



CITY OF SOUTH ST. PAUL MEETING AGENDA

AIRPORT ADVISORY COMMISSION

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

Tuesday, September 9, 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 July 8, 2025

B. Year-to-Date Budget Report

C. Year-to-Date Fuel Report

D. 2025 Projects

6. ITEMS REMOVED FROM CONSENT AGENDA

7. OLD BUSINESS

A. Airport Ramp Sinkholes

B. Runway 16 PAPI Lighting Sequencing

8. NEW BUSINESS

A. Airport Rules and Regulations Update

9. COMMISSIONER AND STAFF COMMENTS:

10. ADJOURNMENT



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: September 9, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Meeting Minutes of July 8, 2025

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Meeting Minutes of July 8, 2025

SOURCE OF FUNDS

ATTACHMENTS

1. AAC Minutes 7.8.2025

City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES TUESDAY, July 8th, 2025, 6:00PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:01PM on Tuesday, July 8th, 2025.

2. ROLL CALL:

Present Suby, Ludwigson, Sheridan, Reckinger, Gardner, Jansen Jr, & Schoen

Absent Hilger & Madison

Also Present Andrew Wall, Collin Turner

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Sheridan, seconded by Reckinger to approve July 8th, 2025, agenda as submitted.

Motion carried 7 ayes/0 nays

5. CONSENT AGENDA:

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

Motion carried 7 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

None

7. OLD BUSINESS:

None

8. NEW BUSINESS:

A. Airport Ramp Sinkholes

Airport staff will have contractors out to fix two sinkholes that have gotten progressively worse on the southeastern side of the airport ramp. These sinkholes have become deep enough to cause a potential prop strike if pilots are unaware of them. The contractors are expected to be out sometime the week of this meeting.

9. COMMISSIONER AND STAFF COMMENTS:

A. Runway 16 PAPI Lighting Sequencing

Commissioner Schoen made aware to airport staff that the PAPI system for Runway 16 was out of sync. The sequencing of the lights fell out of order and will need to be checked. Airport staff made a note of this and will reach out to Neo Electrical to have them come out and realign PAPI's.

B. Angry Resident Discussion

Airport staff forgot to mark down the date of occurrence, but it is noted with South St. Paul Police and Inver Grove Police. In the morning hours, an angry individual, who is known to be hostile towards airport operations, showed up at the parking lot directly next to Air Trek North. Airport staff were notified and responded as soon as possible. It was clear that this gentleman was extremely agitated and that police would need to be involved to deescalate the situation. After some time, the individual left the area. After further research by airport staff, this individual is the same person who showed up at another tenant's place of residence and made threats. We believe the individual figured this out using public information through the FAA website. Airport staff and others at the airport are aware of this individual and will continue keeping a lookout to prevent further escalation.

10. ADJOURNMENT:

Motion made by Sheridan, seconded by Gardner to adjourn the Airport Advisory Commission meeting at 6:22 PM.

Motion carried

7 ayes/0 nays



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: September 9, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.B.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Year-to-Date 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 \$1,033,547.89; the Airport Operating Expenditures for 2025 YTD are \$812,061.15. The 2025 YTD net change is a surplus of \$221,486.15.

- Revenues
 1. Airport Fuel Receipts (4583) are currently at \$463,200.66 (66.17%).
 2. Land Lease (4585) is at \$261,069.40 (102.53%). 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 \$9,745.00 (121.81%).
 4. Airport Gate Cards (4590) is at \$2,381.63 (79.39%).
- Expenses
 1. Conferences, Training, Travel (6331) \$967.28 (32.24%)
 2. Insurance (6361) is at \$34,190.00 (85.73%)
 3. Repairs & Maintenance Contractual (6371) \$19,978.39 (39.17%)

Capital Improvement Fund

The YTD Airport Capital Revenues for 2025 are \$215,509.63; the YTD Airport Capital Expenses for 2025 are \$39,805.84 in Revenue The YTD net change is a surplus of \$175,703.79.

- Impr Other Than Building (6530) \$6517.00 (1.86%).

SOURCE OF FUNDS

ATTACHMENTS

None



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: September 9, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.C.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Year-to-Date Fuel Report

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Overview

Our 2025 YTD total fuel sales by gallon through August 31, 2025 are below 2024 by 35.68%; and compared to the 5-YR average, are down 34.46%.

- Quarter 3 thru 8/31/25 2025/2024 comparison: 100LL was down 35.88%, 94UL was down 12.27%, and Jet A was down 36.19%; total fuel sales down 38.14%, and compared to the 5yr average was down 42.27%.

SOURCE OF FUNDS

ATTACHMENTS

1. FUEL TRACKING WORKBOOK

2025 AVIATION FUEL SALES BY GALLON

9/4/2025

	100LL					94UL					JET A				
	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
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%
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%
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%
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%
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%
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%
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%
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%
JUL	14,673.80	15,291.60	-4.04%	14,347.64	2.27%	297.10	168.50	76.32%	616.82	-51.83%	7,457.70	6,641.70	12.29%	7,667.38	-2.73%
AUG	10,902.10	11,639.40	-6.33%	11,680.68	-6.67%	340.40	300.00	13.47%	478.18	-28.81%	4,026.50	4,010.40	0.40%	4,641.10	-13.24%
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%
Q3	25,575.90	39,884.90	-35.88%	38,226.34	-33.09%	637.50	726.70	-12.27%	1,635.76	-61.03%	11,484.20	17,996.20	-36.19%	17,653.54	-34.95%
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%
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%
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%
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%
TOTAL	72,376.50	113,096.90	-36.00%	122,758.76	-41.04%	1,402.60	2,611.20	-46.29%	5,346.30	-73.77%	33,611.70	57,903.80	-41.95%	57,920.04	-41.97%

	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	22,428.60	22,101.80	1.48%	22,631.84	-0.90%
AUG	15,269.00	15,949.80	-4.27%	16,799.96	-9.11%
SEP	-	20,556.20	-100.00%	18,083.84	-100.00%
Q3	37,697.60	58,607.80	-35.68%	57,515.64	-34.46%
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	107,390.80	173,611.90	-38.14%	186,025.10	-42.27%

TOTAL FOR ALL FUEL GRADES				
2025	2024	%Δ 2025 / 2024	5-YR AVG	%Δ 2025 / 5
7,337.90	7,356.00	-0.25%	7,250.44	1.21%
6,911.40	9,454.70	-26.90%	9,359.62	-26.16%
9,266.00	#####	-18.79%	#####	-22.92%
#####	#####	-16.67%	#####	-17.87%
#####	#####	22.51%	#####	-18.34%
#####	#####	-7.40%	#####	-24.96%
#####	#####	-33.48%	#####	-34.34%
#####	#####	-11.70%	#####	-26.45%
#####	#####	1.48%	#####	-0.90%
#####	#####	-4.27%	#####	-9.11%
-	#####	-100.00%	#####	-100.00%
#####	#####	-35.68%	#####	-34.46%
-	#####	-100.00%	#####	-100.00%
-	9,659.10	-100.00%	#####	-100.00%
-	7,811.00	-100.00%	8,642.00	-100.00%
-	#####	-100.00%	#####	-100.00%
#####	#####	-38.14%	#####	-42.27%



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: September 9, 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

ATTACHMENTS

1. AAC Memo 09.2025 5D.1 2024 Projects

2025 Projects

- Taxiway A Reconstruction is substantially complete. Final seeding and grading were completed during the week of August 18th, 2025. This should complete the project and airport staff along with SEH will work to get the final payment application submitted to MNDOT for approval and reimbursement.
- The areas along Twy A that were retaining water had drywells installed in early August. This work along with more grading and seeding has dramatically improved the drainage issues that were present at the end of last year.

2025/2026 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 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. The design contract with SEH was approved at the City Council meeting in early August.
- 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.



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: September 9, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 7.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Airport Ramp Sinkholes

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Discussion

OVERVIEW

At the time of the August meeting, it was noted that there were two distinct sinkholes on the ramp that were potentially hazardous to aircraft. Airport staff were able to work with two contractors to remove bad fill dirt and tree stumps and pave the area back, fixing the issue. We plan on bringing the sinkhole issue to the attention of SEH staff and possibly put a project in the Airport CIP as a placeholder for that area of the ramp to be replaced.

SOURCE OF FUNDS

ATTACHMENTS

None



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: September 9, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 7.B.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Runway 16 PAPI Lighting Sequencing

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

OVERVIEW

At the July meeting, Commissioner Schoen brought up that the PAPI's for Runway 16 appeared to be out of sequence. This was confirmed by a couple of airport users later that week. NEO Electrical Solutions came out and did find one of the PAPI boxes to be programmed for the incorrect angle. The box was reprogrammed with the correct angle and the sequencing is now as it should be.

SOURCE OF FUNDS

ATTACHMENTS

None



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: September 9, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 8.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Airport Rules and Regulations Update

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Review changes to the Airport Rules and Regulations

OVERVIEW

The Rules and Regulations are intended to provide the basic guidelines for aeronautical and non-aeronautical activities at the South St. Paul Airport – Fleming Field. The last update to this document was in 2018. Airport staff has gone through the regulations and made a few updates.

The purpose of bringing the rules and regulations before the commission is to welcome comments or suggestions on the proposed updates and provide the group with an opportunity to bring forward suggestions for other updates if necessary. If the commission is agreeable to the proposed updates, a vote to approve the document as presented would be necessary to then bring the rules and regulation document to the city council for final approval.

SOURCE OF FUNDS

ATTACHMENTS

1. 2025 Rules & Regulations -- update 8-18-25

South St. Paul Airport – Fleming Field Rules & Regulations



South St. Paul Municipal Airport – Rules and Regulations

RECORD OF REVISION

Revision #	Remove Page(s)	Add Page(s)	Approval Date
1	1992 Operations Manual	2017 Rules and Regulations	03/06/2017
2		3.7 Annual Hangar Inspections	09/05/17
3		3.1 Change Fuel type	12/12/18
		6.9 Disabled or Abandoned Aircraft	12/12/18
		10.9 Services and Utilities	12/12/18

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INTRODUCTION

These Rules and Regulations are intended to provide the basic guidelines for aeronautical and non-aeronautical activities at the South St. Paul Airport – Fleming Field. These rules and regulations supersede any previous manuals and/or versions, including all changes and amendments. Additional, activity specific requirements may be imposed in Lease Agreements or other agreements between the City of South St. Paul and entities engaging in aeronautical and non-aeronautical activities at the airport. The airport is owned and operated by the City of South St. Paul.

In any case where a provision of these rules and regulations is found to be in conflict with any other provision of these regulations or in conflict with a provision or subsequent revision of any zoning, building, fire, safety, health, or other ordinance, code, rule, or regulation of the City, the State, or the Federal government, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail and is incorporated by reference.

Any permission granted, directly or indirectly, to any person to enter the airport facility or to use the airport, or any part thereof, is conditioned upon compliance with these rules and regulations. Any violation of these rules and regulations may result in the loss of privileges to access the airport, fines, or other penalties. It is recognized that all conditions or occurrences cannot be anticipated, and if a situation arises that is not covered by this document, the Airport Manager has the authority to direct such actions as deemed necessary.

FLEMING FIELD AIRPORT ADVISORY COMMISSION

South St. Paul, Minnesota – Code of Ordinances ARTICLE VI. – BOARDS AND COMMISSIONS

Sec. 2-231. – Fleming Field Airport Advisory Commission.

- (a) Established. The Fleming Field Airport Advisory Commission is hereby established. Members shall serve without compensation.
- (b) Membership. The commission consists of nine members appointed by the council and shall be comprised of the following:
 - (1) Two members from the Fleming Field Tenant's Association;
 - (2) Two members from the Fleming Field business community;
 - (3) Two airport users, to include one hangar owner and one aircraft owner/hangar renter;
 - (4) Two members from the Fleming Field neighborhood (one resident of South St. Paul and one resident of Inver Grove Heights);
 - (5) One member from an airport non-profit organization;
- (c) Non-voting members. The airport manager and airport operations specialist and ~~city engineer~~ shall be non-voting members of the commission. The airport manager shall keep members of the commission informed as to the progress and development of significant matters pertaining to Fleming Field. The airport manager shall prepare for and plan all meeting agendas and shall provide for minute-taking and record-keeping services at the meetings.
- (d) Term. Except as otherwise provided in this section, members of the commission are appointed for terms of three years and shall hold office until their respective successors are appointed and qualify. Initially, three members shall be appointed for one-year terms, three members shall be appointed for two-year terms and three for three-year terms.
- (e) Vacancies or removal. Vacancies are filled by the council for the unexpired term. A member who is absent from three consecutive meetings without the approval of the commission is automatically terminated. Such vacancy must be reported to the council so that an appointment can be made to fill the unexpired term.

Sec. 2-232. - Officers.

- (a) Chair. The commission shall elect a chair in March each year with a term to commence at the next meeting. The chair holds office for one year and until a successor is elected and qualifies.
- (b) Vice-chair. The commission shall elect a vice-chair in March each year with a term to commence at the next meeting. The vice-chair holds office for one year and until a successor is elected and qualifies.
- (c) Other officers. The commission may elect other officers as it deems necessary.
- (d) Duties of the chair. The chair or vice-chair shall appear before the city council two times per year to deliver a semi-annual report from the commission.
- (e) Duties of the vice-chair. Fulfill duties of the chair when the chair is absent or unable to perform assigned duties.

Sec. 2-233. - Meetings.

- (a) Time and place of meetings; notice. The commission must establish a regular time and place of meeting and must schedule at least one regular meeting per month. Special meetings of the

South St. Paul Municipal Airport – Rules and Regulations

commission may be called at any time by the chair or by any five members of the commission. Notice must be given at least three days in advance of all meetings.

- (b) Open meeting law; records retention; data practices. All meetings of the commission must comply with Minn. Stats. §§ 13D.01, 15.17 and ch. 13, or as such statutes may be amended.
- (c) Robert's Rules. Meetings of the commission shall be conducted in accordance with Robert's Rules of Order. The commission may make or alter rules and regulations governing its organization and procedure in a manner that is not inconsistent with this Code or any other ordinance of the city.
- (d) Quorum. A quorum of five commissioners is required to hold a meeting. Business may be transacted by a majority vote of a quorum. Non-voting members shall not be counted for purposes of determining a quorum.

Sec. 2-234. - Functions of the commission.

- (a) The functions of the commission include, but are not limited to the following:
 - (1) Act in an advisory capacity to the council and to the airport manager in all matters pertaining to Fleming Field and to cooperate with other governmental agencies in its operations.
 - (2) Assist the ~~city engineer and the~~ airport manager in the preparation of the annual airport budgets before submission to the city administrator and city council, including operating and capital improvements budgets.
 - (3) Periodic review of airport's financial performance and airport services that exist or may be needed and make recommendations to the airport manager.
 - (4) Recommend policies on airport services for approval of the council.
 - (5) Advise the airport manager of problems regarding the operations of Fleming Field.
 - (6) Provide input to the ~~city engineer~~ on the performance of the airport manager.
 - (7) Review the effectiveness of the airport services with the airport manager.
 - (8) In the event there is a vacancy in the airport manager's position, assist in the hiring process.
 - (9) Other duties and responsibilities as assigned at the council's discretion.

1. DEFINITIONS

Unless specifically defined otherwise herein, or unless a different meaning is apparent from the context, the terms used in these Rules and Regulations shall have the following definitions:

- 1.1 Abandoned:** This is applied to property left at the airport; abandoned means that it has been left on City property without consent of the Airport Manager for 48 hours without the owner moving or claiming it. Such property may be impounded by the City of South St. Paul Police Department and/or the Airport Manager.
- 1.2 ACC:** Airport Advisory Commission
- 1.3 AGL:** Above Ground Level
- 1.4 Aircraft Accident:** an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. For purposes of this part, the definition of “aircraft accident” includes “unmanned aircraft accident,” as defined herein.
- 1.5 Aircraft Incident:** occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
- 1.6 Airport:** South St. Paul Municipal Airport – Fleming Field
- 1.7 Airport Operations Area (AOA):** Area of the airport used or intended to be used for landing, takeoff, or surface maneuvering of aircraft.
- 1.8 Airport Staff:** Airport Manager, Airport Operations Specialist, Maintenance Personnel, and other employees designated by the Airport Manager.
- 1.9 Airside:** Operational areas involved in any aircraft movement or operation, i.e., runways, taxiways, ramps, tie-down areas, hangar areas, etc, also known as the AOA.
- 1.10 Airworthy:** Aircraft maintained to airworthiness standards as more particularly defined pursuant to Federal Aviation Regulations.
- 1.11 Apron or Ramp:** Those areas of the Airport within the AOA designated for the loading, unloading, servicing, or parking of aircraft.
- 1.12 Building(s):** Includes the main portion of each structure, all projections or extensions therefrom and any additions or changes thereto, and shall include garages, outside platforms and docks, carports, canopies, eaves, and porches and decks. Paving, ground cover, fences, signs and landscaping shall not be included.
- 1.13 City:** The City of South St. Paul
- 1.14 Commercial Activity:** The exchange, trading, buying, hiring or selling of commodities, goods, services or property of any kind, or any revenue producing activity on the Airport.
- 1.15 Commercial Operator:** An individual or company engaged in commercial activity.
- 1.16 Entity:** A person, firm, corporation, or partnership formed for the purpose of conducting the proposed activity.
- 1.17 EPA:** The U.S. Environmental Protection Agency.
- 1.18 FAR:** Federal Aviation Regulations.

- 1.19 Federal Aviation Administration (FAA):** The federal aviation agency established by the Federal Aviation Act of 1958, as amended, and re-established in 1967 under the Department of Transportation.
- 1.20 Landside:** Operational areas that are outside of the AOA
- 1.21 Lease:** A contractual agreement granting a leasehold interest in property on the Airport that is in writing between the City and an entity.
- 1.22 Manager:** The South St. Paul Airport Manager, employed by the City of South St. Paul
- 1.23 Motor Vehicle:** A self-propelled device in, upon or by which a person or property may be transported, carried or otherwise moved from point to point, except aircraft or devices moved exclusively upon stationary rails or tracks.
- 1.24 Movement Area:** The runways, taxiways, and other area of the airport that aircraft use for taxiing, takeoff, and landing, exclusive of loading aprons and aircraft parking areas (AC 150-5210-20).
- 1.25 MSL:** Mean Sea Level
- 1.26 Must:** The words “shall”, “must” or “will” are always mandatory
- 1.27 Non-Movement Area:** the area, other than that described as the movement area, used for the loading, unloading, parking of aircraft. This may include the apron areas and on-airport fuel farms (AC 150-5210-20).
- 1.28 Object Free Area (OFA):** An area centered on the ground on a runway, taxiway, or taxilane centerline provided to enhance the safety of aircraft operations by remaining clear of objects, except for objects that need to be located in the OFA for air navigation or aircraft ground maneuvering purposes.
- 1.29 OSHA:** The Occupational Safety and Health Administration is the U.S. government office.
- 1.30 Preventative Maintenance:** Simple or minor aircraft preservation operations and the replacement of small standard parts not involving complex assembly operations in accordance with FAR Part 43, Appendix A.
- 1.31 Public Facility:** Those areas of the Airport provided for public use (e.g., Terminal), but not including areas used by private businesses
- 1.32 Repair Station:** A Federal Aviation Administration approved facility utilized for the repair of aircraft that may include airframes, power plants, propellers, radios, instruments, and accessories.
- 1.33 Runway Safety Area (RSA):** A defined surface surrounding the runway prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from the runway.
- 1.34 Shall:** The words “shall”, “must” or “will” are always mandatory.
- 1.34 Taxiway/Taxilane Safety Area (TSA):** A defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to an aircraft deviating from the taxiway.
- 1.35 Tenant:** Any Entity entering into a contractual relationship with the City for space to conduct its business, or a sub lessee who has written approval of the City.
- 1.36 Terminal:** The passenger terminal facility, the designated Motor Vehicle parking facilities and all roadways associated therewith. The terminal is also called the arrival/departure building.
- 1.37 Transient Aircraft:** An aircraft not using the Airport as its permanent base of operations.

1.38 Unmanned Aircraft Accident: an occurrence associated with the operation of any public or civil unmanned aircraft system that takes place between the time that the system is activated with the purpose of flight and the time that the system is deactivated at the conclusion of its mission, in which: (1) Any person suffers death or serious injury; or (2) The aircraft has a maximum gross takeoff weight of 300 pounds or greater and sustains substantial damage.

1.39 Will: The words “shall”, “must” or “will” are always mandatory

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2. GENERAL RULES AND REGULATIONS

The use of the Airport shall constitute an acceptance by the user of the Rules and Regulations and shall create an obligation on the part of the user to obey these Rules and Regulations. The Airport shall be open for public use 24 hours per day, 365 days per year, subject to restrictions due to weather, the conditions of the AOA, special events, and for restricted operations as determined by the Airport and/or the City. The City provides the airport for the use, benefit, and enjoyment of the public.

2.1 Staffing

The Airport Management Office will be staffed seven (7) days a week, as practicable.

2.2 Enforcement

In any contingencies not specifically covered by these Rules and Regulations, the Airport Manager is authorized to make such rules and render such decisions as may seem proper.

2.2.1 The Fire Department is authorized to enforce all fire and hazardous materials-related Regulatory Measures.

2.2.2 The Police Department is authorized to enforce all Regulatory Measures within their jurisdiction. In addition, these Rules and Regulations declare that the duties of the Communities' Police Department on or in connection with the Airport include processing complaints filed with them by the Airport Manager.

2.3 Advertising and Display

No person shall post, distribute, leaflet, or display signs, advertisements, literature, circulars, pictures, sketches, drawings, or other forms of printed or written material at the Airport without prior written permission, subject to reasonable restrictions to protect traffic, the public, businesses, and other use of the Airport by the public.

2.3.1 Advertisements and other postings may be displayed on the bulletin board in the Terminal building.

2.3.2 No flyers, handouts, leaflets, door hangars, or other similar advertisements or solicitations will be permitted on the exterior of buildings at the airport.

2.4 Responsible Party

Any person accessing or using the Airport shall be responsible for their actions and all actions of any person to whom they provide or facilitate access, whether directly or indirectly.

2.5 Pedestrians Soliciting Rides

No person shall solicit aircraft rides from any area of the airport.

2.6 Disorderly Conduct

No person shall commit any disorderly, obscene, lewd, indecent, or unlawful act; or commit any act of nuisance (including the use of abusive or threatening language) on the Airport.

2.7 Entry Upon or Use of Airport

Entry upon the Airport shall be made only at locations designated by the Airport Manager.

2.8 Compliance with Signs

All Airport users shall observe and obey all posted signs, fences, and barricades prohibiting entry upon an AOA or Restricted Area or governing the activities or demeanor of the public while on the Airport.

2.9 Environmental Pollution and Sanitation

No Person shall dispose of garbage, papers, refuse, or other forms of trash, including cigarettes, cigars, and matches, except in receptacles provided for such purpose.

2.10 Animals

No Person shall enter any part of the Airport with a domestic animal unless such animal is kept in such a manner as to be completely under control.

2.10.1 Service animals for persons with disabilities or other certified service animals shall be permitted inside the Airport, including the Terminal while under control of their owner.

2.10.2 Any person who brings an animal to the Airport, including the Terminal Building shall clean up after said animal and may be held responsible for all costs incurred in cleaning up after such animal.

2.10.3 No Person shall feed or do any other act to encourage the congregation of birds, rodents or other animals on the Airport.

2.10.4 Any wild, feral, or domesticated animal may be removed from the Airport by any means if they become a hazard to the safe operation of the airport or aircraft.

2.11 Property Damage, Injurious or Detrimental Activities

No person shall destroy, deface, injure or disturb in any way airport property or conduct at the airport activities that are injurious, detrimental, or damaging to airport property or to activities, tenants, and businesses of the airport.

2.11.1 Any person causing, or liable for any damage shall be required to pay the city on demand the full cost of repairs. Any person failing to comply with this section shall be in violation of these regulations and may be refused the use of any airport facility until the city has been fully reimbursed for damage done.

2.11.2 No person shall alter or erect any signs, buildings, or other structures without prior written permission of the Airport Manager.

2.11.3 Any construction on the airport must be approved in writing by the Airport Manager. Such persons shall comply with all building codes and permit procedures of the City and shall deliver to the Airport Manager as-built plans upon completion.

2.11.4 No person shall consume alcoholic beverages in public areas or in the Terminal Building unless the appropriate permits or approvals have been acquired.

2.12 Lost Articles

Any person finding lost articles in public areas of the airport shall deposit them at the office of the Airport Manager. Airport Staff will attempt to contact the owner. Articles unclaimed after sixty (60) calendar days will be disposed of in a legal manner.

2.13 Special Events

Special events planned and/or anticipated at the Airport must obtain prior authorization from the Airport Manager or designee and any other agency having jurisdiction over the event. Special events shall include, but are not limited to any display which may directly or indirectly present a problem, hazard, or nuisance to the operations at the Airport, any gathering within the fenced confines of the Airport or any large social gathering of non-employees within a building and or structure located at the Airport. Fees and charges may apply.

2.14 Use of Access Gates/Doors

The airport is equipped with electronic gate locks. Entrance to the airport may require a gate card issued by the Airport through the Airport Manager or designee. These cards will activate gates and the door to the Terminal Building. Lost, damaged, or stolen cards will require replacement cards at the normal card fee. All cards are subject to the latest revision of the terms and conditions. The Airport Manager or designee must be notified upon notice of loss, damage, or theft of the card. The gate card system has the ability to track usage of individual cards and to lock out specific cards.

2.14.1 When automatic gates are used, vehicle operators must ensure no other vehicles or persons gain access to the Airport while the gate is in the process of closing and/or not fully closed.

2.14.2 Persons who have been provided either a code or device for the purpose of obtaining access to the airport shall only use airport-issued codes/devices and shall not divulge, duplicate, or otherwise distribute the same to any other person, unless otherwise approved in writing by the Airport Manager.

2.14.3 After-hours access to the Terminal Building or airfield may be provided through a secure method to flight crews or passengers by coordinating with the Airport Manager or designee.

3. FIRE AND SAFETY

All applicable codes and standards of the Minnesota Uniform Statewide Building Code and National Fire Protection Association now in existence or hereafter promulgated are hereby incorporated by reference as part of the Rules and Regulations of the Airport and enforced by the South St. Paul City Fire Marshal.

3.1 Fueling Operations

All aircraft self-fueling operations shall be done in a safe manner using methods that will not cause spillage. Some method of bonding or electrical grounding of aircraft shall be used at all times. It is the responsibility of the fueler to ensure that the correct fuel is dispensed.

3.1.1 “Hot Fueling” or “Hot Loading” is not authorized for 100LL (AvGas) or 94UL (Swift Fuel).

3.1.2 “Hot Fueling” or “Hot Loading” is not authorized for Jet A, except in cases where the protection of life, property, or safety are directly involved. Operators that can demonstrate safe procedures and justify the need will be considered on a case by case basis.

3.2 Vehicle Fueling Regulations

The fuel contained in the pumps is taxed and intended to be used for flight.

3.3 Fire Extinguishers

3.3.1 A fire extinguisher shall be available and located in close proximity during fueling operations.

3.3.2 Fire extinguishing equipment at the Airport shall not be tampered with at any time nor used for any purpose other than firefighting or fire prevention. All such equipment shall be maintained in accordance with the standards of the NFPA. Tags showing the date of the last inspection shall be attached to each unit showing the status of such equipment.

3.3.3 All Tenants or lessees of hangars, Aircraft Maintenance Buildings, or shop facilities shall supply and maintain an adequate number of readily accessible fire extinguishers. Tags showing the date of the last inspection shall be attached to each unit showing the status of such equipment.

3.4 Smoking

3.4.1 Smoking, carrying lighted smoking materials lighted striking matches or other lighted lighting devices, electronic cigarettes and vaping devices shall not be permitted on the ramp while fuel operations are in progress.

3.4.2 Smoking, electronic cigarettes and vaping devices are not permitted in the Terminal Building.

3.4.3 Smoking is not permitted within fifty (50) feet of an aircraft, fuel truck, and/or fuel storage area.

3.5 Storage of Materials

3.5.1 No Person shall keep or store material or equipment in such a manner as to constitute a fire hazard or be in violation of applicable City codes, or Federal or State laws. No more than five (5) gallons of fuel shall be stored in any building or structure on the Airport at any time. An exemption will be storage of fuel drained from an aircraft during maintenance activities. Such fuel will be stored in an approved storage container that meets 40 CFR 112 standards.

3.5.2 As a matter of aircraft safety, any Person spilling any materials from a vehicle or aircraft operated on the Airport must immediately clean up the spill and dispose of such material appropriately.

3.6 Painting

3.6.1 The use of “dope” (cellulose nitrate or cellulose acetate dissolved in volatile flammable solvents) within any hangar is prohibited except for small quantities used and stored in an appropriate and safe manner.

3.6.2 For paint, varnish, or lacquer spraying operations, the arrangement, construction, ventilation and protection of spraying booths and the storing and handling of materials shall be in accordance with NFPA Standards.

3.6.3 Aircraft painting shall be performed only in approved spray booths located on the Airport. Operations must be ceased immediately and a citation authorized by the City Fire Marshall will be issued to all found violating this policy. This does not include minor paint touchup. Other approved methods may be permitted in lieu of spray booths.

3.7 Annual Hangar Inspections

All hangars will be inspected annually. The airport is divided in halves with the North and West areas in one half, and the South area in the other half. The South Metro Fire Department Fire Marshall will inspect one-half the airport in any one year with airport staff inspecting the other half. All Commercial hangars will be inspected by the Fire Marshall every year. Items to be looked at will be the following:

- A.** Fire Extinguishers inspected, and noted by tag annually by, by authorized inspector. Mounted next to door.
- B.** No Smoking Signs posted.
- C.** Electrical Panel easily accessible.
- D.** Sprinkler Systems inspected and tagged by authorized inspector.
- E.** Extension cables not used as permanent electrical supply lines.
- F.** Non-Aeronautical items -- meet FAA Guidelines.

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Inspection periods will be announced early spring by email, Website, and Fleming Flyer. The period is usually the beginning of April thru end of August. It is up to the lease holder to ensure email/phone number contact info is up to date.

3.7.1 Failure to meet inspection guidelines will incur penalties as set forth in the lease agreement.

3.7.2 Failure to meet guidelines will also place the hangar into a default status.

4. AIRCRAFT OPERATIONS

4.1 Landing and Takeoff of Aircraft

4.1.1 The Airport does not recommend or encourage landing or taking off from any surface other than the approved designated runway. Unpaved areas are not maintained for aircraft landing or take-off operations. In doing so, the aircraft owner, operator, and/or pilots assume all risk liability, and repair costs in the event of damage or injury.

4.1.2 All rotorcraft and helicopters landings and takeoffs shall be made on a runway or taxiway. Takeoffs and landings to or from taxi lanes is not authorized unless safe operations can be justified and approved by the Airport Manager.

4.2 Aircraft Accident Reports

Any persons involved in an aircraft accident occurring on the airport shall notify the Airport Manager immediately and send a copy of any report required by the FAA, State, or NTSB to the Airport Manager.

4.3 Emergency Conditions

Emergency procedures for the Airport may be issued at the discretion of the Airport Management Staff and as such, the Airport Manager may determine when normal operations may possibly resume.

5. AIRPORT OPERATIONAL RESTRICTIONS

5.1 Restrictions

Unless contrary to FARs (Federal Aviation Regulations), the Manager may designate or restrict or prohibit the use of the Airport.

5.2 Balloons, Kites, Models, Unmanned Aerial Vehicles, & Rockets

No kites, model airplanes, rockets, unmanned aerial vehicles or other objects shall be flown at the Airport without prior authorization from the Airport Manager in accordance with 14 CFR Part 101 and 107.

6. TAXI & GROUND OPERATIONS RULES

6.1 Taxiing and Run-Up Operations

6.1.1 The starting, positioning, or taxiing of any aircraft shall be done in such a manner so as to avoid generating (or directing) any propeller slipstream or engine blast that may endanger or result in injury to persons or damage to property.

6.1.2 Aircraft engines shall not be started and aircraft shall not be taxied into, out of, or within any structure on the Airport.

6.2 Emergency Vehicles

Taxiing Aircraft shall have the right-of-way to any emergency vehicle.

6.3 Noise Abatement Procedures

The pilots of all aircraft landing, taking off, or taxiing at the Airport shall comply with the noise abatement rules and procedures established for the Airport as posted in the Terminal Lobby and/or online.

6.4 Aircraft Parking

No person shall leave an aircraft parked and unattended on the Airport without properly securing the aircraft with either wheel chocks and/or tie-down ropes.

6.5 Based Aircraft Registration

All Aircraft based at the Airport must be registered with the State of Minnesota through the Department of Transportation Aeronautics Office. Information must include, but is not limited to: Aircraft Make and Model, Aircraft Registration Number, aircraft owner's name, address, and phone number along with Proof of Liability Insurance at the minimum acceptable level established by the legal community.

6.6 Disabled and/or Derelict Aircraft

Subject to compliance with the appropriate FARs, the aircraft owner shall be responsible for the prompt removal of disabled aircraft and parts of such aircraft at the Airport as directed by the Airport Manager or his/her authorized representatives. Such aircraft and any and all parts thereof may be removed by the Manager at the owner's or operator's expense and without liability for damage which may be incurred as a result of such removal.

6.6.1 No Person shall park or store any aircraft in non-flyable or non-airworthiness condition on Airport property, excluding leased premises, for a period in excess of ninety (90) days, without written permission from the Airport Manager.

6.6.2 Whenever any aircraft is parked, stored, or left in non-flyable condition on the Airport in violation of the provisions of this Section, the City shall so notify the owner or operator thereof by certified or registered mail, requiring removal of said aircraft within fifteen (15) days of receipt of such notice. If the owner or operator is unknown or cannot be found, the Manager shall clearly post and affix such notice to the said aircraft, requiring removal of said aircraft within fifteen (15) days from date of posting. Upon failure of the owner or operator of said aircraft to remove said aircraft within the period provided, the Manager shall cause the removal of such aircraft from the Airport. All costs incurred by the Airport shall be recoverable against the owner or operator thereof.

6.7 Aircraft Maintenance

6.7.1 Preventative maintenance (as defined by 14 CFR Part 43) may be performed on aircraft in accordance with these rules on airport property.

6.7.2 Maintenance, rebuilding, and alterations (as defined by 14 CFR Part 43), except preventative maintenance as permitted by 6.7.1, may not be performed in City owned T-hangars and will also be done in accordance with applicable leases and certifications.

6.8 Aircraft Parking and Storage

Aircraft shall be parked only in those areas designated for such purpose by the Airport Manager. Excluding contractual tie downs or those tie downs owned by a particular entity, airport tie-downs are non-exclusive use and on a first come first serve basis.

6.9 Disabled, Abandoned, or Illegally Parked Aircraft

6.9.1 No aircraft, that is unregistered or non-operational, shall remain at the Airport for more than thirty (30) consecutive days, except with prior written permission by the Airport Manager.

6.9.2 The Airport Manager may tow, remove, or cause to be removed from the Airport any aircraft that is disabled, abandoned, and/or tied-down in violation of these Rules and Regulations (or if the aircraft creates a safety hazard or interferes with Airport operations at the aircraft registered owners risk and expense and without liability for damage that may result from such removal.

7. MOTOR VEHICLES

Vehicle operations on the Airport in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; and without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or property is prohibited.

7.1 Traffic Signs and Signal Devices

The Airport Manager will post, erect, or cause to be erected all speed signs, signs, markers, and signal devices pertaining to traffic control within the boundaries of the Airport. Failure to comply with the directions indicated on such signs, markers, or devices erected or placed in accordance herewith shall be in violation of these Rules and Regulations.

7.2 Safe Speed

No Person shall drive a Motor Vehicle on the Airport at a speed greater than what is reasonable and prudent under the conditions and having regard to the actual and potential hazards, then existing.

7.3 Maximum Speed

No Person shall drive a Motor Vehicle on the streets and other vehicular traffic areas on the Airport, including parking areas, in excess of the speed limits indicated on signs posted. In areas in which signs are not posted, the speed limit shall be 15 miles per hour.

7.4 Vehicle Operations on Movement Area

No Motor Vehicle shall be permitted on the Movement Area unless the Airport Manager has granted specific permission to such vehicle. Such vehicle shall at all times yield the right-of-way to aircraft.

7.5 Vehicles Crossing Taxiways and Runways

All motor vehicles operating on or across taxiways or runways shall be equipped with operable two-way radio and have an operating orange/yellow/amber rotating or flashing beacon, except when under escort by another authorized and equipped vehicle. Blue/red-flashing lights are acceptable for Police, Fire, and Rescue vehicles.

7.5.1 The Motor Vehicle shall self-announce his or her position and intentions prior to operating on or crossing an active runway. The motor vehicle operator shall also self-announce being clear of all-active runways and taxiways.

7.5.2 The installation of two-way radios shall not be construed as a license or permission to operate a motor vehicle on the Movement Area without prior permission of the Airport Manager.

7.6 Right-of-Way Aircraft

7.6.1 Aircraft taxiing on any runway or taxiway shall always have the right-of-way over motor vehicular traffic.

7.6.2 All vehicles shall pass no closer than one-hundred (100) feet to the rear of taxiing aircraft when practicable.

7.6.3 No vehicle shall approach closer than one-hundred (100) feet to any aircraft whose engines are running, excluding ground service and emergency vehicles.

7.7 Disabled, Abandoned, or Illegally Parked Vehicles

7.7.1 No motor vehicle, trailer, or other equipment shall remain at the Airport for more than thirty (30) consecutive days, except with prior written permission by the Airport Manager.

7.7.2 The Airport Manager may tow, remove, or cause to be removed from the Airport any vehicle or equipment that is disabled, abandoned, and/or parked in violation of these Rules and Regulations (or if the Vehicle creates a safety hazard or interferes with Airport operations (at the Vehicle operator's risk and expense and without liability for damage that may result from such removal.

7.8 Parking (or Stopping)

7.8.1 Vehicles shall not be parked or stopped:

7.8.1.1 In such a manner so as to obstruct a parking lot lane, driveway, roadway, Airport access gate, walkway, crosswalk, fire lane, runway, taxiway, taxilane, and/or obstruct access to hangars parked aircraft, and/or parked vehicles.

7.8.1.2 Within twenty-five (25) feet of a fire hydrant or within a fire lane or restricting the access to or from the fire lane.

7.8.1.3 In front of the Terminal Building on the ramp side except for short durations as to not obstruct aircraft or pedestrian traffic.

7.8.2 Displaying vehicles or other equipment for sale at the Airport is prohibited, except for aircraft.

7.8.3 T-hangar tenants may park fully operational/functional vehicles outside of their T-hangar, provided that it is only temporary and do not obstruct aircraft movement. If the tenant will be away from the Airport for more than 20 hours, the vehicle should be parked inside the T-hangar. A vehicle parked more than 20 consecutive hours outside of the T-hangar may be towed at the vehicle owner's risk and expense and without any liability to the communities for damage that may result, unless otherwise permitted by the Airport Manager.

7.8.3.1 Only one vehicle or piece of equipment is permitted to be parked outside a T-hangar.

7.8.4 Boats, jet skis, snowmobiles, dune buggies, racecars, recreational vehicles, trailers, etc. may not be permanently parked or stored on the airport. For temporary storage, permission must be granted by the Airport Manager.

7.9 Vehicle Repair

No person shall clean or make any repairs to road vehicles anywhere on the airport, except on leased premises or in designated areas and for those non-commercial minor repairs necessary to remove such vehicles from the Airport.

8. PENALTIES

8.1 Emergency Removal

Any person who in the judgment of the Airport Manager threatens the safe operation of the Airport, or who constitutes a danger to persons, aircraft, or property on the Airport shall be subject to removal from and denial to the Airport for a period of time as specified by the Airport Manager. Such removal and/or denial of access expires at the conclusion of the next session of the City Council unless sustained or extended by a vote of the members of the City Council then present.

8.2 Non-Emergency Removal

Any person or persons who knowingly or willfully violate these Rules and Regulations or who refuse to comply therewith, after proper request to do so by an authorized representative of the Airport or the City of South St. Paul, shall be subject to removal from and denial of access to the Airport for such period of time as may be specified by the Airport Manager. Prior to imposing removal or denial of access, the Manager shall take all reasonable measures to ensure the violator is aware of the nature of his or her infraction and of the date, time, and place of the next City Council meeting that will take action on the infraction. Such removal and/or denial of access expires at the conclusion of the next session of the City Council unless sustained or extended by a vote of the members of the City Council then present. The violator will have the right to respond to the infraction(s) at the City Council meeting.

8.3 Hearing Before the City Council

Any person who feels that he or she has been wrongfully removed from the Airport, or denied access thereto, pursuant to these Rules and Regulations, may request a hearing before the City Council provided that such request shall be made in writing and shall be filed with the Airport Manager within ninety (90) calendar days of such removal or denial. All decisions or actions taken by the City Council are final.

8.4 Notice of Trespass

The Airport Manager will request that the City Police Department issue a “notice of trespass” when someone must be removed from the Airport.

9. HAZARDOUS WASTE

9.1 Hazardous Waste and Materials

9.1.1 All petroleum products, dopes, paints, solvents, acids, or any other Hazardous Waste shall be disposed of off the Airport and in compliance with all applicable Regulatory Measures and shall not be dumped in drains, on Aprons, catch basins, ditches, or elsewhere on the Airport. Used engine oil shall be disposed of only at approved waste oil stations or disposal points.

9.1.2 Aviation fuels, automotive gasoline, or deicing fluids in quantities greater than five gallons shall not be stored at the Airport. Fuels contained within an aircraft or vehicle are permissible and do not count toward the allowable quantity.

9.1.3 All fuel handled on the Airport shall be treated with due caution and circumspection with regard to the rights and safety of others so as not to endanger, or likely to endanger, persons or property. Fueling of aircraft and vehicles is only allowed on paved surface.

9.2 Pollutants and Contaminants

9.2.1 Minor Spills – Spills less than five gallons and those that do not compromise the safety of the general public.

9.2.2 Major Spills – Spills in excess of five gallons but less than 25 gallons or any spill causing an immediate threat to the safety of the general public.

9.2.3 Major spills must be reported to the Airport, however; it is requested that all spills be reported to the Airport.

10. AIRCRAFT HANGARS

10.1 Hangar Use and Grant Assurances

As a condition of Federal and State Grant Assurances, the Airport must assure appropriate use of hangars in accordance with FAA Order 5190.6.

10.2 Maintenance of Premises

All Operators and Lessees are required to keep the land and/or improvements under lease (or being occupied or used) free from all fire hazards and maintain the same in a condition of repair, cleanliness, safety, and general maintenance in a good manner agreeable to the Airport Manager and in accordance with the Operators or Lessees Agreement.

10.3 Floor and Apron Care

All tenants on the airport shall keep the floors of hangars and tie-downs leased by them, or used in their operations, clean and clear of fuel, oil, grease and other similar materials.

10.4 Storage

10.4.1 No person shall store or stock materials or equipment in such a manner as to be unsightly or constitute a hazard to personnel or property, as determined by the airport manager or fire inspector.

10.4.2 Hangars will be primarily used for aircraft and aircraft related storage.

10.5 Storage, Transfer and Cleanup Charges

The City may remove and impose storage, removal and transfer charges upon any property unlawfully located at the airport and may charge the responsible person(s) for the cost of the cleanup, any required environmental remediation, and expenses incurred by, or fines or damages imposed on, the City as a result thereof.

10.6 Oxygen and Other Compressed Gas Tanks

Any compressed gas in a cylinder or portable tank must be secured to a fixed location or secured to a portable cart designed for the cylinder(s) or tank(s). Compressed gas cylinders or tanks must have pressure relief devices installed and maintained. Cylinders or tanks not in use shall have a transportation safety cap installed.

10.7 City T-hangar Subleasing

Subleasing is not allowed in the City owned T-hangars. The Airport Manager reserves the right to terminate the lease of a lessee in violation of this rule.

10.8 Residing in Hangars

South St. Paul Municipal Airport – Rules and Regulations

Residing in hangars shall not be allowed in any hangar on the Airport. Hangars are prohibited from being used as permanent living quarters.

10.9 Services and Utilities

10.9.1 All hangars are required to maintain utilities (electricity, gas, water, and septic if required) in working order. Electricity, at a minimum, is required in all hangars.