



CITY OF SOUTH ST. PAUL MEETING AGENDA

AIRPORT ADVISORY COMMISSION

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

Tuesday, March 10, 2026

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. INTRODUCTIONS**
- 4. OFFICER APPOINTMENTS**
- 5. CITIZEN'S COMMENTS & PRESENTATIONS**
- 6. APPROVAL OF AGENDA**
- 7. 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 January 13, 2026
- B. Budget Report
- C. YTD Fuel Report
- D. 2026 Projects

- 8. ITEMS REMOVED FROM CONSENT AGENDA**
- 9. OLD BUSINESS**
 - A. CTAF
- 10. NEW BUSINESS**
- 11. COMMISSIONER AND STAFF COMMENTS**
- 12. ADJOURNMENT**



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: March 10, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 7.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Meeting Minutes of January 13, 2026

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as presented by consent.

OVERVIEW

SOURCE OF FUNDS

ATTACHMENTS

1. AAC Minutes 1.13.2026

City of South St. Paul

AIRPORT ADVISORY COMMISSION



FLEMING FIELD AIRPORT

MEETING MINUTES

TUESDAY, January 13th, 2026, 6:00PM

1. CALL TO ORDER:

Commissioner Ludwigson called the Airport Advisory Commission Meeting to order at 6:00PM on Tuesday, January 13th, 2026.

2. ROLL CALL:

Present Suby, Ludwigson, Sheridan, Gardner, Reckinger, Hilger, Schoen, Madison

Absent Jansen

Also Present Andrew Wall, Collin Turner

3. CITIZEN'S COMMENTS & PRESENTATIONS

None

4. APPROVAL OF AGENDA:

Motion by Reckinger, seconded by Sheridan to approve January 13th, 2026, agenda as submitted.

Motion carried 8 ayes/0 nays

5. CONSENT AGENDA:

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

Motion carried 8 ayes/0 nays

6. ITEMS REMOVED FROM CONSENT AGENDA:

A. 2025/2026 Projects

7. OLD BUSINESS:

A. CTAF Discussion

The Commission continued its discussion on the potential change to the CTAF frequency at South St. Paul Municipal Airport (Richard E. Fleming Field). The conversation raised more questions than definitive answers at this stage. Airport staff will conduct additional research to determine whether a plausible justification exists for altering the frequency. Staff will present their final findings and any recommendations at the March Airport Advisory Commission (AAC) meeting.

8. NEW BUSINESS:

A. Legislative Update

Airport staff provided the Commission with an overview of ongoing legislative developments at both the state and federal levels. Key topics included the recent introduction of aviation-specific Minnesota state license plates, among other relevant proposals.

B. Fuel System Project Update

Airport staff updated the Commission on the progress of the new fuel system project. Additional complexities have emerged, including the need for Xcel Energy to relocate a natural gas pipeline that currently runs between the 100LL and Jet-A underground storage tanks. This relocation was not part of the original reconstruction plans and has resulted in a project delay, now pushing completion into 2027. Airport staff will continue monitoring the situation closely, providing regular updates to the Commission, and ensure the existing fuel system infrastructure remains fully operational and safe in the interim.

9. COMMISSIONER AND STAFF COMMENTS:

A. Decathlon/Ercoupe Taxi-lane Replacement

Airport staff informed the Commission of a minor adjustment to the timeline for reconstructing the taxi-lane that separates the Decathlon and Ercoupe hangar rows on the north side of the airport. Additional details on the construction schedule will be shared with the Commission as soon as they become available.

10. ADJOURNMENT:

Motion made by Gardner, seconded by Madison to adjourn the Airport Advisory Commission meeting at 6:30 PM.

Motion carried 8 ayes/0 nays



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: March 10, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 7.B.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

Budget Report

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

OVERVIEW

Airport Operating Fund

The YTD Airport Operating Revenues for 2026 are \$297,240.93; the Airport Operating Expenditures for 2026 YTD are \$105,335.27. The 2026 YTD net change is a surplus of \$191,,905.66.

- Revenues
 1. Airport Fuel Receipts (4583) are currently at \$41,371.54 (5.01%).
 2. Land Lease (4585) is at \$182,403.04 (69.55%). 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 \$625.00 (7.81%).
 4. Airport Gate Cards (4590) is at \$120.00 (3%).
- Expenses
 1. Conferences, Training, Travel (6331) \$0 (0%)
 2. Insurance (6361) is at \$9,163.00 (20.66%)
 3. Repairs & Maintenance Contractual (6371) \$752.80 (1.25%)

Capital Improvement Fund

The YTD Airport Capital Revenues for 2026 are \$0; the YTD Airport Capital Expenses for 2026 are \$417.48. The YTD net change is a deficit of \$417.48.

- Impr Other Than Building (6530) \$0 (0%).

SOURCE OF FUNDS

N/A

ATTACHMENTS

None



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: March 10, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 7.C.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

YTD Fuel Report

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

OVERVIEW

Overview

Our 2026 YTD total fuel sales by gallon through February 28, 2026 are above 2025 by 15.91%; and compared to the 5-YR average, are up 1.16%.

- Quarter 1 thru 2/28/26 2026/2025 comparison: 100LL was up 3.17%, 94UL was up 66.57%, and Jet A was up 41.44%; total fuel sales down 88.45%, and compared to the 5yr average was down 90.36%.

SOURCE OF FUNDS

ATTACHMENTS

1. FUEL TRACKING WORKBOOK

2026 AVIATION FUEL SALES BY GALLON

3/6/2026

	100LL					94UL					JET A				
	2026	2025	% Δ	5-YR AVG	%Δ 2025/5- YR AVG	2026	2025	% Δ	5-YR AVG (94UL)	%Δ 2025/5- YR AVG	2026	2025	% Δ	5-YR AVG	%Δ 2025/5- YR AVG
JAN	3,628.20	5,000.40	-27.44%	5,316.04	-31.75%	30.60	46.90	-34.75%	143.08	-78.61%	3,885.50	2,290.60	69.63%	2,261.14	71.84%
FEB	6,249.20	4,573.70	36.63%	5,803.30	7.68%	140.30	55.70	151.89%	165.52	-15.24%	2,582.10	2,282.00	13.15%	2,637.32	-2.09%
MAR	-														
Q1	9,877.40	9,574.10	3.17%	11,119.34	-11.17%	170.90	102.60	66.57%	308.60	-44.62%	6,467.60	4,572.60	41.44%	4,898.46	32.03%
APR	-	9,275.60	-100.00%	12,328.90	-100.00%	-	102.20	-100.00%	407.34	-100.00%	-	5,264.90	-100.00%	5,514.98	-100.00%
MAY	-	11,225.40	-100.00%	13,785.54	-100.00%	-	218.10	-100.00%	799.86	-100.00%	-	5,230.60	-100.00%	6,605.62	-100.00%
JUN	-	10,329.20	-100.00%	14,737.38	-100.00%	-	222.20	-100.00%	567.24	-100.00%	-	4,309.70	-100.00%	8,042.20	-100.00%
Q2	-	30,830.20	-100.00%	40,851.82	-100.00%	-	542.50	-100.00%	1,774.44	-100.00%	-	14,805.20	-100.00%	20,162.80	-100.00%
JUL	-	14,673.80	-100.00%	14,737.38	-100.00%	-	297.10	-100.00%	567.24	-100.00%	-	7,457.70	-100.00%	8,042.20	-100.00%
AUG	-	10,902.10	-100.00%	10,910.20	-100.00%	-	340.40	-100.00%	430.04	-100.00%	-	4,026.50	-100.00%	4,776.88	-100.00%
SEP	-	9,849.90	-100.00%	11,469.16	-100.00%	-	296.90	-100.00%	497.22	-100.00%	-	5,138.90	-100.00%	5,627.14	-100.00%
Q3	-	35,425.80	-100.00%	37,116.74	-100.00%	-	934.40	-100.00%	1,494.50	-100.00%	-	16,623.10	-100.00%	18,446.22	-100.00%
OCT	-	8,962.90	-100.00%	11,418.00	-100.00%	-	134.00	-100.00%	416.34	-100.00%	-	5,777.90	-100.00%	4,563.72	-100.00%
NOV	-	6,859.30	-100.00%	6,774.92	-100.00%	-	155.20	-100.00%	274.24	-100.00%	-	2,739.10	-100.00%	4,710.38	-100.00%
DEC	-	3,313.60	-100.00%	4,489.06	-100.00%	-	23.20	-100.00%	115.58	-100.00%	-	1,606.60	-100.00%	2,456.86	-100.00%
Q4	-	19,135.80	-100.00%	22,681.98	-100.00%	-	312.40	-100.00%	806.16	-100.00%	-	10,123.60	-100.00%	11,730.96	-100.00%
TOTAL	9,877.40	94,965.90	-89.60%	111,769.88	-91.16%	170.90	1,891.90	-90.97%	4,383.70	-96.10%	6,467.60	46,124.50	-85.98%	55,238.44	-88.29%

	TOTAL FOR ALL FUEL GRADES				
	2025	2024	%Δ 2025/2024	5-YR AVG	%Δ 2025/5- YR AVG
JAN	7,544.30	7,337.90	2.81%	7,720.26	-2.28%
FEB	8,971.60	6,911.40	29.81%	8,606.14	4.25%
MAR					
Q1	16,515.90	14,249.30	15.91%	16,326.40	1.16%
APR	-	14,642.70	-100.00%	18,251.22	-100.00%
MAY	-	16,674.10	-100.00%	21,191.02	-100.00%
JUN	-	14,861.10	-100.00%	23,346.82	-100.00%
Q2	-	46,177.90	-100.00%	62,789.06	-100.00%
JUL	-	22,428.60	-100.00%	23,346.82	-100.00%
AUG	-	15,269.00	-100.00%	16,117.12	-100.00%
SEP	-	15,285.70	-100.00%	17,593.52	-100.00%
Q3	-	52,983.30	-100.00%	57,057.46	-100.00%
OCT	-	14,874.80	-100.00%	16,398.06	-100.00%
NOV	-	9,753.60	-100.00%	11,759.54	-100.00%
DEC	-	4,943.40	-100.00%	7,061.50	-100.00%
Q4	-	29,571.80	-100.00%	35,219.10	-100.00%
TOTAL	16,515.90	142,982.30	-88.45%	171,392.02	-90.36%

TOTAL FOR ALL FUEL GRADES				
2025	2024	%Δ 2025/2024	%Δ 5-YR AVG	%Δ 2025/5-YR AVG
7,544.30	7,337.90	2.81%	7,720.26	-2.28%
8,971.60	6,911.40	29.81%	8,606.14	4.25%
-	-	#DIV/0!	-	#DIV/0!
#####	#####	15.91%	#####	1.16%
-	#####	-100.00%	#####	-100.00%
-	#####	-100.00%	#####	-100.00%
-	#####	-100.00%	#####	-100.00%
-	#####	-100.00%	#####	-100.00%
-	#####	-100.00%	#####	-100.00%
-	#####	-100.00%	#####	-100.00%
-	#####	-100.00%	#####	-100.00%
-	#####	-100.00%	#####	-100.00%
-	9,753.60	-100.00%	#####	-100.00%
-	4,943.40	-100.00%	7,061.50	-100.00%
-	#####	-100.00%	#####	-100.00%
#####	#####	-88.45%	#####	-90.36%



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: March 10, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 7.D.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

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

N/A

ATTACHMENTS

1. AAC Memo 03.2026 5D.1 2026 Projects

2026 Projects

- The airport gate replacement project is being put on hold until more finalized numbers come in for the fuel system project
- Xcel Energy will be replacing an existing gas line that runs underneath a portion of the main ramp. Weekly meetings are occurring with Xcel Energy and several engineering teams to keep this project on schedule. At this time, SEH is working with Xcel on Easement language, a Subordination Agreement and the proposed route. These documents will be sent over to the FAA very soon for review. Once approved by the FAA, we will bring the Easement and Subordination documents to City Council for approval. I have already brought these documents to our City Attorney for initial review. Once all documents are approved, construction of the new line is scheduled to start June 1, 2026. There will be a significant impact to the main parking lot area in front of Wipaire and the Terminal Building. Phasing/sub-phasing may be used to minimize that impact but we will give tenants plenty of notice before any areas are closed down.
- The fuel system replacement project is on hold until 2027. Timing of the Xcel Gas Line Relocation project along with lead times for ordering equipment and tanks for the fuel project would push the construction to late in the season for a successful outcome.



2026 Projects

- Airport Staff has also been working with SEH and the FAA on a grant application package for a crack sealing project on the west side of the airport. We plan on applying soon with grant award later this summer.



AIRPORT ADVISORY COMMISSION AGENDA REPORT

DATE: March 10, 2026
DEPARTMENT: Airport
PREPARED BY: Andrew Wall
AGENDA ITEM NUMBER: 9.A.

MEETING TYPE

Airport Advisory Commission

AGENDA ITEM

CTAF

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

OVERVIEW

Background

At the November Airport Advisory Commission meeting, Commission Member Ludwigson raised the possibility of changing the Common Traffic Advisory Frequency (CTAF) at Fleming Field due to congestion on the current frequency of 122.7. Airport staff conducted research and presented information at the January meeting regarding potential alternative frequencies that may be available.

Discussion

One potential frequency identified was 122.975, which would be shared with New Richmond Regional Airport. Airport staff contacted the Airport Manager at New Richmond to discuss the possibility of Fleming Field utilizing this frequency. The Airport Manager indicated that they would oppose Fleming Field changing to 122.975. New Richmond is also a busy airport with more than 275 based aircraft. In addition, several seaplanes utilize nearby Hatfield Lake, located south of the airport, during the warmer months when radio traffic is at its peak.

Another potential frequency identified was 123.05, which would be shared with Red Wing Regional Airport. After contacting the Airport Manager at Red Wing, staff was informed that both the Airport Manager and members of their airport committee would strongly oppose Fleming Field changing to that frequency. Red Wing also experiences significant traffic during the warmer months and originally changed their frequency from 122.8 to 123.05 in the 1990s due to radio congestion. Additionally, Skydive Twin Cities, operating out of Baldwin, Wisconsin, utilizes 123.05 during the warmer months. Adding Fleming Field to that frequency would likely increase congestion and further impact radio communications.

After careful consideration, we have determined that we will not proceed with changing the Common Traffic Advisory Frequency (CTAF) at South St. Paul Municipal Airport at this time. This decision is based primarily on current operational capacity and workload constraints. The

administrative and operational demands presently facing the airport do not allow sufficient staff time to responsibly implement and manage a frequency change. Specifically:

1. Limited Staff Time

Airport staff are operating at full capacity managing ongoing responsibilities. Implementing a CTAF change would require coordination with the FAA, chart updates, pilot notification processes, publication updates, and stakeholder outreach—tasks that require significant dedicated administrative time we do not currently have available.

2. Project Closeouts

We are currently finalizing several active capital improvement projects. These project closeouts require detailed documentation, compliance verification, reporting, and coordination with funding agencies. Diverting staff attention from these efforts could delay reimbursement and final acceptance.

3. Maintenance and Operations Reimbursements

Staff actively manage maintenance and operations reimbursement documentation and submissions. Because of the recent fraud investigations within the State of Minnesota, documentation and reimbursement requirements have become very detailed and require much more time to pull all of the documentation together. These processes are time-sensitive and directly impact airport financial stability.

4. Project Planning

Upcoming capital improvement planning efforts require substantial preparation, coordination, and grant application development. These planning activities are critical to maintaining funding eligibility and long-term airport infrastructure goals.

5. Snow Removal Operations

Winter operations demand significant staff attention and flexibility. Snow removal, airfield inspections, equipment maintenance, and condition reporting are priority safety functions that cannot be deferred.

6. Grounds Maintenance

Seasonal grounds maintenance—including mowing, vegetation control, and airfield condition management—requires ongoing oversight and coordination to ensure regulatory compliance and operational safety.

7. Daily Operations

Routine daily airport operations—including tenant coordination, fuel system oversight, airfield inspections, compliance documentation, and responding to pilot and public inquiries—consume the majority of available staff resources.

8. Meetings and Administrative Requirements

Staff continue to participate in required meetings with governing bodies, funding partners, consultants, and regulatory agencies. These obligations are essential to maintaining operational continuity and project progress.

Changing the CTAF is not simply an administrative adjustment; it requires coordinated communication, regulatory compliance steps, and ongoing monitoring to ensure a safe and seamless transition for pilots and stakeholders. At this time, initiating such a process would place undue strain on existing resources and could compromise higher-priority operational and safety responsibilities.

For these reasons, the current Common Traffic Advisory Frequency will remain in place.

SOURCE OF FUNDS

ATTACHMENTS

1. Airport Frequency Survey

1/18/2026

To: Andrew Wall
Airport Manager
South St Paul Fleming Field

From: Joel Ludwigson
Airport Commission member

Subject: Results of my area CTAF survey

I surveyed the airports in approximately a 50 NM radius of Fleming field. I did not include the towered airports as their CTAF is the tower frequency when the tower is closed.

There are eight frequencies available for use by non-towered airports. Below are the results of the survey:

Here is a list of all the airports that we currently share 122.700 with:

OWA - Owatonna MN
25D - Forest Lake MN
BRD - Brainerd MN
6MN9 – Benson airport
RZN - Rice Lake WI
AUM - Austin MN

Here is the list of the other airports within approximately a 50 NM radius

122.800

AHH - Amery WI
UBE - Cumberland WI
ONA - Winona MN
FBL - Faribault MN
HCD - Hutchinson MN
CBG - Cambridge MN
RZN - Siren WI
JMR - Mora MN
SYN - Stanton MN

122.900

TOB - Dodge Center MN
LJF - Litchfield MN
OEO - Osceola MN
ROS - Rush City MN

122.975

RNH - New Richmond WI

122.725

MKT - Mankato MN

123.000

LVN – Lakeville MN

AEL - Albert Lea MN

ULM - New Ulm MN

123.050

RGK - Red Wing MN

123.075

LUM - Menomonie WI

21D – Lake Elmo MN

All eight of the available frequencies for non-towered airports are used by one or more of the airports listed above.

Based on my experience the biggest frequency conflicts are between Fleming & Owatonna and Fleming & Forest Lake. I have only occasionally heard Brainard, Benson and Rice Lake and deem them not an issue. In my experience I have never heard anyone announcing Austin.

In looking at the distribution of the frequencies and the airports that use them, my recommendation is to change ours to either 122.975, which we would then share with New Richmond WI or 123.050, which we would then share with Red Wing. My reasoning is that it would only be shared with one other airport and one that doesn't have a lot of traffic. Red Wing is 28 NM away. New Richmond is 27 NM away. 122.900 should also be included in the discussion. While it is used by four airports, they are all some distance away and are smaller rural airports. Mankato is a busy flight school and was the reason for this discussion.

I am open to other points of view.