



City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT MEETING ROOM
TUESDAY, SEPTEMBER 15, 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 July 14, 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. Runway Design Project update
 - 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, July 14, 2020, 6:00PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:02PM on Tuesday, July 14, 2020.

2. ROLL CALL:

Present Adams, Ludwigson, Sheridan (phone), Gardner, Reckinger, Kantola, Hilger, Shoen (phone)

Absent Wiplinger

Also Present Andrew Wall, Collin Turner & Kaci Nowicki (SEH)

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Reckinger, seconded by Gardner to approve July 14, 2020, agenda as submitted.

Motion carried 8 ayes/0 nays

5. CONSENT AGENDA:

Motion by Gardner, seconded by Reckinger 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. Lysdale Hangar Update

Airport staff updated the commission on plans moving forward with Hangar 5 and Lysdale Flying Service. End of current lease is July 2020 with the airport not in the position to sign a new lease. Further updates to follow as more information becomes available.

B. Runway Update

Kaci from SEH updated the council on runway design proposals. Discussion on design amongst airport staff, SHE and the FAA are ongoing.

9. COMMISSIONER AND STAFF COMMENTS:

A.

10. ADJOURNMENT:

Motion made by Sheridan, seconded by Schoen to adjourn the Airport Advisory Commission meeting at 7:12 PM.

Motion carried 8 ayes/0 nays

DRAFT

Memo



Date: September 10, 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 August YTD are \$906,011.00; the Airport Operating Expenditures for August YTD are \$691,354.55. The August YTD net change is a surplus of \$214,656.45.

- Revenues
 - Airport Fuel Receipts (4583) are currently at \$364,123.94 (60.69%).
 - Land Lease (4585) is at \$193,618.58 (99.80%). 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 \$4,660.00. (77.67%).
 - Airport Gate Cards (4590) is at \$925.00 (37%).
- Expenses
 - Conferences, Training, Travel (6331) \$919.22 (17.02%)
 - Insurance (6361) is at \$57,179.00 (82.93%).
 - Repairs & Maintenance Contractual (6371) \$36,205.23 (70.99%)

Capital Improvement Fund

The 2020 Airport Capital Revenues for August YTD are \$17,042.66; the Airport Capital Expenses for August YTD are \$43,960.72. The August YTD net change is a Deficit of \$26,918.06.

- 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: September 10, 2020
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Fuel Report 2020 through 8/31/20

Overview

Our 2020 total fuel sales by gallon through August 31, 2020 are above 2019 by 5.15%; and compared to the 5-YR average, are up 16.37%.

- Quarter 3 2020/2019 comparison: (8/31/20): 100LL was down 1.45%, 94UL was down 64.78%, and Jet A was up 8.08%; total fuel sales up 10.45%, and compared to the 5yr average were up 9.66% (thru 8/31/20)
- The numbers for quarter 3 are incomplete because we are not finished with September. That is the reason for the lower percentages in Q3. Numbers should even out once all September fuel sales are recorded in the database.

2020 AVIATION FUEL SALES BY GALLON

9/11/2020

	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	%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	12,725.10	14,454.80	-11.97%	12,144.62	4.78%	545.00	1811.60	-69.92%	1,109.60	-50.88%	5,583.60	4,772.50	17.00%	4,076.72	36.96%	18,853.70	15,341.20	22.90%	17,330.94	8.79%
AUG	14,754.50	13,427.71	9.88%	11,019.04	33.90%	581.10	1385.80	-58.07%	1,228.70	-52.71%	3,347.60	3,490.80	-4.10%	4,650.48	-28.02%	18,683.20	18,643.10	0.22%	16,898.22	10.56%
Q3	27,479.60	27,882.51	-1.45%	23,163.66	18.63%	1,126.10	3,197.40	-64.78%	2,338.30	-51.84%	8,931.20	8,263.30	8.08%	8,727.20	2.34%	37,536.90	33,984.30	10.45%	34,229.17	9.66%
OCT																				
NOV																				
DEC																				
Q4	-	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
TOTAL	79,883.10	69,748.91	14.53%	63,550.38	25.70%	4,254.20	8,458.00	-49.70%	3,390.42	25.48%	26,552.90	26,503.00	0.19%	28,180.12	-5.77%	110,690.20	104,709.91	5.15%	95,120.93	16.37%

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: Runway Design Project

Overview

On September 9, 2020, Airport Staff held a virtual meeting with representatives from the FAA, MNDOT, and SEH. Everyone agreed that Alternative 12 would be the preferred alternative which is in line with what the Airport Advisory Commission chose. A draft airport design Advisory Circular (AC) was released a month ago with some changes that could benefit the airport and the taxiway design. This led to Alternative 13. All agreed that we would proceed with Alternative 12 with the option to pivot to Alternative 13 if/when the draft AC is published. There is some finalization in the design of the taxiway on the north end of the airport that needs to take place. The FAA would also like the airport to begin the process of acquiring the property on the south end of the airport before our next meeting.

Airport staff and SEH will be meeting with South St. Paul planning and zoning staff in the next week and to discuss the acquisition and any concerns they may have. After that we will meet with the City of Inver Grove Heights and do the same with their planning and zoning staff.

I have attached Alt. 12 and 13 for your review.

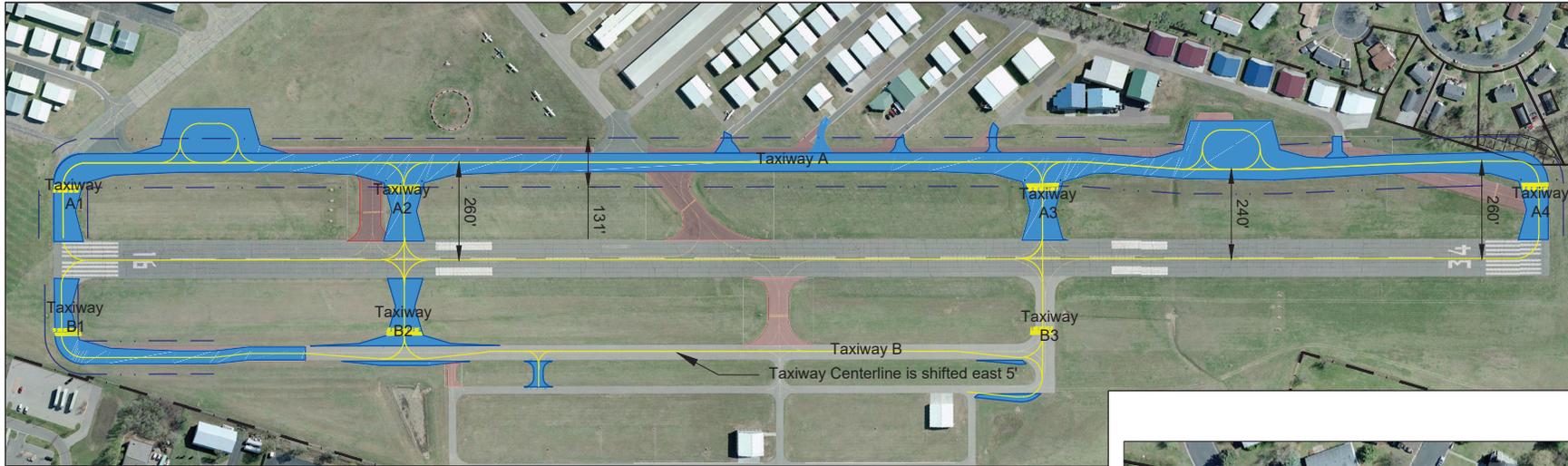


Triggering Event Master Plan

South St. Paul Municipal Airport
South St. Paul, Minnesota

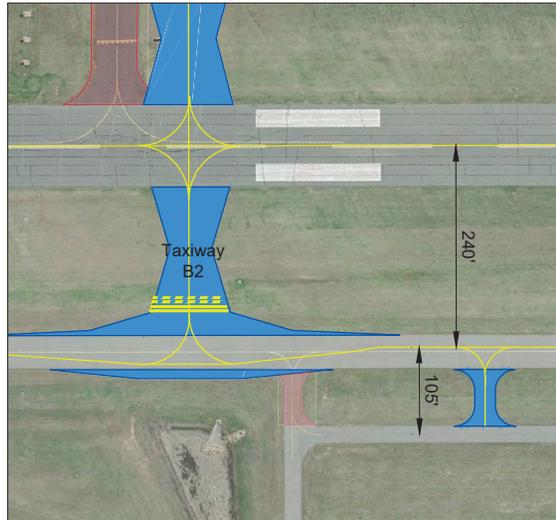
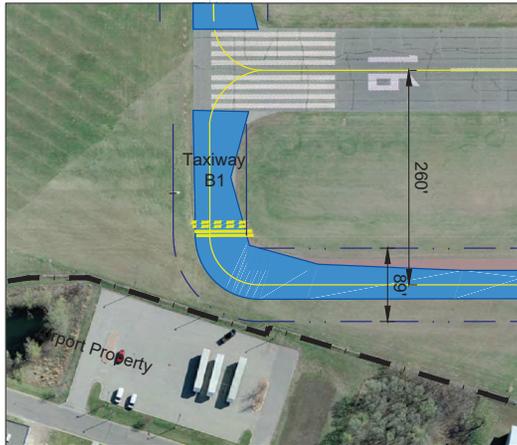
Alternative 12: Taxiway centerline 260' from Runway; south run up pad; Taxiway B designed for ADG I

June 2020



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



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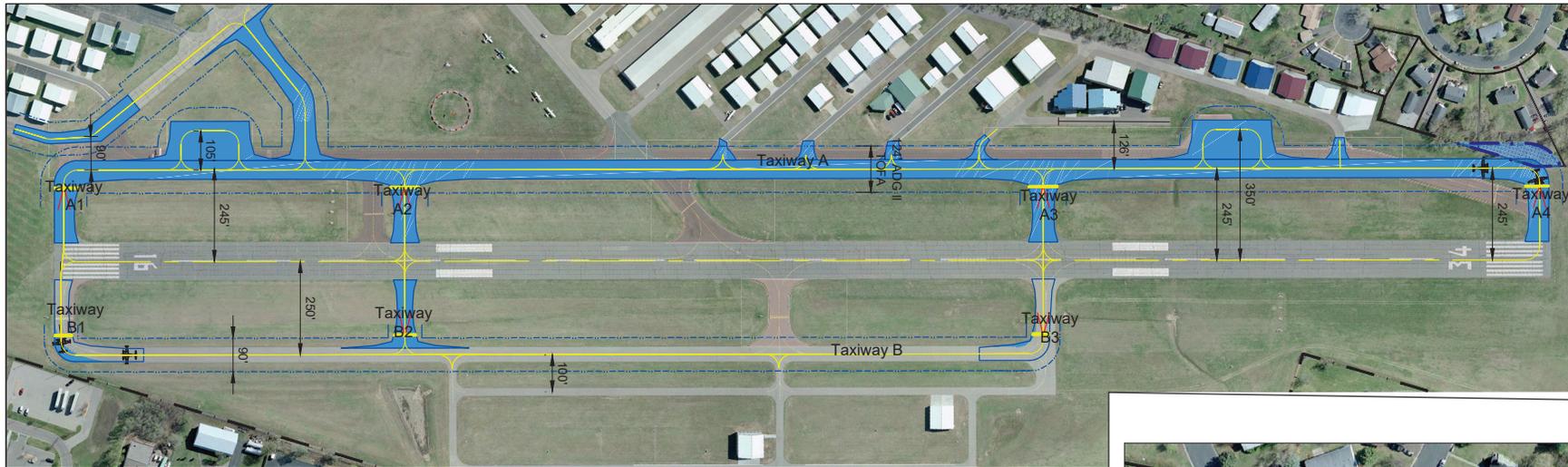
Triggering Event Master Plan

South St. Paul Municipal Airport
South St. Paul, Minnesota

Figure 13

Alternative 13: Taxiway centerline 245' from Runway; south run up pad; Taxiway B designed for ADG I

June 2020



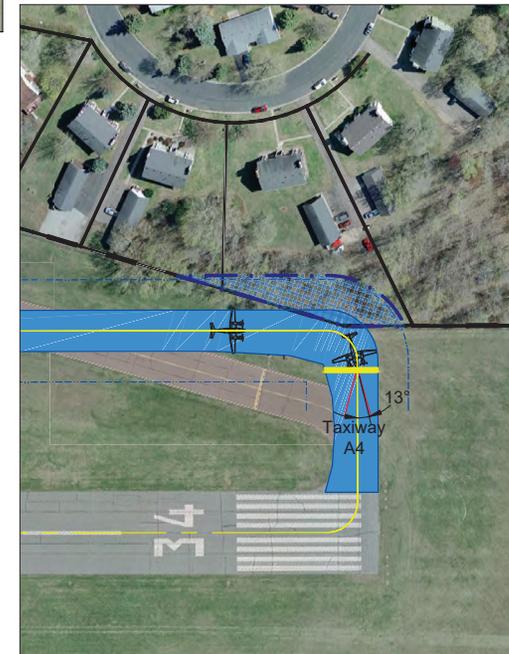
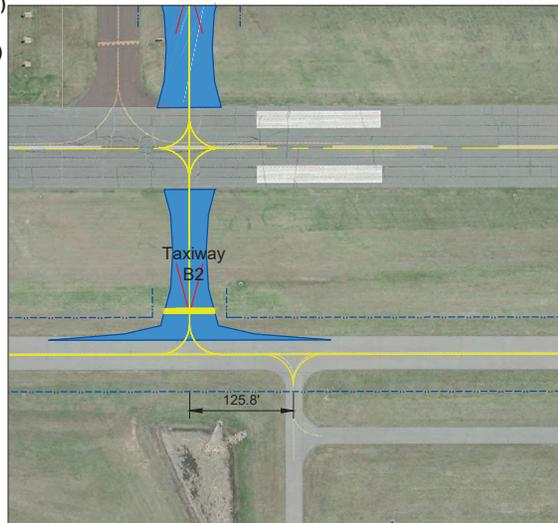
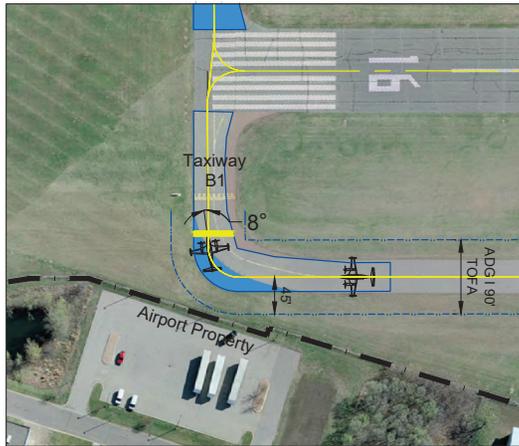
Legend

- Future Pavement
- Future Pavement (Removal)
- Property Acquisition (Approx. 0.209 Acres) (TOFA + 5' for Fence)
- Future Hold Line Location



Alternative #13

- Taxiway A shifts to 245' from Runway 16/34
- Taxiway A1 centerline to Taxilane separation - 86.5' allowable
- Taxiway A is designed for ADG II / TDG 2A Aircraft (50' wide TWY)
- Taxiway B is designed for ADG I / TDG 2A aircraft (35' wide TWY) and stays in its current location (Critical Aircraft - PA-42 Cheyenne)



S:\P1\SS\Stp.at\112615-112615.dwg (11/26/2019 11:26:15 AM) - Alternative 13.dwg (11/26/2019 11:26:15 AM)