



# Airport Advisory Commission

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Tuesday, April 14, 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 6:02 P.M. on Tuesday, April 14, 2015.

### **2) ROLL CALL :**

Present

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

Absent

Schoen

Also Present

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

### **3) Approval of Agenda :**

Motion by Mr. Sheridan, seconded by Mr. Hilger to approve April 14, 2015 agenda as submitted  
Motion carried 8 ayes/0 nays

### **4) Approval of March 10, 2015 Minutes**

Motion by Mr. Ludwigson, seconded by Mr. Adams to approve March 10, 2015 minutes as submitted  
Motion carried 8 ayes/0 nays

### **5) Citizens Comments & Presentation**

None.

### **6a) Budget Report :**

Members were given copies of the 1<sup>st</sup> Quarter 2015 tentative Budget Report. Revenues for the Airport Operating Fund stood at \$264,293; and Expenses are \$126,670 leaving a surplus in the operating fund of \$137,623 the 1<sup>st</sup> Quarter. Notable variances from the benchmark are fuel revenues and expenses both

below budget. 1<sup>st</sup> Quarter is normally a slow quarter and it is reflected in our Fuel revenue and expenses. Personnel Services was slightly under budget due to not hiring a summer seasonal employee, and our permanent 24 hr part-time maintenance person not being hired, we are still employing a 14 hr maintenance part-time employee. Also, our winter seasonal snow plower was not used in any significant amount due to the lack of snow. Materials and Supplies were well below the benchmark because we carried a large fuel inventory into 22015. Service and Charges are on budget, compared to last year we are below both. There has been little to no activity in the Capital Fund.

**7a) Tree Removal Update**

Plans and specifications were sent out last week for tree removal project to 11 Companies for the removal of trees to the north and south of the airport. This includes the area under the easements. Letters were sent out by the cities lawyer concerning the removal project. Many of the homeowners are not happy, but the city purchased the easements in the 1980's. Trees in the easement will not be paid for. The current homeowner should have had a title search that would have shown the easements on the house/land. Trees outside the easements have been appraised and homeowners have had offers made to them. Now there are two signed offers. These trees need to be down by April 30<sup>th</sup>. We are under the gun to get this completed. Bids requests are due by Thursday, and then to the Mayor and Council on Monday April 20<sup>th</sup>. And then coordinate with the city attorney to get access into the properties to get the trees down. Verbal permission to go past the April 30<sup>th</sup> deadline if we get a majority of the trees down prior. The removal of the trees will allow the night instrument landing back. The obstruction removal/lighting only has to be under contract, not completed, to get our approach back.

**7b) Property Acquisition Update :**

Closing on the duplex, 120/116 South St, on Wednesday. The property is now vacant. The owner is happy with the process. The tenant left behind about 30 cubic yards of debris in the rental unit, and has signed an abandonment of property. We will have a company come in and clean out the house so that it can be demolished. The cost of the cleaning will be coming out of the tenant's last reimbursement check. Mr. Hilger mentioned asbestos mitigation which led to a short discussion of asbestos, lead, and mercury mitigation. There will be an environmental assessment of the house before demolition for mitigation/abetment of these issues.

The owner of the house at 108 South St called on Friday saying that they were ready to sign a purchase agreement. Closing will be on May 5<sup>th</sup>, but the owners cannot close on their new house until May 10<sup>th</sup>. Which means that the owners will be renting the property until May 15<sup>th</sup>. There will have to have a Fair Market Rent Analysis conducted to charge a fair rent.

The easement for 128 South St has been signed, the next one west of there has been given an offer, which they gave a counter offer that was 3 times the offer. We are now waiting on a letter of justification for the higher request.

All of these costs need to be quantified for submission to MnDOT by June 1<sup>st</sup>.

**7c) Beacon Replacement Update**

The beacon costs were discussed last month and have not changed. The replacement motion will be going to the City Council on April 20<sup>th</sup>, 2015. The manufacturer is here in Minnesota and all other companies have to go to them for their lights. We are a captive audience.

**7d) Obstruction Lights**

There is another Plans and Specifications for obstruction lighting. We have broken it out into two parts;

One will be done locally with Molnar to do the 7 hangar lighting. MnDOT gave us 7 LED lights and have been given to Molnar. Hopefully we will be able to have the hangar lights installed by the end of the month. Travel Tags to the west. They have 5 parking lot lights that meet obstruction lights. They are willing to do all installation and energy costs with our only cost being the lights themselves. We were given these lights by MnDOT as well.

The second will be the lights along the fence to the north and south will be contracted out as they will involve a large amount of trenching. Molnar doesn't have the manpower to accomplish this part. This has been let out for bids. Our concern is that all electrical contractors are so busy, but these do not have to be completed with the speed that the tree removal does, and do not affect the night approach.

The home owner to the southeast with a flag pole was given three options: move it. Lower it, or light it. The homeowner is going to move it at our cost.

**7e) Tractor Replacement Update**

We have gone back and forth with MnDOT and we are third on the list for grant monies. We are waiting on MnDOT to get answers on reallocation of monies that have not been used by other grant requests. We will have a brand new tractor with the exception of the mower decks. MnDOT will not budge on the replacement of the mowers.

**8a) Airport Layout Plan Project Prioritizing :**

Master Plan, the Airport Layout Plan (ALP) and the Environmental Assessment (EA) will be going to the mayor and the City Council on April 27<sup>th</sup>. We discussed the items that were additions to the ALP and the timing placement into the CIP. The items are on an attached page.

A discussion about the runway improvements concluded with the idea that all changes to the runway and associated taxiways should happen at the same time instead of trying to piecemeal projects.

One of the things discussed was thru the fence operations on the west side. It was decided that we would not look for nor ask for a thru the fence operation because of the security issues, and hindrances for thru the fence operations.

Any construction for the west side should be long term until the current west side lots have been sold.

One of the discussions was that it appears to be an emphasis on buildable lots and the explanation was that this is a long term (up to 20 year) plan. And we need to think long term as well as near term.

Another item was the terminal parking area item. The discussion dealt with changes to the layout and lots needed. A time space flow was discussed.

**9a) Website Status Update :**

The website is live and functioning. We had to call StartLogic to have them do the redirect. There were some spelling mistakes noted. It was also noted to add the wind speed that was considered "CALM". It was decided that the contact link on the Commissioners page to come to airport staff as well. Chairman Wiplinger asked for a test email to ensure that it was marked as friendly at the firewall.

**10) Commission Comments :**

Commissioner Hilger introduced himself to the current commission members. Commissioner Wik raised the issue of parking by the terminal building on the ramp-side. There have been vehicles that park there and are blocking access for aircraft. Airport staff will monitor the parking and request violators to move their vehicles. Chairman Wiplinger discussed the replacement of 100LL. What is the impact on the airport? Looking at tank cleaning and other infrastructure. Mr. Burke spoke on his acceptance of an offer at the Minnesota Airports Commission and his pending departure. Mr. Sachi discussed the timing of the departure and hiring process.

**11) Adjournment :**

Motion made by Mr. Sheridan, seconded by Mr. Hilger to adjourn the commission meeting at 7:48 PM.

Motion carried

8 ayes/0 nays