

Airport Advisory Commission



Tuesday, January 12, 2016, 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 5:58 P.M. on Tuesday, January 12, 2016.

2) ROLL CALL :

Present	Commission Members: Adams, Wiplinger, Ludwigson, Reckinger, Schoen, Gardner, Sheridan, Wik, and Hilger.
Absent	None
Also Present	Philip Tiedeman, Airport Manager Joseph Carney, Airport Operations Specialist Mike Pott, Chief South Metro Fire Department (SMFD) Linda McMillian, Inspector SMFD Ed Iago, President South Metro Fire Board Kirk Lindberg, Hangar Owner Jim Hancock, Hangar Owner Joseph Remakel Jr., Hangar Owner Greg Struve, Hangar Owner

3) Approval of Agenda :

Motion by Reckinger, second by Sheridan to approve January 12, 2016 agenda as submitted
Motion carried 9 ayes/0 nays

4) Approval of 12/8/2015 Minutes

Motion by Reckinger, second by Adams to approve the December 8, 2015 minutes as corrected.
Motion carried 9 ayes/0 nays

5) Citizens Comments & Presentation

The South Metro Fire Department (SMFD) Chief, Chief Pott, and Fire Marshall, Linda McMillian, were present along with Ed Iago President Board of Directors for comments and discussion reference the Commercial Inspection Fee Program. The first remarks were that there is only one airport in the SMFD area.

Questions posed by the audience were as follows:

1. **Who approved the fee?** Answer: The City Councils have approved the Inspection Program as it is, but not the Fee program, and have sent it back to the South Metro Fire Board to discuss and come up with a Fee structure.
2. **Will the Inspection Fee be used to defray expenses of the program? This is meant to be a Commercial Inspection Fee Program and most of the hangars are not commercial. The rate is extreme: Using \$75/inspection rate and taking 5 minutes to inspect a hangar the hourly rate is equivalent to \$900/hour. Can there be a way to schedule mass inspections?** Answer: Pott - no additional staffing will be added for inspections, this is meant enable the program to be sustainable and efficient.
3. **How was it decided that hangars are commercial?** Answer: the fire code is written in such a way that if a building is not residential then it will be commercial. Because of this wording hangars are classified as Commercial.
4. **Are commercial storage properties inspected in a similar manner? Why can we not set the deciding factor so that if the structure is an income producing facility then it would be classified as Commercial?** Answer: yes, the common areas are inspected but not the individual storage lockers. The fire code is not written in that way.
5. **Why is the SMFD conducting hangar inspections? Is it driven by insurance company requirements?** Answer: Because of the way that the leases are written.
6. **Is there a way to remove the language from the leases?** Answer: Unknown at this time.
7. **What about buildings that have many hangars in one building? Would they be charged one fee or multiple fees?** Answer: No answer was given.
8. **How is the square footage calculated?** Answer: No answer was given.
9. **Is there a way to add a designation in addition to the current two; Residential and Commercial? Or to declare the non-commercial hangars as recreational and not subject to the inspection fee?** Answer: No answer was given.
10. **Are the Fire Inspectors also considered on call for fire call-outs?** Answer: No, the inspector's duty is inspection only. They may be used for call-out if there is a manpower shortage.
11. **How long will the current proposed fee structure remain the same before increasing?** Answer: No specific timetable.
12. **Is there a quantitative analysis of safety with and without inspection programs? Incidents directly attributed to the inspection program.** Answer: Not for this type of locale, and the inspection is also used to familiarize the SMFD with the properties on the airfield.
13. **When will the decision to institute the Commercial Inspection Fee Program happen?** Answer: Not until late February or early March. It will have to go back to the SMFD Board of Directors and then be presented to the City Councils of West and South St. Paul.
14. **How can the public see if their comments have an impact on the decision? Minutes, meetings, etc.?** Answer: The minutes of the SMFD Board of

Directors are available, and the next meeting will be January 20, 2016 at 4:30 PM.

6) Finance & Activity Reports

6a) Fuel Report

Tiedeman presented the Fuel Sales Report for 2015. There was a 2.84% increase in sales over 2014 year sales.

6b) 2015 Budget Report

Tiedeman presented the 2016 recent budget report. 2016 Airport Operating Proposed Revenues are set for \$1,601,589 with proposed Expenses set at \$1,492,156. This will reflect a surplus of \$109,433 for 2016. The 2016 proposed Capital Improvement Fund proposed Revenues are \$345,000 with proposed Expenses of \$360,000. This will reflect a \$15,000 deficit.

7) Project Status

7a) 2016 Projects

Tiedeman covered the planned 2016 projects. Pavement projects: Crack Sealing & Compass Rose (painted by Minnesota 99's). Equipment projects: Blower attachment, Upgrade meeting room projector, sound system, and tables; Upgrade Fuel Master Software. Building/Structure: replace sliding doors on Hangar #5, Roof replacement on 2 of the bowstring hangars (most likely #5 and the next one most in need), and epoxy coat and seal on the airport maintenance hangar.

8) New Business

8a) MnDOT Needs Meeting

The MnDOT Aeronautics Office has requested an Airport Needs Meeting for the South St. Paul Airport. Needs meetings are a larger, more detailed conversation including a wider range of topics than the traditional CIP meetings. They would like to learn the sponsor's view on: existing airport conditions, financial support, technical support, community vision, navigation systems, and a 20-year future.

8b) Partner with MnDOT Aeronautics at AirVenture

The MnDOT Aeronautics Office will be hosting a booth at AirVenture in Oshkosh this year and they are inviting us to partner with them to make the goal of promoting Minnesota's great airports a success! The Airport is already looking into putting together a joint venture handout or an informational flyer along with Progress Plus and the River Heights Chamber of Commerce for anyone who visits the booth. The goal is to have fun and meet other pilots and show attendees as we share why Minnesota, and Fleming Field, is such a great place for aviation, and they know Minnesota's pilot community would make great ambassadors for this.

8c) Maritime Information Systems ADS-B Network Offer

Maritime Information Systems, Inc. (MIS) reached out to the South St. Paul Airport to host ADS-B antennas at the airport. MIS is looking for recognized industry professionals; such as Airport Managers, Directors, FBOs; rather than hobbyist or unknown third parties to host the equipment. This system is separate from the FAA's ADS-B Network but is used in conjunction with it. It is a supplement for the aircraft data being transmitted in and around airports to increase situational awareness of pilots, flight operations planning, assist in safety and airport traffic analysis, and others features.

MIS will provide all necessary equipment and gives each host access to a network-wide aircraft monitoring system. The Airport will need to provide a power source and internet access, both of which are already at the Terminal Building.

There was a question about what MIS would get out of the system. Schoen asked questions about the height of the antenna and the impact on the bandwidth of the Airport's internet.

9) Old Business :

9a) Vertical Guidance on the GPS Approach

Wiplinger brought up the continuing absence of the loss of Vertical Guidance on the RNAV (GPS) RWY 34 approach. Tiedeman still has no answer, and is continuing to reach out to FAA contacts to find a solution.

9b) Schedule Meeting Dates for 2016 - November Meeting

The scheduled 2016 November meeting of the Airport Advisory Commission falls on Election Day.

Motion by Adams to move the November meeting to Wednesday, November 9, 2016. Second by Hilger.

Motion carried 9 ayes/0 nays

9c) Commercial Inspection Fee Program

Motion by Sheridan to add an additional category for the South Metro Fire Department Commercial Inspection Fee Program. A Hangar that has a non-commercial lease would be exempt from the fee only. Second by Wik

Motion carried 9 ayes/0 nays

10) Commission Comments :

The commission congratulated Chairman Wiplinger on his service and wished him farewell.

11) Adjournment :

Motion made by Ludwigson, second by Adams to adjourn the commission meeting at 7:38 PM.

Motion carried 9 ayes/0 nays