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 13, 2018
   B. YTD Budget Report
   C. YTD Fuel Report
   D. 2018 Projects

6. ITEMS REMOVED FROM CONSENT AGENDA:

7. OLD BUSINESS:

   A. Hangar Roof Repair & Door Replacement Project
   B. Consultant Selection Update
   C. Airport Manager Update

8. NEW BUSINESS:

   A. Property Tax Questions
   B. City Roller on West Grass area for turf pilots

9. COMMISSIONER AND STAFF COMMENTS:

10. ADJOURNMENT:
City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT

MEETING MINUTES
TUESDAY, MARCH 13, 2018, 6:00 PM

1. CALL TO ORDER:
Commissioner Adams called the Airport Advisory Commission Meeting to order at 6:00 PM on Tuesday, March 13, 2018.

2. ROLL CALL:
Present  
Ludwigson (by phone), Schoen, Gardner, Gesch, Hilger, Reckinger, and Sheridan.

Absent  
Francis

Also Present  
Joseph Carney, Interim Airport Manager, Mike Bergeson & Ray Hurdt for presentation

3. CITIZEN’S COMMENTS & PRESENTATIONS
Mike Bergeson and Ray Hurdt had a presentation concerning the north side of the south city T-Hangars on Charlie Lane. They are concerned about the lack of drainage during the winter. This leads to ice dams building up in front of the Hangars, which in turn causes water to flow into the hangars. The presentation had several photos, which graphically depicts the lack of slope on the ramp in front of the hangar. There were several suggestions and possible avenues of approach to fix the problem:
   1. Redo the slope of the ramp,
   2. Have the airport consultant survey the ramp and present possible solutions,
   3. Sweep the water on to the taxi lane,
   4. Extend the eaves of the roof so that the water falls to the ground further from the hangar,
   5. Make the drainage plan a part of the Master Plan, use drain tile,
   6. Remove asphalt and install new ramps with grass between the ramps, similar to the hangars on the north side of Charlie Lane
   7. Disclose to prospective tenants the winter issue.

4. APPROVAL OF AGENDA:
Motion by Sheridan, seconded by Hilger to approve March 13, 2018, agenda as submitted.
Motion carried  
8 ayes/0 nays
5. **CONSENT AGENDA:**

   Motion by Reckinger 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. **Super Bowl LII**
      Carney covered the wrap-up of the Super Bowl Event. He covered the pending final numbers for the cost absorbed by the airport. Adams spoke of the participation of the CAP.

   B. **Hangar roof Repair & Replacement**
      Carney briefed an updated status – waiting on weather to start emplacing product and what areas need to be cleaned on each side of each building for access.

   C. **Consultant Selection**
      Carney discussed the current status of selection. The fact that there was a lack of participation from the commission members and that TKDA brought this up. Carney explained that a new selection committee will have to be empaneled and the process started again. The new panel will include the City Administrator, the City Engineer, the City Finance Director and the Interim Airport Manager.

8. **NEW BUSINESS:**

   A. A motion was presented by Mike Schoen to elect Joel Ludwigson as the Chair of the Airport Advisory Commission. Seconded by Sheridan. 8 ayes/0 nays

9. **COMMISSIONER AND STAFF COMMENTS:**

   A. Gesch brought up a request from Wipaire employees about the parking lot. The complaint is that during the winter there is a loss of about eight slots due to snow piles. Another factor is that on Wednesdays there is a group that comes into the airport to use the conference room and they have between 20 – 30 personnel and vehicles. Questions were raised about what is to be considered Wipaire parking and Airport (municipal) parking. A solution was put forward to pave in front of 1680 and 1690 Henry Ave. Another issue was how to move the large piles of snow after all plowing is complete. Currently, the airport has to call on the city to provide a truck and driver at a cost of $126.00/hour. Schoen asked if it would be easier to move the snow by loader only. Carney explained that a truck could move three buckets faster than the loader could. Another option was presented as the parking lot is a municipal lot the city should be plowing it. Carney explained that the city would only push the snow to the sides, not clear the lot. Ludwigson made a motion that this item placed on new business for the next meeting. Seconded by Sheridan. 8 ayes/0 nays

   B. Gardner asked about the new manager. Ludwigson commented that the last he heard was that there was an issue with family member insurance.
C. Hilger wanted it mentioned in the minutes that the airport staff has done an outstanding job in snow removal this year, especially now that they are at 2/3 the staffing. The commission gave an ovation to the staff.

10. ADJOURNMENT:
Motion made by Hilger, second by Schoen to adjourn the Airport Advisory Commission meeting at 7:10 PM.
Motion carried 8 ayes/0 nays
Memo

Date: April 27, 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: YTD Budget Report – YTD 2018

Airport Operating Fund
The 2018 Airport Operating Revenues for April YTD are $364,719.03; the Airport Operating Expenditures for April YTD are $230,854.65. The April YTD net change is a surplus of $189,330.03.

- Revenues
  - Airport Fuel Receipts (4583) are currently at $99,455.58 (19.31%).
  - Land Lease (4585) is at $163,154.13 (93.23%). 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 $1495 (27.18%).
  - Airport Gate Cards (4590) is at $389.52 (77.90%).

- Expenses
  - Conferences, Training, Travel $487.14 (9.74%)
  - Insurance (6361) is at $30,103 (61.69%).
  - Repairs & Maint Contractual $114,242.36 (4.8%)

Capital Improvement Fund
The 2018 Airport Capital Revenues for April YTD are $13,560.93; the Airport Operating Expenses for April YTD are $180,800.00. The April YTD net change is a deficit of $167,239.07.

- Impr Other Than Building (6530) $0.00 (0%) this will have a charge for the new truck due in by the end of May 2018
- Buildings Fixtures and Improv (6560) $180,800.00 (60.27%) This is the roof replacement costs.
Memo

Date: April 27, 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: YTD – April 30 Fuel Report 2018

Overview
The 2018 total fuel sales by gallon through April 30th are above 2017 by 20.012% and compared to the 5-YR average, are up 6.59%.

- Quarter 1: 100LL was down 11.85%, 91UL was up 13.79%, and Jet A was up 69.51%; total fuel sales up 9.71%, and compared to the 5yr average were up 1.34% (thru 3/31/18)
- April 100LL was down 3.63%, 91UL was down 25.55%, and Jet A was up 111.99%

The charts above are not all-inclusive but provide a brief snapshot of Fleming Field and the relation to other regional airports’ pricing. All prices collected are displayed in the chart, excluding consistently high prices that skewed the data. Differences in Full Service, Self Service, or Assisted Service were not separated out as it is reasonable to compare the different price points within the region. Additional details shown on the spreadsheet included with this memo.
Memo

Date: April 27, 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: 2018 Projects

Overview
Enclosed there is a list of projects that were completed in 2018. This can be any number of items including but not limited to equipment acquisitions, tests or studies, awards, projects, programs, events, and many others. A calendar of upcoming events has also been included for reference as well.
2017 Projects

• Loader and Attachment Replacement
  • Submit closeout / request for payment from FAA/MnDOT
  • Awaiting final payment and city repayment to MnDOT for old loader
2017 Projects (Continued)

• Other Buildings & Improvements
  • Roof Replacement
    • Roof Replacement on four Bowstring Hangars – completed April 2019
  • Hangar 5 Door – will be pushed back to 2019 due to budgetary concerns
    • Replace door with Schwiess Bi-Fold Door
    • November Posted RFP for demo of current door
    • Aequo will be contractor for demo and recladding of door/building.
2018 Projects (Continued)

• Consultant selection process
  • Completed, there was a complaint by TKDA requiring a second round of judging. City Administrator, City Engineer, City Planning and City Finance Director as well as Interim Airport Manager met and discussed the SOQ’s. SEH was selected as the new Airport Consultant.

• Southgate Drainage Project
  • Predesign work started
  • Pre application submitted
  • Survey work started – 4/26/18
  • Utility Marking started -- 4/27/18
Memo

Date: April 27 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: Hangar Roof Repair & Door Replacement Project Update

Overview
The airport has awarded the contract to All Elements. They should start work as soon as the weather turns warmer. Tenants were contacted reference adding insulation. Xcel Energy and the roofing contractor were contacted to see what the ROI would be for the added insulation. It was determined that adding interior high-efficiency ceiling fans would be a better choice.

The door replacement is still on hold awaiting the determination of funds to cover the cost. The anticipated cost would be +/- $60,000 which the airport has to fund 100% with no Federal or State reimbursement.

Update: the project is slated to start as soon as weather permits. Equipment and material is due to be positioned ~March 19, 2018.

UPDATE
Roofs - All Elements completed work the week of April 23rd, 2018. All 4 bowstring roofs were clad in Duralast, and the terminal roof shingles were replaced. Staff is looking into amendments to leases or memoranda to notify or place leaseholders on notice that any damage to the roof by items stored near the hangars will be the lease holders responsibility.

Door – The door replacement will be on hold due to the unanticipated costs of façade removal/replacement. After looking at the costs of doors, installation of doors, and the contractors’ costs for façade work, staff has placed a hold on the project. The budgeted amount was $65,000 and costs for two types of door are coming in at between $75,000 and $90,000. There may be room in the budget later in the year, but that will have to be a determination made by staff at that time.

Turf Destruction & Repair During the installation of the roofing on Hangar #5 the grass/turf on Landside was disturbed. All Elements was contacted and sent out a crew to repair the turf by replacing what sod they could, adding fill to fill in and level the ruts, and then seeding the dirt.
Memo

Date: April 27, 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: Consultant Selection Update

Overview

According to the FAA A/C 150/5100-14E Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects dtd 9/30/2014, the airport is required to conduct consultant selection every five years. Our current consultant; Bolton & Menk has been with the airport for just over 5 years. We placed an advertisement in the local newspapers for a “Request for Statements of Qualifications”. We also contacted local companies direct to inform them of the advertisement. We invited them to give a brief (3-5 minute) introduction at this commission meeting.

Our plan was to disseminate the electronic copy of the SOQ to all commission members along with a scoring sheet. Then for the commission members to study the SOQ’s, rate them in the subject areas according to the score sheet; return the scoresheets to the Interim Airport Manager who will then collate the scores and review the process. The score sheets were due back to the Interim Airport Manager by February 9, 2018. The Interim Airport Manager would then make the decision by February 13, 2018 and present to the city council on February 20, 2018.

This process was on track until February 9, 2018. There was one commissioner who returned the score sheet and one commissioner who called and gave a verbal message. The Interim Airport Manager filled out the collated scoresheet and notified the consultant companies. There was a call by TKDA questioning the validity of the scores with regards to the lack of participation. I called the City legal authority to get some guidance. The next process will have to be with a new group of three to five members who were not part of the first pool. This will consist of myself, the City Engineer, the City Administrator, the City Planner, and the City Finance Director. We hope to convene this new panel shortly. The plan is to email out the electronic versions, meet with the members and go over each SOQ and make a determination.

UPDATE

In late March, new panel convened and had a discussion and selection process. The discussion covered the actual SOQ’s, the way in which the validity was raised and the perceptions of Airport Staff and City Engineering. The final decision was that SEH be selected as the new Airport Consultant. The City Engineer took care of notifications and presented the findings to the city council.
Memo

Date: April 27 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: Airport Manager Selection

Overview
The previous Airport Manager left to work for the MAC on January 3rd, 2018. The City placed an ad for a new manager in late December. Final selection was done the third week of February. Mr. Andrew Wall has accepted an offer to be the new Airport Manager. He is here tonight and will be available for questions. He should be starting around Memorial Day 2018.
Memo

Date: April 27 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: Property Tax Questions

Overview
There was a question raised by tenants on the airfield. I cannot remember exactly whom, however, I did email the City Finance Director. Her reply was:

Joe –

The tenants don’t pay Property Taxes on the hangars – they are on City owned land.
The personal property taxes are assessed by Dakota County – the city has no involvement in the assessment valuation.

I can see if I can find someone at the County who can explain this – not sure, don’t guarantee that we will.

Michelle Pietrick

I believe that any other questions be directed to the Dakota County assessor’s office.
Memo

Date: April 27 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: City roller on West Grass Area

Overview
There was a question raised by Commissioner Sheridan about having the city roll the grass/turf area between the runway and the west parallel taxiway. His inquiry was for pilots using the grass. I explained that there is not an APPROVED turf runway on the airport. He acknowledged this fact, but was asking as previous managers used to roll the turf at this time of the year when the ground was soft. Staff made contact with Public Works & Parks & Rec to see about the availability of a roller.
Memo

Date: May 3 2018
To: Airport Advisory Commission
From: Joseph Carney, Interim Airport Manager
RE: Use of Airport Staff for FFAA activities

Overview
There has been an ongoing question regarding the use of Airport Staff to forward the Fleming Flyer out monthly. Airport staff believes that this should end, as we do not offer this to any other non-city entity.

Commissioner Gesch, in her capacity as Secretary for the Fleming Field Aviation Association, has looked into some email marketing applications available. Staff believes that, while the tools may be of some assistance, the airport does not need them. Some of the tools do cost while others are free. The free ones survive on advertisement revenue. We do not do email marketing, so the need for these tools is slight.

Airport staff believes that the FFAA should take over the function of emailing out the Fleming Flyer. Staff would still post the Fleming Flyer to the airport’s webpage in an electronic format.