



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

Monday, June 12, 2017
7:00 PM
City Council Committee Room
City Hall
220 SE Green Street
Lee's Summit, MO 64063

CALL TO ORDER

Chair Townsend called the June 12, 2017, Board of Aeronautic Commissioners meeting to order at 7:00 p.m. Notice of said meeting was provided by posting a proposed agenda at least 24 hours in advance for public notice.

Chair Townsend recognized Mayor Pro-Tem Binney. Councilmember Binney said he just stopped by the meeting to make sure everyone met the new BOAC Liaison Councilmember Craig Faith. Councilmember Faith represents the 2nd district.

Everyone welcomed Councilmember Faith.

- Present:** 7 - Chairperson Tom Townsend
Vice Chair Garey Reeves
City Council Liaison Craig Faith
Commissioner Gary Fox
Commissioner Phil Mall
Commissioner Ken Stremming
Commissioner Joseph Towns
- Absent:** 2 - Commissioner James Brady
Commissioner Molly Waller

ROLL CALL

Chair Townsend made the announcement that City Staff member Maxi Gile will be retiring and this is her last meeting. Chair Townsend thanked her for all her great help and service and wished her wonderful times ahead. Maxi said it had almost been 10 years and had been wonderful serving the BOAC. Commissioner Mall made a motion at this time to thank Maxi for her 10 years of service to the Board of Aeronautic Commissioners.

A motion was made by Commissioner Mall, seconded by Commissioner Reeves to thank Maxi for her 10 years of service to the Board of Aeronautic Commissioners. The motion

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carried unanimously 7-0 (Commissioner Brady "absent", Commissioner Waller "Absent").

Present: 7 - Chairperson Tom Townsend
Vice Chair Garey Reeves
Commissioner Gary Fox
Commissioner Phil Mall
Commissioner Ken Stremming
Commissioner Joseph Towns
City Council Liaison Craig Faith

Absent: 2 - Commissioner James Brady
Commissioner Molly Waller

1. APPROVAL OF AGENDA

A motion was made by Commissioner Stremming, seconded by Commissioner Mall, that the Agenda of June 12, 2017 be approved. The motion carried unanimously 7-0 (Commissioner Brady "Absent", Commissioner Waller "Absent").

2. APPROVAL OF ACTION LETTER

A motion was made by Commissioner Reeves, seconded by Commissioner Towns, that the Action Letter of May 1, 2017 be approved. The motion carried unanimously 7-0 (Commissioner Brady "Absent", Commissioner Waller "Absent").

[2017-1208](#) Action Letter

3. PUBLIC COMMENTS

There were no public comments.

4. [2017-1270](#) Airport Year to Date Financial Report April 30,2017

Darlene Picket, Finance Controller, presented the Airport Year-to-Date Financial Report. Reports through April 2017 show the Airport fund with a net operating loss of \$402,946. The fund has operating revenues of \$1,475,951. Non- operating items and transfers bring the fund to a year-to-date net loss of \$154,752. When depreciation expense of \$463,512 is excluded (added back), net income adjusted for depreciation is \$308,760. Grant reimbursements make up \$263,198 of this income amount.

Operating revenues are below budget (98%) and above prior year \$34,420 or 3%. Rental revenues are exceeding budget by 9% for FY17 and up 18% compared to last year. Fuel revenues are below budget \$62,650 (11%) and down \$46k (9%) compared to last year. Overall, sales in gallons are down 5,316 gallons or 4% compared to last year. The airport was closed to take-offs and landings from April 17 to May 9 and Runway 18/36 will remain closed for the next 4 or 5 months. These closures are the primary reason for lower fuel sales in gallons and dollars. In addition, prices on average are \$.61/gallon lower than last year.

Expenditures are under budget \$80,975 or 5%. Both salaries and supplies for resale (fuel) are coming in 11% respectively (\$82,000) below budget.

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OSS&C is under budget \$50k or 23%. Items included in this category include fuel used in airport vehicles/equipment and fuel discounts earned on purchases. Maintenance and repairs are \$36k (80%) over budget due to repairs on Hangar One and utilities (electric) is over \$15k, again primarily due to Hangar One. All other expense categories are performing within 10% or \$10,000 of budget.

This Report was received and filed.

5. BUSINESS

- A. [BILL NO. 17-140](#) AN ORDINANCE AUTHORIZING THE EXECUTION OF MODIFICATION NO. 6 TO THE AGREEMENT WITH CRAWFORD, MURPHY AND TILLY, INC. FOR ON CALL ENGINEERING SERVICES FOR THE AIRPORT (RFQ 2015-300) IN THE AMOUNT OF \$58,630 FOR DESIGN OF BIDDING DOCUMENTS FOR TWO NEW MULTI-UNIT PRE-ENGINEERED T-HANGAR BUILDINGS AND A SINGLE NEW T-HANGAR TAXI LANE AND OTHER INCIDENTAL WORK. (BOAC 6/12/17) (PWC 6/20/17)

Bob Hartnett presented the ordinance to BOAC and asked for a motion of approval. The ordinance will go to Public Works Committee on Tuesday, June 20, and then on to City Council. A motion was made at this time.

A motion was made by Commissioner Reeves, seconded by Commissioner Fox to recommend to City Council approval of AN ORDINANCE AUTHORIZING THE EXECUTION OF MODIFICATION NO. 6 TO THE AGREEMENT WITH CRAWFORD, MURPHY AND TILLY, INC. FOR ON CALL ENGINEERING SERVICES FOR THE AIRPORT (RFQ 2015-300) IN THE AMOUNT OF \$58,630 FOR DESIGN OF BIDDING DOCUMENTS FOR TWO NEW MULTI-UNIT PRE-ENGINEERED T-HANGER BUILDINGS AND A SINGLE NEW T-HANGER TAXILINE AND OTHER INCIDENTAL WORK. The motion carried unanimously 7-0 (Commissioner Brady "Absent", Commissioner Waller "Absent").

- B. [TMP-0533](#) AN ORDINANCE AUTHORIZING THE AIRPORT DIVISION TO ACCEPT AN ENERGY EFFICIENCY IMPROVEMENT PROJECT GRANT WITH THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT DIVISION OF ENERGY FOR RUNWAY LIGHTING PROJECT IN THE AMOUNT OF \$30,890.00. (BOAC 6-12-17)

John Ohrazda gave his presentation on the Runway Lighting Energy Efficiency Improvement Project. Mr. Ohrazda asked for a motion of approval after the presentation. A motion was made at this time.

A motion was made by Commissioner Mall, seconded by Commissioner Towns to recommend to City Council approval of An ORDINANCE AUTHORIZING THE AIRPORT DIVISION TO ACCEPT AN ENERGY EFFICIENCY IMPROVEMENT PROJECT GRANT WITH THE MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT DIVISION OF ENERGY FOR RUNWAY LIGHTING PROJECT IN THE AMOUNT OF \$30,890.00. The motion carried unanimously 7-0 (Commissioner Brady "Absent", Commissioner Waller "Absent").

- C. [2017-1255](#) 2017 Annual Fuel Analysis Update

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Joel Arrington gave a short presentation on the 2017 Annual Fuel Analysis Update. Mr. Arrington reported the number of "no fuel purchased" customers has dropped from 37 in FY13 to 16 in FY17. Joel asked for a motion to continue and monitor the Minimum Fuel Purchase Program. A motion was made at this time.

A motion was made by Commissioner Towns, seconded by Commissioner Fox to recommend approval of continuing and monitoring the Minimum Fuel Purchase Program at the Airport. The motion carried 7-0 (Commissioner Brady "Absent", Commissioner Waller "Absent").

D. [2017-1267](#) Staff Report, Fuel Sales & Fuel History

John Ohrazda passed around a flyer from the flight school that has been approved by City Council to operate at the Airport. Originally, they were not going to have an office at the airport, but their business has expanded so much, they requested office space. They will be in the modular building in suite D for the next few weeks.

John Ohrazda said not to forget the Open House at the Airport from 9 a.m. -2 p.m. on June 24. Councilmember Faith said last year he came to the Open House and Mr. Ohrazda did not know he was a Councilmember, but treated him like royalty, as he did everyone. Councilmember Faith said he was so impressed by this and wanted to brag on Mr. Ohrazda. Mr. Ohrazda said the Airport is the front gateway to this community and all the people who come through that gate are important. Councilmember Faith said he is really appreciative of being at this meeting and appreciative of what the BOAC does.

This Report was received and filed.

6. SUGGESTION BOX

Vice Chair Reeves reported there was one suggestion in the suggestion box writtten on 4/8/17. It read as follows: "You should get a free pen every time you come to the airport and 12 year-olds should be allowed to fly the planes". Joel Arrington said there are free pens on the counter at the front desk and 12 year-olds flying planes is out of BOAC's scope.

This suggestion was received and filed.

7. ROUNDTABLE

Commissioner Stremming said while driving one of the golf carts at the Open House last year, he received really good comments from the public about the progress of the Airport.

Councilmember Faith said he will do his best to represent the BOAC at the City Council meetings. If there is something specific the BOAC wants discussed at the meeting, please feel free to tell him. John Ohrazda said the BOAC appreciated Councilmember Faith being the liasion and taking the time to come to the meeting, as they know he has many meetings, on

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many evenings, as well as his regular job.

Commissioner Towns said he received some comments from the public asking when there will be a new terminal building at the airport. With all the new improvements going on at the airport, there has been a renewed interest. Bob Hartnett said the decision was made to do the hangar replacements before doing the new terminal building, as it was better service to the airport tenants.

Commissioner Reeves said our Chairman, Tom Townsend has a new granddaughter.

Chair Townsend said it was a great idea having a conference room in the terminal building so pilots could fly in, have a meeting and fly out. Chair Townsend reported he spoke with the retiring Vice President of Midwest Air Traffic Control and asked him if he would come to a BOAC meeting and talk about an air-traffic control tower, how to get started, pros and cons, costs and how to get the grants, etc. He has a wealth of information. Chair Townsend said he was looking at possibly September or October for this meeting. Chair Townsend said Truckey, Calif. has incorporated end of runway cameras for traffic counts. Mr. Ohrazda said the Airport has interns that do the traffic counts.

Bob Hartnett said to mark your calendars. The contractors are doing a terrific job on runway 18/36 and it looks like it may be finished on August 15, weather permitting. A major ribbon cutting may take place on 8-29, 30 or 31. Staff is checking on the availabilities of the Mayor and MoDOT staff.

8. ADJOURNMENT

Chair Townsend adjourned the June 12, 2017, Board of Aeronautic Commissioners meeting at 8:02 p.m.

For your convenience, City Council agendas, as well as videos of City Council and Council Committee meetings, may be viewed on the City's Internet site at "www.cityofls.net".