



City of South St. Paul

AIRPORT ADVISORY COMMISSION

FLEMING FIELD AIRPORT



MEETING MINUTES TUESDAY, JANUARY 9, 2018, 6:00 PM

1. CALL TO ORDER:

Commissioner Adams called the Airport Advisory Commission Meeting to order at 6:15 PM on Tuesday, January 9, 2018.

2. ROLL CALL:

Present Ludwigson and Schoen (by phone), Gardner, Gesch, Hilger, and Reckinger.

Absent Francis and Sheridan

Also Present Joseph Carney, Interim Airport Manager

3. CITIZEN'S COMMENTS & PRESENTATIONS

There were three short briefings; one each by Bolton & Menk, Short Elliot and Hendrickson (SEH), and Tolz, King, Duvall, Anderson, and Associates (TKDA). These briefings were in conjunction with the opening of the bids for Consultancy for the airport. This process will be covered in depth in Item #8.

4. APPROVAL OF AGENDA:

Motion by Adams, seconded by Gardner to approve January 9, 2018, agenda as submitted.

Motion carried 7 ayes/0 nays

5. CONSENT AGENDA:

Motion by Gardner, seconded by Gesch to approve the Consent Agenda.

Motion carried 7 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

None

7. OLD BUSINESS:

A. Super Bowl LII

Adams covered the Super Bowl AAC Committee meeting; That the CAP will be standing up and will have to staff throughout the time frame. There will be a specific person who will liaise with airport staff/commission members. The airport will be responsible for food as needed. It is hoped that CAP members will eat before and after their shifts (of 4 hours). The airport will purchase water and AA Batteries for the CAP. Transportation of

pilots/passengers was covered, the possibility of renting a van to accomplish the task was looked at. 100LL fuel truck on hand, single point fuel adapter availability – Wipaire will handle this. Aircraft that depart the runway/taxiway surface and procedures therein. Carney spoke to this – Must contact TRACON/Tower to request FSCO presence, then depending on severity will have to request plane skate or crane service thru TRACON.

B. Hangar roof Repair & Replacement

Carney briefed current status – waiting on weather to start replacing roofing. The door is in the budget but the money still needs to be covered (the difference between budget and actual cost). The plan is to do both at the same time.

8. NEW BUSINESS:

A. Consultant Selection

Carney discussed the plan. This is a process that must be conducted every five (5) years or when there is a major project, decided by the airport. There was a request for Statements of Qualification (SOQ) posted in the newspaper. Carney also contacted local engineering firms. There were three positive responses, listed in item #3. The briefings were short introductory statements. All Firms met the deadline (01/09/18 @ 1300) for submission of the SOQ. The next part of the process has been completed, an email with the electronic copy of the SOQ and a spreadsheet for calculation was sent to each commission member. These will be gathered and collated and a decision will be made by February 12, 2018, with a presentation to the city council on February 20, 2018.

9. COMMISSIONER AND STAFF COMMENTS:

Hilger asked if the city was conducting a salary review for the Airport Manager position. Ludwigson stated that City Administrator King mentioned that the HR would be conducting this.

10. ADJOURNMENT:

Motion made by Hilger, second by Reckinger to adjourn the Airport Advisory Commission meeting at 7:00 PM.

Motion carried 7 ayes/0 nays