

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

Monday, February 5, 2024

7:00 PM

Lee's Summit City Hall
Howard A Conference Room
220 SE Green Street
Lee's Summit, MO 64063

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, February 5, 2024, 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, February 5, 2024, to the City Clerk at clerk@cityofls.net. The City Clerk will provide instructions regarding how to attend by this method.

1. Call to Order

Chairman Townsend called the Feb. 5, 2024, 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. Guests in attendance were Dylan Welter and Bryan Shelton, both ultralight pilots.

Present: 8 - Chairperson Tom Townsend
Vice Chair James Brady
Commissioner Bill Haley
Commissioner Phil Mall
Commissioner Darryl Nelson
Commissioner Steve Rich
Commissioner Adam Shimmens
Commissioner Joseph Towns

Absent: 2 - City Council Liaison John Lovell
Commissioner John T. Hightower Jr.

3. Approval of Agenda

A motion was made by Commissioner Mall, seconded by Vice Chair Brady, that the agenda for Feb. 5, 2024, be approved. The motion carried unanimously 8-0 (Commissioner Hightower Jr. and Councilmember Lovell absent).

4. Public Comments

Dylan Welter and Bryan Shelton noted they were here to observe.

5. Business

- A. [2024-6085](#) Approval of the December 4, 2023 BOAC Action Letter.

A motion was made by Commissioner Haley, seconded by Commissioner Rich, that the Dec. 4, 2023, Action Letter be approved. The motion carried unanimously 8-0 (Commissioner Hightower, Jr. and Councilmember Lovell absent).

- B. [2024-6099](#) Risk Management Board - Powered Paragliders (PPG) at Lee's Summit Municipal Airport.

Jeff Penfield, Assistant Airport Manager, summarized that staff has met several times with members of the powered paragliders at the Airport. The objective is to identify and mitigate risks associated with operating PPGs at the Airport, and staff came up with a mitigation plan to establish a 500 AGL PPG traffic pattern to include departure/arrival corridors and routes, runway crossing points, communications procedures, as well as utilization of the open field just west of the north side hangars for a dedicated PPG launch and landing area.

Mr. Shelton, guest in attendance, commented he felt great improvement in meeting with Airport staff.

The next step will be PPG rules being finalized, then sent to the FAA for review as well as a client town hall meeting. Then for the Board to review final operating rules by April 1, then move on for review by Public Works Committee on April 8, then City Council for final approval on April 16.

Once approved, Mr. Welter asked where the new rules will officially be posted. Mr. Arrington answered that the new rules and regulations will be incorporated into the Airport page on the City's website. Commissioner Nelson mentioned this will need to be communicated for the public, as well as pilots, using the Airport.

This Discussion Item was received and filed.

- C. [2024-6084](#) Staff Report: Fuel Sales & Fuel History

Commissioner Brady thanked staff for clearing taxiways from the big snow event in January, which was a tough snow.

Mr. Arrington recapped that the December Jet A goal was 23,750 gallons sold, and the actual was 31,795 gallons. The MoGas goal was 834 gallons, and the actual was 572 gallons. The January goal for Jet A was 24,849 gallons, and the actual sold was 22,097 gallons. The major snow and ice event kept most aircraft fogged in.

This Presentation was received and filed.

6. Roundtable

Board of Aeronautic Commissioners

Action Letter

February 5, 2024

Chairman Townsend discussed moving the Board meetings to Wednesday evenings in order to accommodate several members. The members voted and passed the recommendation, thus the Board will now meet on the first Wed. of every other month.

Commissioner Mall said the Harrisonville airport will shut down their runway for renovations, and the City will be charging their customers full rent. That airport is also examining their hangars and storage in those hangars.

Commissioner Haley thanked staff for the work they've done on the PPG presentation.

Mr. Arrington noted staff is trying to find ways to reduce costs of credit card transactions and fuel sales are most of this cost for the Airport budget. Hangar payments are being made by customers with a credit card on file. This is a large fee for the Airport. Staff is working on a letter to go out to base customers. In other news, a boiler hangar went out in the J Hangar during one day where temperatures were minus 10 degrees. The old boiler actually caught fire and luckily someone was there. It had just been inspected a few days before. A portable heater was brought in to keep the hangar above freezing.

Mr. Anderson gave an update on the Hangar 2 design. This was a milestone date as the City opened up bids for the eastside infrastructure and Hangar 2 design, with bids coming in for both at over \$16 million. Staff will continue meeting with LSR7 staff to go over their portions in the bid process. The project award should be mentioned during the March Public Works Committee meeting.

The next meeting of the Board of Aeronautic Commissioners will be the first Wed. in April.

A motion was made by Commissioner Mall, seconded by Commissioner Haley, to move the Board meetings to the first Wednesday evening of every other month. The motion carried unanimously 8-0 (Commissioner Hightower, Jr. and Councilmember Lovell absent).

7. Adjournment

Chairman Townsend adjourned the February 5, 2024, meeting of the Board of Aeronautic Commissioners at 8:01 p.m.

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