

# Airport Advisory Commission



Tuesday, March 10, 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

### 1) CALL TO ORDER :

The Airport Advisory Commission meeting was called to order by Chairman Wiplinger at 6:07 P.M. on Tuesday, March 10, 2015.

### 2) ROLL CALL :

Present

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

Absent

None

Late

Commission Member: Wik

Also Present

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

### 3) Approval of Agenda :

Motion by Ludwigson, second by Gardner to approve March 10, 2015 agenda as submitted

Motion carried 8 ayes/0 nays

### 4) Approval of 12/09/2014 Minutes

Motion by Schoen, second by Reckinger to approve December 9, 2014 minutes as submitted

Motion carried 8 ayes/0 nays

### 5) Citizens Comments & Presentation

None.

### 6a) Budget Report :

Members were given copies of the 2014 year end tentative Budget Report. Revenues for the Airport Operating Fund stood at \$1,150,553; and Expenses are

\$1,132,439 leaving a surplus in the operating fund of \$18,115 for 2014. Notable variances from the benchmark are fuel revenues and expenses both below budget. 1<sup>st</sup> and 4<sup>th</sup> quarter impacts were a major cause. Personnel Services was slightly under budget. Capital Outlays had no improvements, however we did replace our snow blower and are waiting on the reimbursement for it from MnDOT. The Capital fund has a negative balance of \$514,153. However there were two payments that were miscoded into other departments bringing our negative balance to about \$150,000. We are waiting on various reimbursements at this time. There were questions about fuel sales from Mr. Ludwigson about the total yearly quantity, and about hold back payments from Messer's, Ludwigson, Sheridan, and Hilger.

**7a) Obstruction Removal Project :**

Finding of No Significant Impact (FONSI) and Environmental Assessment (EA). The City received a FONSI for the EA putting it to an end. This allows the City to move on with the obstruction removal and lighting project. The final issue was the Long Eared Bat and the determination of which months trees could be removed due to the bats.

**(i) Acquisition of easements and home purchases ::**

The Commission discussed the houses and easements in the north runway protection zone. Offers were given to the homeowners last week. Mr. Ludwigson raised the question about after homes are removed what happens? The answer is that the lots are returned to grass and the airport is responsible for maintenance. Mr. Adams questioned about security. No fencing or security. Mr. Hilger questioned the reason for the obstruction removal. Fire department cannot use the structures for practice due to the closeness of the surrounding structures.

**(ii) Tree & obstruction removal:**

Mr. Burke discussed the lighting and how the numbers of obstructions have increased. We will be installing lights on seven hangars and, five fences, one telephone pole and one flagpole. Mr. Burke will be speaking with the property owner southeast of the runway. The pole can be lowered moved or we can add another pole with a light on it. For the hangars the City will provide the lights, lessor will provide the electricity. No solar lights can be used, they are not approved, but we can use LED lights. We will be getting the lights for free.

We will be going out to homeowners about the trees this week and next week to speak with the homeowners. Numbers keep fluctuating up and down. Trees that are out now will be in next year. Goal is to get the costs packaged up and presented to, and approved by, Mayor and the City Council. Trees must be down by April 30<sup>th</sup> because of the long eared bat.

**(iii) Ramp Reconstruction 2014/2015 :**

Airport staff met on March 10<sup>th</sup> with the Max Steininger Construction and Bolton & Menk about the upcoming construction season and north diagonal taxiway and the two taxilanes. Road restrictions are holding up the restart and will be 6 - 7

weeks, ending in late April or early May. This will impact start and end dates of the construction. The schedule has 20 working days for Cessna and Decathlon, and 25 days on the north diagonal taxiway. Northgate Rd will be used to access the runway while the taxi lanes are under construction. Mr. Schoen raised the question about the top layer of asphalt lay date versus the Commemorative Air Force Summer Dance (6/6/15). Staff will coordinate and make sure construction and the CAF events do not conflict.

**7b) Website upgrade/redevelopment:**

Mr. Carney discussed the old vs the new website. Issues with making changes on the old website. Mr. Wiplinger questioned if the Commission page there can be a link for the public to contact the commission members without having their email addresses being made public. Mr. Carney will make sure the email addresses are not public.

Staff requested that the commission members take a look at the entire website and pass along ideas for changes or additions. There was also a question about a map of available hangars on the airfield, possibly in the hangar lease/rent page.

A picture of the Airport Advisory Commission is needed as well. Also discussed what would be shown on the commission page; addresses, phone numbers, etc. Calm wind runway. Ramp fee. Work in progress. Disclosure Statements on the website thru the City Attorney.

**8a) Beacon Replacement :**

Mr. Burke introduced the topic of beacon replacement. The current beacon is over 25 years old and is not working during cold weather. Staff informed the commission that there are two intensities of beacons approved for our classification of airport. The staff recommends that we go with a high-intensity beacon as a replacement of the current beacon due to the ambient light of the homes and businesses surrounding the airport. Discussion dealt with a refurbishing our current DCB36 Beacon or purchasing the new style beacon, L-802A. There is no grant money available for this item. A motion by Mr. Ludwigson to recommend purchase of the L-802A, Mr. Adams seconded the motion. All members were in favor.

**8b) 1994 John Deere Tractor Replacement :**

Replacement of the tractor is necessary due to a blown engine. The replacement of the tractor was not on the capital improvement program and an emergency grant is needed from MnDOT. The commission discussed the cost to repair the old tractor and the cost after a grant for a new tractor. The cost differential is less than \$3,000. A motion was made by Mr. Sheridan to recommend purchase of a new 6115M Series Tractor with a new broom and to keep the old flail mowers. Mr. Schoen seconded the motion. All members were in favor

**8c) Super Bowl 2018:**

Members discussed the possible impacts of Super Bowl 2018 on the airport and how can we take advantage of the influx of aircraft, pilots and passengers. Items considered were hangar space, de-icing, heating, warm starting, fuel trucks, tugs, aircraft parking, shuttle service, reservations, crew cars, snow removal, a temporary ground control tower, and control of vehicular traffic dropping off and picking up of passengers.

**9) Old Business :**

None.

**10) Commission Comments :**

Precision Approach Path Indicator (PAPI) lights: a question was raised by Mr. Hilger. Staff explained that there have been electrical wiring diagram problems at the lighthouse and we are now waiting on parts. MnDOT will be submitting the paperwork on our behalf for a test flight. Mr. Sheridan asked why the PAPIs were out and needing flight inspection/testing. At the current time the PAPI lights are not legal for use until flight tested by the FAA.

**11) Adjournment :**

Motion made by Mr. Sheridan, second by Mr. Ludwigson to adjourn the commission meeting at 07:48 PM.

Motion carried 8 ayes/0 nays