



CITY OF SOUTH ST. PAUL MEETING AGENDA

AIRPORT ADVISORY COMMISSION

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

Tuesday, January 13, 2026

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 November 12, 2025

B. 2025 Budget Report

C. YTD Fuel Report

D. 2025/2026 Projects

6. ITEMS REMOVED FROM CONSENT AGENDA

7. OLD BUSINESS

A. CTAF Discussion

8. NEW BUSINESS

A. Legislative Update

B. Fuel System Project Update

9. COMMISSIONER AND STAFF COMMENTS

10. ADJOURNMENT



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: January 13, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Meeting Minutes of November 12, 2025

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

SOURCE OF FUNDS

ATTACHMENTS

1. AAC Minutes 11.12.2025

City of South St. Paul



AIRPORT ADVISORY COMMISSION

FLEMING FIELD AIRPORT

MEETING MINUTES TUESDAY, November 12th, 2025, 6:00PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:00PM on Tuesday, November 12th, 2025.

2. ROLL CALL:

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

Absent None

Also Present Andrew Wall, Collin Turner, Kyle Nelson (SEH) & Martin (Tenant)

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Sheridan, seconded by Madison to approve November 12th, 2025, agenda as submitted.

Motion carried 8 ayes/0 nays

5. CONSENT AGENDA:

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

Motion carried 8 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

A. Removal of YTD Budget Report and 2025 Projects

7. OLD BUSINESS:

A. 94UL Sales

Airport staff and commission members discussed the future of 94UL fuel at Fleming Field. 94UL has not sold well over the past year, and with the upcoming fuel farm project at KSGS scheduled for late 2026, airport staff and commission members agreed to not purchase more product and sell the rest until the tank is empty/loses prime. If project changes occur, airport staff will revisit.

8. NEW BUSINESS:

A. SEH Project Update

Kyle Nelson (SEH) gave airport staff and airport commission members an update on the upcoming fuel farm project at KSGS. Expected working timeframe is 45 days. Xcel Energy is working with SEH on gas line removal and replacement. This is a necessary step due to the proximity of the line to the underground fuel tanks.

B. CTAF Discussion

Commission member Joel brought to the attention of other members and airport staff the airport CTAF frequency 122.7 possibly being changed. Airport staff and other members would do further research to see if a reason to change exists.

9. COMMISSIONER AND STAFF COMMENTS:

- A. Commissioner Madison invited all members and staff to Wipaire's annual Christmas Party in December. He also mentioned the upcoming release of Minnesota state aviation dedicated license plates. More information to come.

10. ADJOURNMENT:

Motion made by Sheridan, seconded by Hilger to adjourn the Airport Advisory Commission meeting at 7:02 PM.

Motion carried

9 ayes/0 nays



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: January 13, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.B.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

2025 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 \$1,322,006.47; the Airport Operating Expenditures for 2025 YTD are \$1,297,219.68. The 2025 YTD net change is a surplus of \$24,786.79.

- Revenues
 1. Airport Fuel Receipts (4583) are currently at \$634,160.07 (90.59%).
 2. Land Lease (4585) is at \$268,497.90 (105.45%). 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 \$10,715.00 (133.94%).
 4. Airport Gate Cards (4590) is at \$3,501.63 (116.72%).
- Expenses
 1. Conferences, Training, Travel (6331) \$1,044.00 (34.80%)
 2. Insurance (6361) is at \$44,533.00 (111.66%)
 3. Repairs & Maintenance Contractual (6371) \$59,943.34 (117.54%)

Capital Improvement Fund

The YTD Airport Capital Revenues for 2025 are \$254,807.48; the YTD Airport Capital Expenses for 2025 are \$288,417.91 in Revenue. The YTD net change is a deficit of \$33,610.43.

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

SOURCE OF FUNDS

ATTACHMENTS

None



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: January 13, 2026
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

Approve as presented by consent.

OVERVIEW

Our 2025 YTD total fuel sales by gallon through December 31, 2025 are below 2024 by 12.31%; and compared to the 5-YR average, are down 18.16%.

- Quarter 4 thru 12/31/25 2025/2024 comparison: 100LL was down 11.44%, 94UL was down 30.70%, and Jet A was down 18.53%; total fuel sales down 14.25%, and compared to the 5yr average was down 20.28%.

SOURCE OF FUNDS

ATTACHMENTS

1. FUEL TRACKING WORKBOOK

2025 AVIATION FUEL SALES BY GALLON

1/8/2026

	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	6,859.30	4,931.10	39.10%	7,088.36	-3.23%	155.20	150.30	3.26%	331.96	-53.25%	2,739.10	4,577.70	-40.16%	4,738.66	-42.20%
DEC	3,313.60	3,996.60	-17.09%	5,377.46	-38.38%	23.20	58.00	-60.00%	190.92	-87.85%	1,606.60	3,756.40	-57.23%	3,073.62	-47.73%
Q4	19,135.80	21,607.00	-11.44%	24,198.02	-20.92%	312.40	450.80	-30.70%	987.74	-68.37%	10,123.60	12,426.60	-18.53%	11,906.52	-14.97%
TOTAL	101,362.20	113,096.90	-10.38%	122,758.76	-17.43%	2,011.90	2,611.20	-22.95%	5,346.30	-62.37%	48,874.20	57,903.80	-15.59%	57,920.04	-15.62%

	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	9,753.60	9,659.10	0.98%	12,158.98	-19.78%
DEC	4,943.40	7,811.00	-36.71%	8,642.00	-42.80%
Q4	29,571.80	34,484.40	-14.25%	37,092.28	-20.28%
TOTAL	152,248.30	173,611.90	-12.31%	186,025.10	-18.16%



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: January 13, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 5.D.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

2025/2026 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 01.2026 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 taxiway/ramp replacement project for the north city T-hangars.
- The fuel system replacement project is on hold for now due to some FAA issues. SEH has reached a 90% design milestone at this time. Airport Staff will provide an update to the Commission about the status of the project.
- 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: January 13, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 7.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

CTAF Discussion

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

OVERVIEW

Airport Staff will provide an update on their initial findings on changing the CTAF.

SOURCE OF FUNDS

ATTACHMENTS

None



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: January 13, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 8.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Legislative Update

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

OVERVIEW

Airport Staff will provide an update on any legislative updates for the beginning of 2026.

SOURCE OF FUNDS

ATTACHMENTS

None



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: January 13, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 8.B.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Fuel System Project Update

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

OVERVIEW

Airport Staff will provide an update on the status of the fuel system replacement project.

SOURCE OF FUNDS

ATTACHMENTS

None