



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

Wednesday, December 3, 2025  
7:00 PM  
Hangar 2 Conference Room  
Kansas City - Lee's Summit Regional Airport  
2740 NE Hagan Road  
Lee's Summit, MO 64064

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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, Dec. 3, 2025, at 7:00 p.m. 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, Dec. 3, 2025, 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 Dec. 3, 2025, Board of Aeronautic Commissioners meeting to order at 7:00 p.m.

**2. Roll Call**

One guest in attendance was Andy Bodine with HDR in Kansas City, MO.

**Present:** 7 - Vice Chair James Brady  
Commissioner Donald Byttner  
Commissioner John T. Hightower Jr.  
Commissioner Phil Mall  
Commissioner Darryl Nelson  
Commissioner Joseph Towns  
Commissioner Tom Townsend

**Absent:** 3 - Chairperson Adam Shimmens  
City Council Liaison Donnie Funk  
Commissioner Bill Haley

**3. Approval of Agenda**

A motion was made by Commissioner Towns, seconded by Commissioner Townsend, that the agenda for Dec. 3, 2025, be approved. The motion carried unanimously 7-0 (Chair Shimmens and Commissioner Haley absent).

**4. Public Comments**

None.

**5. Business**

A. [2025-7290](#) Approval of the Oct. 1, 2025, BOAC Action Letter.

Board of Aeronautic Commissioners

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A motion was made by Commissioner Mall, seconded by Commissioner Towns, that the Oct. 1, 2025, Action Letter be approved. The motion carried unanimously 7-0 (Chair Shimmens and Commissioner Haley absent).

- B. [BILL NO. 25-252](#) An Ordinance approving a Specialized Aviation Service Organization (SASO) between the City of Lee's Summit, Missouri and Barton Aviation, LLC for a period of 5 years with continuing options for renewal to perform aircraft washing and detailing services at the Kansas City / Lee's Summit Regional Airport and authorizing the Mayor to execute an agreement for the same for the City of Lee's Summit, Missouri. (PWC 12/8/25)

**The Commissioners reached a consensus to support the SASO Agreement. (Chair Shimmens and Commissioner Haley absent).**

- C. [BILL NO. 25-253](#) An Ordinance approving a Specialized Aviation Service Organization (SASO) between the City of Lee's Summit, Missouri and Altas Aero, LLC for a period of 5 years with continuing options for renewal to perform aircraft washing and detailing services at the Kansas City / Lee's Summit Regional Airport and authorizing the Mayor to execute an agreement for the same for the City of Lee's Summit, Missouri. (PWC 12/8/25)

**The Commissioners reached a consensus to support the SASO Agreement. (Chair Shimmens and Commissioner Haley absent).**

- D. [2025-7291](#) Staff Report, Fuel Sales and Fuel History

Joel Arrington, Airport Manager, outlined the last few months have been busy. A ribbon cutting was held Nov. 13, for the new building, Hangar 2, and staff has moved in. This building will be featured in an upcoming InFlight Newsletter, the Missouri Department of Transportation (MoDOT) aviation newsletter. The GA terminal contractor, Civic Elite, has moved their work trailer on site and is waiting for warmer weather to begin construction. The building will be on the south side of Hangar 2. Staff will then move their operations to the new terminal building once built in Jan. 2027.

Mike Anderson, Deputy Director/Operations, noted the City signed an agreement with HDR for design of the SE taxi lane. This will be a 35 foot wide taxi lane with access roads that feed these areas. Staff is looking for it to be 100 percent paved. There is much interest in hangars in this area. This project will provide pad sites for up to eight hangars. The hangars will be eight to 12,000 square feet each. Staff has to be careful entering into agreements for these hangars. Request for proposals are in draft for the development of this area.

Mr. Arrington said he is involved with many groups and committees in preparation for the World Cup. Staff has secured an additional tug and ground power units for the World Cup, and the FAA is providing software that can assist staff with aircraft arrivals and traffic arrival slots. Staff plans to close runway 11-29 for each event in order to park airplanes there.

Staff received one concern from a local HOA and staff walked the citizen through

the process of traffic patterns at the Airport.

Mr. Arrington recapped that he has spoken at several community events. The Lee's Summit Management hangar is now open and Midwest Avionics has moved in. It is already full of planes and equipment and there are talks about the next space. For upcoming events, staff is going to Jefferson City in December for their annual meeting with MoDOT aviation to discuss the Airport's five-year CIP.

Thad Dearman, Assistant Airport Manager, presented the fuel sales for November. Jet A sold 31,000 gallons, surpassing staff's goal. Sales are still on track for 360,000 gallons to be sold for the year. 100LL sold about 7,900 gallons for November, above the current pace of this year's goal. The MoGas goal is 1,100 gallons sold per month, and sales did not quite reach it this month. Overall the goal for all three types of fuel is currently at 218,000 gallons to sell. This years' and last years' goals are pretty comparable.

## 6. Roundtable

Commissioner Townsend asked what conferences staff had attended in the past, such as the Schedulers and Dispatchers Conference, and Mr. Arrington answered staff was more focused on rebranding this past year. Staff will pick that back up in March. This year the Schedulers and Dispatchers Conference will be in Ohio. Commissioner Townsend also inquired how staff attract users to airport. Mr. Arrington answered staff advertises on all competitors pages, or by word of mouth. Lastly, Commissioner Townsend brought up Wheeler Field recently changed their name to Kansas City Downtown Airport - Wheeler Field (MKC). Mr. Anderson added that staff plans to attract business to the Airport with plans to advertise a Request for Proposals (RFP), once construction begins on the SE Taxilane to see what businesses may be looking for in this type of opportunity.

Commissioner Towns gave kudos to all involved in airport growth, it is spectacular, yet noted one piece missing is a sense of arrival. He suggested a need for "Lee's Summit Airport signs" from the highway as well as Hagan Road. Mr. Dearman has emailed MoDOT for signage on I-470. MoDOT did state that the City does not meet the status of flights. Mr. Anderson noted the requirement is "for regularly scheduled flights." MoDOT is looking to re-evaluate their policy.

Commissioner Hightower, Jr. suggested for World Cup events that staff create an internship for each event, to attract students and volunteers as additional workforce. LSR7 or college students could use the same template for community service hours. Mr. Arrington agreed this is a good idea.

## 7. Adjournment

Vice Chair Brady adjourned the meeting of the Board of Aeronautic Commissioners at 8:12 p.m.

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