



CITY OF SOUTH ST. PAUL MEETING AGENDA

AIRPORT ADVISORY COMMISSION

Fleming Field Airport
Meeting Room
South St. Paul, MN 55075

Tuesday, May 13, 2025

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CITIZEN'S COMMENTS & PRESENTATIONS**
- 4. APPROVAL OF AGENDA**
- 5. CONSENT AGENDA:**

All items listed on the Consent Agenda are items, which are considered routine and will be approved by one motion. There will be no separate discussion of these items unless requested by a member of the governing body or citizen, in which case the item will be removed from the consent agenda and considered at the end of the Consent Agenda.

- A. Meeting Minutes of March 11, 2025
- B. YTD Budget Report
- C. YTD Fuel Report
- D. 2025 Projects

- 6. ITEMS REMOVED FROM CONSENT AGENDA**
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
- 9. COMMISSIONER AND STAFF COMMENTS:**
- 10. ADJOURNMENT**



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: May 13, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Meeting Minutes of March 11, 2025

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Approval of meeting minutes for the Regular Airport Advisory Commission Meeting held on Tuesday, March 11, 2025

SOURCE OF FUNDS

ATTACHMENTS

1. AAC Minutes 3.11.2025

City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES

TUESDAY, March 11th, 2025, 6:00PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:01PM on Tuesday, March 11th, 2025.

2. ROLL CALL:

Present Suby, Ludwigson, Gardner, Reckinger, Jansen Jr, Hilger, Schoen, Madison

Absent Sheridan

Also Present Andrew Wall & Collin Turner

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Reckinger, seconded by Madison to approve March 11th, 2025, agenda as submitted.

Motion carried 8 ayes/0 nays

5. CONSENT AGENDA:

Motion by Gardner, seconded by Suby to approve the Consent Agenda.

Motion carried 8 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

A. March 2025 Fuel Report

7. OLD BUSINESS:

None

8. NEW BUSINESS:

A. MnDOT Aeronautics Legislative Proposal

The Minnesota Council of Airports (MCOA) has talked with MnDOT about different legislative and budgetary items to consider. This legislative proposal is a result of the Minnesota State Aviation System Plan (MNSASP) study that was done by MnDOT over the last few years. Airport managers and others were interviewed to gather information on total numbers of hangars, aircraft operations, fuel sales, etc. Airport staff and commission members were provided with a "cheat sheet" to explain how MnDOT plans to increase the state's airports development and assistance funding.

9. COMMISSIONER AND STAFF COMMENTS:

Commission members made recommendations to airport staff to implement into the fuel reporting sheet for the next meeting. Monthly numbers will only be concluded if said month has concluded, not during.

10. ADJOURNMENT:

Motion made by Hilger, seconded by Gardner to adjourn the Airport Advisory Commission meeting at 6:36 PM.

Motion carried 8 ayes/0 nays

DRAFT



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: May 13, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.B.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

YTD Budget Report

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Airport Operating Fund

The YTD Airport Operating Revenues for 2025 are \$573,153.55; the Airport Operating Expenditures for 2025 YTD are \$254,805.08. The 2025 YTD net change is a surplus of \$318,348.47.

- Revenues
 1. Airport Fuel Receipts (4583) are currently at \$179,378.43 (25.63%).
 2. Land Lease (4585) is at \$221,154.89 (86.86%). Most land leases are due in March of each year with a few occurring throughout the remainder of the year.
 3. Aircraft parking Fees (4587) is at \$4,825.00 (60.31%).
 4. Airport Gate Cards (4590) is at \$640.00 (21.33%).
- Expenses
 1. Conferences, Training, Travel (6331) \$0 (0%)
 2. Insurance (6361) is at \$14,044.00 (35.21%)
 3. Repairs & Maintenance Contractual (6371) \$4,569.10 (8.96%)

Capital Improvement Fund

The YTD Airport Capital Revenues for 2025 are \$15,390.25; the YTD Airport Capital Expenses for 2025 are \$15,793.67 in Revenue The YTD net change is a surplus of \$31,183.92.

- Impr Other Than Building (6530) \$717.00 (0.20%).

SOURCE OF FUNDS

ATTACHMENTS

None

2025 AVIATION FUEL SALES BY GALLON

5/8/2025

	100LL					94UL					JET A					TOTAL FOR ALL FUEL GRADES				
	2025	2024	% Δ	5-YR AVG	%Δ 2024/5- YR AVG	2025	2024	% Δ	5-YR AVG (94UL)	%Δ 2024/5- YR AVG	2025	2024	% Δ	5-YR AVG	%Δ 2024/5- YR AVG	2025	2024	%Δ 2025/202 4	5-YR AVG	%Δ 2025/5- YR AVG
JAN	5,000.40	4,593.90	8.85%	5,086.46	-1.69%	46.90	87.70	-46.52%	191.14	-75.46%	2,290.60	2,674.40	-14.35%	1,972.84	16.11%	7,337.90	7,356.00	-0.25%	7,250.44	1.21%
FEB	4,573.70	7,153.90	-36.07%	6,566.74	-30.35%	55.70	60.10	-7.32%	260.46	-78.61%	2,282.00	2,240.70	1.84%	2,532.42	-9.89%	6,911.40	9,454.70	-26.90%	9,359.62	-26.16%
MAR	6,396.30	7,368.20	-13.19%	7,739.26	-17.35%	120.00	87.50	37.14%	337.30	-64.42%	2,749.70	3,954.60	-30.47%	3,945.06	-30.30%	9,266.00	11,410.30	-18.79%	12,021.62	-22.92%
Q1	15,970.40	19,116.00	-16.46%	19,392.46	-17.65%	222.60	235.30	-5.40%	788.90	-71.78%	7,322.30	8,869.70	-17.45%	8,450.32	-13.35%	23,515.30	28,221.00	-16.67%	28,631.68	-17.87%
APR		7,576.40	-100.00%	12,047.40	-100.00%		59.30	-100.00%	455.26	-100.00%		4,316.40	-100.00%	5,429.54	-100.00%	-	11,952.10	-100.00%	17,932.20	-100.00%
MAY		11,208.60	-100.00%	14,546.90	-100.00%		187.70	-100.00%	861.82	-100.00%		6,609.40	-100.00%	6,812.74	-100.00%	-	18,005.70	-100.00%	22,221.46	-100.00%
JUN		13,704.00	-100.00%	14,347.64	-100.00%		951.40	-100.00%	616.82	-100.00%		7,685.50	-100.00%	7,667.38	-100.00%	-	22,340.90	-100.00%	22,631.84	-100.00%
Q2	-	32,489.00	-100.00%	40,941.94	-100.00%	-	1,198.40	-100.00%	1,933.90	-100.00%	-	18,611.30	-100.00%	19,909.66	-100.00%	-	52,298.70	-100.00%	62,785.50	-100.00%
JUL	-	15,291.60	-100.00%	14,347.64	-100.00%	-	168.50	-100.00%	616.82	-100.00%	-	6,641.70	-100.00%	7,667.38	-100.00%	-	22,101.80	-100.00%	22,631.84	-100.00%
AUG	-	11,639.40	-100.00%	11,680.68	-100.00%	-	300.00	-100.00%	478.18	-100.00%	-	4,010.40	-100.00%	4,641.10	-100.00%	-	15,949.80	-100.00%	16,799.96	-100.00%
SEP	-	12,953.90	-100.00%	12,198.02	-100.00%	-	258.20	-100.00%	540.76	-100.00%	-	7,344.10	-100.00%	5,345.06	-100.00%	-	20,556.20	-100.00%	18,083.84	-100.00%
Q3	-	39,884.90	-100.00%	38,226.34	-100.00%	-	726.70	-100.00%	1,635.76	-100.00%	-	17,996.20	-100.00%	17,653.54	-100.00%	-	58,607.80	-100.00%	57,515.64	-100.00%
OCT	-	12,679.30	-100.00%	11,732.20	-100.00%	-	242.50	-100.00%	464.86	-100.00%	-	4,092.50	-100.00%	4,094.24	-100.00%	-	17,014.30	-100.00%	16,291.30	-100.00%
NOV	-	4,931.10	-100.00%	7,088.36	-100.00%	-	150.30	-100.00%	331.96	-100.00%	-	4,577.70	-100.00%	4,738.66	-100.00%	-	9,659.10	-100.00%	12,158.98	-100.00%
DEC	-	3,996.60	-100.00%	5,377.46	-100.00%	-	58.00	-100.00%	190.92	-100.00%	-	3,756.40	-100.00%	3,073.62	-100.00%	-	7,811.00	-100.00%	8,642.00	-100.00%
Q4	-	21,607.00	-100.00%	24,198.02	-100.00%	-	450.80	-100.00%	987.74	-100.00%	-	12,426.60	-100.00%	11,906.52	-100.00%	-	34,484.40	-100.00%	37,092.28	-100.00%
TOTAL	15,970.40	113,096.90	-85.88%	122,758.76	-86.99%	222.60	2,611.20	-91.48%	5,346.30	-95.84%	7,322.30	57,903.80	-87.35%	57,920.04	-87.36%	23,515.30	173,611.90	-86.46%	186,025.10	-87.36%

	TOTAL FOR ALL FUEL GRADES				
	2025	2024	%Δ 2025/202 4	5-YR AVG	%Δ 2025/5- YR AVG
JAN	7,337.90	7,356.00	-0.25%	7,250.44	1.21%
FEB	6,911.40	9,454.70	-26.90%	9,359.62	-26.16%
MAR	9,266.00	11,410.30	-18.79%	12,021.62	-22.92%
Q1	23,515.30	28,221.00	-16.67%	28,631.68	-17.87%
APR	-	11,952.10	-100.00%	17,932.20	-100.00%
MAY	-	18,005.70	-100.00%	22,221.46	-100.00%
JUN	-	22,340.90	-100.00%	22,631.84	-100.00%
Q2	-	52,298.70	-100.00%	62,785.50	-100.00%
JUL	-	22,101.80	-100.00%	22,631.84	-100.00%
AUG	-	15,949.80	-100.00%	16,799.96	-100.00%
SEP	-	20,556.20	-100.00%	18,083.84	-100.00%
Q3	-	58,607.80	-100.00%	57,515.64	-100.00%
OCT	-	17,014.30	-100.00%	16,291.30	-100.00%
NOV	-	9,659.10	-100.00%	12,158.98	-100.00%
DEC	-	7,811.00	-100.00%	8,642.00	-100.00%
Q4	-	34,484.40	-100.00%	37,092.28	-100.00%
TOTAL	23,515.30	173,611.90	-86.46%	186,025.10	-87.36%



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: May 13, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.D.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

2025 Projects

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

This is a list of projects that were completed or are currently in progress. This can be any number of items including but not limited to equipment acquisitions, tests or studies, awards, projects, programs, events, and many others.

SOURCE OF FUNDS

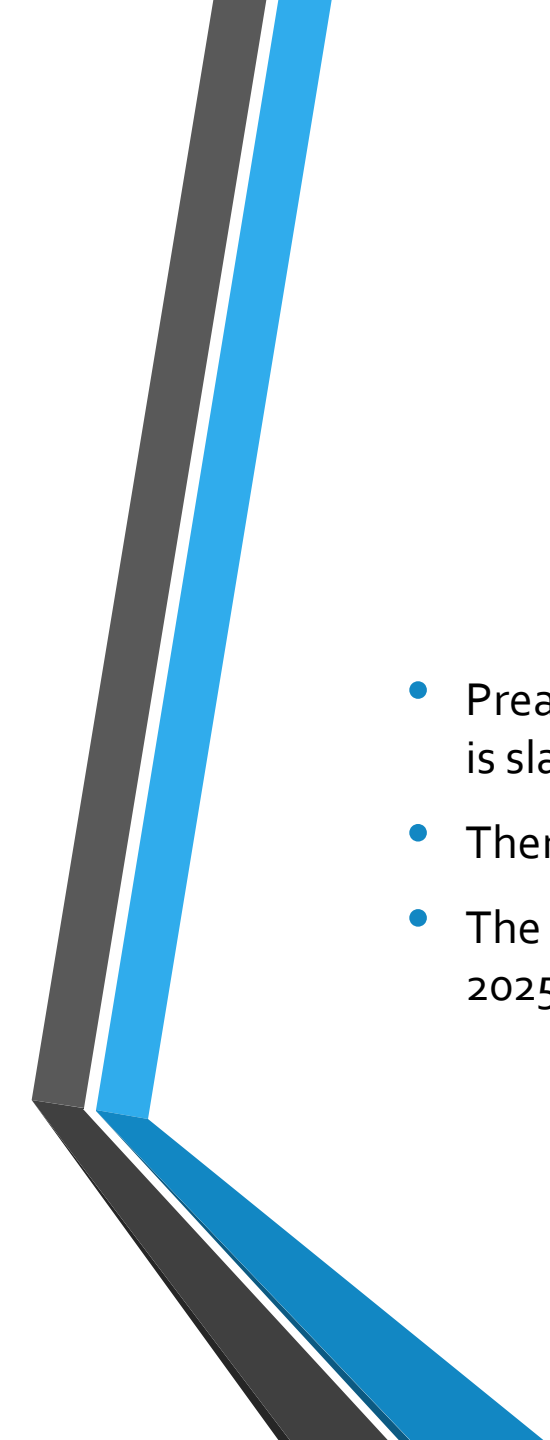
N/A

ATTACHMENTS

1. AAC Memo 03.2025 5D.1 2024 Projects

2025 Projects

- Taxiway A Reconstruction is substantially complete. A few seeding/drainage issues will be addressed soon.
- The Airport Beacon pole was put up on 9/5/24. NEO Electrical Solutions installed the new beacon a couple of weeks ago and removed the old beacon and pole. Seeding of the disturbed area will take place in the spring of 2025.
- There are still a couple of areas along Twy A that continue to retain water even after rework of the dirt. Airport staff and SEH have documented the area and are aware of the issues. The areas will be addressed in the spring of 2025.



2024/2025 Projects

- Preapplication paperwork is being submitted for the airport gate replacement project that is slated for 2025.
- There is potential for a taxilane/ramp replacement project for the north city T-hangars.
- The fuel system replacement project is on schedule for design and grant application in late 2025. Construction will take place in 2026.

2025 Projects

- The airport did apply for an FAA ATP grant for some upgrades to the terminal building. Upgrades/updates would have included new windows, ADA updates to the bathrooms, ADA upgrades the the doors leading in and out of the building as well as a new call box type system for the front door to facilitate transient access after hours. ATP grants are very competitive and unfortunately SGS was not selected in this round of grant awards. We plan on resubmitting for this grant again in 2025.