



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

Monday, December 14, 2020

7:00 PM

Via Video Conference

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Notice is hereby given that the Board of Aeronautic Commissioners of the City of Lee's Summit will meet in regular session on Monday, December 14, 2020 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](mailto: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 December 14, 2020, by one of the following methods:

- By sending an e-mail to [clerk@cityofls.net](mailto: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 December 14, 2020 by e-mail at [clerk@cityofls.net](mailto:clerk@cityofls.net), and they will be provided with instructions regarding how to provide their live testimony via videoconference during the public hearing.

1. Call to Order

Chairman Townsend called the December 14, 2020, 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.

2. Roll Call

Commissioner Waller was not in attendance as she had previously provided notice via email of her resignation from the Board.

Guests in attendance were Andy Bodine, Crawford, Murphy & Tilly (CMT); Christal Weber, Assistant City Manager; Shawn Graff, Assistant Director of Operations; Mike Anderson, Construction Manager; Joel Arrington, Assistant Airport Manager; John Ohrazda, Airport Manager; Sarah Shore, Administration Manager; and Bob Hartnett, Acting Director of Public Works.

**Present:** 5 - Chairperson Tom Townsend  
Vice Chair James Brady  
City Council Liaison Trish Carlyle  
Commissioner Paula Derks  
Commissioner Kirk Fletcher

**Absent:** 4 - Commissioner Phil Mall  
Commissioner Darryl Nelson  
Commissioner Joseph Towns  
Commissioner Molly Waller

3. Approval of Agenda

A motion was made by Commissioner Fletcher, seconded by Commissioner Derks, that the agenda of December 14, 2020, be approved. The motion carried unanimously 5-0. (Commissioners Mall, Nelson, Towns, and Waller absent).

4. Approval of Action Letter

A motion was made by Commissioner Fletcher, seconded by Commissioner Derks, to approve the October 12, 2020, Action Letter. The motion carried unanimously 5-0. (Commissioners Mall, Nelson, Towns and Waller absent).

A. [2020-3837](#) Action Letter dated October 12, 2020

5. Public Comments

None.

6. Business

A. [2020-3821](#) Presentation of Draft 2022 Airport Capital Improvement Program  
Bob Hartnett, Acting Director of Public Works, presented an update of the Draft

2022 Airport Capital Improvement Program. Andy Bodine, with CMT, is the representative from the consultant firm and was also present for the presentation. Typically this time of year there is a meeting in Jefferson City with the MoDOT Aviation, but due to the pandemic, that meeting took place via a Zoom meeting. The City usually looks for federal and state assistance in the form of grants to include in the CIP budget. The City also looks at the local budget, the City's transportation tax, to utilize those funds. Mr. Hartnett shared his screen showing a spreadsheet of which funds are funded federally and locally. This spreadsheet also shows which projects were completed within the past six months, new projects being added as well as which projects were recommended by the Missouri Department of Transportation (MoDOT).

Land acquisition to the east, west and south side will be included in a project titled Land Acquisition Phase 3.

All of the Master Plan was not fully funded in initial grants, so that is why there is a third phase.

There is a kink in Taxiway Alpha, and the terminal and fueling area need to be relocated so the taxiway can be straightened.

Two maintenance projects are pavement rehabilitation of Runway 11-29, which is 30 years old and is deteriorating, as well as the apron rehabilitation; both require help from the federal and state funding.

A new project this year is Taxiway Charlie extension, as the east is developed.

Overall, the draft CIP shows there is about \$40 million worth of projects, with potentially \$4 million as the City share.

Locally funded projects in the draft CIP were mentioned, and were included in the spreadsheet. Projects now being completed were: Land acquisition Phase 2, Taxiway A & B repaving, and Airport re-platting and zoning and Hangar 1 parking lot. A potential Hangar 2 is being sought to help attract more business aircraft.

Mr. Hartnett said the official CIP is on the City's website, and page 21 of the document shows in detail every project.

The floor was then opened for questions. Commissioner Townsend asked about an Air Traffic Control Tower. Mr. Bodine, stated federal funds could be sought as well as a sub-consultant being brought in to build a case for entry into the tower program.

Commissioner Townsend continued discussion regarding other development

along the north and south sides of runway 18-36.

**B. [2020-3840](#)** Status Update on the Airport Master Plan and Airport Business Plan Development

Per Mr. Hartnett, work is progressing and chapters are being developed on the Master Plan and Business Plan. The team was hoping to meet with Airport Stakeholders, in person, yet due to the pandemic they have had to meet virtually. In September, a virtual project Open House began to solicit public comment. The team hopes to wrap things up in January 2021, and begin the presentation process working towards adoption.

Mr. Bodine discussed the virtual Open House and noted the City staff members and Creative Services were very beneficial to the success in giving the public time to visit and comment. Overall, responses were positive. Past concerns were explained. Chapter 7 was recently submitted, as well as an assessment of rates and charges, and CMT feels good about the timing and excited about their development and financial findings. Another Stakeholder's meeting is planned, as well as an alternatives planning meeting with staff to see what works and what does not. A study was done on based aircraft that the Airport is accommodating. FAA reviews and comments have been received. Phases 1 and 2 were discussed.

Commissioner Townsend made an observation about the FAA acronym "TAF," which could mean Terminal Area Forecast or Terminal Aviation Forecast. He then asked if the Airport is considered a "municipal" or potentially a "regional" airport. Mr. John Ohrazda, Airport Manager, answered that the State of Missouri puts out a regional aviation report. In that report, LXT was recognized as a regional commercial/reliever airport. Thus, branding is being reviewed.

Commissioner Townsend asked if ten foot shoulders are needed and Mr. Bodine replied yes.

**C. [2020-3838](#)** Staff Report, Fuel Sales & Fuel History

Mr. John Ohrazda, Airport Manager, stated fuel sales have been down in the month of November. Based traffic is fairly strong, possibly due to the nice weather. Mo gas sales are tracking along. Jet fuel saw a slight decline, mostly due to the re-location of a medical transit unit. Another company has been utilizing and been based at the airport in the short term. Corporate based customers have also felt the slow down, thus reflecting less fuel sales.

7. Roundtable

Mr. Hartnett introduced the City staff on hand during the virtual meeting: Mike Anderson, Construction Manager; Shawn Graff, Assistant Director of Operations; Sarah Shore, Administration Manager; and Christal Weber, Assistant City Manager.

Mr. Hartnett mentioned a couple of grant amendments went before City Council, mostly due to timing being of the essence since the BOAC only meets once every two months.

Mr. Hartnett also announced his retirement set for January 8. The Commissioners thanked Bob for his 40 years with the City.

8. Adjournment

Commissioner Townsend adjourned the December 14, 2020, meeting of the Board of Aeronautic Commissioners at 8:17 p.m., via Zoom meeting.

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](https://lsmo.legistar.com)"