



City of South St. Paul
AIRPORT ADVISORY COMMISSION
FLEMING FIELD AIRPORT MEETING ROOM
TUESDAY, SEPTEMBER 10, 2019
6:00 PM



- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. CITIZEN'S COMMENTS & PRESENTATIONS:**
- 4. APPROVAL OF AGENDA:**
- 5. CONSENT AGENDA:**

All items listed on the Consent Agenda are considered to be routine or informational in nature and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the consent agenda.

- A. Meeting Minutes of July 16, 2019
 - B. YTD Budget Report
 - C. YTD Fuel Report
 - D. 2019 Projects
- 6. ITEMS REMOVED FROM CONSENT AGENDA:**
 - 7. OLD BUSINESS:**
 - A. Triggering Event Master Plan (TEMP) for Runway Reconstruction
 - B. Taxiing on Northgate Road by Air Trek.
 - 8. NEW BUSINESS:**
 - A. SEH will be giving a short presentation on the Runway Reconstruction Design Project.
 - 9. COMMISSIONER AND STAFF COMMENTS:**
 - 10. ADJOURNMENT:**



City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES TUESDAY, JULY 16, 2019, 6:00 PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:02 PM on Tuesday, July 16, 2019.

2. ROLL CALL:

Present Adams, Ludwigson, Gardner, Hilger, Reckinger, Schoen, Sheridan, and Wiplinger

Absent Kantola

Also Present Andrew Wall, Collin Turner

3. CITIZEN'S COMMENTS & PRESENTATIONS

A. Introduction of new Airport Operations Specialist Collin Turner. Wall introduced Turner to the Commission. Turner comes from Nebraska with a B.S. Degree in Aviation Administration.

4. APPROVAL OF AGENDA:

Motion by Shoen, seconded by Sheridan to approve July 16, 2019, agenda as submitted.

Motion carried 8 ayes/0 nays

5. CONSENT AGENDA:

Motion by Reckinger seconded by Gardner to approve the Consent Agenda.

Motion carried 8 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

None

7. OLD BUSINESS:

A. Triggering Event Master Plan

Wall briefed the current status. Outreach is ongoing, with SEH meeting with stakeholders on the airfield. So far Wipaire and CAF have had meetings. Upcoming meetings will be with the smaller businesses on the airfield as well as pilots and hangar owners.

8. NEW BUSINESS:

A. Runway Design Update

Wall briefed the commission on the status of the runway design project. The grant has been received from the FAA and SEH is beginning work on the runway design.

B. Taxiing by Airtrek North along North Gate Road.

Commissioner Ludwigson and Hilger expressed concerns about Air Trek North aircraft taxiing all the way down North Gate Road and turning on to Gulfstream lane to access the airfield. Northgate Road is not a designated taxiway. Because of Air Trek's location, they are allowed to taxi on North Gate Road for a short distance and should utilize Cessna Lane for access to and from the airfield. Wall will email and meet with Air Trek about the issue.

9. COMMISSIONER AND STAFF COMMENTS:

A.

10. ADJOURNMENT:

Motion made by Hilger, second by Adams to adjourn the Airport Advisory Commission meeting at 6:36 PM.

Motion carried

8 ayes/0 nays

DRAFT

Memo



Date: September 4, 2019
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: YTD Budget Report – YTD 2019

Airport Operating Fund

The 2019 Airport Operating Revenues for August YTD are \$880,141.86; the Airport Operating Expenditures for August YTD are \$697,470.46. The August YTD net change is a surplus of \$182,671.40.

- Revenues
 - Airport Fuel Receipts (4583) are currently at \$410,800.33 (71.44%).
 - Land Lease (4585) is at \$166,301.47 (87.99%). Most land leases are due in March of each year with a few occurring throughout the remainder of the year.
 - Aircraft parking Fees (4587) is at \$5,430. (90.50%).
 - Airport Gate Cards (4590) is at \$1,730.93 (173.09%).
- Expenses
 - Conferences, Training, Travel (6331) \$527.52 (7.65%)
 - Insurance (6361) is at \$44,254 (86.39%).
 - Repairs & Maintenance Contractual (6371) \$24,310.90 (48.62%)

Capital Improvement Fund

The 2019 Airport Capital Revenues for August YTD are \$53,821.51; the Airport Operating Expenses for August YTD are \$54,351.56. The August YTD net change is a Deficit of \$530.05.

- Impr Other Than Building (6530) \$20,447.24 (204.47%) This accounts for fees associated with the Triggering Event Master Plan. Airport Staff is in the process of working with the FAA and MnDOT to get reimbursed for these costs.

Memo



Date: September 5, 2019
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Fuel Report 2019 through 8/31/19

Overview

Our 2019 total fuel sales by gallon through August 31, 2019 are above 2018 by 15.77%; and compared to the 5-YR average, are down 23.09%.

- Quarter 3 2019/2018 comparison: (August 31): 100LL was up 19.34%, 94UL vs 91UL was up 116.16%, and Jet A was up 2.25%; total fuel sales up 3.14%, and compared to the 5yr average were down 4.95% (thru 8/31/19)

2019 AVIATION FUEL SALES BY GALLON

September 5, 2019

	100LL					94UL STARTED 7/17/18					JET A					TOTAL FOR ALL FUEL GRADES				
	2019	2018	% Δ	5-YR AVG	%Δ 2019/5-YR AVG	2019	2018 (91UL)	% Δ	5-YR AVG (91UL)	%Δ 2019/5-YR AVG	2019	2018	% Δ	5-YR AVG	%Δ 2019/5-YR AVG	2019	2018	%Δ 2019/2018	5-YR AVG	%Δ 2019/5-YR AVG
JAN	4,667.20	3,730.30	25.12%	3,011.50	54.98%	648.80	282.30	129.83%	332.38	95.20%	1,764.70	3,554.50	-50.35%	2,225.48	-20.70%	7,080.70	4,005.70	76.77%	5,569.36	27.14%
FEB	2,714.50	3,238.60	-16.18%	3,589.94	-24.39%	174.30	84.60	106.03%	237.02	-26.46%	872.00	2,634.80	-66.90%	2,624.98	-66.78%	3,760.80	7,760.10	-51.54%	6,451.94	-41.71%
MAR	5,954.20	6,082.40	-2.11%	5,750.62	3.54%	910.20	245.50	270.75%	496.42	83.35%	2,271.10	2,800.50	-18.90%	2,859.26	-20.57%	9,135.50	9,305.90	-1.83%	9,106.30	0.32%
Q1	13,335.90	13,051.30	2.18%	12,352.06	7.96%	1,733.30	612.40	183.03%	1,065.82	62.63%	4,907.80	8,989.80	-45.41%	7,709.72	-36.34%	19,977.00	22,653.50	-11.81%	21,127.60	-5.45%
APR	7,091.00	6,864.00	3.31%	6,742.06	5.18%	894.20	347.70	157.18%	579.92	54.19%	4,751.60	4,397.00	8.06%	3,552.00	33.77%	12,736.80	11,735.50	8.53%	10,873.98	17.13%
MAY	9,538.10	9,839.90	-3.07%	10,026.36	-4.87%	-	526.10	-100.00%	677.12	-100.00%	3,641.20	5,007.00	-27.28%	4,314.82	-15.61%	13,179.30	14,720.30	-10.47%	15,018.30	-12.25%
JUN	11,901.40	10,087.90	17.98%	9,815.38	21.25%	1,480.60	483.80	206.04%	710.36	108.43%	-	2,481.80	-100.00%	4,454.58	-100.00%	13,382.00	15,806.70	-15.34%	14,980.32	-10.67%
Q2	28,530.50	26,791.80	6.49%	26,583.80	7.32%	2,374.80	1,357.60	74.93%	1,967.40	20.71%	8,392.80	11,885.80	-29.39%	12,321.40	-31.88%	39,298.10	40,035.20	-1.84%	40,872.60	-3.85%
JUL	14,454.80	13,294.00	8.73%	11,467.04	26.06%	1,811.60	407.60	344.46%	407.60	344.46%	4,772.50	3,665.62	30.20%	4,091.46	16.65%	21,038.90	15,341.20	37.14%	15,966.10	31.77%
AUG	13,427.71	10,069.70	33.35%	10,347.96	29.76%	1,385.80	1,071.60	29.32%	1,071.60	29.32%	3,490.80	4,415.90	-20.95%	4,578.38	-23.75%	18,304.31	18,643.10	-1.82%	15,997.94	14.42%
Q3	27,882.51	23,363.70	19.34%	21,815.00	27.81%	3,197.40	1,479.20	116.16%	1,479.20	116.16%	8,263.30	8,081.52	2.25%	8,669.84	-4.69%	39,343.21	33,984.30	15.77%	31,964.04	23.09%
OCT																				
NOV																				
DEC																				
Q4	-	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!
TOTAL	69,748.91	63,206.80	10.35%	60,750.86	14.81%	7,305.50	3,449.20	111.80%	4,512.42	61.90%	21,563.90	28,957.12	-25.53%	28,700.96	-24.87%	98,618.31	95,613.12	3.14%	93,964.24	4.95%

2018 91UL
2019 94UL

Memo



Date: September 5, 2019
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: 2019 Projects

Overview

This is a list of projects that were completed or are currently in progress. This can be any number of items including but not limited to equipment acquisitions, tests or studies, awards, projects, programs, events, and many others.

2019 Projects

- Triggering Event Master Plan (TEMP)
 - Meetings and work continues on this project. Surveys have gone out to tenants and are being returned.
 - Runway design has begun. Geotechnical data was collected on April 10, 2019. This will help drive the TEMP and the final runway/taxiway design.
 - The TEMP will continue through the end of this year.

2019 Projects (Continued)

- The Airport was awarded a grant from MnDOT in the amount of \$100,000 for crack sealing and pavement repair on the south and west hangar area.
- The packet was sent out in April and bids were received back with a deadline of May 1, 2019.
- The low bid contractor was Fahrner Asphalt Sealers with a bid of \$68,290.
- MnDOT will pay \$54,803 (70%) and the City will pay \$23,487 (30%). Engineering and administration costs will bring the project total to \$78,290.
- The Grant was received and approved by City Council on July 15th.
- The project took place the week of September 2-7. Work is anticipated to be completed during that time.

2019 Projects (Continued)

- Runway 16/34 Reconstruction Design
 - The Airport was awarded a Federal and State Grant in an amount totaling \$243,000.
 - This project will cover the complete design of the runway reconstruction project which is scheduled to begin in 2021.
 - The design project will begin in late 2019 and go until late 2020.
 - Grant Application for the runway reconstruction will happen in early/mid 2020 with grant approval coming mid 2020.

Memo



Date: September 5, 2019
To: Airport Advisory Commission
From: Andrew Wall, Airport Manager
RE: Runway Reconstruction Design

Overview

The airport was awarded a grant in the amount of \$243,000 for runway reconstruction design work. The grant has been fully executed and SEH has begun working on the design for the runway reconstruction to take place in 2021.