

Airport Advisory Commission



September 7 Tuesday, June 10, 2014 at 6:00 P.M.

MEETING MINUTES

City of South St. Paul Municipal Airport Meeting Room
1725 Henry Avenue, South St. Paul, MN 55075

UNAPPROVED MINUTES

1) CALL TO ORDER :

The Airport Advisory Commission meeting was called to order by Chairman Wiplinger at 6:005 P.M. on Tuesday, June 10September 9, 2014.

2) ROLL CALL :

Present,

Commission Members: Adams, Franke,
Gardner, Ludwigson, Reckinger, Schoen,
Sheridan, Wiplinger

Absent,

Wik

Also Present,

John Sachi City Engineer
Glenn Burke Airport Manager
Catie Steier Airport Intern

3) Approval of Agenda :

Motion by SheridanCommissioner Reckinger, with a second by LudwigsonSheridan to approve agenda

Motion carried

8 ayes/0 nays

4) Approval of April Minutes

Motion by Commissioner Paul, with a second by Schoen Ludwigson, second by Reckinger to approve April 8June 10, 2014 minutes with corrections.

Motion carried

8 ayes/0 nays

5) Citizen Comments/Presentation

There were no Citizen's Comments

6a) Budget Report 2015 Airport Capital Improvement Budget

City Staff presented the second quarter budget report for the airport operating fund. Maintenance and Operations grant will be filed by June 30, 2014. Fuel sales are below the forecast due to late spring. Expenses are approximately \$50,000 below expectation with unfilled intern and weekend building attendant positions being a contributor. Capital Improvement Fund has incurred expenses from the Airport's consultant2015

Airport Capital Improvement Budget (CIP). Staff notified the Commission that the 2014 reconstruction project would not be completed this year and that our Bolton & Menk was estimating there would be a \$670,000 of carry over into 2015.

2015 CIP project would be obstruction removal. Obstruction removal would be in two separate phases, with the two easement and two home purchases one phase, and the tree removals the second phase. The Commission instructed staff to get FAA grants as early as possible and that if grants were not available then a recommendation that the City advance project money until grants become available. engineering company, Bolton & Menk, for work on the Airport Master Plan and Environmental Analysis and the Airport Pavement Reconstruction project.

6b) 2015 Airport Operating Budget Fuel Sales Report

Fuel sales were below projections for quarter of 2014 due to unseasonable cold weather and snow. Sales increased for piston engine aircraft for 100 LL in May. Jet A sales are steady with no test flight plans scheduled for the summer. Staff presented the airport operating budget. Discussion centered on the Airport Manager's recommendation that the part-time maintenance position hours be increased from 14 to 24 hours per week. Staffing changes from 2014 to 2015 including the 10 increase for maintenance and the operation specialists would increase the personnel cost by \$48,300. The commission recognized that the Master Plan recommendation was for a full-time maintenance person and the 24 hour part-time staff recommendation was a compromise.

Commissioner Sheridan, with a second by Commissioner Franke, made a motion to a recommend the airport operating budget with the 24 hour part-time maintenance person.
Motion carried 8 ayes/0 nays

7a) Project Status - Environmental Analysis/Master Plan Update

Parks and Recreation Department submitted a letter to the FAA in regards to There was one comment from the neighborhood addressing the EA. Staff is still waiting for comments from state and federal agencies. Once all the comments are received, responses can be drafted and incorporated into the final EA. community garden relocation stating that the land use compatibilities deficiencies that existed at the beginning of the EA process have been addressed without Section 4(f) impacts.

The airport with the help of Bolton & Menk hosted an open house with airport neighbors on May 14. 65 residents attended the meeting and 23 stopped by earlier in the day. Overall, the open house went well. Neighbor's concerns focused on noise control and obstruction removals.

Airport Manager and City Engineer received the 4th and final business chapter to Master Plan. Summer Marr the author of the business plan will present the business plan to the City Council in September during the September 22nd work session. Airport Budget and Capital Improvement will also be discussed at that work session.

7b) Project Status - 2014 Airport Reconstruction Project Update

The FAA and MNDOT grants for the reconstruction project were delivered to the City and approved by the City Council in August. The contractor has been notified that the financing is in place and the signed contracts have been delivered to the City with insurance and bonding. A notice to proceed with construction was given and the contractor will have 15 days to begin the project.

Staff informed the Commission the contractor has proposed to reconstruct the aircraft parking ramp, fuel area and extend South Gate Road this year and that the North Diagonal Taxiway and two taxiways would be reconstructed in 2015. During construction the fuel cabinets will not be available and two fuel trucks will be at the airports. The trucks will have Jet A and 100 LL. 91 UL auto gas will be available during construction. The contractor has 20 working days to complete the fuel area.

This project budget is \$2,500,427. FAA grant of \$2.057 million, State Of Minnesota grant of \$286,000, Tenant Improvement fees of \$43,000, and the airport will have \$114,000 in the project.

10 general contractors requested plans and specifications for 2014 Airport Reconstruction project, a healthy number. In the previous week, Bolton & Menk held a pre-bid meeting at the airport. 3 contractors attended the meeting. Bids will be opened June 12 at City Hall. Grants will need to be finalized by late August to early September for construction to begin early Fall 2014.

The project is laid out in 6 construction phases to keep the airport open and available to the businesses and pilots. Construction will begin around the fueling area and Taxi Lane Alpha. Construction is limited to 35 working days. During that time, fuel will be unavailable to customers. Phillips 66 will lend two fuel trucks to the airport during that time.

Grants are moving in the right direction. Airport Manager appealed (and was successful) three funding decisions which lowered the City's share for the projects from \$358,000 to \$191,000. The State of Minnesota is increasing its participation by 10% to project. Hangar owners adjacent to taxiway construction will also share in the savings. Letters and a Lease Amendment will be drafted and sent to owners with updated assessment figures.

7c) Project Status - Obstruction Removal

Airport staff budgeted \$1.375 million towards obstruction removal. This will include purchase, removal, and cleanup for trees that are classified as obstructions. Six airport structures will need to be lighted, two homes will be acquired and demolished, and easements will be acquired from two additional homes.

The FAA will be flying over the airport in July with a new surveying device to determine the heights of obstructions to enforce terminal approach procedure standards. These standards will widen the area at the end of the runway from 500 feet to 700 feet. Once notified, the airport has 30 days to plan a course of action to address obstructions and 90 days afterwards to act upon the plan. If time exceeds 120 days, night approaches will be curtailed until obstructions are addressed.

8a) Airport Rules and Regulations

Current Airport Rules and Regulations were adopted in 1992. An updated version of the document began in 2005, but was never approved. Commissioners will begin discussions during upcoming meetings to address updating the 1992 Rules and Regulations. Topics on driving, parking, fire safety and operations will be discussed in meetings with the first draft of the updated Rules and Regulations to be completed next spring. The Commission discussed the grass area adjacent to the runway. Staff informed the Commission that the grass area is not a runway and that pilots that choose to land there takes all the risks of landing off the only approved runway at Fleming Field.

9) Old Business

There was no Old Business

10) Commissioner and Staff Comments

Commissioner Ludwigson spoke on new airport facility fees. At previous meetings, the commissioners agreed that piston single-propeller aircraft would not be charged facility fees unless the aircraft is over 4,000 pounds. While attending the June 9 City Council work session it was brought to the Council Members' attention that facility fees will be charged to all aircraft that land on the field. Commissioners wonder if enforcing these fees will discourage small aircraft from using the airport. City staff will consult with Summer Marr on finding alternative solutions by next meeting.

Due to elections, the August meeting will be rescheduled for Tuesday, September 9th at 6:00 p.m. in airport meeting room.

None

11) Adjournment :

Motion made by Schoenheridan, second by LudwigsonGardner to adjourn the Commission meeting at 77:255 P.M.

Motion carried

8 ayes/0 nays