

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

Monday, August 28, 2023

7:00 PM

Howard A Conference Room

220 SE Green Street

Lee's Summit, MO 64063

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Notice is hereby given that the Board of Aeronautic Commissioners for the City of Lee's Summit will meet in person and via video conference on Monday, August 28, 2023, at 7:00 pm as provided by Section 2-50 of the City of Lee's Summit Code of Ordinances, adopted by the City Council on June 15, 2021, Ordinance No. 9172. Persons wishing to attend the meeting via video conference or to comment on any item of business on the agenda may do so by sending a request prior to 12:00 p.m. on Monday, August 28, 2023, to the City Clerk at [clerk@cityofls.net](mailto:clerk@cityofls.net). The City Clerk will provide instructions regarding how to attend by this method.

**1. Call to Order**

Chairman Townsend called the August 28, 2023, Board of Aeronautic Commissioners meeting to order at 7:01 p.m.

**2. Roll Call**

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

**Present:** 6 - Chairperson Tom Townsend  
Vice Chair James Brady  
Commissioner Kirk Fletcher  
Commissioner John T. Hightower Jr.  
Commissioner Darryl Nelson  
Commissioner Steve Rich

**Absent:** 4 - City Council Liaison John Lovell  
Commissioner Bill Haley  
Commissioner Phil Mall  
Commissioner Joseph Towns

**3. Approval of Agenda**

A motion was made by Commissioner Nelson, seconded by Commissioner Hightower, Jr., that the agenda for August 28, 2023, be approved. The motion carried unanimously 6-0 (Commissioners Towns, Haley and Mall absent).

**4. Public Comments**

None.

**5. Business**

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- A. [2023-5751](#) Approval of the June 5, 2023, BOAC Action Letter.

**A motion was made by Commissioner Fletcher, seconded by Commissioner Nelson, to approve the June 5, 2023, Action Letter. The motion carried unanimously 6-0. (Commissioners Towns, Haley and Mall absent).**

- B. [2023-5752](#) Staff Report: Fuel Sales & Fuel History

Chairman Townsend noted there were not enough agenda items to hold a meeting on the scheduled seventh of August, yet several security concerns have come up in the last month at the Airport. On that note, Mr. Joel Arrington, Airport Manager, prepared a more detailed staff report with slide presentation to bring the Board up-to-date.

Mr. Jeff Penfield, Assistant Airport Manager, gave an overall update on fuel sales for this fiscal year. At mid-year, Staff predicted selling 255,000 gallons of Jet A and the Airport ended up selling 278,000, which was over the projected goal. 86,000 gallons of 100LL was predicted and the Airport sold 96,000 gallons. On MoGas, 12,598 gallons were predicted and sold 12,800 gallons, which was over the projected amount. So the Airport exceeded metrics for Fiscal Year 23. This could be attributed to a new flight school, open since February on Airport grounds with five airplanes and seeing an uptick on 100LL. Fuel sales are doing well. Staff has always tracked revenue, and the big items are hangars, fuel, tie-downs and then services. The most reliable income comes from these items. The variable is in fuel sales and tie-downs. For FY24, Mr. Penfield will track fuel sales, tie-downs and airport services and he explained the legend for the graph presented. The horizontal blue line represents what staff predicts, and staff can predict that number to the day per the orange line. The daily goal is represented in the yellow line.

Commissioner Hightower, Jr. requested to see winter numbers for fuel sales and tie downs, for revenue purposes. Mr. Arrington said staff can provide those month to month numbers, and that generally in the wintertime 100LL and MoGas sales taper off due to less aircraft flying and less tie down fees.

The East side infrastructure and Hangar 2 projects are nearing completion of design. Staff is working to finalize the Hangar 2 layout and MEP (mechanical, electrical, plumbing), and early October is the goal for this to go out to bid. Infrastructure work still needs to get done and there is a cost share agreement in order to service sanitary sewer and a manhole underneath Hagan Road with the developer. Chairman Townsend asked if in the October meeting the board could be briefed then, and Mr. Arrington answered staff should have a good handle on finalizing plans. Mr. Anderson also noted staff is finalizing plans with the school district on hangar details, as well as working with IT (Information Technology) for fiber and network installation around the City and to feed the Airport on the East side. Conduit was run underneath runway 18/36 when it was

built.

T-hangar inspections continue to happen and Mr. Arrington gave a timeline of the events. These include implementing written policies and procedures, conducting effective training and education, developing effective lines of communication, conducting internal monitoring and auditing of the hangar inspections, and fairly enforcing compliance issues. Thus far, 25 percent failed the inspection, three percent were labeled a safety concern and 71 percent passed in August. Fifteen percent of the hangars leased were in violation. Staff continues to follow up with the inspections. Commissioner Nelson asked how many leases were terminated for non-aviation use and Mr. Arrington answered that one was terminated due to non-compliance.

Overall feedback from tenants was good, and they are concerned about safety.

Mr. Arrington presented an Airport Strategic Plan which is being drafted. This is a fairly new plan and initiative driven by the Business and Master Plans, customers and stakeholders. Items to be addressed in the Strategic Plan are those not in the current Capital Improvement Plan. This will be reviewed and updated quarterly or on as needed based on business demand. A Five-year Strategic Development Plan slide was shown, items highlighted in green stem from the Business Plan; items highlighted in yellow stem from customer surveys or comments, these items will help guide the budget. Several items in green are to review and update hangar leases; review and update Airport Rules and Regulations and Minimum Standards; finalize hangar design standards; and to develop a branding scope of services and solicit a marketing firm, for the 2024 fiscal year. These items will help guide the budget.

Commissioner Hightower, Jr. asked if consideration was given to money from the Airport Improvement Program (AIP) and FAA into budgeting strategy. Mr. Anderson answered that money from AIP cannot be used for day-to-day Airport operations. Commissioner Hightower, Jr. also inquired how this five year Strategic Plan compares to the Master Plan. Mr. Arrington answered absolutely that all items highlighted in green in the slide presentation came directly out of the Master Plan. Chairman Townsend noted that since the Business Plan is two years old, that the Board take pieces from this and review during the BOAC meetings. Mr. Penfield noted that the Strategic Plan is a working document on "how" items get addressed and action items on emerging technologies that pop up. Commissioner Hightower, Jr. asked how the events timeline lines up with the Strategic Plan. Mr. Arrington answered that this is not lined out by quarter, but by year in each column of the Strategic Plan slide presented.

Mr. Arrington reported that Airport Staff is reviewing the current Airport Traffic Patterns and procedures to determine if they are appropriate based on the combined growth of the Airport and City. A presentation detailing the history of

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the traffic patterns along with relevance for today's patterns and future growth of the Airport, as well as City, was shown with slides. Flight tests have been conducted to date. Chairman Townsend asked if there are FAA guidelines on this, and Mr. Arrington replied staff is looking into this. Commissioner Hightower, Jr. made a suggestion, with a potential control tower on site, if staff can change the mindset of the flying public regarding possible new traffic patterns. Mr. Arrington noted staff has been working with the on site flight schools regarding the noise concerns from nearby homeowners and businesses.

Mr. Arrington noted that the taxiway "B" and "C" rehab along runway 11/29, was set to start Sept. 18. An email was sent to all tenants informing them of runway closures during the rehab project which will include the closure of runway 11/29 on Sept. 19 for about 20 days. A two hour total closure of the Airport will take place near the end of this project. Work to be completed consists of removing/replacing joint seal material and replacing panels when needed. The objective is to extend the usefulness of the pavement.

Mr. Arrington reported that an aircraft fire was reported on the evening of June 23, 2023. A Pipistrelle caught fire after landing and Airport staff responded, and put out the fire. Special recognition was given to the three Airport Attendants involved. Commissioner Fletcher asked if the incident warranted a call to the FAA, and Mr. Arrington said an in-flight fire is to be reported, but since this was after landing he thought a report was made due to this being a complete loss of the plane.

Mr. Arrington reported that on August 5, 2023, there was a theft at the Airport and the EAA Hangar K was broken into. Mr. Arrington noted that prior to this incident, on August 1, he had met with the Lee's Summit Police Department and IT staff regarding Hangar 2 and the main gate security system. On August 5, thieves entered through the main gate. EAA items were stolen, an Airport vehicle was broken into and tools were taken. Some of the contributing factors could be that the gate code is well known and had not been changed in years, there are multiple ways to get onto the Airport grounds unchallenged, there is a lack of lighting at the main gate and video surveillance of vehicles entering the Airport, and a lack of onsite or 24/7 surveillance by a live person. Mr. Arrington takes this very seriously and solutions have been taken to enhance security in response to the incident. This includes both short-term and long-term initiatives. Chairman Townsend asked what if a person flew in late and needed access, and Mr. Arrington answered there is a way and that Airport staff will monitor.

Mr. Arrington further noted that in the early morning hours of August 18, 2023, newly installed cameras detected an attempted theft and alerted staff of motion. Staff verified that the individuals were attempting to access the gate, police were notified and intercepted the individuals in the Hangar 1 parking lot.

The driver was pulled over but the other suspects fled the police and were not caught. Commissioner Nelson offered discussion thoughts to keep leaning in on these thefts and to focus on security, and Chairman Townsend inquired on where does the City stand on funding. Mr. Arrington noted staff is awaiting a quote for FOB technology to be installed on the main gate as well as Hangar 2, and that this was not in the budget. Mr. Anderson agreed staff will focus on security and noted there is no-tax increase bond (NTIB) money for the hangar and eastside infrastructure, and fiber piped into the new development. Mr. Anderson further noted that this is a public airport and that we need to keep this in mind. The fence is a wildlife fence. Different technologies in use today for security were discussed such as remotes, FOBs and lock boxes with codes accessed through an app such as what realtors use on houses. Commissioner Hightower, Jr. asked if there are motion detector lights on the gate now, and Mr. Arrington noted yes there is at the main gate as well as three motion detection cameras. Chairman Townsend asked when might fiber go to the Airport, and Mr. Anderson noted not right away in order for staff to find funding through the upcoming eastside development bids and openings.

## 6. Roundtable

Commissioner Nelson noted that he did not see in the Strategic Plan document consideration for an Airport re-branding name but he did see this in the Business Plan for 2025, and also asked if staff is planning for World Cup traffic coming into the Airport. Mr. Arrington answered yes that hopefully Hangar 2 will be done and re-branding is currently being looked at, and Mr. Anderson noted the World Cup is driving staffs' timeline for completion.

Chairman Townsend asked for emails going to tenants to also include the Board, in order for board members to attend town halls, events, etc. Elections will be on the agenda for the October meeting. Chairman Townsend requested that the City's Chief Counsel of Infrastructure & Recreation attend a board meeting in order to ask several questions regarding the revamping of committees and commissions, such as new tasks and overall scope of board members on this commission. Mr. Anderson noted as all members might recall, there was a revamping of all City boards and commissions, and that Scott Ison, Chief Counsel, would be a good presence in order to answer any lingering questions that board members may have.

Chairman Townsend noted he drove over to the East ramp in order to look at the geography of the land where the eastside development is to occur, and he noted the large drop off there. He noted large amounts of dirt seem to be required, and Mr. Anderson noted this is the big hurdle as this needs to be an engineered field. Mr. Arrington agreed.

## 7. Adjournment

Chairman Townsend adjourned the August 28, 2023, meeting of the Board of Aeronautic Commissioners at 8:30 p.m.

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