



City of South St. Paul
Airport Advisory Commission
6:00 pm Tuesday February 10, 2015
Fleming Field Airport Meeting Room

Fleming Field



South St. Paul, MN

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1. Call to Order
 2. Roll Call
 3. Approval of Agenda
 4. Approval of December 9, 2014 Minutes
 5. Citizen Comments & Presentation
 6. 2014 Finance & Activity Reports
 - a. Preliminary Budget Report
 7. Project Status
 - a. Obstruction Removal
 - i. Acquisition of easements & homes
 - ii. Tree & obstruction lighting update
 - b. Website upgrade/redevelopment
 8. New Business Project
 - a. Beacon replacement
 - b. 1994 John Deere Tractor
 - c. 2018 Super Bowl
 - d. Commissioner Opening
 9. Old Business
 10. Commissioner and Staff Comments
 11. Adjournment

Airport Advisory Commission



Tuesday, December 9 2014, 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 President Wiplinger at 6:00 P.M. on Tuesday, December 9, 2014.

2) ROLL CALL:

Present

Commission Members: Adams, Gardner, Ludwigson, Reckinger, Schoen, Wiplinger, and Wik

Absent

Commission Member: Franke

Also Present

John Sachi, City Engineer
Glenn Burke, Airport Manager
Joseph Carney, Operations Specialist

3) Approval of Agenda:

Motion by Ludwigson, second by Schoen to approve December 9, 2014 agenda as submitted

Motion carried 8 ayes/0 nays

4) Approval of 8/21/2012 Minutes

Motion by Adams, second by Schoen to approve September 9, 2014 minutes as submitted

Motion carried 8 ayes/0 nays

5) Citizens Comments & Presentation

None.

6a) Third Quarter Budget Report:

Members were given copies of the Third Quarter Budget Report for 2014. Revenues stood at 78.6% with expenses at 69.7% of budget for the first ten months of 2014 with a revenue surplus of \$174,797. At this time the current budget is consistent with previous years. There were no questions about the budget.

7a) Airport Reconstruction Project:

The construction project is currently on a seasonal hold with expectations to restart once the spring road restrictions are lifted. The apron/ramp area received the base layer of asphalt and will receive the wear layer when the North Taxiway and the taxilanes are completed. A question was put forth about marking the edge of the old asphalt with yellow lane marking paint so that transient aircraft will see the difference in height.

7b) Obstruction Removal Project:

The commission discussed the November 25th memo and maps from the airport manager to the Mayor and City Council. Staff informed the commission that approximately 18 trees on 11 properties need to be removed to regain the Localizer Approach for runway 34. Locations supplied by the FAA are not accurate and the number of trees may increase if the FAA supplied point are groves of trees.

Staff also informed the commission that the Department of the Interior will list the Northern Long-Eared Bat as a threatened species. Tree removal would not be allowed during the bats mating season, which is April through October. Mr. Sachi reviewed the process for tree removal and time line. Mr. Schoen raised question of Categories C & D night approaches vs. Categories A & B. The loss of the night approach hasn't impacted the airport due to the seasonal drop, however it will be expected to impact business and fuel sales when the traffic would be expected to pick up in the spring.

8a) Meeting Schedule:

The schedule for commission meetings in 2015 was brought forth. Mr. Ludwigson put forth a motion for the meetings to be the 2nd Tuesday of the even months. Mr. Reckinger seconded the motion.

Motion carried 8 ayes/0 nays

9) Old Business:

Mr. Burke raised the issue of parking on the airport. Language was discussed to be added or changed in the Rules and Regulations.

- i. Automobiles will not be parked in such a manner as to obstruct ingress/egress of any hangar door. Parking time restriction of less than 20 hours, parking for more than 20 hours will be in designated areas and registered with airport management.
- ii. Asphalt maintenance standards were discussed concerning the verbiage for the Rules & Regulations. Parking areas will be hard surfaced and when aircraft ramp pavement below a yet to be determined Pavement Condition Index (PCI) number the owner will be given notice to repair or replace the worn pavement

- iii. Landscape rock will not be allowed around hangars. The commission discussed the when a hangar owner would be required to paint or maintain the exterior of their hangar. Staff will consult with the City Attorney and bring back draft language for the commission.

10) Commission Comments:

The commission asked when the Compass Rose would be repainted. Staff replied that after the final lift of asphalt is placed the Minnesota 99's would be contacted to repaint it, we just have to supply the paint and lunch.

11) Adjournment:

Motion made by Sheridan, second by Wiplinger to adjourn the commission meeting at 8:00 PM.

Motion carried

8 ayes/0 nays



Memo

Date: February 10, 2015
To: Airport Advisory Commission
From: Glenn Burke, Airport Manager
RE: December 31, 2014 Airport Budget Report

Airport Operating Fund

Preliminary Airport Operating Revenues and Expense are both below the 100% benchmark at the end of 2014. Revenues are \$1,150,553 and expenditures are \$1,132,439 which leaves the operating fund \$18,115 surplus at the end of December. Notable variances from the benchmark are:

- Fuel revenues (4583) were below budget by \$214,000 and fuel expenditures (6250) were \$175,000 below budget as well. The aircraft ramp reconstruction project had an impact on our fuel sales; we sold 20,000 gallons less than anticipated. Cold and snowy weather also played a part of the lower sales.
- Personnel Services (6100) was slightly under budget even with the inclusion of the new Airport Operations Specialists.
- Services and Charges (6300) were within \$2,000 of budget. Heavier than anticipated expenses from the snowy winter and were offset by lower than expected building maintenance expenses.
- Capital Outlays (6350-6380): We had no improvements this year, however we did have to replace our snow blower. At the current time we show an outlay of \$109,205.77 but we have yet to realize the 80% grant repayment.

Capital Improvement Fund

At the end of the year Capital Improvement fund had a negative balance of \$514,153. We have two outstanding grant reimbursements that will shrink this amount drastically.

**AIRPORT OPERATING FUND
SUMMARY OF REVENUES**

CODE NO.	ITEMS	2014		Benchmark 100%	2013
		BUDGET	12/31/2014	12/31/2014	12/31/2013
4300	STATE GRANTS & AID	\$ 116,839	\$ 32,196	27.6%	\$ 126,436
4400	CHARGES FOR SERVICES	\$ 1,318,265	\$ 1,104,599	83.8%	\$ 1,219,653
4670	MISCELLANEOUS	\$ 9,430	\$ 13,759	145.9%	\$ 36,395
4920	OTHER				
	TOTAL	\$ 1,444,534	\$ 1,150,553	79.6%	\$ 1,382,485

**AIRPORT OPERATING FUND
SUMMARY OF EXPENDITURES**

CODE NO.	ITEMS	2014		Benchmark 100%	2013
		BUDGET	12/31/2014	12/31/2014	12/31/2013
6100	PERSONAL SERVICES	\$ 180,177	\$ 172,988	96.0%	\$ 166,098
6200	SUPPLIES	\$ 783,927	\$ 606,288	77.3%	\$ 687,252
6300	OTHER SERVICES & CHARGES	\$ 198,267	\$ 196,958	99.3%	\$ 172,002
6400	MISCELLANEOUS	\$ 1,075	\$ 1,543	143.5%	\$ 1,576
6500	CAPITAL OUTLAY	\$ 125,010	\$ 109,206	87.4%	\$ 124,609
6600	DEBT SERVICE	\$ 68,696	\$ 45,455	66.2%	\$ 34,420
6700	TRANSFERS	\$ 212,600	\$ -		\$ 43,360
	TOTAL	\$ 1,569,752	\$ 1,132,439	72.1%	\$ 1,229,317

**AIRPORT OPERATING FUND
SUMMARY OF REVENUES & EXPENDITURES**

	2014		Benchmark 100%	2013
	BUDGET	12/31/2014	12/31/2014	12/31/2013
REVENUES	\$ 1,444,534	\$ 1,150,553	79.6%	\$ 1,382,485
EXPENDITURES	\$ 1,569,752	\$ 1,132,439	72.1%	\$ 1,229,317
REVENUESE OVER (UNDER) EXPENDITURES	\$ (125,218)	\$ 18,115		\$ 153,167

**AIRPORT CAPITAL FUND
SUMMARY OF REVENUES & EXPENDITURES**

	2014		Benchmark 100%	2013
	BUDGET	12/31/2014	12/31/2014	12/31/2013
REVENUES	\$ 2,340,000	\$ 869,349	37.2%	\$ 275,533
EXPENDITURES	\$ 2,340,000	\$ 1,383,502	59.1%	\$ 239,330
REVENUESE OVER (UNDER) EXPENDITURES	\$ -	\$ (514,153)		\$ 36,203



Memo

Date: February 10, 2015
To: Airport Advisory Commission
From: Glenn Burke, Airport Manager
RE: Airport Beacon

History

The current airport beacon age is unknown. It is a Model DCB36, a popular model in the 1940 and 50's. There are still many in service across the country. The DCB36 no longer meets FAA standards, but airports that have them in service may continue to use them and have them refurbished and continue to use them.

Last winter the beacon began to have mechanical problems; it would not rotate and the light would not work during cold weather. We contacted the company that refurbishes the beacon and they were happy to sell us a refurbished beacon at the cost of \$6,833. Staff contacted other airports to see if they encountered similar problems and two airports responded. Their solution was to drain the gear oil and replace it with lighter weight oil and install new "brushes". Light weight gear oil and brushes were installed last summer. It did not solve the problem.

The beacon is a mandatory piece of airport equipment and must be replaced to keep our airport license. An airport license is necessary to keep our airport liability insurance.

Replacement Options

There are three options available. Refurbish the current beacon, or purchase a high intensity, or a medium intensity beacon.

1. Replacing the current beacon with a refurbished one.
 - a. Cost would be approximately \$6,833.00.
 - b. Shipping would be expensive as the unit weighs in at 450 lbs. and ships at 950 lbs.
 - c. Single head, single bulb rotating unit.
 - d. Visibility range unknown

- e. Power consumption with heater is 1035W
 - f. Does not meet Current FAA lighting standards
2. Replace the current beacon with a FAA standard L-802A. The L-802A is a high intensity rotating beacon and is installed at airports where high intensity lighting systems are used. High intensity beacons are common in urban area with lots of background light.
- a. Cost would be @ \$5,609.00.
 - b. Unit weighs 150 lbs. and ships at 250 lbs.
 - c. Single head, single bulb rotating unit.
 - d. Visibility is about 40 miles.
 - e. Power consumption with heater would be about 1365W
 - f. Meets FAA lighting standards
3. Replace current beacon with a FAA approved medium intensity beacon L-801. The L-801 is used at Airport with medium intensity lights or near residential neighborhood locations like Fleming Field where the high intensity might cause neighborhood complaints.
- a. Cost would be @ \$3,979.00
 - b. Unit weighs 75 lbs., ships at 110 lbs.
 - c. Single body, double headed double bulb unit.
 - d. Visibility is about 30 miles.
 - e. Power consumption with heater would be 795W
 - f. Meets FAA lighting standards

There are two other additional costs to the beacon replacement. A crane will be needed to remove old beacon and lift the new one and an electrician to rewire the beacon to upgrade it to code compliant wiring.

Staff believes that a medium intensity beacon would be sufficient for Fleming Field and may reduce neighborhood complaints.

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L-802A 36" Refurbished Airport Rotating Beacon

Applications

L-802A Rotating Beacons are designed primarily for night operation as identification and location markers for airports.

Features

- Patented stationary lamp system eliminates the gear lubrication maintenance required by conventional gear-drive beacons (U.S. Pat. 5,339,224)
- Qualifies for AIP funding
- Available for exchange or direct purchase
- 36,000 lumen, 400 watt metal-halide lamp
- 20,000 hour typical lamp life (3-4 years)
- One clear lens, one aviation green lens
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- Lamp preset 5° above horizontal, adjustable
- 12 RPM rotation, 24 flashes/minute
- All new stainless steel fasteners
- Plated steel parts
- All new Teflon-coated wire
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- Winterization option available for cold climates
- Optional photocell and/or tell-tale relay
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Compliance with Standards:

FAA: L-801 A/C150/5345-12 (Current Edition)
ICAO: Annex 14, para 5.3.3

Applications

L-801 Rotating Beacons are designed primarily for night operation as identification and location markers for airports.

Features

- Patented belt-drive system eliminates the lubrication required by conventional gear-drive beacons (U.S. Pat. 5,339,224)
- Patented liquid-filled lamp connector, eliminating the slip rings and brushes found on conventional beacons (U.S. Pat. 5,816,678)
- Two 13,000 lumen, 150 watt pulse-start metal-halide lamps
- 12,000 hour typical lamp life (3 years)
- One clear lens, one aviation green lens
- NO maintenance except lamp replacement
- All moving parts are permanently lubricated
- Impedance-protected motor eliminates burnouts
- Lamps preset 5° above horizontal, adjustable
- 12 RPM rotation, 24 flashes/minute
- Weatherproof steel cabinet, powder coated international orange
- Class I temperature range: -30 to +55 °C (-22 to +131 °F)
- Class II temperature range: -55 to +55 °C (-67 to +131 °F)
- Tested to wind velocities of 100 mph
- Optional photocell and/or tell-tale relay
- Mountable on a Hali-Brite Tipdown Pole
- Power Consumption: 395W Class I, 795W Class II
- Manufactured in the USA



Beacon Tipdown Pole



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