



City of South St. Paul
Airport Advisory Commission
6:00 pm Tuesday September 8, 2015
Fleming Field Airport Meeting Room

Fleming Field



-
1. Call to Order
 2. Roll Call
 3. Approval of Agenda
 4. Approval of June 9, 2015 Minutes
 5. Citizen Comments & Presentation
 6. Finance & Activity Reports
 - a. 2015 Budget Report
 - b. 2016 Preliminary Budget Report
 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. Airport Manager and Airport Advisory Commission Expectations
 - b. Vegetation Management Plan
 - c. Reestablish Joint Zoning Board
 9. Old Business
 10. Commissioner and Staff Comments
 11. Adjournment

Airport Advisory Commission



Tuesday, June 9, 2015, at 6:00 P.M.

MEETING MINUTES (unapproved)

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 Chairman Wiplinger at 6:04 P.M. on Tuesday, June 9, 2015.

2) ROLL CALL:

Present

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

Absent

Commission Members: Wik, and Adams

Also Present

Joseph Carney, Operations Specialist
Catie Steier, Co-Operations Specialist
John Sachi, City Engineer

3) Approval of Agenda:

Motion by Commissioner Ludwigson, second by Commissioner Sheridan to approve June 9, 2015 agenda as submitted

Motion carried 6 ayes/0 nays

4) Approval of April 14, 2015 Minutes

Motion by Commissioner Sheridan, second by Commissioner Schoen to approve April 14, 2015 minutes as submitted

Motion carried 6 ayes/0 nays

5) Citizens Comments & Presentation

None.

6a) Budget Report:

Revenues are at \$453,909 and expenditures are at \$293,499 which leaves the operating fund of \$160,410 surplus at the end of May. Fuel Sales are still behind previous years' sales and the 5 year average sales as well. Notable variances are for Personal Services; under budget due to the departure of the former

Airport Manager. Capital outlay is currently at 33% including the airport reconstruction project. The next budget report will highlight notable changes in accounts. The old Sno-Go snow blower was sold to McQueen for \$5,000. This did not have to be deducted from the MnDOT Grant as the airport made a good faith effort to sell it prior to selling to McQueen. Questions were asked about what would have been paid to MnDOT for the old snow blower.

7a) Apron/Ramp Reconstruction:

The asphalt has been completed. Next step will be cut and slurry seal on south part of apron. Joe spoke with Fahrner Asphalt about the delay and was given a hard date of the week of July 6th as a start date for the process. The ramp will be out of service for between 24 to 48 hours. The ramp will have the tie downs as the next step in the middle of the ramp, then the painting. There was a question about the size and location of the tie downs and available taxiway lanes. The Compass Rose will be repainted next year. Mr. Schoen asked about low spots on the tarmac, and what the plan is for them. Airport staff will get with Bolton-Menk about solutions. The next question was about the compaction test results. No information has been disclosed at this time.

7b) Beacon Replacement:

Beacon has been ordered, and is ready to pick up. Airport Staff will be taking a City truck up to the factory to get the beacon. A rental crane and electrician will be needed for the installation. A member at the CAF is purchasing the old beacon for \$500. The beacon will be on display in the CAF museum on the field.

7c) 1994 John Deere Tractor Replacement:

Airport Staff is continuing working with MnDOT in regards to obtaining a grant for the replacement of the John Deere Tractor. It was discovered a previous grant for the repaving of Henry Avenue back in 2012 was not closed out. Staff are working to close the previous grant in order to obtain a new grant. In the interim, the City of South St. Paul's Public Works department will loan their tractor to assist in the grass cutting at the Airport.

7d) Obstruction Removal Project:

(i) Tree & Obstruction removal:

Mr. Sachi reported that the trees are all down, just a little bit of restoration left to do. The City will pay for the purchase and installation for 4 trees in two residents' properties. These trees will be planted in the transition zone and not exceed a height of 20 feet. Two sheds will also be re-re-located away from the clear zone.

(iii) Lighting

Molnar has started to install the 7 lights on the hangars required by the FAA. EGAN Electric is contracted to install 5 lights on the perimeter fence line. Travel Tags installed 5 lights on parking lot poles. The lights are on and functional. Airport Staff took pictures of the Travel Tags lights to be documented. The same

will be done when the other 12 lights are installed. The night time approach has been approved.

8a) Advertising Issues:

The South St. Paul Airport is seeking advice on a new advertisement project. Mr. Carney broke down the current expenditures and budget for advertising. The Airport currently advertises in the Midwest Flyer and Minnesota Flyer magazines. The discussion then went into new advertising opportunities. The current advertising charges have one-time charges. An example of this type of charge was for the airport design change.

The first opportunity is with the ForeFlight App. This product would allow the airport to brand itself and provide information in the ForeFlight application. ForeFlight is a widely used app amongst pilots to obtain aeronautical charts. When the pilot selects South St. Paul Airport, an advertisement would appear in regards to the operations and services on the field. The option of reducing our advertising in the Midwest Flyer to quarterly instead of bi-monthly was also discussed.

The next advertising product is tied to Google Maps. With this a person would take interior photographs of the terminal building. A concern with this approach is the number of unique hits that are generated by searches at google.com.

John Sachi spoke about ForeFlight stating that he sees it as the industry standard and seems like a reasonable option to consider. Commissioner Wiplinger stated that he had spoken with ForeFlight personnel and they advise to stay at the Pro listing level as there is not any other FBO on the airfield in competition with the City. Mr. Sachi admitted that there may be expenses over the Airport's advertising budget, but is not a concern..

The recommendation from Mr. Sachi would be to go quarterly with the Midwest Flyer and spend the money for ForeFlight mid-level package. Commissioner Wiplinger said that he would get with his marketing department to see if the airport is getting its 'bang for the buck' out of the Midwest Flyer ad, as it is very hard to prove its worth. Google map application can be held off to be reviewed by the new Airport Manager in the future.. Mr. Schoen brought up maybe adding pictures of aircraft that are here to prove the ability of the aircraft to land/take off. Commissioner Gardner asked about other applications such as FlightX, and Garmin.

Recommendation: Motion made by Commissioner Ludwigson and seconded by Commissioner Schoen to cutback the advertising in the Midwest Flyer to quarterly and that the airport move to the mid-level package of ForeFlight.
Motion Carried 6 ayes/0 nays

8b) Airport Manager Selection Progress:

Mr. Sachi covered the current progress in the search for a new airport manager. A City Staff panel including himself and Commissioner Ludwigson conducted interviews for 5 candidates. All of the candidates were exceptional. Three candidates were above the rest. A second interview will be set up in the following week. This interview will be used to select the new manager, with the plan to have the new manager in place by August. The transitional plan is to keep Catie Steier on through the transition. There were a lot of people with GA, supervision and management experience in the group. The candidates brought a lot of experience.

The City is also interviewing three people for the 24 hour/week maintenance position.

There were also three applications for the Weekend Building Attendant position. Airport staff will conduct the interviews.

The direction of the airport was postulated, when Mr. Sachi retires, was that the Airport would become its own department. The City will be absorbing the HRA under the auspices of the Community Development department, while the City Engineer will deal with strictly engineering. This could place the Airport under the Community Development department or as a Department on their own. The airport is a critical link in community development. The City currently has no direct marketing activities and relies on the Chamber of Commerce.

9) Old Business:

Commissioner Schoen asked about movement on the west hangar area in regards to sales. Mr. Carney discussed marketing or mass mailing out to pilots to advertise for space to build on. The surcharge on the leases was discussed as a detriment and the possibility of extending the time frame. Commissioner Wiplinger brought up the fact that hangars are only for aviation, not other items. Commissioner Ludwigson mentioned the possibility of looking at the leases in the future. Storage of items may be restricted due to the Grant Assurances tied to FAA grants.

10) Commission Comments:

Commissioner Gardner asked about having other businesses join together to lessen the cost of the advertising.

11) Adjournment:

Motion made by Commissioner Sheridan, second by Commissioner Reckinger to adjourn the Commission meeting at 7:19 PM.

Motion carried 6 ayes/0 nays



Memo

Date: September 8, 2015
To: Airport Advisory Commission
From: Joseph Carney, Operations Specialist
RE: Year to Date August Airport Budget Report

Airport Operating Fund

End of August Airport Operating Revenues are at 56.34%; which is below the 75% bench mark. While Expenses are at 43.59% which is well below the 75% benchmark. Revenues are \$814,365.63 and expenditures are \$607,249.70 which leaves the operating fund \$207,115.93 surplus at the end of August.

Capital Improvement Fund.

Revenue for our capital fund is currently at \$9,589.30 and our expenditures are \$1,887,680.85. A majority of the expenditures are for capital outlay – Land and Improvements other than building (Lighting, Obstruction Removal, and house purchases). We are due to receive a good portion of these funds back in the form of FAA and MnDOT grant reimbursements.

MONTHLY FINANCIAL REPORT
Year-to-Date August 2015

Description	2015 Actual Budget	August YTD Actual Budget	Budget Balance 2015	Percent Used 2015	2014 Actual Budget	August YTD Actual 2014	Percent Used 2014
20245 - AIRPORT							
REVENUES AND EXPENDITURES							
REVENUES							
INTERGOVERNMENTAL							
4321 - AIRPORT OPERATIONS & MAINT	(32,196.00)	(34,320.00)	2,124.00	106.60%	(29,269.00)	(29,269.00)	100.00%
4325 - STATE GRANTS AND AIDS	(101,608.00)	0.00	(101,608.00)	0.00%	(87,570.00)	0.00	0.00%
INTERGOVERNMENTAL	(133,804.00)	(34,320.00)	(99,484.00)	25.65%	(116,839.00)	(29,269.00)	25.05%
CHARGE FOR SERVICE							
4411 - PILOT	(51,241.00)	(30,111.64)	(21,129.36)	58.76%	(49,271.00)	(29,022.72)	58.90%
4402 - RENT	(8,400.00)	(8,158.63)	(241.37)	97.13%	(9,622.00)	(5,487.00)	57.03%
4581 - RENT OF HANGARS	(194,842.00)	(125,573.44)	(69,268.56)	64.45%	(188,417.00)	(122,531.12)	65.03%
4583 - AIRPORT FUEL RECEIPTS	(764,491.00)	(363,441.01)	(401,049.99)	47.54%	(826,779.00)	(408,318.21)	49.39%
4585 - LAND LEASE	(157,513.00)	(178,240.60)	20,727.60	113.16%	(151,048.00)	(129,868.72)	85.98%
4586 - TEE HANGAR RENTAL	(108,995.00)	(63,946.58)	(45,048.42)	58.67%	(87,888.00)	(58,275.00)	66.31%
4587 - AIRCRAFT PARKING FEES	(4,100.00)	(2,150.00)	(1,950.00)	52.44%	(5,240.00)	(2,243.00)	42.81%
4588 - AIRPORT RAMP FEES	(13,592.00)	(1,860.00)	(11,732.00)	13.68%		(1,216.00)	
CHARGES FOR SERVICES	(1,303,174.00)	(773,576.90)	(529,597.10)	59.36%	(1,318,265.00)	(757,066.77)	57.43%
MISCELLANEOUS							
4510 - CONCESSION SALES		(95.00)	95.00			(105.00)	
4590 - AIRPORT GATE CARD	(800.00)	(635.00)	(165.00)	79.38%	(750.00)	(892.67)	119.02%
4591 - AIRPORT VENDING SALES	(750.00)	(344.86)	(405.14)	45.98%	(870.00)	(516.78)	59.40%
4413 - XEROX COPIES	(10.00)	(21.33)	11.33	213.30%	(10.00)	(24.08)	240.80%
4672 - OTHER	0.00	(350.00)	350.00		(800.00)	(4.67)	0.58%
4673 - CASH OVER/SHORT		(7.54)	7.54			(1.00)	
4675 - INSURANCE DIVIDEND	(7,000.00)	0.00	(7,000.00)	0.00%	(7,000.00)	0.00	0.00%
4679 - CONT. & DON. FR PRIVATE	0.00	(15.00)	15.00			0.00	
4760 - PENALTY CHARGE	0.00	0.00	0.00			(79.12)	
MISCELLANEOUS	(8,560.00)	(1,468.73)	(7,091.27)	17.16%	(9,430.00)	(1,623.32)	17.21%
OTHER FINANCING SOURCES							
4903 - SALE OF GENERAL FIXED ASSETS	0.00	(5,000.00)	5,000.00			0.00	
OTHER FINANCING SOURCES	0.00	(5,000.00)	5,000.00		0.00	0.00	
REVENUES	(1,445,538.00)	(814,365.63)	(631,172.37)	56.34%	(1,444,534.00)	(787,959.09)	54.55%
EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG	135,864.00	68,477.58	67,386.42	50.40%	91,327.00	59,035.06	64.64%
6102 - FULL-TIME EMPLOYEES-OVERTIME	0.00	661.88	(661.88)		0.00	0.00	
6104 - TEMPORARY EMPLOYEES-REG	39,161.00	19,327.54	19,833.46	49.35%	48,044.00	24,401.20	50.79%
6105 - TEMPORARY EMPLOYEES-OVERTIME		27.19	(27.19)			37.50	
6108 - ACCUMULATED VACATION/COMP LEAV	1,600.00	9,582.64	(7,982.64)	598.92%	1,544.00	0.00	0.00%

MONTHLY FINANCIAL REPORT
Year-to-Date August 2015

Description	2015 Actual Budget	August YTD Actual 2015	Budget Balance 2015	Percent Used 2015	2014 Actual Budget	August YTD Actual 2014	Percent Used 2014
6112 - SERVICE RECOGNITION	0.00	0.00	0.00		3,600.00	3,790.70	105.30%
6120 - EMPLOYER CONTR FOR RETIREMENT	23,363.00	13,127.71	10,235.29	56.19%	17,401.00	11,339.35	65.16%
6130 - EMPLOYER PAID INSURANCE	12,125.00	6,427.10	5,697.90	53.01%	11,798.00	8,048.53	68.22%
6150 - WORKERS COMPENSATION	3,362.00	2,521.50	840.50	75.00%	3,783.00	2,837.58	75.01%
6151 - WORKERS COMP DEDUCTIBLE		197.80	(197.80)				
6170 - EMPLOYER CONTR TO HCSP	3,357.00	301.51	3,055.49	8.98%	2,680.00	449.47	16.77%
PERSONNEL SERVICES	218,832.00	120,652.45	98,179.55	55.13%	180,177.00	109,939.39	61.02%
MATERIALS & SUPPLIES							
6201 - OFFICE SUPPLIES	1,500.00	570.39	929.61	38.03%	1,600.00	381.96	23.87%
6220 - REPAIR & MAINTENANCE SUPPLIES	40,000.00	17,254.62	22,745.38	43.14%	39,975.00	23,284.89	58.25%
6240 - MINOR EQUIPMENT AND FURNITURE	1,700.00	607.87	1,092.13	35.76%	990.00	64.98	6.56%
6250 - MERCHANDISE FOR RESALE	677,728.00	271,680.45	406,047.55	40.09%	741,362.00	346,812.50	46.78%
MATERIALS & SUPPLIES	720,928.00	290,113.33	430,814.67	40.24%	783,927.00	370,544.33	47.27%
SERVICES AND OTHER CHARGES							
6302 - PROFESSIONAL SERVICES	7,200.00	21,681.08	(14,481.08)	301.13%	11,200.00	7,975.00	71.21%
6331 - CONFERENCES, TRAINING, TRAVEL	2,600.00	797.30	1,802.70	30.67%	2,200.00	508.50	23.11%
6341 - ADVERTISING	7,160.00	4,191.60	2,968.40	58.54%	6,930.00	3,070.72	44.31%
6361 - INSURANCE	57,141.00	36,519.60	20,621.40	63.91%	53,698.00	40,775.38	75.93%
6371 - REPAIRS & MAINT CONTRACTUAL	25,000.00	17,740.82	7,259.38	70.96%	30,000.00	21,011.69	70.04%
6374 - ADMINISTRATION SUPPORT FEE	62,709.00	41,808.00	20,901.00	66.67%	57,219.00	38,145.00	66.66%
6375 - OTHER CONTRACTED SERVICES		4,729.77	(4,729.77)			0.00	
6378 - COPIER MAINTENANCE AGREEMENT	450.00	239.43	210.57	53.21%		211.77	
6379 - CONT SERV/REFUSE & SANITATION	600.00	266.00	334.00	44.33%	540.00	465.79	86.26%
6380 - CENTRAL GARAGE MAINT. CHARGE	12,067.00	8,048.00	4,019.00	66.69%	10,970.00	7,313.00	66.66%
6385 - UTILITY SERVICE	19,200.00	18,068.89	1,131.11	94.11%	20,125.00	10,522.77	52.29%
6390 - POSTAGE AND TELEPHONE	5,000.00	2,642.93	2,357.07	52.86%	5,385.00	2,501.89	46.46%
SERVICES AND OTHER CHARGES	199,127.00	156,733.22	42,393.78	78.71%	198,267.00	132,501.51	66.83%
CAPITAL OUTLAY							
6530 - IMPR OTHER THAN BUILDING	50,000.00	5,898.00	44,102.00	11.80%	50,000.00	0.00	0.00%
6560 - BUILDING FIXTURES AND IMPRS	38,000.00		38,000.00		30,000.00		
6580 - OTHER EQUIPMENT	45,010.00	0.00	45,010.00	0.00%	45,010.00	0.00	0.00%
CAPITAL OUTLAY	133,010.00	5,898.00	127,112.00	4.43%	125,010.00	0.00	0.00%
MISCELLANEOUS							
6453 - REMITTANCE OF REV/OTHER	650.00	895.00	(245.00)	137.69%	650.00	450.00	69.23%
6471 - DUES & SUBSCRIPTIONS	425.00	515.00	(90.00)	121.18%	425.00	608.00	143.06%
MISCELLANEOUS	1,075.00	1,410.00	(335.00)	131.16%	1,075.00	1,058.00	98.42%
DEBT SERVICE							
6602 - OTHER LONG TERM DEBT-PRINCIPAL	38,696.00	25,032.64	13,663.36	64.69%	38,696.00	28,161.72	72.78%
6612 - INTEREST EXPENSE	15,000.00	7,410.06	7,589.94	49.40%	30,000.00	7,906.50	26.36%

MONTHLY FINANCIAL REPORT
Year-to-Date August 2015

Description	2015 Actual Budget	August YTD Actual 2015	Budget Balance 2015	Percent Used 2015	2014 Actual Budget	August YTD Actual 2014	Percent Used 2014
DEBT SERVICE	53,696.00	32,442.70	21,253.30	60.42%	68,696.00	36,068.22	52.50%
TRANSFERS							
6719 - TRANSFER TO CAPITAL PROJECT FU	66,571.00	0.00	66,571.00	0.00%	212,600.00	0.00	0.00%
TRANSFERS	66,571.00	0.00	66,571.00	0.00%	212,600.00	0.00	0.00%
EXPENDITURES	1,393,239.00	607,249.70	785,989.30	43.59%	1,569,752.00	650,111.45	41.41%
REVENUES AND EXPENDITURES	(52,299.00)	(207,115.93)	154,816.93	396.02%	125,218.00	(137,847.64)	-110.09%

MONTHLY FINANCIAL REPORT
Year-to-Date August 2015

Description	2015 Actual Budget	August YTD Actual 2015	Budget Balance 2015	Percent Used 2015	2014 Actual Budget	August YTD Actual 2014	Percent Used 2014
40404 - AIRPORT CAPITAL FUND							
REVENUES AND EXPENDITURES							
REVENUES							
INTERGOVERNMENTAL							
4302 - FEDERAL GRANTS - OTHER	(1,802,100.00)	7,557.00	(1,809,657.00)	-0.42%	(1,774,800.00)	(44,366.00)	2.50%
4325 - STATE GRANTS AND AIDS	0.00	(9,037.85)	9,037.85		(257,600.00)	0.00	0.00%
INTERGOVERNMENTAL	(1,802,100.00)	(1,480.85)	(1,800,619.15)	0.08%	(2,032,400.00)	(44,366.00)	2.18%
CHARGE FOR SERVICE							
4402 - RENT		(300.00)	300.00				
4572 - USER IMPROVEMENT FEES	(43,329.00)	0.00	(43,329.00)	0.00%	(95,000.00)	0.00	0.00%
CHARGES FOR SERVICES	(43,329.00)	(300.00)	(43,029.00)	0.69%	(95,000.00)	0.00	0.00%
SPECIAL ASSESSMENTS							
4657 - OTHER ASSESSMENTS		(7,808.45)	7,808.45			0.00	
SPECIAL ASSESSMENTS		(7,808.45)	7,808.45			0.00	
MISCELLANEOUS							
OTHER FINANCING SOURCES							
4920 - INTERFUND OPERATING TRANSFER	(66,571.00)	0.00	(66,571.00)	0.00%	(212,600.00)	0.00	0.00%
OTHER FINANCING SOURCES	(66,571.00)	0.00	(66,571.00)	0.00%	(212,600.00)	0.00	0.00%
REVENUES	(1,912,000.00)	(9,589.30)	(1,902,410.70)	0.50%	(2,340,000.00)	(44,366.00)	1.90%
EXPENDITURES							
SERVICES AND OTHER CHARGES							
6302 - PROFESSIONAL SERVICES	0.00	34,143.42	(34,143.42)		320,000.00	28,115.50	8.79%
6371 - REPAIRS & MAINT CONTRACTUAL	0.00	367,422.92	(367,422.92)			0.00	
SERVICES AND OTHER CHARGES	0.00	401,566.34	(401,566.34)		320,000.00	28,115.50	8.79%
CAPITAL OUTLAY							
6510 - LAND		551,595.71	(551,595.71)				
6630 - IMPR OTHER THAN BUILDING	1,897,000.00	927,911.41	969,088.59	48.91%	2,000,000.00	197,736.65	9.89%
CAPITAL OUTLAY	1,897,000.00	1,479,507.12	417,492.88	77.99%	2,000,000.00	197,736.65	9.89%
MISCELLANEOUS							
6430 - MISCELLANEOUS		0.00	0.00			0.00	
MISCELLANEOUS		0.00	0.00			0.00	
DEBT SERVICE							
6612 - INTEREST EXPENSE	15,000.00	6,607.39	8,392.61	44.05%	20,000.00	5,401.73	27.01%
DEBT SERVICE	15,000.00	6,607.39	8,392.61	44.05%	20,000.00	5,401.73	27.01%
EXPENDITURES	1,912,000.00	1,887,680.85	24,319.15	98.73%	2,340,000.00	231,253.88	9.86%
REVENUES AND EXPENDITURES	0.00	1,878,091.55	(1,878,091.55)		0.00	186,887.88	



Memo

Date: September 8, 2015
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: 2016 Preliminary Budget Report

Airport Operating Fund

- Personnel changes, including the hiring of a new Airport Manager and increases in the Seasonal and Part-Time staff hours, will have an impact on Employee Salaries.
- Asphalt Maintenance Program will resume in 2016 due to the completion Ramp & Taxiway Reconstruction with an estimated cost of \$50,000 covered by 60% State and 40% airport funds.
- The FuelMaster system software and hardware is outdated.
- Upgrades to the Meeting Room audio and visual components.

Capital Improvement Fund

- 2016 Obstruction Removal Program is estimated at \$150,000 covered by 90% FAA, 5% State, and 5% airport funds.
- Replace and upgrade roof surface and insulation on Hangar #2 and Hangar #5 on City owned hangars to meet building codes and reduce maintenance costs with an estimated cost of \$180,000 covered by 60% State and 40% airport funds.
- West Hangar Area T-Hangar Site Preparation has been delayed to accommodate other CIP projects.



Memo

Date: September 8, 2015
To: Airport Advisory Commission
From: Joseph Carney, Operations Specialist
RE: Gate Security Replacement Report

Security Gate replacement

As you may have been aware, we have had ongoing gate issues since the end of May. At first it was just limited to the North Gate and its' associated card reader. We called in Bloomington Security to see if they could repair the problem. They replaced the components of the reader, but then had some problems getting the reader to accept the gate card database.

Then about 3 weeks after that problem, we were advised of another issue with the West Gate. Again, Bloomington was called and traced the problem to a blown CFI electrical outlet. The outlet was replace, but that didn't solve the problem. The repair technician also had to fix the damaged card reader on the post. It should be noted that the card reader was damaged because of a vehicle strike.

Airport Staff invited Bloomington Security out to look at our current situation and give us some options for repair/replacement. Bloomington Security brought back three solutions, of which two were wireless control of the gate readers from the office. Airport Staff selected a wireless option. Anticipated start date is 2-3 weeks; work to be completed 2-3 days after start.



Memo

Date: September 8, 2015
To: Airport Advisory Commission
From: Joseph Carney, Operations Specialist
RE: Fence Repair South End of Field

Fence Repair

As you know, there was an incident that involved an aircraft exiting the south end of the runway and sliding through the fence to the south. The aircraft stopped in the grass area halfway between 70th Street and the Airport Fence. Airport staff was on hand during the investigation and removal of the aircraft.

Our fence had over 400' of damage including poles and fencing material. It is currently repaired, however it does need to be replaced. This charge will be an insurance claim against the pilot aircraft owner.

Dakota Unlimited Fence will be doing the repairs.



Memo

Date: September 8, 2015
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Airport Manager and Airport Advisory Commission Expectations

Airport Manager and Airport Advisory Commission Expectations

An understanding of any specific or general expectations that each party has for one another may be mutually beneficial and provide value to the airport overall. Some general items for discussion may include: correspondence, project updates and status, annual budgets and periodic reviews, collaboration in future and current projects, and others.



Memo

Date: September 8, 2015
To: Airport Advisory Commission
From: Philip Tiedeman, Airport Manager
RE: Vegetation Management Plan

Vegetation Management Plan

The FAA is requiring the South St. Paul Municipal Airport – Fleming Field to complete a Vegetation Management Plan (VMP) as a part of current and future grant application and obligations following Phase 3 of the ongoing obstruction removals. The VMP will outline management and maintenance techniques and activities in four maintenance areas: the Primary Surface, areas outside Safety Areas and Object Free Areas, Runway Protection Zones, and MnDOT Zone C including FAA Part 77 Horizontal Surfaces. Each area will have a specific set of plans to ensure compliance with environmental considerations.

Currently, the airport is actively engaged in a majority of the proposed maintenance activities identified in the draft version of the VMA and has been since its establishment in 1939. In the 1960's, more frequent management controls and monitoring activities were conducted. Maintenance activities will continue to keep the airport in compliance with FAA approach requirements for both day and nighttime approaches.



Memo

Date: September 8, 2015
To: Airport Advisory Commission
From: Joseph Carney, Operations Specialist
RE: Reestablishment of the Joint Zoning Board

Joint Zoning Board

The joint zoning board was originally established to effectively manage zoning issues across two communities; South St. Paul and Inver Grove Heights. The last time that the Joint Zoning Board (JZB) met was sometime before 3/20/1990. At that time there was an ordinance passed to set forth zoning standards for the Part 77 Airspace surfaces around Fleming Field. Since then, the FAA has changed the zones to be considered during Part 77 planning. There is a significant difference between the FAA, Airport, and the JZB.

The city ordinance specifies a 1,000 foot boundary area that 'requires' a permit to build, or permit any structure or vegetation to grow over a maximum height of 50 feet. The current Part 77 airspace as described in the city ordinance is out to 5,000 feet. The JZB ordinance describes a distance of 6,000'. And finally, the new FAA standards are a 10,000 foot horizontal surface at 150 feet above the airport reference point; and then an additional 4,000 feet of conical surface with a slope of 20-1 (5 percent) measured in a vertical plane.

We feel that the JZB needs to be reinstated because of this large change. The original board consisted of two (2) communities and will now need to consist of eight (8) communities. This expansion is due to the 2.75 mile radius that the FAA Part 77 surfaces entail.

For any meaningful zoning to be attempted, the communities surrounding the airport will need to be represented.