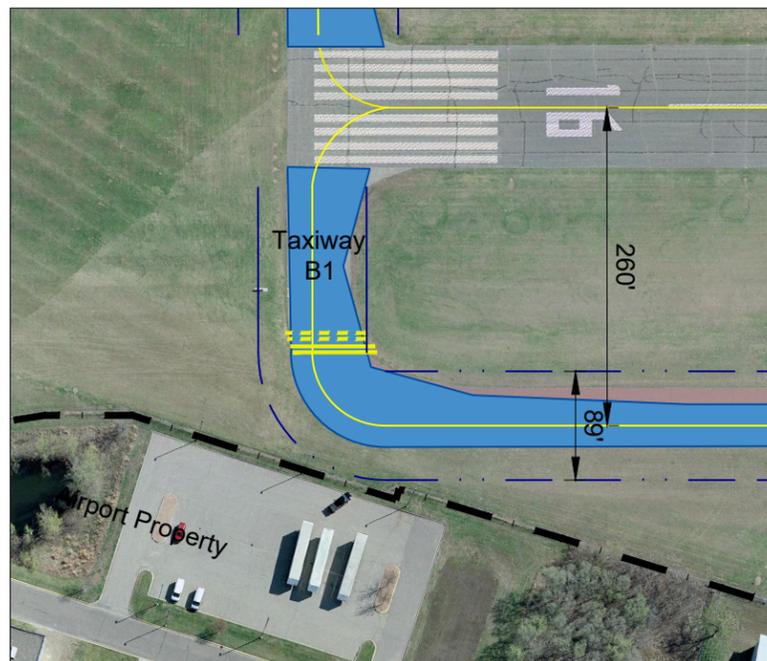
The ACN is a numerical value that expresses the relative effect of an aircraft at a given configuration (gross weight, tire pressure, gear configuration, etc.) on an airport pavement structure for a specific underlying soil condition. The primary inputs to determine ACN come from aircraft manufacturer data and the strength classification of the soil underlying the pavement structure. Pilots and aircraft operators can determine the underlying soil classification using information provided the PCN. The PCN value is a number that expresses load-carrying capacity of an airfield pavement for **unrestricted** operations, and is based off of the pavement structure, aircraft geometry that use the airfield, airport traffic, etc. Beyond the PCN numerical value that is compared with the ACN, the entire PCN that is reported includes information regarding pavement type (rigid or flexible), underlying soil strength (used to determine ACN), maximum tire pressure allowed, and how the PCN was determined (using technical data or by physical testing).

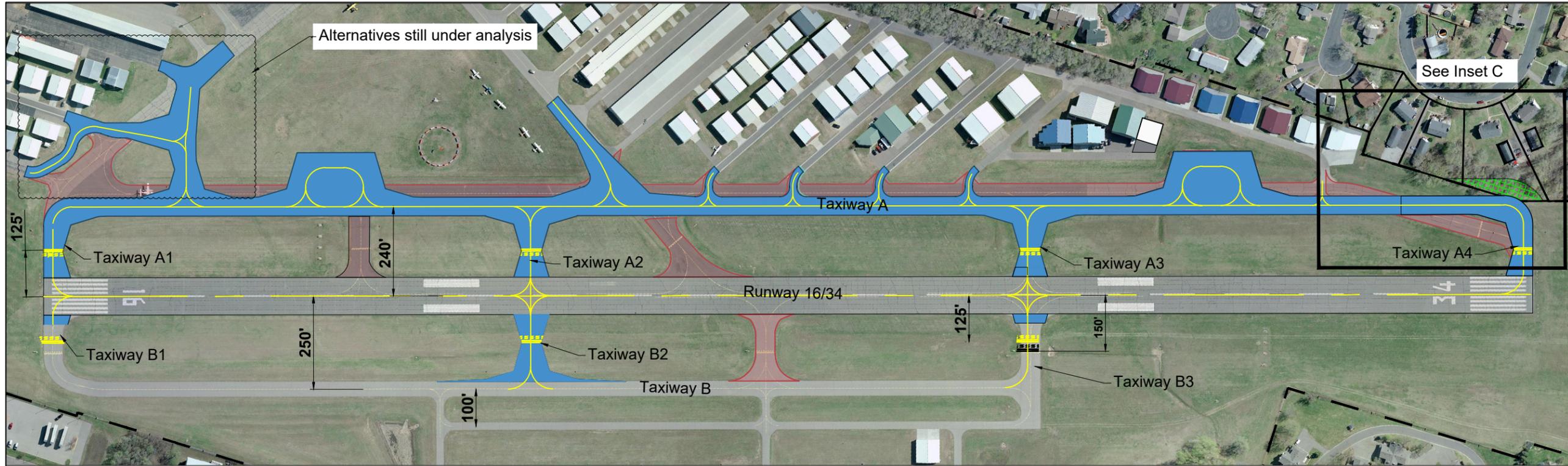
The ACN-PCN method can be used to determine if it is acceptable for a given aircraft to land at SGS. The PCN value, which would be fixed and determined during the design of the runway project, would be made available for incoming pilots to compare their given aircraft's ACN value via SGS's Airport Master Record. While the ACN value varies with different underlying soil strengths (4 potential strength classifications), aircraft operators generally have an ACN available for their aircraft for each classification. **If the ACN is less than or equal to the reported PCN, the aircraft may utilize the airfield at an unrestricted amount of operations, however aircraft that have a higher ACN value than SGS's PCN value could still potentially use the airfield on a restricted basis.** While this would be considered overloading the pavement, it can be allowable if the ACN does not exceed the PCN by over 10%. Annually, the overload movements on the pavement(s) should not exceed 5% of the total annual operations at SGS. At the discretion of the airport, overloads should also not be allowed during certain seasonal conditions (spring thaw, extremely hot days, etc.)



Alternative #12

- Taxiway A shifts to 260' from Runway 16/34
- Taxiway B1 accommodates 90° holding position - ADG I
- Includes a southern run-up pad



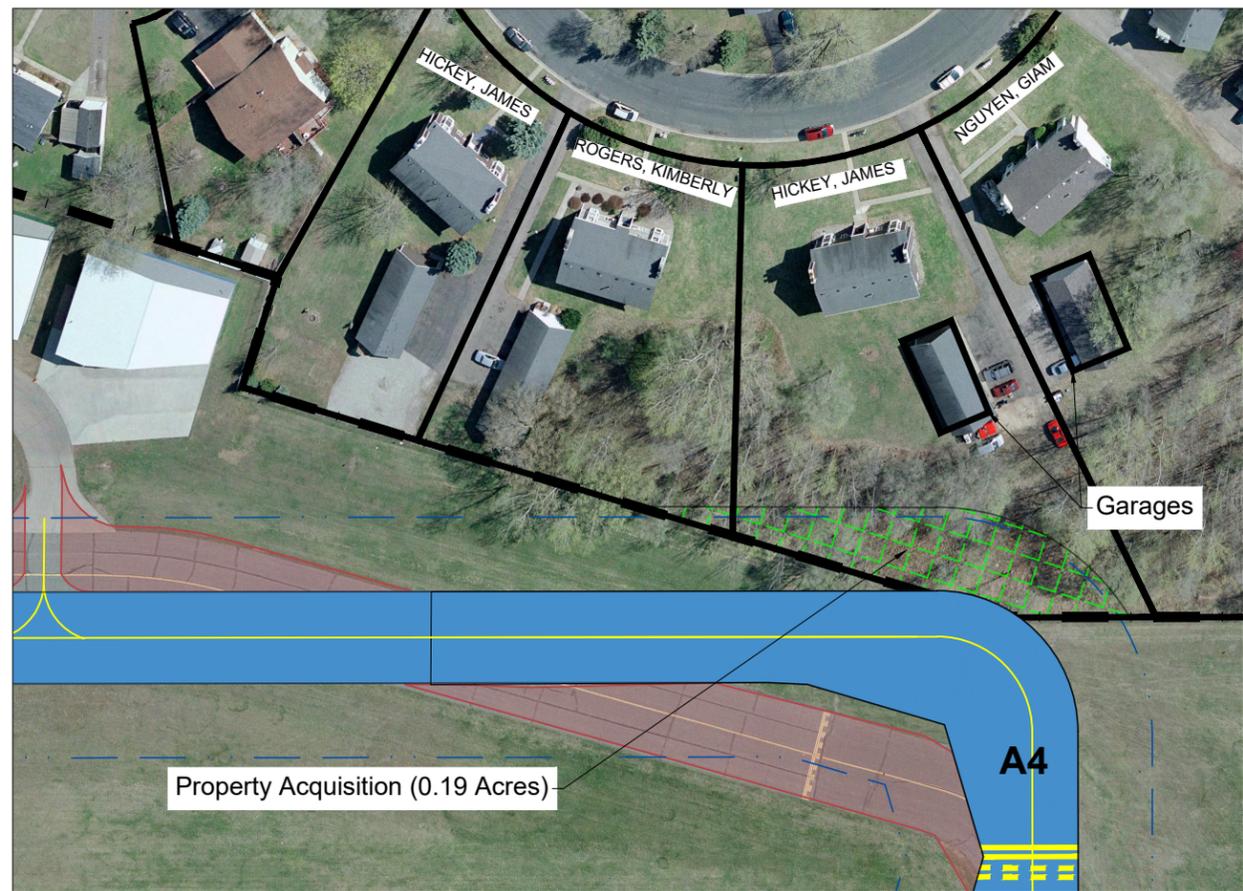


Legend

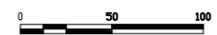
- Future Taxiway Pavement
- Taxiway (Removal)
- Property Acquisition (Approx. 0.19 Acres) (TOFA + 5' for Fence)
- Future Hold Line Location
- Airport Property

Alternative #2

- As designed in TEMP (current preferred alternative)
- Taxiway A Shifted to 240' from Runway 16/34
- Classified as B-II Small, Hold Lines Painted at 125'
- Weight Restrictions Posted
- Airport to issue agreements with current users for > 12,500 MTOW



Inset C



Memo



Date: July 10, 2020
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Budget

Overview

Attached for your review and discussion is the proposed airport budget for 2021.

**AIRPORT
DETAIL OF EXPENDITURES**

CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2020 Revised Budget	2021 Requested Budget	2021 Final Budget
EXPENDIT					
PERSO					
6102	FULL-TIME EMPLOYEES-OVERTIME	To cover unexpected snow events, planned or special airport events	3,500	3,500	
6104	TEMPORARY EMPLOYEES-REG	Summer Seasonal Employee, Weekend Building Attendant, Winter Seasonal Employee	18,000	18,000	
6105	TEMPORARY EMPLOYEES-OVERTIME				
MATERI					
6201	OFFICE SUPPLIES	Printing, paper, envelopes, pens, etc	1,500	1,500	
6210	OPERATING SUPPLIES	Cleaning supplies, restroom consumables, paper cups, etc	1,000	1,000	
6220	REPAIR & MAINTENANCE SUPPLIES	Road salt and runway deicer, asphalt patch, building and grounds repair, maintenance vehicle fuel, plow blades, mower blades, vehicle repairs, etc	40,000	40,000	
6230	BOOKS, MATERIALS & PERIODICALS				
6240	MINOR EQUIPMENT AND FURNITURE		3,000	1,000	
6245	CLOTHING ALLOWANCE		0		
6250	MERCHANDISE FOR RESALE	Aviation Fuel (100LL \$360,000, Jet A \$105,000, 94UL \$51,000-new fuel price higher), Apparel \$300, gate cards \$600, fuel cards \$300, vending \$750, etc Increase due to new fuel and higher consumption.	500,000	500,000	
SERVI					
6302	PROFESSIONAL SERVICES	Single Audit \$6000, Legal \$7500, Stormwater Testing \$750, Fuel system calibration and testing \$1200, Carpet/Tile Cleaning \$1000,	16,200	17,000	
6331	CONFERENCES, TRAINING, TRAVEL	MCOA Conference for 2 people \$2000, AirTAP 2 people \$700, mileage \$750, AAAE Great Lakes Conference for 2 \$1500, Oshkosh \$450	5,400	5,400	
6341	ADVERTISING	MN Flyer Magazine \$1300, Website Maint \$100, ForeFlight \$500, AirNav \$400, Special Events \$1000, etc (No longer advertise in Midwest Flyer)	3,750	2,000	
6361	INSURANCE	Property & Liability	68,952	72,176	
6365	INS CLAIMS WITHIN DEDUCTIBLE				
6371	REPAIRS & MAINT CONTRACTUAL	6530 - Terminal repairs, cleaning service \$4,200, hangar repairs, fuel system \$1,000, phone system, buildings, Gate repair \$3000, HVAC service \$250, RWY Lighting, landscape \$900,	51,000	51,000	
6373	INTERNAL LABOR CHARGE		0		
6374	ADMINISTRATION SUPPORT FEE		65,968	74,644	
6375	OTHER CONTRACTED SERVICES				
6378	COPIER MAINTENANCE AGREEMENT		450	450	
6379	CONT SERV/REFUSE & SANITATION	Trash and recycling (Trash service cost increase)	950	1,000	
6380	CENTRAL GARAGE MAINT. CHARGE		31,344	32,285	

**AIRPORT
DETAIL OF EXPENDITURES**

CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2020 Revised Budget	2021 Requested Budget	2021 Final Budget
6385	UTILITY SERVICE		21,000	21,000	
6388	TECHNOLOGY EQUIP CHARGE	amortization of technology equipment	1,624	1,624	
6390	POSTAGE AND TELEPHONE	Office and Fuel System phones \$2000, internet service \$1750, Postage \$1200, website \$400, Fuel system wifi	5,310	5,310	
MISCE					
6412	CREDIT CARD/ACH/BANK FEE				
6430	MISCELLANEOUS				
6453	REMITTANCE OF REV/OTHER	Stormwater Permit \$500, HAZMAT License for fuel system \$200, fuel meter inspection \$100	1,000	1,000	
6460	NON-RECURRING COST				
6465	INTEREST/FINANCE CHARGE		0		
6471	DUES & SUBSCRIPTIONS	AAAE 2 people \$450, MCOA \$300, Great Lakes Airport 2 people \$75, etc	1,300	1,000	
6485	EMERGENCIES & CONTINGENCIES		0		
CAPITA					
6382	CENTRAL GARAGE EQUIP. CHARGE				
6520	BUILDINGS AND STRUCTURE				
6530	IMPR OTHER THAN BUILDING		0		
6560	BUILDING FIXTURES AND IMPRS		0		
6570	OFFICE EQUIP & FURNISHINGS				
6572	COMPUTER SOFTWARE		0		
6580	OTHER EQUIPMENT		0		
DEBT S					
6601	BOND PRINCIPAL				
6602	OTHER LONG TERM DEBT-PRINCIPAL		0		
6612	INTEREST EXPENSE	Interest on cash deficit	11,000		
TRANS					
6719	TRANSFER TO CAPITAL PROJECT FU		10,160	230,000	
6720	OPERATING TRANSFERS		0		

**AIRPORT
SUMMARY OF REVENUE**

Description	2018 Actual	2019 Actual	2020 Original Budget	April 2020 Actual	2020 Revised Budget	2021 Requested Budget	2021 Final Budget	Comment
20245 - AIRPORT REVENUE								
TAXES								
TAX INCREMENTS								
FRANCHISE FEES								
LICENSE FEES								
BUILDING PERMITS								
LICENSES AND PERMITS								
INTERGOVERNMENTAL								
4302 - FEDERAL GRANTS - OTHER	0	0		0		(3,510,000)		
4318 - OTHER STATE GRANTS AND AIDS			0		0	(230,000)		
4321 - AIRPORT OPERATIONS & MAINT	(34,320)	(34,320)	(35,242)	0	(35,242)	(35,242)		
4325 - STATE GRANTS AND AIDS	0	0	0	0	0			
4363 - OTHER COUNTY GRANTS & AIDS								
4365 - COUNTY GRANTS AND AIDS	0	0		0				
4374 - GRANTS & AIDS OTHER LOCAL NON								
4377 - GRANTS & AIDS FM OTH LOC GOVT								
INTERGOVERNMENTAL	(34,320)	(34,320)	(35,242)	0	(35,242)	(3,775,242)		
CHARGES FOR SERVICES								
GENERAL GOVERNMENT								
4411 - PILOT	(48,591)	(48,058)	(52,000)	(25,123)	(52,000)	(52,000)		
4413 - XEROX COPIES	0	0	0	0	0			
GENERAL GOVERNMENT	(48,591)	(48,058)	(52,000)	(25,123)	(52,000)	(52,000)		
PUBLIC SAFETY								
PUBLIC WORKS								
COMMUNITY DEVELOPMENT								
DOUG WOOG ARENA								
4510 - CONCESSION SALES	0	(30)	0	0	0			
DOUG WOOG ARENA	0	(30)	0	0	0			
PARKS AND RECREATION								
ADMINISTRATIVE CHARGES								
ENGINEERING CHARGES								
RENTS								
4402 - RENT	(13,821)	(13,340)	(17,000)	(5,103)	(17,000)	(14,000)		
RENTS	(13,821)	(13,340)	(17,000)	(5,103)	(17,000)	(14,000)		
LIBRARY								
CENTRAL SQUARE								
HOUSING								
AIRPORT								
4571 - AIRPORT PARK DEDICATION								
4581 - RENT OF HANGARS	(179,268)	(172,805)	(192,000)	(103,727)	(192,000)	(175,000)		
4582 - AIRPORT FUELING SYSTEM								
4583 - AIRPORT FUEL RECEIPTS	(574,506)	(624,263)	(600,000)	(150,273)	(600,000)	(625,000)		
4584 - COMMISSIONS								
4585 - LAND LEASE	(207,348)	(172,920)	(194,000)	(174,749)	(194,000)	(175,000)		
4586 - TEE HANGAR RENTAL	(100,075)	(104,154)	(107,800)	(35,974)	(107,800)	(107,800)		
4587 - AIRCRAFT PARKING FEES	(5,410)	(6,840)	(6,000)	(2,510)	(6,000)	(6,000)		
4588 - AIRPORT RAMP FEES	(196)	(120)	(1,000)	0	(1,000)	(1,000)		

**AIRPORT
SUMMARY OF REVENUE**

Description	2018 Actual	2019 Actual	2020 Original Budget	April 2020 Actual	2020 Revised Budget	2021 Requested Budget	2021 Final Budget	Comment
4590 - AIRPORT GATE CARD	(2,359)	(2,971)	(2,500)	(320)	(2,500)	(2,500)		
4591 - AIRPORT VENDING SALES	(1,849)	(2,032)	(2,000)	(499)	(2,000)	(2,000)		
4592 - OTHER TRANSPORTATION	0	0		0				
4595 - SUPER BOWL 2018	(4,784)	0		0				
AIRPORT	(1,075,796)	(1,086,104)	(1,105,300)	(468,051)	(1,105,300)	(1,094,300)		
UTILITIES								
4760 - PENALTY CHARGE	0	(2,013)	0	0	0			
UTILITIES	0	(2,013)	0	0	0			
CHARGES FOR SERVICES	(1,138,207)	(1,149,546)	(1,174,300)	(498,277)	(1,174,300)	(1,160,300)		
FINES AND FORFEITS								
SPECIAL ASSESSMENTS								
INTEREST								
4671 - INTEREST EARNINGS								
4681 - UNREALIZED GAIN/LOSS ON INV	(5,173)	6,297		0				
INTEREST	(5,173)	6,297		0				
MISCELLANEOUS								
4672 - OTHER	(6,815)	(8,803)	(7,700)	(2,745)	(7,700)	(7,700)		includes \$7200 Burke Restitution
4673 - CASH OVER/SHORT	(1)	(1)		0				
4674 - BAD CHECK CHARGE	0	0	0	0	0			
4675 - INSURANCE DIVIDEND	(2,152)	(1,758)	0	0	0			
4676 - WORKERS COMP INS DIVIDEND	0	0	0	0	0			
4677 - MISC REVENUE	(2,314)	(20)		0				
4679 - CONT. & DON. FR PRIVATE	(5)	0	0	0	0			
4680 - INSURANCE PROCEEDS	0	0		0				
MISCELLANEOUS	(11,287)	(10,582)	(7,700)	(2,745)	(7,700)	(7,700)		
OTHER CHARGES								
OTHER FINANCING SOURCES								
4902 - INS PROCEEDS-FIXED ASSETS	0	0		0				
4903 - SALE OF GENERAL FIXED ASSETS	(18,500)	0	0	0	0			
4920 - INTERFUND OPERATING TRANSFER	0	0	0	0	0			
OTHER FINANCING SOURCES	(18,500)	0	0	0	0			
REVENUE	(1,207,488)	(1,188,151)	(1,217,242)	(501,022)	(1,217,242)	(4,943,242)		

**AIRPORT
DETAIL OF EXPENDITURES**

CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2020 Revised Budget	2021 Requested Budget	2021 Final Budget
EXPENDIT					
PERSO					
6102	FULL-TIME EMPLOYEES-OVERTIME	To cover unexpected snow events, planned or special airport events	3,500	3,500	
6104	TEMPORARY EMPLOYEES-REG	Summer Seasonal Employee, Weekend Building Attendant, Winter Seasonal Employee	18,000	18,000	
6105	TEMPORARY EMPLOYEES-OVERTIME				
MATERI					
6201	OFFICE SUPPLIES	Printing, paper, envelopes, pens, etc	1,500	1,500	
6210	OPERATING SUPPLIES	Cleaning supplies, restroom consumables, paper cups, etc	1,000	1,000	
6220	REPAIR & MAINTENANCE SUPPLIES	Road salt and runway deicer, asphalt patch, building and grounds repair, maintenance vehicle fuel, plow blades, mower blades, vehicle repairs, etc	40,000	40,000	
6230	BOOKS, MATERIALS & PERIODICALS				
6240	MINOR EQUIPMENT AND FURNITURE		3,000	1,000	
6245	CLOTHING ALLOWANCE		0		
6250	MERCHANDISE FOR RESALE	Aviation Fuel (100LL \$360,000, Jet A \$105,000, 94UL \$51,000-new fuel price higher), Apparel \$300, gate cards \$600, fuel cards \$300, vending \$750, etc Increase due to new fuel and higher consumption.	500,000	500,000	
SERVI					
6302	PROFESSIONAL SERVICES	Single Audit \$6000, Legal \$7500, Stormwater Testing \$750, Fuel system calibration and testing \$1200, Carpet/Tile Cleaning \$1000,	16,200	17,000	
6331	CONFERENCES, TRAINING, TRAVEL	MCOA Conference for 2 people \$2000, AirTAP 2 people \$700, mileage \$750, AAAE Great Lakes Conference for 2 \$1500, Oshkosh \$450	5,400	5,400	
6341	ADVERTISING	MN Flyer Magazine \$1300, Website Maint \$100, ForeFlight \$500, AirNav \$400, Special Events \$1000, etc (No longer advertise in Midwest Flyer)	3,750	2,000	
6361	INSURANCE	Property & Liability	68,952	72,176	
6365	INS CLAIMS WITHIN DEDUCTIBLE				
6371	REPAIRS & MAINT CONTRACTUAL	6530 - Terminal repairs, cleaning service \$4,200, hangar repairs, fuel system \$1,000, phone system, buildings, Gate repair \$3000, HVAC service \$250, RWY Lighting, landscape \$900,	51,000	51,000	
6373	INTERNAL LABOR CHARGE		0		
6374	ADMINISTRATION SUPPORT FEE		65,968	74,644	
6375	OTHER CONTRACTED SERVICES				
6378	COPIER MAINTENANCE AGREEMENT		450	450	
6379	CONT SERV/REFUSE & SANITATION	Trash and recycling (Trash service cost increase)	950	1,000	
6380	CENTRAL GARAGE MAINT. CHARGE		31,344	32,285	

**AIRPORT
DETAIL OF EXPENDITURES**

CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2020 Revised Budget	2021 Requested Budget	2021 Final Budget
6385	UTILITY SERVICE		21,000	21,000	
6388	TECHNOLOGY EQUIP CHARGE	amortization of technology equipment	1,624	1,624	
6390	POSTAGE AND TELEPHONE	Office and Fuel System phones \$2000, internet service \$1750, Postage \$1200, website \$400, Fuel system wifi	5,310	5,310	
MISCE					
6412	CREDIT CARD/ACH/BANK FEE				
6430	MISCELLANEOUS				
6453	REMITTANCE OF REV/OTHER	Stormwater Permit \$500, HAZMAT License for fuel system \$200, fuel meter inspection \$100	1,000	1,000	
6460	NON-RECURRING COST				
6465	INTEREST/FINANCE CHARGE		0		
6471	DUES & SUBSCRIPTIONS	AAAE 2 people \$450, MCOA \$300, Great Lakes Airport 2 people \$75, etc	1,300	1,000	
6485	EMERGENCIES & CONTINGENCIES		0		
CAPITA					
6382	CENTRAL GARAGE EQUIP. CHARGE				
6520	BUILDINGS AND STRUCTURE				
6530	IMPR OTHER THAN BUILDING		0		
6560	BUILDING FIXTURES AND IMPRS		0		
6570	OFFICE EQUIP & FURNISHINGS				
6572	COMPUTER SOFTWARE		0		
6580	OTHER EQUIPMENT		0		
DEBT S					
6601	BOND PRINCIPAL				
6602	OTHER LONG TERM DEBT-PRINCIPAL		0		
6612	INTEREST EXPENSE	Interest on cash deficit	11,000		
TRANS					
6719	TRANSFER TO CAPITAL PROJECT FU		10,160	230,000	
6720	OPERATING TRANSFERS		0		

