



\$127,036.39. This reflects a surplus of \$155,921.08. The 2016 Capital Improvement Revenues are \$129,825; while the Airport Capital Improvement Expenses are \$7,975.72. This reflects a surplus of \$137,801.22. There are still outstanding funds being withheld by the FAA. These funds will be reimbursed as the FAA processes and approves each project closeout.

### **6c) FAA Entitlement Fund Transfer**

Tiedeman brought forward a request from Pipestone for a possible transfer of our 2016 entitlement funds with the guarantee of a transfer of Wheaton's transfer of their 2017 entitlement funds. City Council will need to approve of the transfer.

A motion for a recommendation to the City Council for the transfer of the 2016 FAA Entitlement funds to Pipestone with the expectation of the return of funds from Wheaton in 2017.

Motion by Sheridan, second by Hilger to recommend the transfer of NPIAS Funds.

Motion carried

9 ayes/0 nays

## **7) Project Status**

### **7a) 2016 Projects**

Hangar Inspections - completed 55 of 171 (32.16%)

MnDOT - there is a high probability of a moratorium of future grant monies for State FY 2017. MnDOT is working on changes for State FY 2018 and 2019 to fund more projects

Crack Sealing - Due to the low quoted prices, MnDOT is willing to include additional work, the airport is compiling additional pavement needs on other areas of the airport.

Compass Rose - The Minnesota 99's have proposed the weekend before Memorial Day (May 27-28, with a rain-delay day of May 29) to paint the compass rose. The airport will provide the paint, supplies and lunch.

Upgrade Meeting room - we are in the final stages of procuring a projector and then having a company come in to rewire the video and audio inputs/outputs.

Fuel Master Software Upgrade - they are supposed to come out this summer to review the current equipment to determine items that would need upgrading.

Gate Card Audit completed.

Replacing all door opening systems with a key pad for all doors. Sheridan brought up the possibility of converting the man-gate at the main gate to a key pad so that transient pilots can access the airport after hours when the building is locked.

### **7b) Airport Development**

Air Trek North will be operating out of Fleming Field on or about June 1<sup>st</sup> of this year.

Two hangars sold to ARJ Properties will be subleased to Air Trek North. They will also have office space in the Terminal in the same space previously rented out as an apartment. Abtec Helicopters/Brainerd Helicopters is being sold to JM Mac Holdings. Abtec Helicopters and Brainerd Helicopters will still continue to exist

but held by one company. Essentially, there will be no real changes to their operations as they will be subleasing the hangar back out to Abtec Helicopters. A discussion about Lake Superior Helicopters and their start up status. They have not let us know if they are still looking at coming to the airport.

Commission discussed the current issues with helicopters, fixed wing aircraft and the possibility of adding students into the traffic pattern.

A motion to establish a working group to look at the traffic patterns was put forth by Gesch, second by Gardner.

Motion carried 9 ayes/0 nays

The hangar slated to be built at 1790 Wiplinger (Block 2, Lot 1) had a favorable FAA obstruction evaluation determination. The building will break ground soon.

The City Council approved a Right of First Refusal for 1811 Hinz (Block 3, Lot 7). The prospective owner is still working on a few details but wanted to secure the lot. He will file a 7460-1 FAA obstruction evaluation when his plans are close to being finalized. He would like to have his hangar built this year.

## **8) New Business**

### **8a) Aircraft Incident/Accident**

On April 8, 2016 at approximately 5:15 PM, a pilot came into Terminal and advised that he had a prop strike. The local Flight Standards District Office (FSDO) was contacted. No injuries or significant damage was reported or found on the airfield. The FSDO took the basic information the situation was discussed and what the plan of attack would be and contacted the National Transportation Safety Board (NTSB). The FSDO Inspectors came out on the following Saturday and Monday to look at the aircraft and to speak with the pilot.

### **8b) Precision Approach Path Indicators (PAPIs)**

It was brought to the attention of the Airport that there may be an issue with the runway lighting and PAPI intensities. Airport staff contacted MnDOT, the owners of the equipment, regarding the issue. MnDOT came out to the airport on May 6<sup>th</sup>, to review the issues. MnDOT returned later that day and added a circuit so that the runway lights can be stepped down to Medium or Low Intensity while the PAPIs will remain on. Regardless of time of day, the system will need to be keyed up to 7 clicks and then stepped down to the necessary runway lighting intensity.

## **9) Old Business :**

### **9a) MnDOT Needs Meeting**

The MnDOT Aeronautics Office has requested an Airport Needs Meeting for the South St. Paul Airport. The meeting is currently scheduled for May 18, 2016 at 6:00 PM. Commission members Hilger, Sheridan and Gardner will be in attendance. Commission members Ludwigson and Schoen indicated their tentative attendance.

**9b) South Metro Fire Department - Commercial Inspection Fee Program**

Airport Staff was advised on May 5<sup>th</sup> that the South Metro Fire Department will not be imposing any inspection fees for any property type.

**9c) South St. Paul Airport (SGS) Standard Instrument Approaches**

Airport staff is working with FAA/MnDOT to get the vertical guidance back on our instrument approaches. FAA was still showing one tree in the RPZ. Tiedeman sent the FAA an email with proof that the tree was indeed removed. Carney has initiated the request using an Instrument Flight Procedure Request Form thru the FAA to have the vertical guidance added back to the approaches.

**9c) Rules and Regulations**

Airport staff presented a draft of the updated Rules and Regulations to the commission. The last time that Rules and Regulations were approved was 1992. Staff used the previous Rules & Regulations as well as a previous draft of new regulations (dated 2005) as a basis for this draft (dated 2016). Commission members brought up the fact that many of the items would be better as "refer to current Federal Aviation Regulations" to prevent the need to continually update the Rules & Regulations. Also, members felt that some of the items were either too vague or needed to be clarified. It was decided that staff would email out a copy of the document so that commission members could make suggested changes and return the document back to staff. All changes would be tracked. The document would be emailed out this week with a return date end of the month.

**10) Commission Comments :**

Wik spoke about the two lots that the airport now owns and the current appearance. Tiedeman explained that we only have the one maintenance individual to take care of the lawn care. Sheridan asked why the airport hasn't spoken with the Parks Department to take over the care of the lots. There will be a contractor from the city doing the spraying for weeds on all city property.

**11) Adjournment :**

Motion made by Schoen, second by Hilger to adjourn the commission meeting at 7:40 PM.

Motion carried

9 ayes/0 nays