



CITY OF SOUTH ST. PAUL MEETING AGENDA

AIRPORT ADVISORY COMMISSION

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

Tuesday, July 8, 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. AAC Meeting Minutes 05.13.25
- B. Budget Report
- C. Fuel Report 2025 through 6/30/2025
- D. 2025 Projects

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

City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES

TUESDAY, May 13th, 2025, 6:00PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:00PM on Tuesday, May 13th, 2025.

2. ROLL CALL:

Present Suby (late), Ludwigson, Sheridan, Gardner, Jansen Jr, Hilger, Schoen, Madison

Absent Reckinger

Also Present Andrew Wall, Collin Turner

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Sheridan, seconded by Hilger to approve May 13th, 2025, agenda as submitted.

Motion carried 7 ayes/0 nays

5. CONSENT AGENDA:

Motion by Hilger, seconded by Schoen to approve the Consent Agenda.

Motion carried 8 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

None

7. OLD BUSINESS:

None

8. NEW BUSINESS:

A. Legislative Updates

Commissioner Ludwigson asked if airport staff could add a section called "Legislative Updates" into New Business of meetings for January, March, and May of next year. This will provide an avenue for airport staff and commissioners to understand what is being discussed at the federal level regarding aviation and, more specifically, general aviation airports.

9. COMMISSIONER AND STAFF COMMENTS:

A. Gate Replacement Project

Airport staff informed the commission that the airport gate project has been moved to a later time, unsure of an exact year.

B. Airport Fuel System

The airport fuel system has become the highest priority project for airport staff. The project is currently in its early phases of research and development with discussions between airport staff and engineers ongoing. The plan, as it stands as of this meeting, is for construction to take place in Summer 2026. Airport staff will update commissioners next meeting of progress.

C. Taxiway Alpha Punchlist

Airport staff is again working with Park Construction and SEH to finish up the Taxiway A punch-list created late last year into this year. All items identified should be fixed by the end of 2025.

10. ADJOURNMENT:

Motion made by Madison, seconded by Hilger to adjourn the Airport Advisory Commission meeting at 6:10 PM.

Motion carried 8 ayes/0 nays



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: July 8, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.B.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

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 \$687,463.67; the Airport Operating Expenditures for 2025 YTD are \$465,960.07. The 2025 YTD net change is a surplus of \$221,503.60.

- Revenues
 1. Airport Fuel Receipts (4583) are currently at \$251,913.66 (35.99%).
 2. Land Lease (4585) is at \$229,391.91 (90.09%). 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 \$5,265.00 (65.81%).
 4. Airport Gate Cards (4590) is at \$1,620.00 (54.00%).
- Expenses
 1. Conferences, Training, Travel (6331) \$1,002.28 (33.41%)
 2. Insurance (6361) is at \$24,117.00 (60.47%)
 3. Repairs & Maintenance Contractual (6371) \$15,660.24 (30.71%)

Capital Improvement Fund

The YTD Airport Capital Revenues for 2025 are \$210,738.63; the YTD Airport Capital Expenses for 2025 are \$15,645.67 in Revenue The YTD net change is a surplus of \$226,384.30.

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

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: July 8, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.C.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Fuel Report 2025 through 6/30/2025

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Our 2025 YTD total fuel sales by gallon through June 30, 2025 are below 2024 by 11.70%; and compared to the 5-YR average, are down 26.45%.

- Quarter 2 thru 6/30/25 2025/2024 comparison: 100LL was down 5.11%, 94UL was down 54.73%, and Jet A was down 20.45%; total fuel sales down 59.86%, and compared to the 5yr average was down 62.54%.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. FUEL TRACKING WORKBOOK

2025 AVIATION FUEL SALES BY GALLON

7/2/2025

	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	9,275.60	7,576.40	22.43%	12,047.40	-23.01%	102.20	59.30	72.34%	455.26	-77.55%	5,264.90	4,316.40	21.97%	5,429.54	-3.03%	14,642.70	11,952.10	22.51%	17,932.20	-18.34%
MAY	11,225.40	11,208.60	0.15%	14,546.90	-22.83%	218.10	187.70	16.20%	861.82	-74.69%	5,230.60	6,609.40	-20.86%	6,812.74	-23.22%	16,674.10	18,005.70	-7.40%	22,221.46	-24.96%
JUN	10,329.20	13,704.00	-24.63%	14,347.64	-28.01%	222.20	951.40	-76.64%	616.82	-63.98%	4,309.70	7,685.50	-43.92%	7,667.38	-43.79%	14,861.10	22,340.90	-33.48%	22,631.84	-34.34%
Q2	30,830.20	32,489.00	-5.11%	40,941.94	-24.70%	542.50	1,198.40	-54.73%	1,933.90	-71.95%	14,805.20	18,611.30	-20.45%	19,909.66	-25.64%	46,177.90	52,298.70	-11.70%	62,785.50	-26.45%
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	46,800.60	113,096.90	-58.62%	122,758.76	-61.88%	765.10	2,611.20	-70.70%	5,346.30	-85.69%	22,127.50	57,903.80	-61.79%	57,920.04	-61.80%	69,693.20	173,611.90	-59.86%	186,025.10	-62.54%

	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	14,642.70	11,952.10	22.51%	17,932.20	-18.34%
MAY	16,674.10	18,005.70	-7.40%	22,221.46	-24.96%
JUN	14,861.10	22,340.90	-33.48%	22,631.84	-34.34%
Q2	46,177.90	52,298.70	-11.70%	62,785.50	-26.45%
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	69,693.20	173,611.90	-59.86%	186,025.10	-62.54%



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: July 8, 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 07.2025 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 sometime in 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 the week of July 7, 2025

2024/2025 Projects

- The airport gate replacement project is being put on hold until more finalized numbers come in for the fuel system project
- There is potential for a taxi lane/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.
- While the fuel system replacement project is going on, Xcel Energy will be replacing an existing gas line that runs underneath a portion of the main ramp. We are in the very early stages of the discussion, but the plan would be for Xcel to utilize direct bore methods to minimize the impacts to airport users.

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.