



# Airport Advisory Commission

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Tuesday, June 9, 2015, 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](http://www.flemingfield.com)

### **1) CALL TO ORDER:**

The Airport Advisory Commission meeting was called to order by Chairman Wiplinger at 6:04 P.M. on Tuesday, June 9, 2015.

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

Present

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

Absent

Commission Members: Wik, and Adams

Also Present

Joseph Carney, Operations Specialist  
Catie Steier, Co-Operations Specialist  
John Sachi, City Engineer

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

Motion by Commissioner Ludwigson, second by Commissioner Sheridan to approve June 9, 2015 agenda as submitted

Motion carried 6 ayes/0 nays

### **4) Approval of April 14, 2015 Minutes**

Motion by Commissioner Sheridan, second by Commissioner Schoen to approve April 14, 2015 minutes as submitted

Motion carried 6 ayes/0 nays

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

None.

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

Revenues are at \$453,909 and expenditures are at \$293,499 which leaves the operating fund of \$160,410 surplus at the end of May. Fuel Sales are still behind previous years' sales and the 5 year average sales as well. Notable variances are for Personal Services; under budget due to the departure of the former

Airport Manager. Capital outlay is currently at 33% including the airport reconstruction project. The next budget report will highlight notable changes in accounts. The old Sno-Go snow blower was sold to McQueen for \$5,000. This did not have to be deducted from the MnDOT Grant as the airport made a good faith effort to sell it prior to selling to McQueen. Questions were asked about what would have been paid to MnDOT for the old snow blower.

**7a) Apron/Ramp Reconstruction:**

The asphalt has been completed. Next step will be cut and slurry seal on south part of apron. Joe spoke with Fahrner Asphalt about the delay and was given a hard date of the week of July 6<sup>th</sup> as a start date for the process. The ramp will be out of service for between 24 to 48 hours. The ramp will have the tie downs as the next step in the middle of the ramp, then the painting. There was a question about the size and location of the tie downs and available taxiway lanes. The Compass Rose will be repainted next year. Mr. Schoen asked about low spots on the tarmac, and what the plan is for them. Airport staff will get with Bolton-Menk about solutions. The next question was about the compaction test results. No information has been disclosed at this time.

**7b) Beacon Replacement:**

Beacon has been ordered, and is ready to pick up. Airport Staff will be taking a City truck up to the factory to get the beacon. A rental crane and electrician will be needed for the installation. . A member at the CAF is purchasing the old beacon for \$500. The beacon will be on display in the CAF museum on the field.

**7c) 1994 John Deere Tractor Replacement:**

Airport Staff is continuing working with MnDOT in regards to obtaining a grant for the replacement of the John Deere Tractor. It was discovered a previous grant for the repaving of Henry Avenue back in 2012 was not closed out. Staff are working to close the previous grant in order to obtain a new grant. In the interim, the City of South St. Paul's Public Works department will loan their tractor to assist in the grass cutting at the Airport.

**7d) Obstruction Removal Project:**

**(i) Tree & Obstruction removal:**

Mr. Sachi reported that the trees are all down, just a little bit of restoration left to do. The City will pay for the purchase and installation for 4 trees in two residents' properties. These trees will be planted in the transition zone and not exceed a height of 20 feet. Two sheds will also be re-re-located away from the clear zone.

**(iii) Lighting**

Molnar has started to install the 7 lights on the hangars required by the FAA. EGAN Electric is contracted to install 5 lights on the perimeter fence line. Travel Tags installed 5 lights on parking lot poles. The lights are on and functional. Airport Staff took pictures of the Travel Tags lights to be documented. The same

will be done when the other 12 lights are installed. The night time approach has been approved.

**8a) Advertising Issues:**

The South St. Paul Airport is seeking advice on a new advertisement project. Mr. Carney broke down the current expenditures and budget for advertising. The Airport currently advertises in the Midwest Flyer and Minnesota Flyer magazines. The discussion then went into new advertising opportunities. The current advertising charges have one-time charges. An example of this type of charge was for the airport design change.

The first opportunity is with the ForeFlight App. This product would allow the airport to brand itself and provide information in the ForeFlight application. ForeFlight is a widely used app amongst pilots to obtain aeronautical charts. When the pilot selects South St. Paul Airport, an advertisement would appear in regards to the operations and services on the field. The option of reducing our advertising in the Midwest Flyer to quarterly instead of bi-monthly was also discussed. .

The next advertising product is tied to Google Maps. With this a person would take interior photographs of the terminal building. A concern with this approach is the number of unique hits that are generated by searches at google.com.

John Sachi spoke about ForeFlight stating that he sees it as the industry standard and seems like a reasonable option to consider. Commissioner Wiplinger stated that he had spoken with ForeFlight personnel and they advise to stay at the Pro listing level as there is not any other FBO on the airfield in competition with the City. Mr. Sachi admitted that there may be expenses over the Airport's advertising budget, but is not a concern..

The recommendation from Mr. Sachi would be to go quarterly with the Midwest Flyer and spend the money for ForeFlight mid-level package. Commissioner Wiplinger said that he would get with his marketing department to see if the airport is getting its 'bang for the buck' out of the Midwest Flyer ad, as it is very hard to prove its worth. Google map application can be held off to be reviewed by the new Airport Manager in the future.. Mr. Schoen brought up maybe adding pictures of aircraft that are here to prove the ability of the aircraft to land/take off. Commissioner Gardner asked about other applications such as FlightX, and Garmin. .

Recommendation: Motion made by Commissioner Ludwigson and seconded by Commissioner Schoen to cutback the advertising in the Midwest Flyer to quarterly and that the airport move to the mid-level package of ForeFlight.  
Motion Carried 6 ayes/0 nays

**8b) Airport Manager Selection Progress:**

Mr. Sachi covered the current progress in the search for a new airport manager. A City Staff panel including himself and Commissioner Ludwigson conducted interviews for 5 candidates. All of the candidates were exceptional. Three candidates were above the rest. A second interview will be set up in the following week. This interview will be used to select the new manager, with the plan to have the new manager in place by August. The transitional plan is to keep Catie Steier on through the transition. There were a lot of people with GA, supervision and management experience in the group. The candidates brought a lot of experience.

The City is also interviewing three people for the 24 hour/week maintenance position.

There were also three applications for the Weekend Building Attendant position. Airport staff will conduct the interviews.

The direction of the airport was postulated, when Mr. Sachi retires, was that the Airport would become its own department. The City will be absorbing the HRA under the auspices of the Community Development department, while the City Engineer will deal with strictly engineering. This could place the Airport under the Community Development department or as a Department on their own. The airport is a critical link in community development. The City currently has no direct marketing activities and relies on the Chamber of Commerce.

**9) Old Business:**

Commissioner Schoen asked about movement on the west hangar area in regards to sales. Mr. Carney discussed marketing or mass mailing out to pilots to advertise for space to build on. The surcharge on the leases was discussed as a detriment and the possibility of extending the time frame. Commissioner Wiplinger brought up the fact that hangars are only for aviation, not other items. Commissioner Ludwigson mentioned the possibility of looking at the leases in the future. Storage of items may be restricted due to the Grant Assurances tied to FAA grants.

**10) Commission Comments:**

Commissioner Gardner asked about having other businesses join together to lessen the cost of the advertising.

**11) Adjournment:**

Motion made by Commissioner Sheridan, second by Commissioner Reckinger to adjourn the Commission meeting at 7:19 PM.

Motion carried 6 ayes/0 nays