

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

Monday, April 3, 2023  
7:00 PM  
Howard A Conference Room  
and Via Video Conference  
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 Monday, April 3, 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, April 3, 2023, 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 April 3, 2023, Board of Aeronautic Commissioners meeting to order at 7:00 p.m.

**2. Roll Call**

Those present were Councilmember John Lovell; Staff members Mike Anderson, Deputy Director of Public Works; Joel Arrington, Airport Manager; Jeff Penfield, Assistant Airport Manager; and Cynthia DeShazo, Administrative Assistant. Chairman Townsend joined later via Zoom at approximately 7:30 p.m.

**Present:** 6 - Vice Chair James Brady  
Commissioner Kirk Fletcher  
Commissioner Bill Haley  
Commissioner Phil Mall  
Commissioner Steve Rich  
Commissioner Joseph Towns

**Absent:** 2 - Chairperson Tom Townsend  
Commissioner Darryl Nelson

**3. Approval of Agenda**

A motion was made by Commissioner Haley, seconded by Commissioner Towns, that the agenda for April 3, 2023, be approved. The motion carried 6-0. (Chairman Townsend absent).

**4. Public Comments**

None.

**5. Business**

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- A. [2023-5522](#) Approval of the February 6, 2023, BOAC Action Letter.

**A motion was made by Commissioner Towns, seconded by Commissioner Fletcher, to approve the February 6, 2023, Action letter. The motion carried unanimously 6-0. (Chairman Townsend absent).**

- B. [BILL NO. 23-083](#) An Ordinance authorizing the execution of a Cooperative Service Agreement by and between the City of Lee's Summit, Missouri (Lee's Summit Municipal Airport), and the United States Department of Agriculture Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS), in the amount of \$1,900 to conduct a Wildlife Hazard Site Visit and authorizing the Mayor to execute an agreement for the same. (BOAC 4/3/23) (PWC 4/10/23)

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

- C. [2023-5524](#) Staff Report: Fuel Sales & Fuel History

Joel Arrington, Airport Manager, stated that on March 27 the City's consultant Crawford, Murphy and Tilly (CMT) submitted the Lee's Summit Municipal Airport's application for entry into the Federal Contract Tower Program. The FAA will perform their own evaluation and determination.

The Airport hosted a Town Hall meeting with based clients on March 23. A 120-day look ahead, an airport financial layout and several based client concerns regarding fuel sales and the Eastside development were discussed. About 15 people attended.

Staff are still holding discussions with LSR7 School District officials regarding the future of Aviation Technology on Airport property.

Mr. Arrington and Jeff Penfield, Assistant Airport Manager, attended the Annual Missouri Airport Manager Association meeting in the Ozarks last week. Mr. Anderson, Deputy Director of Operations, inquired as to what the statewide issues were that were discussed. Mr. Arrington answered minimum standards and airport hangar uses were discussed. Mr. Penfield noted other topics discussed statewide were federal dollars and how competitive the Lee's Summit Municipal Airport is, PFAS foam and pollution, and good discussions about going unleaded. Rules on contracts to include disadvantaged business enterprises or "DBE" percentage requirements was a new topic to Mr. Penfield during the Ozarks meetings.

Airport staff learned they were awarded a Terminal design grant from the FAA for \$600,000. The City was one of 99 airports nationwide to receive federal money from \$1 Billion investments in infrastructure. This is a five-year program for the Airport. Vice Chair Brady asked what the next step would be for staff. Mr. Anderson answered the next step, once staff receives a tentative authorization letter from MoDOT, is that staff will go through CMT and the

architect to put together a cost estimate for the design of the terminal. Then an independent fee analysis will be needed from another consultant for the design of a terminal. The FAA will review the design, then award money if approved. Then City staff will have to submit for a construction grant.

Mr. Arrington presented March fuel sales for Jet A were 23,000 gallons, which is over by 3,000 gallons from last year. 100LL was a bit lower as compared to the previous year. MoGas is doing well and has been up by 300-400 gallons. A new flight school is on the grounds and overall sales are tracking right along. Hangars are at 100% capacity. Commissioner Haley asked if other competing airports nearby are at capacity, and Mr. Arrington answered yes.

Mr. Anderson followed up in order to clarify changes were made to the Financial Report to just show Fund 510 Airport Operations, and presented the FY23 Airport Operating Financial Statement through Feb. 28, 2023, with the adjustments made. The report shows a net income adjusted for depreciation of \$490,545, yet some expenses were not included yet. Mr. Anderson noted line item "Interdepartment charges" for Year to Date Budget 2023 of \$138,204, was not expensed yet. This includes "building and equipment replacement" which came out in March. Plus \$50,000 in workers compensation had not been expensed yet. He pointed out the line "operating transfers in" of \$300,616 which was non-operating revenue. This line was essentially re-payment for Hangar One. Thus if staff factors in those amounts, the Airport is \$1,725 to the good. The Airport will receive two operating grants approved by MoDOT, one for \$69,000 and the other for \$23,000. Essentially the Airport is operating \$94,000 to the good. Mr. Anderson noted the Airport pays for it's operation.

The Airport financial statements have previously combined the airport operating and construction funds, however this report will only include the airport operations going forward.

**This Presentation was received and filed.**

## **6. Roundtable**

Vice Chair Brady reminded everyone to vote on April 4. The EAA pancake breakfasts will be starting in April.

Mr. Anderson asked for a consensus from the Commissioners if the staff report, in general, is needed every month in particular on the months where the BOAC does not meet. Also, in order to make meetings more efficient, he asked what the consensus is for the staff report being an agenda item or not. Vice Chair Brady stated he does in fact read every month's Airport Staff Report and finds this beneficial. He mentioned the reports could be combined from months where the BOAC does not meet. A consensus was reached to keep the Airport Staff report being presented at each BOAC meeting as an agenda item but to

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include the two months, unless an item of importance was needed, then an intermediate report would be sent out in an email to Commissioners and staff.

Chair Townsend inquired if Airport staff is prepared for the upcoming NFL Draft. Mr. Arrington answered yes, staff had a meeting with Homeland Security and discussed traffic plus other concerns and got indications of what to expect. Mr. Arrington said staff is prepared.

Commissioner Rich introduced himself to the group. Mr. Rich is with Townsend Capital, real estate developer, and has been in Lee's Summit since 1998 when they purchased the old Western Electric Plant. There has been redevelopment of 300 acres around the old plant, and a new phase of luxury apartments have been added by The Donovan on Chipman Road.

Mr. Arrington followed up from last meeting on the use of hangars discussion and inspections of those hangars. Staff met with other metro airports and were educated on aeronautical use, and there is now an updated document for lease agreements to include: inspections, a requirement to carry insurance and dwellings insurance, as well as hull damage (aircraft physical damage) insurance. Competing metro airports are already doing these things. Discussion was prompted by Vice Chair Brady citing proper wording should be noted in these leases to include having a current annual aircraft inspection.

Commissioner Towns asked if the Fire Department does inspections on the hangars. Mr. Arrington answered that Staff is not to that point yet, but this is definitely a tool that can be used. Mr. Penfield noted that inspections on hangars, while to include fire safety, are also to address the issue of non-aeronautical property stored in the hangars.

## **7. Adjournment**

Vice Chair Brady adjourned the April 3, 2023, meeting of the Board of Aeronautic Commissioners at 7:58 p.m.

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