

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

Wednesday, June 5, 2024

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 Wednesday, June 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 Wednesday, June 5, 2024, 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**

Vice Chair Brady called the June 5, 2024, Board of Aeronautic Commissioners meeting to order at 7:00 p.m.

**2. Roll Call**

Staff present were Mike Anderson, Deputy Director of Public Works; Joel Arrington, Airport Manager; and Cynthia DeShazo, Administrative Assistant. Guests in attendance were Bryan Shelton, local ultralight pilot; and Rob Schmitt, President of the Experimental Aircraft Association (EAA).

**Present:** 6 - Vice Chair James Brady  
City Council Liaison Mia Prier  
Commissioner Bill Haley  
Commissioner Darryl Nelson  
Commissioner Steve Rich  
Commissioner Adam Shimmens

**Absent:** 4 - Chairperson Tom Townsend  
Commissioner John T. Hightower Jr.  
Commissioner Phil Mall  
Commissioner Joseph Towns

**3. Approval of Agenda**

A motion was made by Commissioner Haley, seconded by Commissioner Shimmens, that the agenda for June 5, 2024, be approved. The motion carried unanimously 5-0 (Chair Townsend, Commissioners Hightower, Jr., Mall and Towns absent).

**4. Public Comments**

None.

## 5. Business

- A. [2024-6325](#) Approval of the Feb. 5, 2024 BOAC Action Letter.

A motion was made by Commissioner Haley, seconded by Commissioner Shimmens, that the Feb. 5, 2024, Action Letter be approved. The motion carried unanimously 5-0 (Chair Townsend, Commissioners Hightower, Jr., Mall and Towns absent).

- B. [RES. NO. 24-09](#) A Resolution authorizing the Municipal Airport Powered Paraglider (PPG) Operating Guidelines. (PWC 6/10/24)

Joel Arrington, Airport Manager, provided a brief history that there were no real operational guidelines for powered paragliders operating with the traffic at airport and that there was a need to put some in place. The Board of Aeronautic Commissioners recommended to staff that they rework some of the guidelines. Staff has been updating these guidelines with a risk matrix and how to mitigate those risks. In these guidelines will be an operational document for the Powered Paraglider (PPG) group - a rule book so to speak. Discussion tonight is to get feedback on these guidelines. Next steps will be to move forward to Public Works Committee then on to City Council. This will be presented as a resolution.

Commissioner Haley had two concerns. First, does staff have a communications plan so folks know about these guidelines. Mr. Arrington answered that pilot Bryan Shelton will help with that as the PPG spokesperson or contact for the public. There will also be an annual fee or short term permit to operate PPGs at the Airport. Commissioner Haley's second concern is if there will be communications for existing pilots of fixed-wing planes. Mr. Shelton would like to see an official mention on the Airport website. Mr. Arrington noted staff will work on this communication piece.

Mr. Shelton thanked Mr. Jeff Penfield, retired Assistant Airport Manager, for all his work with the risk mitigation efforts. He feels staff came to great solutions and has shared updates on his social media platforms. Mr. Shelton agrees with the need for more communications on the Airport website in order for the PPG community as well as aircraft pilots to be educated and informed as to the parameters in which the PPGs operate. Commissioner Haley asked if this has to be approved by the FAA, and Mr. Arrington answered that he has emailed the FAA. Mr. Shelton mentioned there is a layer in the FAA regulations FAR part 3. Commissioner Shimmens asked how many people Mr. Shelton's social media page serves and Mr. Shelton noted about 150 people use the social media page, as well as about five operate regularly at the City Airport.

Mr. Arrington reiterated that staff will work on the communications piece once the rules are approved by City Council. Vice Chair Brady asked for a vote from the Commissioners if in support of these operating guidelines. A vote was taken that the Commissioners have reviewed and do support these procedures moving forward.

The Commissioners reached a consensus to forward this Resolution to the Public Works Committee with a recommendation for approval. (Chair Townsend, Commissioners Hightower, Jr., Mall and Towns absent).

C. [2024-6326](#) Staff Report, Fuel Sales and Fuel History

Vice Chair Brady mentioned a recent Boy Scouts event had a good turnout for the pancake breakfast and Young Eagles flights at the Airport.

Mr. Arrington presented that fuel sales for Jet A are up 66,000 gallons from the original projections of 285,000, and will end up at about 350,000 gallons by fiscal year end. 100LL is up 27,000 gallons, mostly driven by the new flight school. 100LL will also beat projections, as sales are at 125,000 gallons and will end up being the highest amount sold ever. MoGas is trucking along.

This Presentation was received and filed.

## 6. Roundtable

Commissioner Nelson appreciates the comments and collaboration regarding the PPG guidelines. Commissioner Rich had a question whether staff has a jet service at the airport, like a timeshare jet. Mr. Arrington answered no one is permanently based at the Airport, but they do refer inquiries to local services in the KC Metro. Mr. Arrington feels an Airport charter is needed, as staff gets quite a few requests for this. Commissioner Rich would like to move forward on that. Commissioner Haley commented on the professionalism of Airport staff, stating the grounds look nice and please recognize those folks.

Mr. Schmitt, President of the local Environmental Aircraft Association (EAA), thanked staff for being able to attend the meeting. The EAA will host a Ford tri-motor tour and rides at the Airport from 8-5 p.m. July 20-23.

Mr. Anderson thanked Mr. Shelton and others for their efforts on the PPG guidelines, and also thanked the Commissioners for their feedback. Staff is appreciative. As an update on Hangar 2 project, grading is happening now. A retention basin is being built first for erosion control. Pictures were shown of the potential terminal design and staff is staring that design process now.

Mr. Arrington gave an update on progress on the new terminal. Airport Terminal program funds were applied for, a design grant was awarded, and staff is executing design now. More hangars are under development, as well. Architect drawings were shown with Hangar 2 in the background. Next year staff will submit the construction grant. The design includes an observation deck on the second floor, open floor plan with pilot amenities and quiet room, conference rooms and office space for airport staff. Commissioner Shimmens asked if there will be additional office space. Mr. Arrington answered the old terminal building, or Hangar 2 offices, could be available but will be limited in space. Hangar 1 could have some office space.

## 7. Adjournment

**Board of Aeronautic Commissioners**

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**June 5, 2024**

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Vice Chair Brady adjourned the June 5, 2024, meeting of the Board of Aeronautic Commissioners at 7:44 p.m.

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