

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

Monday, June 5, 2023
7:00 PM
Howard A Conference Room
and Via Video Conference
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, June 5, 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, June 5, 2023, 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 June 5, 2023, Board of Aeronautic Commissioners meeting to order at 7:00 p.m.

2. Roll Call

One guest in attendance was Griff Pickett, a tenant at the Airport who would like to be more informed of the Committee. 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 Steve Rich
Commissioner Joseph Towns

Absent: 4 - City Council Liaison John Lovell
Commissioner Bill Haley
Commissioner Phil Mall
Commissioner Darryl Nelson

3. Approval of Agenda

A motion was made by Commissioner Towns, seconded by Vice Chair Brady, that the agenda for June 5, 2023, be approved. The motion carried unanimously 6-0. (Commissioners Haley, Mall and Nelson absent).

4. Public Comments

None.

5. Business

- A. [2023-5676](#) Approval of the April 3, 2023, BOAC Action Letter.
- A motion was made by Commissioner Towns, seconded by Commissioner Fletcher, to approve the April 3, 2023, Action Letter. The motion carried unanimously 6-0. (Commissioners Haley, Mall and Nelson absent).**

- B. [BILL NO. 23-131](#) An Ordinance approving Modification No. 4, 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 \$39,200.00, and authorizing the City Manager to execute an agreement for the same. (BOAC 6-5-23) (PWC 6/12/23)

The Commissioners reached a consensus to forward this Ordinance to the Public Works Committee with a recommendation for approval.

- C. [BILL NO. 23-135](#) An Ordinance approving a fixed base operator agreement between Meisinger Aviation LLC and the City of Lee's Summit, Missouri to rent office space to perform aircraft sales and aircraft brokering at the Lee's Summit Municipal Airport and authorizing the Mayor to execute the same. (BOAC 6-5-23) (PWC 6/12/23)

The Commissioners reached a consensus to forward this Ordinance to the Public Works Committee with a recommendation for approval.

- D. [BILL NO. 23-136](#) An Ordinance approving a fixed base operator agreement between Rebel Aviation and the City of Lee's Summit, Missouri to rent office and hangar space to perform Flight Training, Aircraft Rental, Aircraft Maintenance and Inspection Services at the Lee's Summit Municipal Airport and authorizing the Mayor to execute the same. (BOAC 6-5-23) (PWC 6/12/23)

The Commissioners reached a consensus to forward this Ordinance to the Public Works Committee with a recommendation for approval.

- E. [2023-5677](#) Staff Report: Fuel Sales & Fuel History

Mr. Arrington asked if there were any questions or additions to the May Airport Staff Report and fuel sales and there were none. Staff, along with representatives from the City's consultant Crawford, Murphy and Tilly (CMT) plus architects, toured two FBO's in order to accomplish design and layout goals for a future Hangar 2 and terminal buildings. Next steps will be for staff to get an independent fee estimate per CMT.

Overall fuel sales for JetA were up for the month by 1,000 gallons. 100LL was up almost 4,000 gallons in sales. MoGas was steady.

6. Roundtable

Commissioner Hightower, Jr. introduced himself to the Board stating he has over 30 years of aviation experience, including nine years in the Navy, with the rest in Air Traffic Control for several metro airports such as Midwest Executive in Olathe, the downtown Kansas City Municipal Airport and KC International. Commissioner Hightower, Jr. has a masters degree in Aviation Safety, has spent eight years with University of Central Missouri and is currently working on obtaining his private pilots license.

Mike Anderson, Deputy Director of Public Works, presented the Airport Operating Financial Statement ending April 30, 2023. He noted the report is a bit convoluted because of how accounting tracks funds, and this can be misleading such as in the case of the \$300,000 line "operating transfers in" which is actual repayment of funds for the Hangar One building. The report shows through April 30, 2023, the Airport fund with an operating loss of \$949,333. The fund has net operating revenues of \$2,681,707 against expenditures of \$3,631,040. Non-operating items, transfers, and write off of the general and administrative fees bring the fund to a year-to-date net income of \$1,584,886. When depreciation expense of \$1,111,764 and the write off of the general and administrative fees of \$2,230,441 are excluded, the adjusted net income is \$466,209. Removing the Hangar 1 payment brings this down to \$165,593.

Mr. Anderson noted that Operating Revenues are 12% below budget with nine months of revenue reported. Overall, sales in gallons decreased 1,247 gallons or 4% compared to last year but noted this is only the month of April. Chairman Townsend asked what is "other" on the table of Operating Revenues under Fuel Sales and Discounts, listing \$40,380. Joel Arrington, Airport Manager, noted he will have to get that to the group since he does not do this report. This financial report is generated by the City's Finance Department.

On the same table, Mr. Anderson noted for the Board to recall from the April 3 meeting discussion regarding Grant Reimbursements that those factor in. The Airport is to receive two operating grants approved by MoDOT - one was a COVID grant reimbursement for \$69,000 and the other in May for \$23,000 was a follow up COVID grant. Mr. Anderson commended Airport staff for doing a good job with the enterprise fund and running in the black due to all their hard work.

Commissioner Hightower, Jr. asked two questions: in 2026 the World Cup will come to Kansas City and will the Lee's Summit Airport be prepared, and are fuel sale costs marked up for the Airport and how do our costs compare to other airports in the metro. Mr. Arrington answered Jet A is brought in to the Airport and marked up. Mr. Arrington listed the Airport's full service price for JetA is

Board of Aeronautic Commissioners

Action Letter

June 5, 2023

\$5.78, and the base customers discount rate is \$4.08. The full service price for 100LL is \$6.27, and the base customers discount rate is \$5.16. In comparison, Mr. Arrington found on the website AirNav.com the fuel rates for comparison airfields in the metro such as Olathe (OJC) which lists Full-Service 100LL at \$7.20 and Self-service 100 LL for \$5.55. For JetA at OJC, full service is \$6.40. For New Century Air Center, Olathe (KIXD) full service 100LL is listed at \$6.50 and self service is \$6.10. Also at KIXD, full service JetA is listed at \$6.50. For Roosterville in Liberty, MO (ONO) the full service 100LL is listed at \$5.25. For the Wheeler Downtown KC Airport (KMKC) the full service 100LL is listed at \$8.51 and self service is listed at \$4.99. For full service JetA, that is listed at \$7.18.

Commissioner Rich inquired as to the supply of fuel for sale and Mr. Arrington gave an explanation of the Airport's business model. Mr. Arrington notes that staff was prepared during two AFC Championship games as well as the recent NFL Draft. Staff has tried to gain attention for aviation customers with fuel pricing, especially those needing a fuel stop. During football season, staff did target email blasts and marketing for the Airport, as well as listing amenities provided in order to capture pilots' attention to look to Lee's Summit and not just downtown Kansas City municipal airport. Mr. Penfield noted staff does look at fuel sales during high impact events and is prepared, also noting that the Airport is at capacity now. Staff needs to remember the small guys too, ie; smaller aircraft or hobby pilots, with hangars at capacity and fuel sales. The Airport business plan is what attracted Mr. Penfield to the Airport. Commissioner Hightower, Jr. explained that because the Airport has a localizer approach, when he was training metro pilots from the downtown municipal airport, those pilots wanted to fly to Lee's Summit due to less traffic. Mr. Anderson did note that staff is looking to re-brand the Airport and will be ready for large events coming to the metro, such as the World Cup or future sports events.

Mr. Anderson proceeded on with a two-dimensional presentation on drawings and renderings of Hangar 2 from CMT and the architectural team. Chairman Townsend asked if the building will be setting the standardized appearance. Mr. Arrington indicated he is currently working with the City's Planning Department on developing unified standards for the Airport. Mr. Arrington shared that staff visited several airports similar in size in order to gather information for designs and layouts for a new hangar and terminal design. Staff shared the current renderings of Hangar 2, noting the extensive use of glazing on the exterior of the building. Vice Chair Brady asked how many people the school district side of the building will accommodate, due to restroom usage. Mr. Arrington answered this is a conversation staff had with the architects as capacity is per standards. The max is 49 people for the school district side of the building, and 24 per session. 49 people also can be accommodated on the Airport side. Chairman Townsend echoed the concern of restrooms size in the

building renderings.

Commissioner Hightower, Jr. inquired whether the building utility design will use natural lighting and will any room be made available for rental for outside events such as weddings in order to draw revenues. Mr. Arrington answered that the building will utilize extensive glazing that will let in a lot of natural light. Opaque panels will also be used throughout the hangar space to allow for natural light. As to the inquiry on rental space, more than likely not but the building could accommodate a small event such as visiting corporations or dignitaries, etc. Chairman Townsend inquired where line service equipment and gear will be stored. Mr. Arrington answered there will be a storage room on the first floor, but once staff focuses on a permanent terminal building design, the line service equipment and gear would go in that building. Commissioner Towns asked if line service currently operates on a 24 hour basis. Mr. Arrington answered no, service ends currently at 8 p.m. Discussion also took place on where line workers can rest in the new hangar if working nights. There is a space within the pilot's lounge upstairs for this.

Chairman Townsend inquired as to the time frame for the construction of the terminal building. Mr. Anderson noted the Bipartisan Infrastructure Law (BIL) funding is a five-year package. The design grant was issued in the second year of this plan. Typically the FAA will not give a design grant unless they have reason to also give a construction grant. The construction grant could be issued anytime in either years 3, 4 or 5, but there are no guarantees. Once a construction grant has been issued, it will be a two-to three-year process to design, build and move into the new building. Staff will be prepared, however, as elevations are set and grading has been done to accommodate the terminal.

Vice Chair Brady inquired as to what happens to this building once the City gets a terminal building constructed. Mr. Anderson responded the LSR7 space will likely turn back into hangar space. The market will decide what happens with the City side. The building will be designed with beams, such as a structure within a structure if it needed to be demolished out. This could be storage/hangar or office space. The School District is paying for their portion of the design of the building, and once the district moves out the space will transfer over to the City. Chairman Townsend asked if there is a deemed safe space during tornadoes for Hangar 2. Mr. Arrington answered the restrooms will be the designated safe area. Commissioner Rich asked if the University of Central Missouri (UCM) is investing funds for this project, and Mr. Arrington answered no due to the fact that UCM staff are more invested in the Warrensburg airport. Although, school district staff are in conversations with UCM staff.

Chairman Townsend inquired as to the measurements of the hangar side doors, and the answer given is they will be 120 feet wide (full span) and 28 feet tall.

The doors will open from the middle or side.

Mr. Arrington followed up with an update on happenings at the Airport. The T-Hangar improvement program is moving forward with updating rules and regulations, revising lease agreements for the hangars and adding insurance requirements on aircraft plus hangar contents. Customer surveys have been coming back in and staff has reviewed results, formulating an action plan. Mr. Arrington re-iterated that the Airport's base customers are extremely important to the City. Staff has been conducting effective training and education for Airport clients and customers in order to help patrons understand compliance standards regarding the T-Hangars and aircraft. There was more discussion during roundtable regarding AED batteries being hard to obtain, and Mr. Arrington made note to have available an operating AED device on site at the Airport soon. Commissioner Rich noted his concern about rental insurance requirements, and Mr. Arrington stated staff is currently working with the City's legal team to roll out education and requirements regarding insurance on aircraft and hangar rentals.

Vice Chair Brady reminded the group that the Experimental Aircraft Association (EAA) & Young Eagles Pancake Breakfast will take place at the Airport on June 17, from 7:30 a.m. to noon. Students have to sign up online, and this event sells out quickly.

Mr. Anderson stated that the FAA has requested a follow-up meeting with staff for Thursday, June 8, regarding the Airport's application for entry into the Federal Contract Tower program.

Chairman Townsend asked if the Airport has spoken to the FAA about getting a terminal area forecast developed and published for our area. Mr. Arrington answered no.

7. Adjournment

Chairman Townsend adjourned the June 5, 2023, meeting of the Board of Aeronautic Commissioners at 8:51 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 Legislative Information Center website at "lsmo.legistar.com"