



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

Monday, April 12, 2021

7:00 PM

Via Video Conference

Notice is hereby given that the Board of Aeronautic Commissioners of the City of Lee's Summit will meet in regular session on Monday, April 12, 2021 at 7:00 pm by video conference as provided by Section 610.015 of the Revised Statutes of the State of Missouri. Due to the ongoing Covid-19 pandemic, the public is invited to attend the meeting by one of these methods:

- By sending a request to the City Clerk at clerk@cityofls.net to attend the meeting on the Zoom platform. The City Clerk will provide instructions regarding how to attend by this method.

Persons wishing to comment on any item of business on the agenda may do so in writing prior to noon on April 12, 2021, by one of the following methods:

- By sending an e-mail to clerk@cityofls.net,
- By leaving a voicemail at 816-969-1005 or
- By leaving written printed comments in the utility payments drop boxes located in the alley behind City Hall or inside the foyer at the north end of City Hall, both located at 220 SE Green Street, Lee's Summit, MO 64063.

Written comments submitted by these methods will be presented at the Board of Aeronautic Commissioners meeting. Persons wishing to speak at a public hearing on this agenda may do so by contacting the City Clerk prior to 5:00 p.m. on April 12, 2021 by e-mail at clerk@cityofls.net, and they will be provided with instructions regarding how to provide their live testimony via videoconference during the public hearing.

Board of Aeronautic Commissioners

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Call to Order

Chairman Townsend called the April 12, 2021, Board of Aeronautic Commissioners meeting to order at 7:02 p.m. Notice of said meeting was provided by posting the meeting notice with a tentative agenda, at least 24 hours in advance of the meeting, at both entrances to City Hall and on the City's website.

Roll Call

Commissioners Mall and Nelson joined after roll call. Commissioners Towns and Derks were not in attendance. Other guests in attendance were Andy Bodine, Crawford, Murphy & Tilly (CMT); Esteban Aguirre (CMT); Randal Wiedemann, CEO, R.A. Wiedemann & Associates; Seth Wiedemann, R.A. Wiedemann & Associates; Mike Anderson, Interim Public Works Director; Shawn Graff, Assistant Director of Operations; Joel Arrington, Assistant Airport Manager; John Ohrazda, Airport Manager; Sarah Shore, Administration Manager; and Cindy DeShazo, Administrative Assistant.

Present: 7 - Chairperson Tom Townsend
Vice Chair James Brady
City Council Liaison Trish Carlyle
Commissioner Steve Benson
Commissioner Phil Mall
Commissioner Darryl Nelson
Commissioner Kirk Fletcher

Absent: 2 - Commissioner Paula Derks
Commissioner Joseph Towns

Approval of Agenda

A motion was made by Chair Townsend, seconded by Vice Chair Brady, that the agenda of April 12, 2021, be approved. The motion carried unanimously 7-0. (Commissioners Towns and Derks absent).

Approval of Action Letter

[2021-4043](#) Action Letter dated February 8, 2021

A motion was made by Commissioner Mall, seconded by Vice Chair Brady, to approve the February 8, 2021, Action Letter. The motion carried unanimously 7-0. (Commissioners Towns and Derks absent).

Public Comments

None.

Business

[2021-4080](#) Presentation of the 2021 Airport Master Plan Update.

Mike Anderson, Interim Public Works Director, introduced Andy Bodine with Crawford, Murphy & Tilly, who gave a presentation of the Draft Master Plan, Phase 1. Mr. Bodine thanked stakeholders and staff for their input during the process thus far. The Master Plan was a process of continuous collaboration

and communication between CMT, the Airport, Stakeholders and the community. Creative Services was thanked for design of the webpage, the virtual room on the website, continuous meetings and workshops as staff adjusted to the pandemic this past year.

Mr. Bodine went over a brief background showing six chapters of the Master Plan vision and guide for the future:

1. Inventory - Gave a snapshot of the existing or "as is" conditions, facilities, and capabilities that the airport has available to support aviation activity. LXT's role in the National Aviation System was evaluated, and will be compared to forecasted aviation demand to determine future requirements. LXT is a regional reliever airport. MoDOT calls LXT a National Business Airport.
2. Demand Projections - A substantial jump in operations is projected with an increase of 40 based aircraft, recapturing aircraft over the next 20 years to include based jets and turbo props. A Critical Aircraft Determination slide was shown with the most demanding aircraft type or grouping of aircraft with similar characteristics, that make regular use of the airport.
3. Facility Requirements - Existing facilities and services available are compared with the forecasted demand for facilities and services, and then it is determined what additional facilities and services will be needed. Design standards identified Taxiway Alpha as a future project for a direct access to the runway.
4. Alternatives - Identify and evaluate scenarios and concepts needed to accommodate the facility requirements. Airside alternatives were discussed, such as two access points to Runway 18-36. Non-airside alternatives were presented such as focusing on building out the Airport on existing property. Meetings were held with staff, and they received feedback during the stakeholder engagement process on the preferred alternatives. Slides were shown depicting the preferred alternatives which include a re-aligned taxiway Alpha, the East Apron, Hangar spaces, a maintenance storage facility for equipment storage, Strother and Hagan Road uses. A parcel south of Hangar 1 which is ideal for land acquisition, a tower site and post 20 year alternatives all include potential development areas.
5. Land Use Compatability Plan - Compatible and Incompatible land uses slide was presented depicting airport influence areas and planned industrial areas.
6. Implementation Plan and CIP - Near, mid and long-term implementation road map based on Master Plan findings was discussed. Several slides were shown discussing the short term 0-5 years which includes rehabilitation of Runway 11-29, replacement of pavement on taxiway B as well as funding. A mid-term slide was presented depicting 6-10 years CIP, and a long term slide was shown depicting 11-20 year demand as well as a financial plan.

Master Plan Phase II slide was shown depicting Airport GIS, a tower feasibility study, refined approach assesment and airport layout plan, a wildlife hazard assessment and further stakeholder engagements. Phase II will be sometime in

mid to late 2022.

May 3 this presentation will go to the Public Works Committee, and then May 11 to City Council.

Commissioner Brady asked about the airport being classified as a C-II as opposed to its current classification of B-II. Classifying the airport as a C-II airport requires 500 annual operations of those size/type of aircraft. Additionally, if the airport continues to pursue precision approach capability to the Runway 36 end, the 800' section of Taxiway A that is currently 300' from the Runway 18/36 centerline, will need to be shifted to 400' offset to meet FAA requirements for C-II classification.

Commissioner Benson noted that the preferred airfield alternative did not display the preferred taxiway layout for accessing the east apron. Staff will adjust the presentation going forward so that the two documents match. Mr. Wiedemann noted that a tower would also help with visibility zones and moving forward this will be presented in the future.

A motion was made by Chair Townsend, seconded by Commissioner Fletcher, to recommend City Staff finalizing the Airport Master Plan and moving forward with presenting the finalized Airport Master Plan to the May Public Works Committee recommending adoption.

[RES. NO.](#)
[21-11](#)

A Resolution to adopt the 2021 Airport Business Plan.

Randal Wiedemann, CEO, R.A. Wiedemann & Associates, presented slides on the 2021 Airport Business Plan. The Mission and Vision statements were shown, and a new brand is needed for the Airport. A SWOT Analysis, or Strengths, Weaknesses, Opportunities and Threats, findings were featured. Financial strengths plus a market analysis with rates and charges was presented to include:

- * Airport Brand
- * Market position and rates and charges
- * Impacts of changing aircraft fleet mix
- * Assumed impacts of Covid-19
- * Aviation and Non-Aviation Development Parcels

A baseline forecast of revenues and expenses was presented, as well as revenue enhancement options. Hangar development, such as conventional hangar space, T-Hangars plus City and Private hangars, are needed. The attraction of corporate aircraft is the highest potential to generate revenues. Retention of existing clientele as well as airport staffing is recommended to increase with demand increases. A flight school plus non-aviation property development is also recommended in the financial plan and economic outlook. Each was presented in slides, ending with a summary and conclusions pointing out the major recommendations and financial implications.

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Councilmember Carlyle noted "KC" would not be acceptable for branding or new naming of the airport. "Lee's Summit" should be in the name.

A motion was made by Chair Townsend, seconded by Commissioner Mall, to recommend to City Council approval of a resolution to adopt the 2021 Airport Business Plan.

[2021-4062](#) Annual Airport Budget Presentation

Mr. John Ohrazda, Airport Manager, presented the annual airport budget highlighting a proposed CPI increase of 1.3 percent on Hangar and tie down rentals. The hangar is 100 percent in use. Once per day inquiries are made for available hangars. New tie down rates and ramp fees, and fees for potable water are being proposed. The special discount for hangars W and X rental will no longer be provided in 2022 reflecting a total estimated increase of \$24,995.

The Airport Business Plan should be completed and adopted by the City by the end of Fiscal Year '21 or early Fiscal Year '22. Phase II of the Master Plan is currently waiting on funding from the FAA and MoDOT which is expected in Fiscal Year '22. Major initiatives and significant changes for Fiscal Year '22: to begin marketing new sites for private hangar pad sites on West side of the North Apron. There is interest there. Hangar 1 guests are increasing and there are small bathrooms in the building, and facility improvements are needed. Jet A fuel sales continue to increase, with unprecedented levels of over 1,000 gallons per day have been seen.

Cost savings initiatives were identified to include an articulating lift for both building maintenance and line service needs, airfield lighting mats for Runway 11/29, eight outfalls were identified as an increase in environmental costs, personnel increase because weekends are seeing increased flights and there is a need to create a Lead Airport Attendant. Equipment is needed such as a sit down mower, a tilt trailer to maintain runways during winter, a gator to haul sprayers for swamp areas and fenceline management. New visitors are continuing to be seen at the Airport, increasing the sales of Jet fuel and overnight storage hangar fees. The City is seeing greater interest by private entities wanting to develop aviation facilities and aircraft hangars at the Airport.

Commissioner Benson asked if March was an all-time high for fuel sales. Mr. Ohrazda responded that the City could exceed the previous high sales from August 2020 since currently it is only mid-April.

The Committee recommended the budget move forward to Public Works Committee and then City Council.

This Presentation was received and filed.

[2021-4088](#) Staff Report, Fuel Sales & Fuel History

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Mr. John Ohrazda, Airport Manager, stated the City has received notice from the MoDOT Aviation Division of the eligibility of a second round of Aviation CARES Act funding. The City is awaiting word. One major FBO in Johnson County Airport will close soon and he anticipates more inquires coming in for the City's Airport. Commisisoner Mall asked why that closing was taking place and Mr. Ohrazda did not know. Mr. Arrington stated a flight school is closed as well as a maintenance shop at the Johnson County location.

Chair Townsend asked if Mr. Ohrazda attended the Mid America Regional Council meetings for the Airport. Mr. Ohrazda stated the last two sessions were not held.

This Presentation was received and filed.

Roundtable

Councilmember Mall noted the Master and Business Plans are a good road map for the future. Chair Townsend stated he would like to see during future community events for the Airport a food truck, where the community can gather such as at the Open House. Councilmember Carlyle spoke to someone who used jet service at the Airport and was very pleased. Chair Townsend mentioned for the June meeting to meet in person, and the Committee members expressed they would all like that.

Adjournment

Chairman Townsend adjourned the April 12, 2021, Zoom meeting of the Board of Aeronautic Commissioners at 8:55 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"