

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

Monday, October 8, 2018

7:00 PM

City Council Committee Room

City Hall

220 SE Green Street

Lee's Summit, MO 64063

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1. Call to Order

Chairman Mall called the October 8, 2018 Board of Aeronautic Commissioners meeting to order at 7:02 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.

2. Roll Call

**Present:** 7 - Chairperson Phil Mall  
Vice Chair Ken Stremming  
Commissioner James Brady  
Commissioner Paula Derks  
Commissioner Joseph Towns  
Commissioner Tom Townsend  
City Council Liaison Rob Binney

**Absent:** 2 - Commissioner Darryl Nelson  
Commissioner Molly Waller

3. Approval of Agenda

**A motion was made by Vice Chair Stremming, seconded by Joseph Towns, that the agenda of October 8, 2018 be approved. The motion carried unanimously 7-0. (Commissioners Nelson and Waller absent).**

4. Approval of Action Letter

A. [2018-2195](#) Action Letter dated June 11, 2018.

**A motion was made by Commissioner Brady, seconded by Commissioner Derks, to approve the June 11, 2018 Action Letter. The motion carried unanimously 7-0. (Commissioners Nelson and Waller absent).**

5. Public Comments

None.

6. Business

Board of Aeronautic Commissioners

Action Letter

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A. [2018-2363](#) Presentation on Airport Insurance

Mr. Bob Hartnett, Deputy Director Public Works, introduced Robert Hopson, Lockton Insurance Consultant, who gave a presentation on the updated insurance coverages for the Lee's Summit Airport. It is a multi-year program and is a three year policy. Three primary coverages include:

1. Airport premises liability
2. Products liability
3. Hangar Keepers liability

**This Presentation was received and filed.**

B. [2018-2247](#) Presentation of the Missouri Sunshine Law

Mr. Bob Hartnett, Deputy Director of Public Works, gave a presentation on the Missouri Sunshine Law as it pertains to Board of Aeronautic Commissioners business. Under requirements of the law, meetings are open governmental meetings, and records and votes to the public are provided and transparent to government actions and operations.

**This Presentation was received and filed.**

C. [2018-2325](#) Monthly Checklist for Board of Aeronautic Commissioners (BOAC) Meetings

Mr. Bob Hartnett, Deputy Director of Public Works, gave a presentation on City staff's regular timeframe for packets to be started and approved prior to Board of Aeronautic Commissioners meetings. Staff wanted the Commissioners to be aware of timeframes so that if a commissioner wished to add an agenda item to the meeting, the Commissioners would be aware of the deadlines.

**This Presentation was received and filed.**

D. [BILL NO. 18-185](#) An Ordinance authorizing execution of Modification No. 11 to the agreement with Crawford, Murphy and Tilly, Inc. for on-call engineering services for the Municipal Airport (RFQ 2015-300) not to exceed maximum payment of \$25,590.00 for the boundary survey, zoning plats and Strother Road vacation plats. (BOAC 10/08/18, PWC 10/23/18)

**A motion was made by Commissioner Brady, seconded by Vice Chair Stremming, to recommend to City Council approval of an ordinance authorizing execution of Modification No. 11 to the agreement with Crawford, Murphy and Tilly, Inc. for on-call engineering services for the Municipal Airport (RFQ 2015-300) not to exceed maximum payment of \$25,590.00 for the boundary survey, zoning plats and Strother Road vacation plats. The motion carried unanimously 7-0. (Commissioners Nelson and Waller absent).**

E. [2018-2355](#) Airport Financial Report Year to Date June 30, 2018

Darlene Pickett, Finance Controller, presented the Airport Financial Report Year to Date June 30, 2018. The Airport fund has a net operating loss of \$708,882. The fund has operating revenues of \$1,466,315 against expenditures of \$2,175,197. Nonoperating items and transfers bring the fund to a year-to-date net income of \$7,311,912. When depreciation expense of \$628,316 is removed, net income adjusted for depreciation is \$7,940,228. Grant reimbursements make up \$5,627,702 of this income amount.

A Discussion ensued about some investing, spending and grant money reimbursements. Vice Chair Stremming talked about revenue benefits from fuel sales and a discussion ensued.

**This Report was received and filed.**

F. [2018-2202](#) Staff Report, Fuel Sales & Fuel History

Mr. Joel Arrington, Assistant Airport Manager, presented the fuel sales report. There has been an average of \$20,000 in fuel sales per month for the first three months of FY2019. The big driver is the Jet A sales. There was a discussion about the upward trend in fuel sales and if the airport is seeing more traffic.

Mr. John Ohrazda, Airport Manager, gave a presentation on construction updates at the airport. Lots of construction has taken place on Taxiway Alpha. Runway 18/36 may reopen in the middle of October. Staff is planning a tenant meeting for Dec. 5. Staff is reminding customers of the January 2020 deadline to be in compliance with new Automatic dependent surveillance-broadcast (ADS-B) regulations. There was a discussion about what ADS-B equipment entails. Road improvement projects on the East side of the airport are coming up, as well as upcoming maintenance projects this spring.

Lee's Summit Airport has been selected as a stop in June 2019 for the All Women's Classic Race. More discussion ensued about this race and media coverage, including who books rooms for the racers. The Airport was approached by a company interested in doing commercial sky diving, and the airport has requested a safety study from the FAA. This may be a topic of discussion at the December meeting.

**This Presentation was received and filed.**

G. [2018-2341](#) Election of Officers

**A motion was made by Vice Chair Stremming, to nominate Phil Mall for Chairman, and Paula Derks as Vice-Chair. There were no other nominations. Hearing no opposition, the Chairman determined the nominees to be elected by acclamation.(Commissioners Nelson and Waller absent).**

## 7. Roundtable

Commissioner Derks informed all that the Federal Aviation Administration (FAA) now has fixed 5 year funding. Commissioner Townsend would like to entertain the idea to increase the insurance coverages for a year from now, since this year's renewal is already budgeted. A discussion ensued about "right sizing" the insurance policy.

Mr. Hartnett noted how important fuel sales are to the airport. The City will be sending Joel Arrington back to the National Business Aviation Association schedulers and dispatchers conference in the Spring. Someone wrote an online comment giving our airport 5 stars, stating in part that they couldn't believe this was a municipal airport. They noted Service Attendant Dana Cramer's outstanding customer service. The Missouri Department of Transportation Aviation Director has stated they have some "turnback" money totaling \$130,000. This will cover legal fees from a project for land acquisition up north of the airport. It was asked if there would be any money leftover and Ms. Pickett answered there would be roughly \$100,000. There is some potential for development on the east side of airport and Mr. Hartnett will share with the BOAC soon. There may be a special meeting of BOAC in a few weeks.

Mr. Ohrazda noted a tentative date for the annual trip to Jefferson City in December to talk to the Aviation Director about Capital Improvement plans with the new funding program. We hope to get feedback about what will happen in the future.

Vice Chair Stremming announced that Commissioner Derks is retiring as president of the Aircraft Electronics Association.

Councilmember Rob Binney thanked staff for the coverage of the Fly-In and he continues to encourage BOAC to interact with all of the City's elected officials as well as at the state level.

## 8. Adjournment

Commissioner Mall adjourned the Oct. 8, 2018, meeting of the Board of Aeronautic Commissioners at 8:40 p.m at City Hall, 220 SE Green Street, City Council Committee Room.

For your convenience, City Council agendas, as well as videos of City Council and Council Committee meetings, may be viewed on the City's Legislative Information Center website at [lsmo.legistar.com](http://lsmo.legistar.com)