



CITY OF SOUTH ST. PAUL MEETING AGENDA

AIRPORT ADVISORY COMMISSION

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

Wednesday, November 12, 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 September 9, 2025

B. YTD Budget Report

C. YTD Fuel Report

D. 2025 Projects

6. ITEMS REMOVED FROM CONSENT AGENDA

7. OLD BUSINESS

A. 94UL Fuel Sales

8. NEW BUSINESS

A. SEH Project Update

B. CTAF Discussion

9. COMMISSIONER AND STAFF COMMENTS:

10. ADJOURNMENT



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: November 12, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Meeting Minutes of September 9, 2025

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

Approve Meeting Minutes of September 9, 2025

SOURCE OF FUNDS

ATTACHMENTS

1. AAC Minutes 9.9.2025

City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES TUESDAY, September 9th, 2025, 6:00PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:00PM on Tuesday, September 9th, 2025.

2. ROLL CALL:

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

Absent Schoen and Gardner

Also Present Andrew Wall, Collin Turner

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Reckinger, seconded by Madison to approve September 9th, 2025, agenda as submitted.

Motion carried 6 ayes/0 nays

5. CONSENT AGENDA:

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

Motion carried 6 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

None

7. OLD BUSINESS:

A. Ramp Repair

Bauer Services fixed two areas of the airport ramp that were continuing to sink and degrade. The two different locations on the ramp needed to be fixed as soon as possible since it posed a risk to unsuspecting pilots/aircraft if they taxied over these areas. The location near Civil Air Patrol had old tree stumps and other material that was buried while the location near the Spectrum hangar was caused by bad soil. Both areas were patched, and the ramp is fully open.

B. PAPI Lighting

The Runway 16 PAPI system was fixed by Neo Electrical after falling out of alignment. Neo found that the original alignment specs were incorrect and has

now been corrected. No other issues have been reported since the PAPI's were worked on.

8. NEW BUSINESS:

A. Airport Rules and Regulations Changes

Airport staff worked with city representatives to correct/change some rules and regulations at KSGS. Two major changes are taking place. The first is intended to clean up derelict storage of trailers, vehicles, and other items at the airport. This has become a problem airport-wide and the new rule on these items allows airport staff to quickly enforce new changes. The second is doing away with right of first refusals. Airport staff have not seen enough demand for building hangars on the west side of the airport and the right of first refusal doesn't provide any kind of advantage to the airport. If demand picks up, airport staff can reinstate it.

9. COMMISSIONER AND STAFF COMMENTS:

A. Fuel Farm Project

Airport staff, SEH, and Endpoint Corp. will be meeting to discuss KSGS's upcoming fuel farm project. Planned construction slated for 2026 with more details coming soon.

10. ADJOURNMENT:

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

Motion carried

8 ayes/0 nays



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: November 12, 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 \$1,114,691.16; the Airport Operating Expenditures for 2025 YTD are \$1,084,129.76. The 2025 YTD net change is a surplus of \$30,561.40.

- Revenues
 1. Airport Fuel Receipts (4583) are currently at \$522,983.97 (74.71%).
 2. Land Lease (4585) is at \$244,695.36 (96.10%). 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 \$10,170.00 (127.13%).
 4. Airport Gate Cards (4590) is at \$3,081.63 (102.72%).
- Expenses
 1. Conferences, Training, Travel (6331) \$967.28 (32.24%)
 2. Insurance (6361) is at \$43,353.00 (108.71%)
 3. Repairs & Maintenance Contractual (6371) \$53,565.34 (105.03%)

Capital Improvement Fund

The YTD Airport Capital Revenues for 2025 are \$215,509.63; the YTD Airport Capital Expenses for 2025 are \$238,467.91 in Revenue. The YTD net change is a surplus of \$22,958.28.

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

SOURCE OF FUNDS

ATTACHMENTS

None



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: November 12, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.C.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

YTD Fuel Report

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

OVERVIEW

Overview

Our 2025 YTD total fuel sales by gallon through September 30, 2025 are below 2024 by 9.6%; and compared to the 5-YR average, are down 7.88%.

- Quarter 3 thru 9/30/25 2025/2024 comparison: 100LL was down 11.18%, 94UL was up 28.58%, and Jet A was down 7.63%; total fuel sales down 29.34%, and compared to the 5yr average was down 34.05%.

SOURCE OF FUNDS

ATTACHMENTS

1. FUEL TRACKING WORKBOOK

2025 AVIATION FUEL SALES BY GALLON

11/6/2025

	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	9,849.90	12,953.90	-23.96%	12,198.02	-19.25%	296.90	258.20	14.99%	540.76	-45.10%	5,138.90	7,344.10	-30.03%	5,345.06	-3.86%
Q3	35,425.80	39,884.90	-11.18%	38,226.34	-7.33%	934.40	726.70	28.58%	1,635.76	-42.88%	16,623.10	17,996.20	-7.63%	17,653.54	-5.84%
OCT	8,962.90	12,679.30	-29.31%	11,732.20	-23.60%	134.00	242.50	-44.74%	464.86	-71.17%	5,777.90	4,092.50	41.18%	4,094.24	41.12%
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	8,962.90	21,607.00	-58.52%	24,198.02	-62.96%	134.00	450.80	-70.28%	987.74	-86.43%	5,777.90	12,426.60	-53.50%	11,906.52	-51.47%
TOTAL	91,189.30	113,096.90	-19.37%	122,758.76	-25.72%	1,833.50	2,611.20	-29.78%	5,346.30	-65.71%	44,528.50	57,903.80	-23.10%	57,920.04	-23.12%

	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	15,285.70	20,556.20	-25.64%	18,083.84	-15.47%
Q3	52,983.30	58,607.80	-9.60%	57,515.64	-7.88%
OCT	14,874.80	17,014.30	-12.57%	16,291.30	-8.69%
NOV	-	9,659.10	-100.00%	12,158.98	-100.00%
DEC	-	7,811.00	-100.00%	8,642.00	-100.00%
Q4	14,874.80	34,484.40	-56.87%	37,092.28	-59.90%
TOTAL	137,551.30	173,611.90	-20.77%	186,025.10	-26.06%

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%
#####	#####	-25.64%	#####	-15.47%
#####	#####	-9.60%	#####	-7.88%
#####	#####	-12.57%	#####	-8.69%
-	9,659.10	-100.00%	#####	-100.00%
-	7,811.00	-100.00%	8,642.00	-100.00%
#####	#####	-56.87%	#####	-59.90%
#####	#####	-20.77%	#####	-26.06%



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: November 12, 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 11.2025 5D.1 2025 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. SEH has reached a 90% design milestone at this time. Project bidding will take place in early November with bid opening in early December.
- 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: November 12, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 7.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

94UL Fuel Sales

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Airport staff would like the Commission's opinion on whether to order more 94UL or not.

OVERVIEW

Annual sales of 94UL have declined over the past several years. With the upcoming fuel system replacement project next year, Airport Staff have held off on purchasing more 94UL. Currently, our inventory sits at approximately 1,000 gallons. At the July AAC Meeting, the commission asked that we come back when we reach the 1,000 gallon threshold to revisit the discussion. At the July meeting, many were in agreement that once the 94UL fuel supply has been exhausted, we will no longer carry it as we are making preparations for the future implementation of a 100LL replacement fuel.

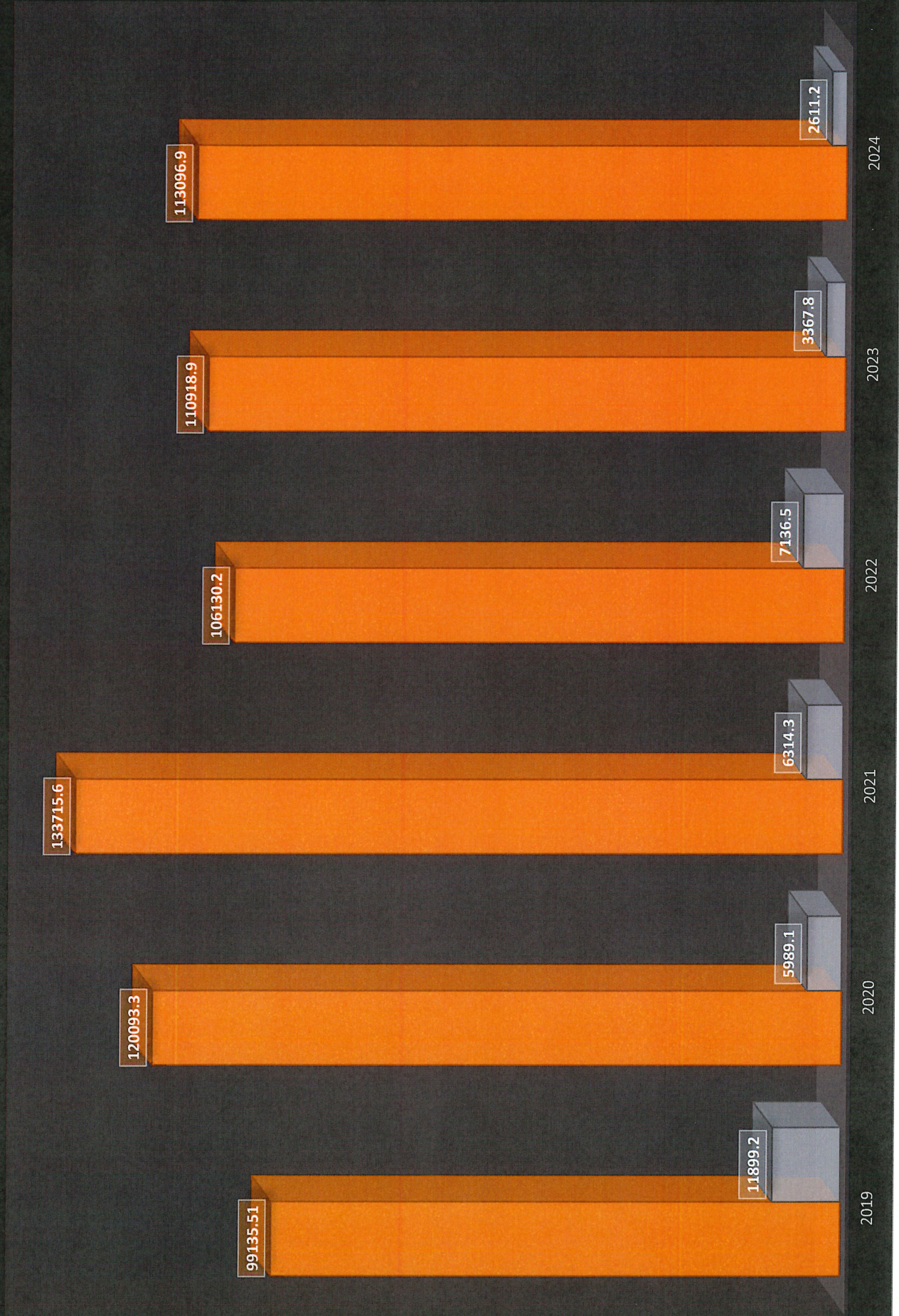
SOURCE OF FUNDS

ATTACHMENTS

1. 94UL Fuel Sales Graph

TOTAL FUEL SALES BY TYPE (2019-2024)

100LL 94UL





AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: November 12, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 8.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

SEH Project Update

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

OVERVIEW

A representative from SEH will be at tonight's meeting to update the commission on the status of projects for 2025 and beyond.

SOURCE OF FUNDS

ATTACHMENTS

None



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: November 12, 2025
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 8.B.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

CTAF Discussion

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Discussion of the CTAF at the South St. Paul Airport

OVERVIEW

Commissioner Ludwigson would like to discuss the CTAF at the South St. Paul Airport.

SOURCE OF FUNDS

ATTACHMENTS

None