



**The City of Lee's Summit**  
**Action Letter - Draft**  
**Board of Aeronautic Commissioners**

Monday, April 11, 2016  
7:00 PM  
City Council Committee Room  
City Hall  
220 SE Green Street  
Lee's Summit, MO 64063

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**CALL TO ORDER**

Chair Townsend called the April 11, 2016, Board of Aeronautic Commissioners meeting to order at 7:01 p.m. Notice of said meeting was provided by posting a proposed agenda at least 24 hours in advance for public notice.

**ROLL CALL**

**Present:** 7 - Chairperson Tom Townsend  
Vice Chair Garey Reeves  
Councilmember Diane Forte  
James Brady  
Gary Fox  
Joseph Towns  
Molly Waller  
**Absent:** 2 - Phil Mall  
Ken Stremming

**GUESTS:**

Terrie Fox; David Williams, Small business owner; Matthew White, M. J. Aviation; John Godfrey, Rockhurst High School Class President

**PUBLIC COMMENTS:**

None

**1. 2016-0064 Approval of Agenda**

There were no additions/deletions or changes to the Agenda.

**No vote action.**

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2. [2016-0043](#) Consideration and Approval of Draft Action Letter of Feb. 8, 2016.

**Attachments:** [Action Letter-Feb. 8.pdf](#)

Added to Round Table, by Gary Fox, were titles for speakers at the Missouri Pilots Association: Ms. Yasmina Platt, Airplane Owners Pilot Association(AOPA); and Ms. Michelle Teel, MoDOT, Director of Intermodal Division.

**A motion was made by Vice Chair Reeves, seconded by Fox, that the Action Letter was approved as amended.**

**Aye:** 7 - Chairperson Townsend  
Vice Chair Reeves  
Councilmember Forte  
Brady  
Fox  
Towns  
Waller

**Absent:** 2 - Mall  
Stremming

3. [2016-0042](#) Financial Report

**Attachments:** [Finance Report.pdf](#)

Please click on the Financial Report pdf link to view the full report.

4. [2016-0002](#) Annual Airport Budget Presentation to Board of Aeronautic Commissioners

**Attachments:** [Airport Capital Projections for 2017 \(2\).pdf](#)

John Ohrazda said in this presentation there are four packets (2016-0002, 2016-0003, 2016-0021, 2016-0022) that are connected to this budget. Mr. Ohrazda gave an overview of the budget with highlights and asked for a recommendation from the board. The budget being presented is not a final budget. Items are being changed as different departments adjust some of their numbers. Click on the Airport Capital Projections for 2017 pdf attachment to view the report.

**A motion was made by Vice Chair Reeves, seconded by Brady, to recommend to City Council approval of the proposed FY 2016-2017 Airport Budget.**

**Aye:** 7 - Chairperson Townsend  
Vice Chair Reeves  
Councilmember Forte  
Brady  
Fox  
Towns  
Waller

**Absent:** 2 - Mall  
Stremming

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5. [2016-0003](#) Presentation of the Lee's Summit Municipal Airport Marketing Plan for 2016-2017

**Attachments:** [2016-17 Lee's Summit Airport Marketing Plan11.pptx](#)

Joel Arrington said during the 2016-2017 fiscal year, with the anticipation of the runway being completed, he and John Ohrazda, Airport Manager, will be attending the National Business Aircraft Association (NBAA) Convention and NBAA Annual Schedulers and Dispatchers Convention.

Commissioner Waller said not everyone knows where the Lee's Summit Airport is located and suggested, in the marketing, to make a connection somehow to Kansas City.

Guest, David Williams, interjected that he flies all over the country and the most important thing to him is the customer service an airport offers. Mr. Williams said having a responsible, safe airport to get in and out of with the extra runway is definitely appreciated.

**No vote action**

6. [2016-0021](#) Presentation On Replacement Aircraft Hangar Action Plan

**Attachments:** [Hangar Dev 2018.ppt](#)  
[Sample Survey.pdf](#)

John Ohrazda reported there are a row of Open-T hangars that will be removed. There will be seven (7) buildings that will be replaced in the future. In the next couple of years, on the west side of the existing asphalt apron, there is an area that is under utilized where four (4) replacement, new Open T, shade-type hangars may be built. These hangars will facilitate some of the light twin airplanes and provide enough units for the existing customers. The other 3 buildings will be replaced, in the future, at the northeast corner of the airport and are included in the Capital Improvement Plan. Mr. Ohrazda said in June they will begin a survey sent to customers in the Open-T hangars to find out what their interests may be. Surveys will be sent to the rest of the customers on the airport to see what kind of interests they have as well. The surveys are to give the airport staff a good idea of how many hangars will be needed when they build on the northeast quadrant.

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7. [2016-0022](#) 2016 Annual Fuel Analysis Update

**Attachments:** [Airport Fuel Analysis Presentation Update 4-11-16 JA.pptx](#)

Joel Arrington reported on the fuel for the FY2016 year to date. Mr. Arrington said he normally looks at his top fifteen customers to see what percentage of the fuel they are purchasing. Mr. Arrington reported 60% of 100LL fuel had been purchased to date. Currently, there are 55 customers that have purchased less than 100 gallons of fuel and 22 customers that have purchased no fuel. Mr. Arrington said there is a third letter being sent out to the customers who are purchasing less than the 50 gallon fuel minimum requirement. There is a five hundred dollar (\$500) fee for base customers if they don't meet the minimum fuel purchase requirement. At this time, there are no customers on the hangar waiting list.

**No vote Action**

8. [TMP-0019](#) Request From M J Aviation, LLC to Establish an Aircraft Maintenance Business at the Airport.

**Attachments:** [FBO MJ DRAFT Working Doc.pdf](#)

John Ohrazda introduced Matt White, owner of M J Aviation, LLC. Mr. Ohrazda said this lease is for consideration of the 40% rental of the P-Hangar, which was modified and meets City Code, for an aviation maintenance facility. This lease has the capability for M J Aviation to eventually rent the entire hangar. M J Aviation is interested in establishing a business at the airport and has aspirations of growing and building their own facility in the future. This lease will put a second aviation business at the airport which tends to attract customers and will give them a choice. Matt White said the Lee's Summit Airport is growing and is going to be great and M J Aviation wants to be a part of it. Mr. White said he is an Airframe & Powerplant Mechanic (A & P) and Inspection Authorization (I.A.) and has been in the business for fourteen (14) years. John Ohrazda said this is a standard Fixed Based Operator (FBO) Agreement.

**A motion was made by Towns, seconded by Fox, to recommend to City Council the approval of the Request from M J Aviation, LLC to Establish an Aircraft Maintenance Business at the Airport.**

**Aye:** 7 - Chairperson Townsend  
Vice Chair Reeves  
Councilmember Forte  
Brady  
Fox  
Towns  
Waller

**Absent:** 2 - Mall  
Stremming

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9. [2016-0031](#) Airport Tenant Open House

**Attachments:** [Open House for Airport Tenants SKS & RNH.docx](#)

John Ohrazda attached a draft agenda for the Tenant Open House meeting. Mr. Ohrazda said the reason the month of November was chosen is because the months of August and September tend to be traveling times for tenants. It is anticipated, based on conversations with the State Aviation Department, that the City will receive a Grant offer possibly in late September or early October, which would make the November time frame more accommodating and by then staff would have a clearer picture as to what is going to happen in the next year. BOAC and the engineering firm, Crawford, Murphy & Tilly, will be a key part of the open house.

**No vote action**

10. [2016-0033](#) A RESOLUTION AUTHORIZING THE REVISIONS TO THE MUNICIPAL AIRPORT RULES AND REGULATIONS PREVIOUSLY REVISED IN 2014  
Revisions to Airport Rules and Regulations 2016

**Attachments:** [Rules Regs Revisions 2-16-2016.pdf](#)  
[Resolution- Airport Rules and Regs 2016 \(2\).pdf](#)

John Ohrazda said in the year 2000, the Rules & Regulations and Minimum Standards were developed, and then were also updated in 2014. At the time they were brought to this Board in 2014, the goal was set that every two (2) years they would be reviewed and updated if needed. Mr. Ohrazda reported there is only one existing change at this time, which is to the Rules & Regulations in Section 3.2, item C., requiring a minimum annual fuel purchase of 50 gallons per fiscal year for tenants renting hangar units.

Commissioner Reeves suggested the accreditation seal should appear on all signage the Airport initiates from this time forward saying it is very important and a source of pride. Mr. Hartnett thanked Commissioner Reeves for recognizing it and said the seal could be added to all Airport signs, vehicles, shirts, etc. Mr. Hartnett said Public Works is authorized by the American Public Works Association to use the seal in anything that is done. The accreditation team will be on site July 2016, and Public Works is fully expecting to be re-accredited again this year.

**A motion was made by Vice Chair Reeves, seconded by Towns, to recommend to City Council approval of the Resolution authorizing the Revisions to the Municipal Airport Rules & Regulations, previously revised in 2014, to the Rules and Regulations 2016. A motion was made by Vice-Chair Reeves, seconded by Towns, that the BOAC supports Public Works putting the accreditation seal on all Airport signage and equipment.**

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**Aye:** 7 - Chairperson Townsend  
Vice Chair Reeves  
Councilmember Forte  
Brady  
Fox  
Towns  
Waller

**Absent:** 2 - Mall  
Stremming

11. [2016-0037](#) Staff Report

**Attachments:** [Initialed Staff Report by DEM.pdf](#)

John Ohrazda said regarding the Terminal Area Forecasting (TAF) request, the National Oceanic and Atmospheric Administration (NOAA) and the Federal Aviation Administration (FAA) has a program where they are going to be providing TAFs to all airports. Realizing this is something the Lee's Summit Airport is seeking, they will continue to watch its growth.

Mr. Ohrazda reported in regards to the request for the airport to host a Hot Air Balloon Fest and outdoor concert, the group has chosen another site, as they will have about 45,000 people in attendance. The Lee's Summit Airport cannot accomodate that many people or parking.

Mr. Ohrazda reported, Saturday, April 16, will be the first Young Eagles Pancake Breakfast for the season. The breakfasts will be on the third Saturday each month. It starts at 7:30 a.m. for the breakfast and the Young Eagles start flying at 8:30 a.m.

**No vote action.**

12. [2016-0039](#) February 2016 Fuel Sales Data and Hangar Availability

**Attachments:** [Copy of FEB. 2016 Fuel Sales and Hangar Availability.pdf](#)

**No vote action**

13. [2016-0040](#) March 2016 Fuel Sales Data and Hangar Availability

**No vote action**

14. [2016-0041](#) 3 Year Fuel History

**No vote action**

15. [2016-0044](#) Suggestion Box

No suggestions were in the suggestion box.

**This matter had no vote action.**

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16. [2016-0045](#) Members Discussion (Items not related to Airport/BOAC business)

None

ROUNDTABLE:

Commissioner Fox asked what is going on with the runway closures. John Ohrazda said the crosswind runway is closed so the waterline can be brought in. The contractors are hoping to get the work done in a week to open it back up. Once the waterline is in, the contractors will start bringing in the dirt off the south end and on the shoulder of the north/south runway. When the earth is in place off the south and on the shoulder, they will move further out to open the runway back up. In June, if they still need more dirt, they will go across the street and start taking dirt from there.

Commissioner Fox said he wanted to congratulate Maxi Gile for all the work it takes to put together the BOAC packet.

Councilmember Diane Forte said thank you for allowing her neighbor, John Godfrey, to sit in on the BOAC meeting. John is president of his Class at Rockhurst High School and is going to Marquette next year. On the council side, Councilmember Forte said everyone is excited and apprehensive for the new council members to start and look forward to working with them. Councilmember Forte said John Ohrazda is such a driving force at the airport, and there are so many good things happening, that the airport is just going to be great.

Chair Townsend asked when Lee's Summit Rd. is going to re-open. Bob Hartnett replied work is progressing well as they are on phase 2 of a 4 phase project. Phase 3 & 4 will be built while the road is open to traffic. Phase 2 should be finishing up possibly in the next couple of months, so the road will be back open, but the contractor may still be working on it. Chair Townsend said he has a friend that raises bees and asked if he could put some beehives on the airport. John Ohrazda said with the dramatic changes coming to the airport, it is not a good idea.

**No vote action.**

ADJOURNMENT

Chair Townsend called the April 11, 2016, Board of Aeronautic Commissioners meeting adjourned at 8:19 p.m.

*For your convenience, the BOAC audio file may be found on the City's Internet site at: [www.cityofls.net](http://www.cityofls.net), /Board and Commissions / Board of Aeronautic Commissioners / Meeting Docs/Video*

**No vote action.**