



City of South St. Paul

Airport Advisory Commission
6:00 pm Tuesday October 13, 2015
Fleming Field Airport Meeting Room

Fleming Field



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1. Call to Order
 2. Roll Call
 3. Approval of Agenda
 4. Approval of September 8, 2015 Minutes
 5. Citizen Comments & Presentation
 6. Finance & Activity Reports
 - a. 2015 Budget Report Update
 7. Project Status
 - a. Apron/Ramp Reconstruction
 - b. EGAN Lighting Installation
 - c. Beacon Replacement
 - d. Tractor Replacement
 - e. Obstruction Removal
 - f. Security Gate Replacement
 - g. Fence Repair
 8. New Business
 - a. Fuel Pricing Discussion
 - b. Access Gate Card Audit
 9. Old Business
 10. Commissioner and Staff Comments
 11. Adjournment

Airport Advisory Commission



Tuesday, September 8, 2015, at 6:00 P.M.

MEETING MINUTES

City of South St. Paul Municipal Airport Meeting Room
1725 Henry Avenue, South St. Paul, MN 55075
WWW.Flemingfield.com

1) CALL TO ORDER:

The Airport Advisory Commission meeting was called to order by Voce-Chairman Ludwigson at 6:05 P.M. on Tuesday, September 8, 2015.

2) ROLL CALL:

Present

Commission Members: Adams, Gardner, Ludwigson, Reckinger, Schoen, Wik, Sheridan, and Hilger.

Absent

Wiplinger

Also Present

Philip Tiedeman, Airport Manager
John Sachi, City Engineer

3) Approval of Agenda:

Motion by Sheridan, second by Gardner to approve September 8, 2015 agenda as submitted

Motion carried 8 ayes/0 nays

4) Approval of 06/09/2015 Minutes

Motion by Sheridan, second by Gardner to approve June 6, 2015 minutes as submitted

Motion carried 8 ayes/0 nays

5) Citizens Comments & Presentation

None.

6) Finance & Activity Reports

6a) 2015 Budget Report

Members were given copies of the Year-to-Date August 2015 Budget Report. Revenues for the Airport Operating Fund stood at \$814,366; and Expenses are \$607,250 leaving a surplus in the operating fund of

\$207,116 year-to-date. Notable variances from the benchmark are fuel revenues and expenses both below budget. Mr. Sachi and Mr. Tiedeman provided updates on several budget items including low fuel sales, Bowstring Hangars #2, #5, and #6-8 lease negotiations, and the hangar termination for BRS at 273 Foxtrot. MnDOT will be covering a portion of the Maintenance and Operations expenses of the airport of approximately \$30,000.

The Capital fund Revenues have a balance of \$9,589 and Expenditures of \$1,887,681. However there are FAA and MnDOT reimbursements still pending and a \$839,862 FAA grant on tonight's City Council Meeting for approval. The anticipated acquisition of a Blower and repairs to the Airport hangar floor have been delayed due to the fact that they are not going to be covered by a grant this year. The airport is trying to determine if it is feasibility to purchase them this year.

6b) 2016 Preliminary Budget Report

Tiedeman highlighted changes to the operating budget for 2016. Of those changes the major items include: the hiring of a new airport manager, staff hours increase for one Full Time Employee personnel, the addition of a Weekend Attendant, reduction in winter season staff hours, the asphalt maintenance program resuming in 2016, FuelMaster software and hardware upgrades, and upgrades or repairs to the Meeting Room audio visual equipment.

The Capital Fund has five projects for identified for 2016, including: obstruction removals, crack sealing and seal coating, roof replacement and insulation for two bowstring hangars, epoxy coating the maintenance hangar floor, and the acquisition of a blower unit.

7) Project Status

7a) Apron/Ramp Reconstruction

This project is almost complete. There are several punch list items including seeding and sod of construction areas.

7b) EGAN Lighting Installation

This project is also almost complete. There are several punch list items including the installation of conduit markers.

7c) Beacon Replacement

This is anticipated to be completed in this month. Molnar Electric will be removing and lowering the old beacon and installing a new high intensity beacon.

7d) Tractor Replacement

The expected delivery date of the new John Deere 6115M will be in early to mid-October. It will be coming with a new broom attachment and new mower attachments.

7e) Obstruction Removal

Previously the Airport acquired two properties and removed and lighted several obstructions around the airport. The FAA grant for 90% of the eligible items is currently on the City Council agenda for tonight's meeting. When approved, MnDOT will provide a companion grant covering an additional 5%. Included in the work is the demolition of the two houses. Demolition and tree removals on the two properties will take place between October 1st and March 31st to avoid the summer roosting period for the Northern Long-Eared Bat (NLEB), which is proposed as endangered under the Endangered Species Act.

7f) Security Gate Replacement

Bloomington Security Solutions will be performing the upgrades to the software and the gates. They expect to have this work completed by the end of September. Several questions were brought up regarding gate cards and openers, access to the Terminal, and a bent post near the Main Gate. Tiedeman did not have specific details during the meeting but will do some research and provide information in the minutes.

- The current gate cards and openers should be compatible with the new software and hardware.
- Due to vandalism in the Terminal, an exterior door will be locked afterhours. Gate cards will still work to gain access to the Terminal. Airport staff will be available to allow entry for transient pilots and passengers if they are locked out. Signs will be posted with contact information and a phone number. If necessary, the Airport will look into a new access system for the Terminal door.
- The gate card access pedestal for the Main Gate was struck and bent. Tiedeman is unsure it is possible to bend it back without damaging the pavement. If it continues to be a problem it will be repaired.

7g) Fence Repair

Tiedeman informed the Commission of an incident involving an aircraft sliding through the perimeter fence on the south end of the airport. Roughly 400 feet of fence was damaged. It was repaired temporarily but will need to be replaced. The pilot's insurance will be covering the cost of the repairs. The Commission was informed that the insurance company will not pay to install new fence in a different location as part of a future fence relocation project. However they will replace the existing damaged fence. Dakota Unlimited will be completed this work in the next week or two.

8) Project Status

8a) Airport Manager and Advisory Commission Expectations

Mr. Sachi describes the purpose for forming the Commission and how it was used to make the airport better for all interested parties. The expectations for each group were presented to ensure the mutual benefit of the airport, collaboration for current and future projects, and to ensure the Commission was being utilized to the fullest extent. Some highlights include recommendations to City Council, airport events, budget items, and the involvement in projects.

8b) Vegetation Management Plan

The airport and Bolton & Menk Inc. are developing a Vegetation Management Plan (VMP) to meet FAA Grant Assurances to outline the vegetation management and maintenance activities at the airport.

8c) Re-establish the Joint Zoning Board

Tiedeman described that due to regulation changes the Joint Zoning Board (JZB) will need to be reestablished. The original JZB was comprised of only two communities. The new JZB will most likely consist of eight or more surrounding communities. When more information is available it will be provided to the Commission and added to a future meeting for discussion.

9) Old Business:

None.

10) Commission Comments:

Questions and comments were presented by several Commissioners regarding fuel pricing, price points, and alternative fuels at the airport. This will be added to the agenda for the next meeting for discussion.

Comments and suggestions were brought up regarding new development at the airport. Tiedeman will compile a list of hangar and door contractors for anyone interested in building a hangar. Tiedeman will also work on developing a checklist for new hangar construction to assist in the process.

11) Adjournment:

Motion made by Adams, second by Schoen to adjourn the commission meeting at 07:47 PM.

Motion carried

8 ayes/0 nays



Memo

Date: October 13, 2015
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Year to Date September Airport Budget Report

Year to Date September Airport Budget Report

The updated budget was not available at the time the packet was prepared. It will be made provided at the meeting.



Memo

Date: October 13, 2015
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Fuel Pricing Discussion

Fuel Pricing Discussion

Alternative fuels are a new and emerging topic in the aviation community. Airport staff has been in contact with Mr. Nick Correll with Swift Fuels. It is meant to be a cheaper, more environmentally-friendly alternative to 100LL and a safer, higher-quality alternative to auto gas. Swift claims it is 100% FAA Certified and ASTM approved. There are four airports that are currently using it (05C, KRMV, KAID, 7I2). In discussions with Phillips 66, they are not currently supplying an alternate to 100LL but are working with the FAA to certify their own product. They may also provide other manufacturer's products until their alternative is certified. Swift did not provide a price for their Unleaded 94 MON Avgas as compared to 100LL.

Philip Tiedeman

From: Nick Correll <nick.correll@swiftfuels.com>
Sent: Thursday, September 10, 2015 1:24 PM
To: Philip Tiedeman
Subject: Swift Fuels Unleaded 94 MON Avgas

Follow Up Flag: Follow up
Flag Status: Completed

Phillip,

Thank you for taking the time to speak with me on the phone. Here at Swift Fuels we are working very hard to provide this new fuel to the aviation community. It's meant to be a cheaper, more environmentally-friendly alternative to 100LL and a safer, higher-quality alternative to avgas. It is **100% FAA Certified and ASTM approved**. Four airports are currently using it (05C, KRMV, KAID, 712) and have had positive reviews.

Here is some additional information:

Octane Ratings

Our fuel has octane ratings of 94 MON / 98 AKI...compare this to avgas with <88 MON / 91 AKI. This provides much better protection against detonation compared to avgas.

Shelf Life

Our fuel has a very long shelf life that's upwards of 2 years....just like 100LL. Avgas often goes bad after only 2 months. This is because our fuel is made with premium aviation gasoline components only.

Avgas Specifications

Our fuel meets the strict aviation gasoline specifications for things like vapor pressure, oxidation compounds, etc....this means you won't have to worry about vapor lock issues or fuel degradation issues like you would with avgas.

All Hydrocarbon Components

Our fuel is made from all hydrocarbon components meaning everything you find in our fuel is already found in avgas today. There is no lead or any other exotic components....just premium gasoline components. This means you don't have to worry about any material compatibility issues.

Commercially Insured

Our fuel is commercially insured for use in aviation just like 100LL...this is something that avgas almost never has. This means our product carries product liability insurance in case something were ever to go wrong.

Who Can Use It

- Any aircraft with Peterson autofuel STC (autofuelstc.com)
- Any aircraft with a Swift Fuels Avgas STC (swiftunleaded.com)
- Any light sport aircraft with engine manufacturer approval for avgas or 91 MON fuel or below (e.g. Rotax)
- Any experimental with an engine rated 91 MON or below

Please don't hesitate to let me know if you have any further questions or concerns. I firmly believe our fuel is a product that many of your tenants at the airport could benefit from both financially and safety-related.

Have a great afternoon,

Nick Correll | Fuel Marketing and Sales | Swift Fuels, LLC

Office: (765) 237-3251 | Cell: (317) 217-9066

nick.correll@swiftfuels.com



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Memo

Date: October 13, 2015
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Access Gate Card Audit

Access Gate Card Audit

With the upgrades to the gate system and software, the Airport will be conducting an audit of all currently issued access gate cards. This audit will allow updated information to be inputted into the system for better accountability from both the card user and the airport, in addition to increasing the safety and security of the airport.

The old SmartLock UltraLite system was installed in 2006. Since the old system was installed no official audit has been completed for gate cards. Conducting an audit will allow old cards that are lost, stolen, damaged, misplaced, or no longer being used to be removed from the system.

During the initial transition between systems, no access will be intentionally disrupted. However, there are a few irregularities that may migrate to the new system when transferring data. When these arise, the airport will monitor the system and correct them. After all the installations and software bugs have been worked out the audit will start with notifications and letter, followed by a specific timeframe to allow updates to user information and verification of cards, then the deactivation of any unverified access cards.

At the moment, no timeline is set due to a delay in the arrival of the new access card printer.