

Airport Advisory Commission



Tuesday, April 8, 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 6:00 P.M. on Tuesday, April 8, 2014.

2) **ROLL CALL :**

Present,

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

Absent,

None

Also Present,

John Sachi City Engineer
Glenn Burke Airport Manager
Michelle Pietrick, Finance Director
Peter Ahdahl, Mike Hilger

3) **Approval of Agenda :**

Motion by Sheridan, with a second by Ludwigson to approve agenda with the addition of 8c Airport Staffing Report

Motion carried

9 ayes/0 nays

4) **Approval of February 2013 Minutes**

Motion by Ludwigson, second by Reckinger to approve February 11, 2014 minutes with corrections.

Motion carried

9 ayes/0 nays

5) **Citizen Comments/Presentation**

There were no Citizen's Comments

6a) **Airport Debt Discussion**

City Finance Director Michelle Pietrick presented financial data and charts for the airport funds from 1996 to 2013. The airport funds are the Airport Operating Fund, the Airport Capital Improvement Fund and the BRS Building Fund. She pointed out that the large spikes in spending correspond with major capital improvements.

- 1997 Airport Terminal Building
- 2002 Airport Road Reconstruction, Commercial and South Hangar Areas
- 2006 South Tee Hangar and West Hangar Area
- 2008 Demolition of East and West Barracks and BRS Building Construction.

The airport debt in 2006 was approximately \$2.2 million and that has been reduced to approximately \$1.15 at the end of 2013. The trend has been positive for the past four years.

The Commissioners questioned city staff on the similarities and differences between the Wakota Arena and Airport Funds. Staff responded that both funds are treated similarly from an accounting standpoint. The Commission commented that the Arena Fund recently was allocated tax levy while the airport is expected to be self-sustaining. The staff responded that the City Council sets policy and prioritizes where property tax dollars are allocated. Commissioners also questioned where the airport's payment in lieu of taxes is credited. Staff responded the City's general fund receives a portion of the payment in lieu of taxes, while the airport also retains a portion.

The increase in the administrative service charges from \$20,000 in 2011 to \$57,000 in 2014 was questioned by the Commissioners. Staff answered that the FAA allows certain overhead charges to be allocated to the airport and the City follows that guidance in setting the administrative charge. A memo by the City Finance Department was prepared and was previously distributed to the Commission on this issue.

The Commission talked about the difference between the perception of the airport by the City Council and staff. The Commission believes there is a lack of acknowledgement from the City Council on the value of the airport to the City and region. Staff advised the Commission that they should work on providing information to the City Council to change that perception. Commissioners Ludwigson and Schoen will prepare a survey of the airport users for a presentation to the City Council.

6b) 2014 First Quarter Financial Report

City Staff presented the first quarter budget report for the airport operating fund. The operating fund is \$93,409 in the black through the first three months of the years. Fuel sales for the quarter are below the forecast, due to the cold and snow. Expenses are approximately \$24,000 above expectation due to the low fuel inventories carried into 2014. There was little activity in the Capital Improvement Fund.

7a) Project Status - Master Plan

The public meeting for the Airport Master Plan is scheduled for 6:00 to 8:00 pm on Tuesday, May 14. The results of the public meeting will be summarized and presented to the City Council later this year. The City Council input will be the final phase of the Master Plan process

7b) Project Status - Environmental Analysis (EA)

A status update of Environmental Analysis was given to the commission. The parks referendum passed on February 11 and that approval will alleviate the need for a parking mitigation plan for McMorrow Field. The FAA regional review of the McMorrow Field driveway caused concern for the City staff. The newest rules do not allow the driveway in any portion of the runway protection zone. The Airport Manager sent a letter to the reviewer to let him know that the park driveway design was approved at the local and regional level 16 months prior and that approval was relied on before a park redevelopment plan was approved by the Parks & Recreation Commission, the City Council and a City wide referendum for the park redevelopment and bonding . The City is awaiting the response to that letter.

8a) Old Business - Airport Beacon

The airport beacon is working now that the temperatures have warmed. Staff has submitted a grant application for a new beacon to MNDOT Office of Aeronautics. No answer was received, but staff expects a positive response. If a grant is offered to the City it will be at the end of the State fiscal year and will have to be accepted quickly.

8b) Taxiway Reflective Markers

Staff reported that the taxiway reflectors have been ordered and are scheduled to be installed this spring. Runway exits to the parallel taxiways will receive the reflectors.

8c) Airport Staffing

City staff received the first draft of the airport staffing recommendation and reported that the final draft is scheduled to go the City Council work session on April 14. The replacement of the intern position with a full-time position is in the recommendation.

9) New Business

There was no new business.

10) Commission & Staff Comments

Staff reported last month that the State had repaid \$15 million to the State Aviation Fund. MNDOT Aeronautic is seeking legislative approval to increase the State share of grants to airports. The City's share of the 2014 Airport Reconstruction project would decrease from 10% to 5% for eligible work items under the improved funding plan.

Staff updated the Commission on the late season breakdown of the airport snow blower. The transfer case failed and the repair is in excess of \$20,000. The annual major repair of this blower was discussed. Staff will meet with MacQueen Equipment Company to negotiate lower cost repairs or an alternative solution.

Commissioner Wiplinger made a motion, and seconded by Franke to include in the minutes a note to reflect the absence of the City Administrator from the meeting.

Motion carried 9 ayes/0 nays

11) Adjournment :

Motion made by Sheridan, second by Adams to adjourn the Commission meeting at 8:35 P.M.

Motion carried

9 ayes/0 nays