

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

Monday, October 3, 2022

7:00 PM

Howard A & B Conference Rooms

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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**1. Call to Order**

Vice Chairman Brady called the Oct. 3, 2022, Board of Aeronautic Commissioners meeting to order at 7:13 p.m. Notice of said meeting was provided by posting the meeting notice with a tentative agenda, at least 24 hours in advance of the meeting, at both entrances to City Hall and on the City's website.

**2. Roll Call**

Staff in attendance were Mike Anderson, Deputy Director of Public Works; Joel Arrington, Airport Manager; Jeff Penfield, Assistant Airport Manager; and Cynthia DeShazo, Administrative Assistant.

**Present:** 5 - Vice Chair James Brady  
City Council Liaison John Lovell  
Commissioner Phil Mall  
Commissioner Darryl Nelson  
Commissioner Kirk Fletcher

**Absent:** 3 - Chairperson Tom Townsend  
Commissioner Bill Haley  
Commissioner Joseph Towns

**3. Approval of Agenda**

**A motion was made by Councilmember Lovell, seconded by Commissioner Mall, that the agenda of Oct. 3, 2022, be approved. The motion carried unanimously 5-0 (Chairman Townsend and Commissioners Towns and Haley absent).**

**4. Business**

**A. [2022-4962](#) April 4, 2022 BOAC Action Letter**

**A motion was made by Commissioner Mall, seconded by Councilmember Lovell, to approve the April 4, 2022, Action letter. The motion carried unanimously 5-0 (Chairman Townsend and Commissioner Towns and Haley absent).**

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- B. [BILL NO. 22-216](#) An Ordinance authorizing the execution of a ground lease agreement by and between the City of Lee's Summit and Dream in Flight, LLC for a period of 30 years with options for four additional five-year terms for the development of a Hangar located on the West side of the North Apron at the Lee Summit Municipal Airport and authorizing the Mayor to execute an agreement for the same. (BOAC 10/3/22 and PWC 10/10/22)

**A motion was made by Councilmember Lovell, seconded by Commissioner Mall, to recommend to City Council approval of an Ordinance authorizing the execution of a ground lease agreement by and between the City of Lee's Summit and Dream in Flight, LLC for a period of 30 years with options for four additional five-year terms for the development of a Hangar located on the West side of the North Apron at the Lee Summit Municipal Airport and authorizing the Mayor to execute an agreement for the same. The motion carried unanimously 5-0. (Chairman Townsend and Commissioners Towns and Haley absent).**

- C. [BILL NO. 22-217](#) An Ordinance approving a Fixed Base Operator Agreement between the City of Lee's Summit, Missouri and R&D American Aviation, LLC for a period of 2 years with continuing options for renewal to perform aircraft, airframe and powerplant maintenance, repair and inspection services at the Lee's Summit Municipal Airport and authorizing the Mayor to execute an agreement for the same. (BOAC 10/3/22 and PWC 10/10/22)

**A motion was made by Councilmember Lovell, seconded by Commissioner Fletcher, to recommend to City Council approval of an Ordinance approving a Fixed Base Operator Agreement between the City of Lee's Summit, Missouri and R&D American Aviation, LLC for a period of 2 years with continuing options for renewal to perform aircraft, airframe and powerplant maintenance, repair and inspection services at the Lee's Summit Municipal Airport and authorizing the Mayor to execute an agreement for the same. The motion carried unanimously 5-0. (Chairman Townsend and Commissioners Towns and Haley absent).**

- D. [BILL NO. 22-215](#) An Ordinance approving Modification No. 2, to the agreement with Crawford, Murphy and Tilly, Inc. for On-Call Professional Planning & Engineering Services for the airport (RFQ No. 2020-067) in the amount of \$869,000.00, and authorizing the City Manager to execute an agreement for the same. (BOAC 10/3/22 and PWC 10/10/22)

**A motion was made by Commissioner Lovell, seconded by Commissioner Mall, to recommend to City Council approval of an Ordinance approving Modification No. 2, to the agreement with Crawford, Murphy and Tilly, Inc. for On-Call Professional Planning & Engineering Services for the airport (RFQ No. 2020-067) in the amount of \$869,000.00, and authorizing the City Manager to execute an agreement for the same. The motion carried unanimously 5-0. (Chairman Townsend and Commissioners Towns and Haley absent).**

- E. [BILL NO. 22-218](#) An Ordinance approving a Fixed Base Operator Agreement between the City of Lee's Summit, Missouri and Summit Flight Academy, LLC for a period of 2 years with continuing options for renewal to perform flight training and aircraft rental at the Lee's Summit Municipal Airport and authorizing the Mayor to execute an agreement for the same. (BOAC 10/3/22 and PWC 10/10/22)

**A motion was made by Councilmember Lovell, seconded by Commissioner Mall, to recommend to City Council approval of an Ordinance approving a Fixed Base Operator Agreement between the City of Lee's Summit, Missouri and Summit Flight Academy, LLC for a period of 2 years with continuing options for renewal to perform flight training and aircraft rental at the Lee's Summit Municipal Airport and authorizing the Mayor to execute an agreement for the same. The motion carried unanimously 5-0. (Chairman Townsend and Commissioners Towns and Haley absent).**

- F. [2022-5177](#) Staff Report

Joel Arrington, Airport Manager, discussed the FAA contract tower program application for a control tower at the Airport. Crawford, Murphy and Tilly is working with a consultant on an application to the program. Councilmember Lovell asked how the City Council can assist with the application process. More discussion ensued regarding if a control tower is accepted and built, what challenges the City might face with development. Two challenges mentioned were a maintenance facility need for jets and a hotel in close proximity to the Airport. Commissioner Mall asked if there were any updates to the PRI land, and Councilmember Lovell noted there is a master plan and potential for development of PRI land near the Airport.

**This Presentation was received and filed.**

- G. [2022-5189](#) Election of Officers

**A motion was made by Vice Chairman Brady to nominate Tom Townsend for Chairman, seconded by Commissioner Nelson. A second motion was made by Commissioner Nelson to nominate James Brady as Vice Chairman, seconded by Commissioner Mall. Since there were no other nominations, the Commissioners held separate votes and elected Tom Townsend as Chairman in a unanimous 5-0 vote and elected James Brady as Vice Chairman in a unanimous 5-0 vote. (Chairman Townsend and Commissioners Towns and Haley absent).**

## 5. Public Comments

None.

## 6. Roundtable

Commissioner Nelson noted the extremes of having large jets on the ramp and larger aircraft landing at the Airport, and wondered who coordinates this at the Airport. Vice Chairman Brady did note that the Airport needs to better communicate this concern, and Airport Manager Joel Arrington said the City can mention traffic patterns in the Airport Newsletter as well as email pilots and users of the Airport. Discussion ensued about more heavy traffic and student flights at the Airport. Mr. Arrington mentioned the recent "Fly Friendly" information that was recently sent out.

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**7. Adjournment**

Vice Chairman Brady adjourned the Oct. 3, 2022, meeting of the Board of Aeronautic Commissioners at 8:15 p.m.

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