



AGENDA
AIRPORT ADVISORY BOARD MEETING
THURSDAY, FEBRUARY 11, 2021
5:30 PM
AIRPORT ADMINISTRATIVE OFFICE

- 5:30 P.M.** MEETING CALLED TO ORDER
- ITEM 1** PUBLIC COMMENT (Five Minutes per Spokesperson)
- ITEM 2** APPROVAL OF JANUARY 14, 2021 MINUTES
- ITEM 3** LEASE REVIEW – RENTAL CARS
- ITEM 4** DIRECTOR’S REPORT
- ITEM 5** MONTHLY REPORTS
- ITEM 6** BOARD MEMBERS COMMENTS
- A. Charlie Robinson
 - B. Michael Richmeier
 - C. Carmen De La Torre
 - D. Jette DeSalvo
 - E. Tyler Deines
 - F. Blair Loving
 - G. Aaron Anderson
- ITEM 7** ADJOURN UNTIL 5:30 P.M. ON MARCH 11, 2021



**ITEM 1
PUBLIC COMMENT**

The public may make comments at this time. Each spokesperson will be limited to five minutes.



**ADVISORY BOARD MINUTES
JANUARY 14, 2021**

5:30 P.M. MEETING CALLED TO ORDER

MEMBERS PRESENT

Charlie Robinson, Michael Richmeier, Jette DeSalvo, Blair Loving, and Aaron Anderson

MEMBERS ABSENT

Carmen DeLaTorre and Tyler Deines

STAFF PRESENT

Rachelle Powell, Blair Rodriguez and Jared Kuhlmann

ITEM 1 PUBLIC COMMENT

No public comment.

ITEM 2 AIRPORT ADVISORY BOARD RESOLUTIONS

Staff reviewed Resolution #766, #2196 and #2388 with the Airport Advisory Board.

ITEM 3 APPOINTMENT OF CHAIR AND VICE CHAIR

Staff requested the appointment of Chair, Vice-Chair and Secretary. Tyler Deines is Chair, Carmen DeLaTorre is Vice-Chair and Blair Rodriguez is the Secretary.

Jette DeSalvo made a motion to appoint Carmen DeLaTorre as Chair and Michael Richmeier seconded the motion. No other nominations were made, and the motion passed unanimously.

Michael Richmeier made a motion to appoint Aaron Anderson as Vice-Chair and Blair Loving seconded the motion. No other nominations were made, and the motion passed unanimously.

Charlie Robinson made a motion to appoint Blair Rodriguez as the secretary and Aaron Anderson seconded the motion. No other nominations were made, and the motion passed unanimously.



ITEM 4 APPROVAL OF DECEMBER 10, 2020 MINUTES

Aaron Anderson made a motion to approve the December 10, 2020 Airport Advisory Board minutes. Jette DeSalvo seconded the motion. The motion passed unanimously.

ITEM 5 AIRPORT 101

Staff reviewed airport terminology and abbreviations with the Airport Advisory Board.

ITEM 6 LEASE REVIEW – TSA OFFICE

The Airport Advisory Board was asked to consider and recommend approval of the Lease Agreement between the City of Garden City and the General Services Administration for the Transportation Security Administration (TSA) office space at the Garden City Regional Airport.

The Transportation Security Administration (TSA) rents 650 square feet of office space in the Garden City Regional Airport terminal. The shell rental rate for terminal space is \$10 per square foot and an operating cost of \$4.31 is applied to the space. The term of the lease is October 29, 2021 – October 28, 2026. The lease will be amended to reflect future changes in space with the new terminal.

Charlie Robinson made a motion to recommend the approval of the Lease Agreement between the City of Garden City and the General Services Administration for the Transportation Security Administration (TSA) office space at the Garden City Regional Airport. Jette DeSalvo seconded the motion. The motion passed unanimously.

ITEM 7 LEASE REVIEW – O’BRATE HANGAR 2

The Airport Advisory Board consideration and approval of the automatic renewal of the lease between the City of Garden City and O’Brate Realty, LLC.

O’Brate Realty, LLC constructed an aircraft hangar. Upon completion, the hangar became City property. The City leases the hangar to O’Brate Realty, LLC. The term (7/1/2018 – 6/30/2043) of the agreement is for twenty-five years with the option to extend the lease an additional 10 years with negotiated rent. No rent is due for the first twenty-five years of the agreement. The tenant is responsible for the maintenance, utilities and insurance of the hangar.



Charlie Robinson made a motion to approve the automatic renewal of the lease between the City of Garden City and O’Brate Realty, LLC. Jette DeSalvo seconded the motion. The motion passed unanimously.

ITEM 8 DIRECTOR’S REPORT

Staff reviewed the Director’s Report with the Airport Advisory Board.

ITEM 9 MONTHLY REPORTS

Staff reviewed the monthly reports with the Airport Advisory Board.

ITEM 10 BOARD MEMBER COMMENTS

- A. Jette DeSalvo – No comment
- B. Tyler Deines – Absent
- C. Aaron Anderson – No comment
- D. Blair Loving – No comment
- E. Charlie Robinson – Extended his gratitude to all of the employees that work at the airport.
- F. Michael Richmeier – No comment
- G. Carmen De La Torre – Absent

ITEM 11 ADJOURNMENT

Blair Loving made a motion to adjourn. Jette DeSalvo seconded the motion. The motion passed unanimously.



ITEM 3 RENTAL CAR LEASE REVIEW

ISSUE

The Airport Advisory Board is asked to review the car rental lease agreements.

BACKGROUND

Please find a summary of the leases below.

1. **HERTZ**
 - a. The lease began on July 1, 2013 with Wheatlands and was amended on December 1, 2014 to reflect Regency Autogroup as the tenant. The term of the agreement is for a period of five (5) years to expire June 30, 2018. The term shall automatically renew each year for a new one (1) year term, for a maximum of five (5) years (2023).
 - b. Consent to Assignment of Lease Agreement on August 6, 2019 assigned the Lease Agreement from Regency to LAG Rentals.
 - c. Hertz pays \$120 per month for office/counter space, \$42.50 a month for 15 parking places, and \$2.50 fee per vehicle rented.
2. **DOLLAR CAR RENTAL**
 - a. The lease term was October 1, 2016 - September 30, 2019. The term shall automatically renew each year for a new one (1) year term, for a maximum of five (5) years (2024).
 - b. Regency Autogroup (d/b/a Dollar Car Rental) shares office/counter space with Regency Autogroup (d/b/a Thrifty Car Rental). Thrifty Car Rental pays the counter/office space rent, and shares parking spaces with Hertz.
 - c. Consent to Assignment of Lease Agreement on August 6, 2019 assigned the Lease Agreement from Regency to LAG Rentals.
 - d. Dollar Car Rental pays a \$2.50 fee per vehicle rented.
3. **THRIFTY**
 - a. The lease term was January 1, 2016 - on June 30, 2018. The term shall automatically renew each year for a new one (1) year term, for a maximum of five (5) years (2023).
 - b. Consent to Assignment of Lease Agreement on August 6, 2019 assigned the Lease Agreement from Regency to LAG Rentals.
 - c. Thrifty pays \$120 per month for office/counter space, shares parking spaces with Hertz and pays \$2.50 fee per vehicle rented.
4. **ENTERPRISE**
 - a. The lease term was July 1, 2013 - June 30, 2018. The term shall automatically renew each year for a new one (1) year term, for a maximum of five (5) years (2023).
 - b. EAN Holdings, LLC., (d/b/a Enterprise Rent-A-Car).
 - c. Enterprise pays \$120 per month for office/counter space, \$42.50 a month for 12 parking places, and \$2.50 fee per vehicle rented.



ALTERNATIVES

1. Approve the automatic renewal of the lease agreements.
2. Do not approve the automatic renewal of the lease agreements.
3. Airport Advisory Board guidance to staff.

RECOMMENDATION

Staff recommends approving the automatic renewal of the lease agreements.

FISCAL NOTE

The revenue is allocated to the airport budget fund 060-000-3147.



ITEM 4 DIRECTOR'S REPORT

A. AIP PROJECTS

- a. AIP 44 – CARES Act
 - i. The Garden City Regional Airport was awarded a total of \$17,959,219 in CARES Act Funding. The Governing Body approved a grant application in the amount of \$17,959,219 on June 2, 2020. The FAA offered the CARES Act Grant Agreement and the Governing Body accepted it on June 16, 2020. The grant is in the amount of \$5,645,672 for reimbursement of the airport's operational and maintenance expenses incurred on or after January 20, 2020. The amount is derived from the airport's 2018 reported total operating loss of \$1,411,418 multiplied by 4 years. As of October 1, 2020, the airport has requested \$766,362.78 in reimbursements. The funds are allocated to the airport terminal project fund 062.
 - ii. The remaining balance of the total award in the amount of \$12,313,547 as well as any funds remaining from the grant above will go into a new grant for the construction of the terminal. The new grant will be presented for Governing Body consideration late summer with construction anticipated to begin in late winter of 2021
- b. AIP 45 – Terminal Design
 - i. The Governing Body approved Task Order Number 4 on November 3, 2020 for the design of the project. A portion of the design expense will be paid under the FAA's Airport Improvement Program (AIP) 3-20-00-24-45-2021 \$1,190,300 and the City's share \$599,625 will be paid for with Kansas Affordable Air Fares Program funds that are budget in the airport terminal project fund 062. A project kickoff meeting was held on August 28, 2020 with HNTB, staff, TSA and the airline. Staff participate in bi-weekly follow-ups on the design and additional meetings will be established through the process. The design is expected to be completed in the summer of 2021.
 - ii. HNTB provided an update of the project during the City Commission pre-meeting on January 19, 2021 at 11:00 am. Staff will provide the presentation to the board.
 - iii. Supplemental Agreement Number 1 to Task Order Number 4.

B. CASINO FLIGHT

- a. TBD

C. CITY COMMISSION

- a. February 16th
 - i. 2020 End of Year Report
- b. March 2, 2021
 - i. Supplemental Agreement Number 1 to Task Order Number 4

D. MISCELLANEOUS

- a. None



GARDEN CITY

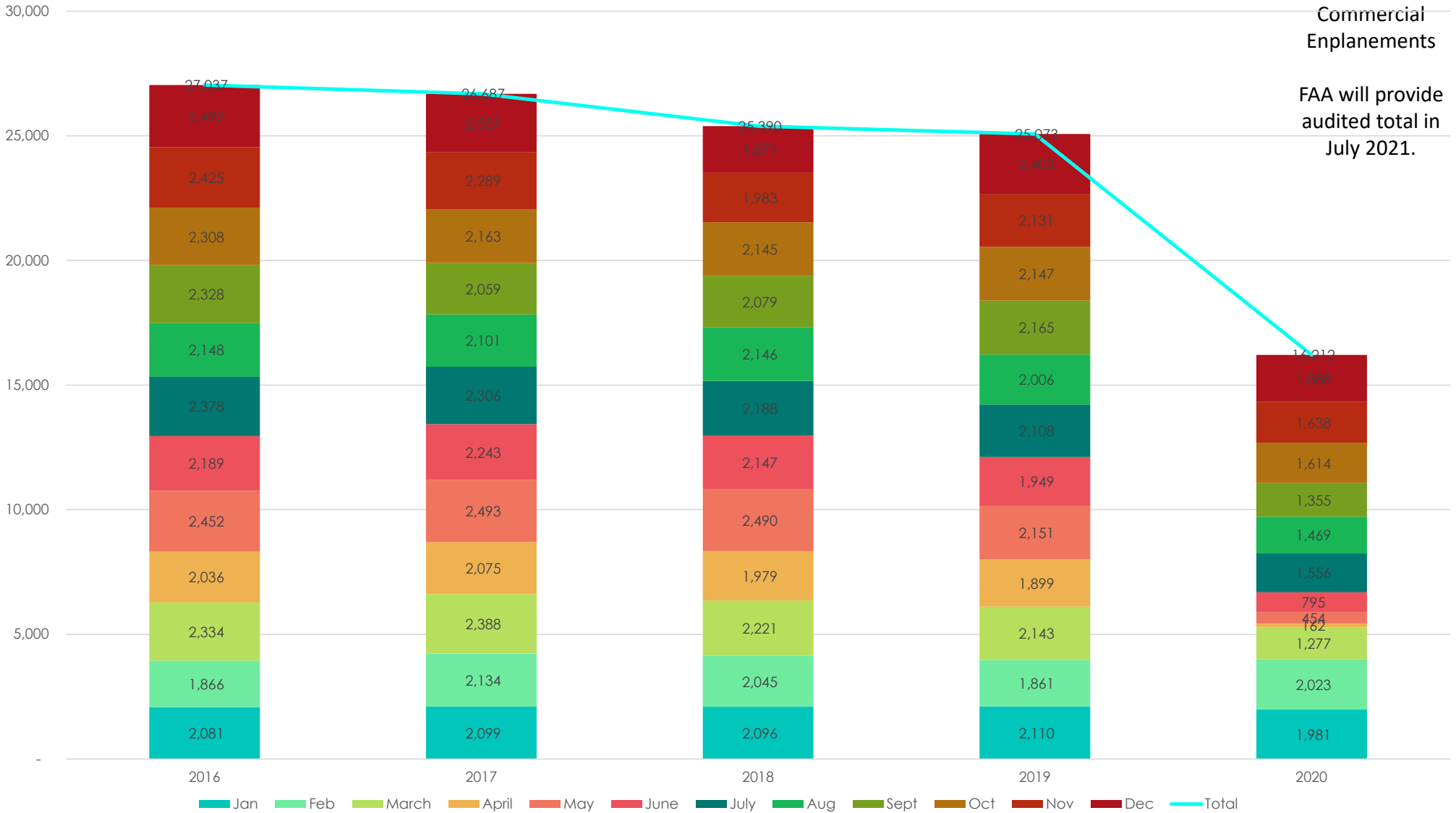
REGIONAL AIRPORT

2020 Report

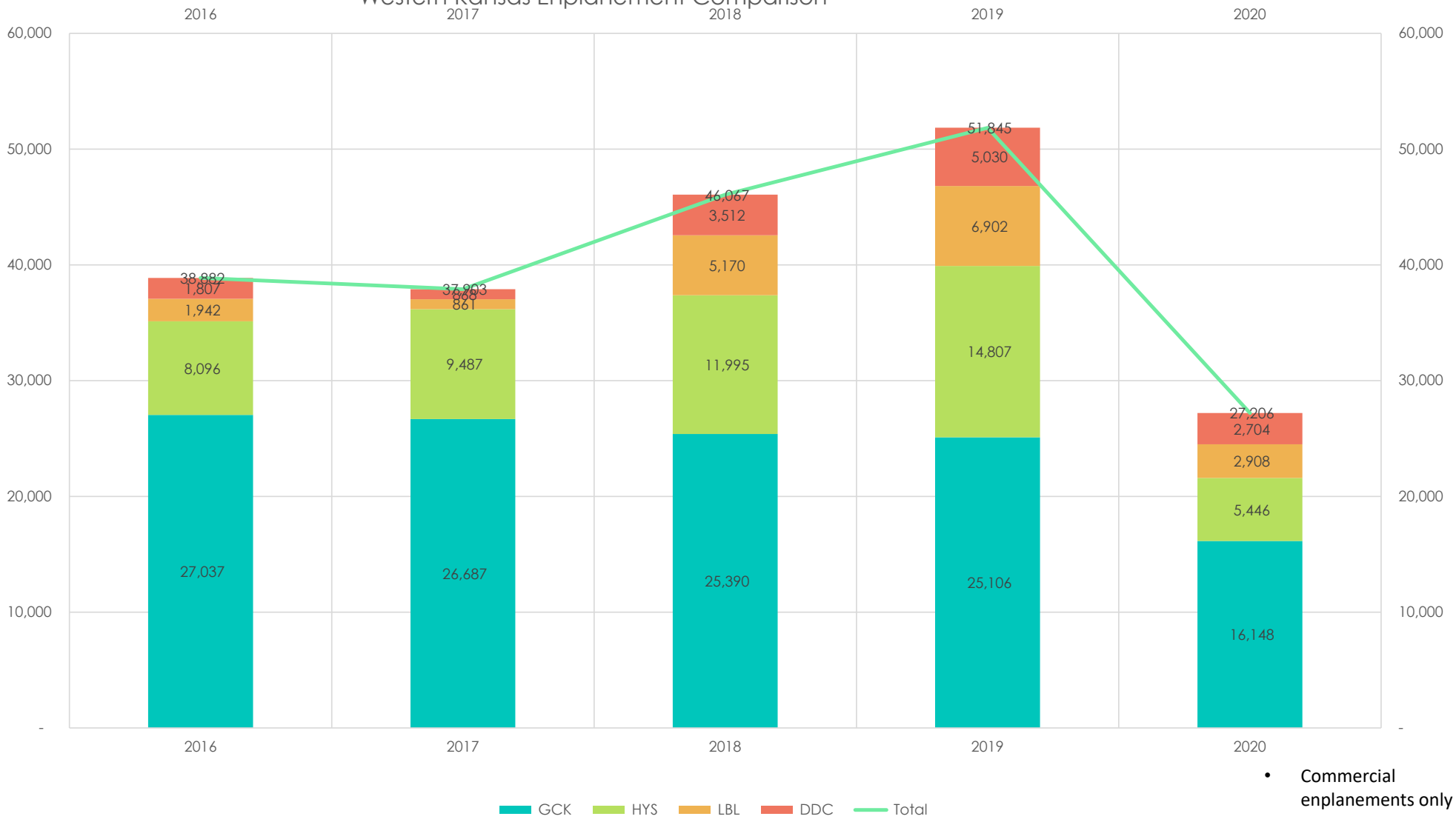
GCK Enplanement Data

Charter and
Commercial
Enplanements

FAA will provide
audited total in
July 2021.



Western Kansas Enplanement Comparison





Commercial Flight Information

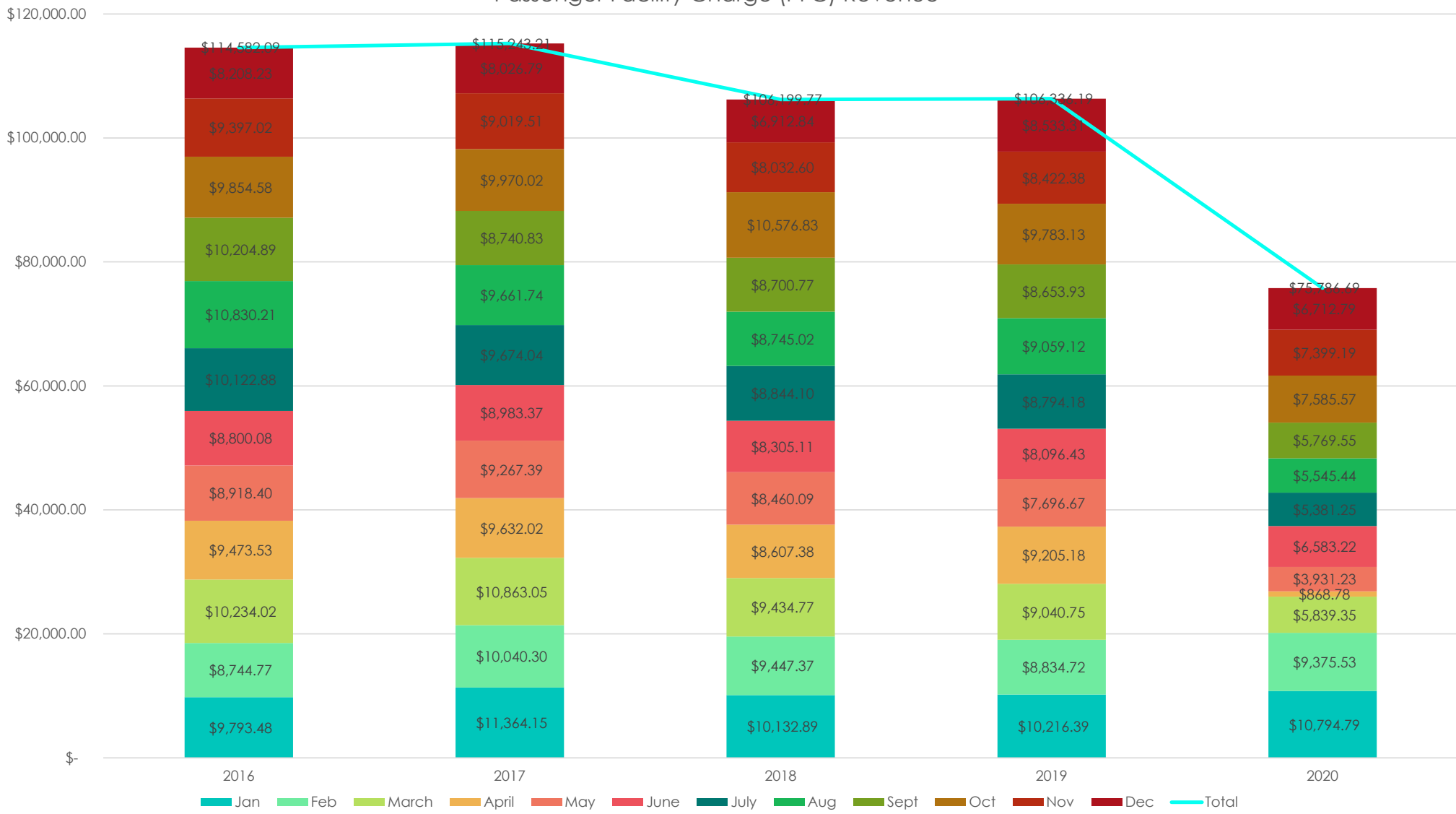
- Total flights 1,258
- Total passengers 32,675
 - 16,121 revenue enplanements
 - 256 non-revenue enplanements
 - 16,040 revenue deplanements
 - 258 non-revenue deplanements

Passenger Facility Charge

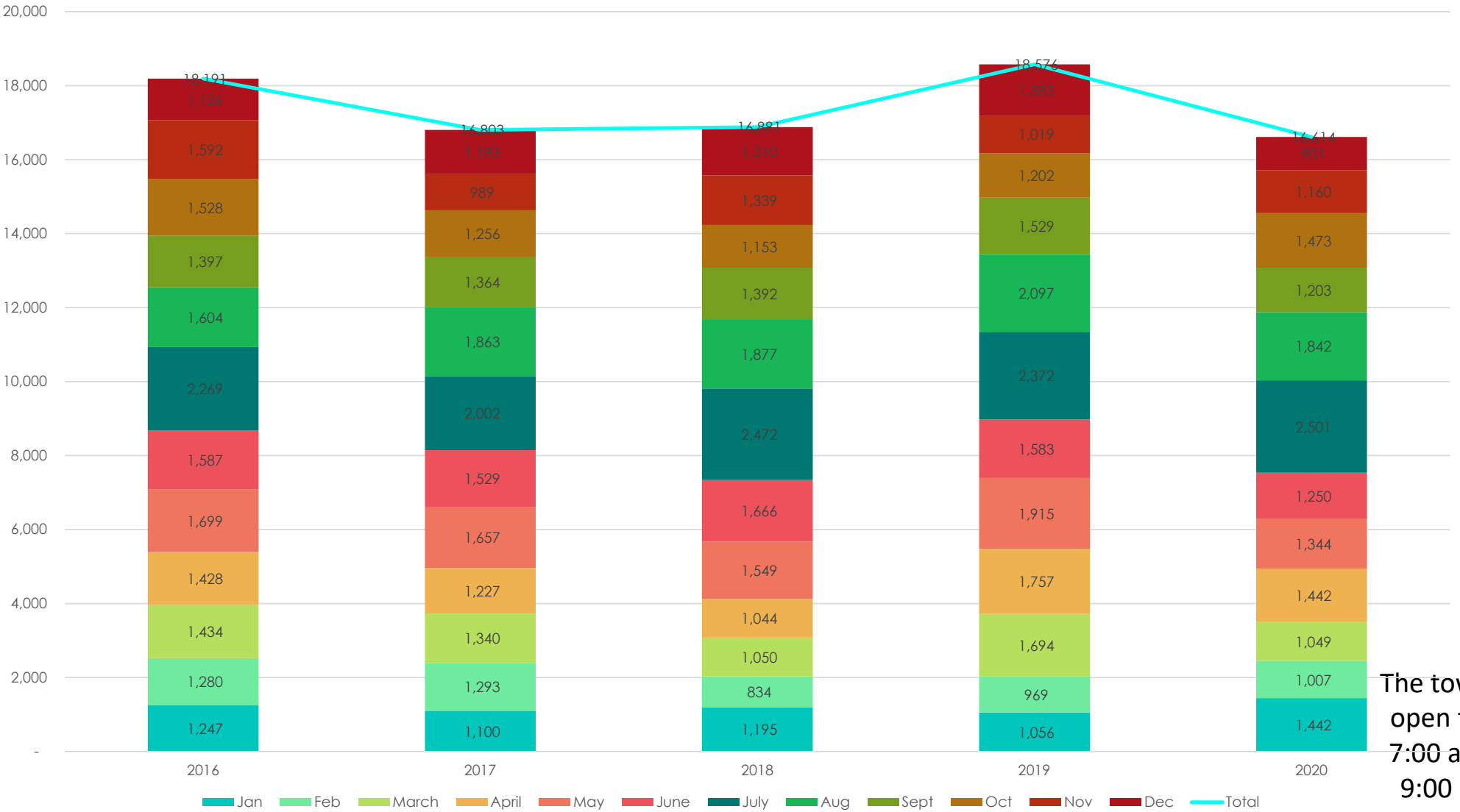


- \$4.50 fee on airline ticket
 - \$4.39 to airport, \$0.11 to airline
- Application #1 - \$770,628 completed in December 2020
 - Revenue is allocated to fund that paid the City's portion of the project
 - Fund 061 - \$264,076 and fund 040 - \$506,552
 - Projects: Security Enhancements, Rehab RWY, SRE Broom, TWY A, RWY REIL, ARFF vehicle, ARFF Building, Airport Master Plan and Wildlife Fence (Phase 1).
- Application #2 - \$566,286
 - Revenue is allocated to fund that paid the City's portion of the project
 - Fund 061 - \$271,286 and fund 040 - \$295,000
 - Projects: Wildlife Fence (Phase II), SRE BLDG, SRE, TWY F, Apron Rehab, Terminal Area Plan and Airfield Lighting Control Panel.

Passenger Facility Charge (PFC) Revenue

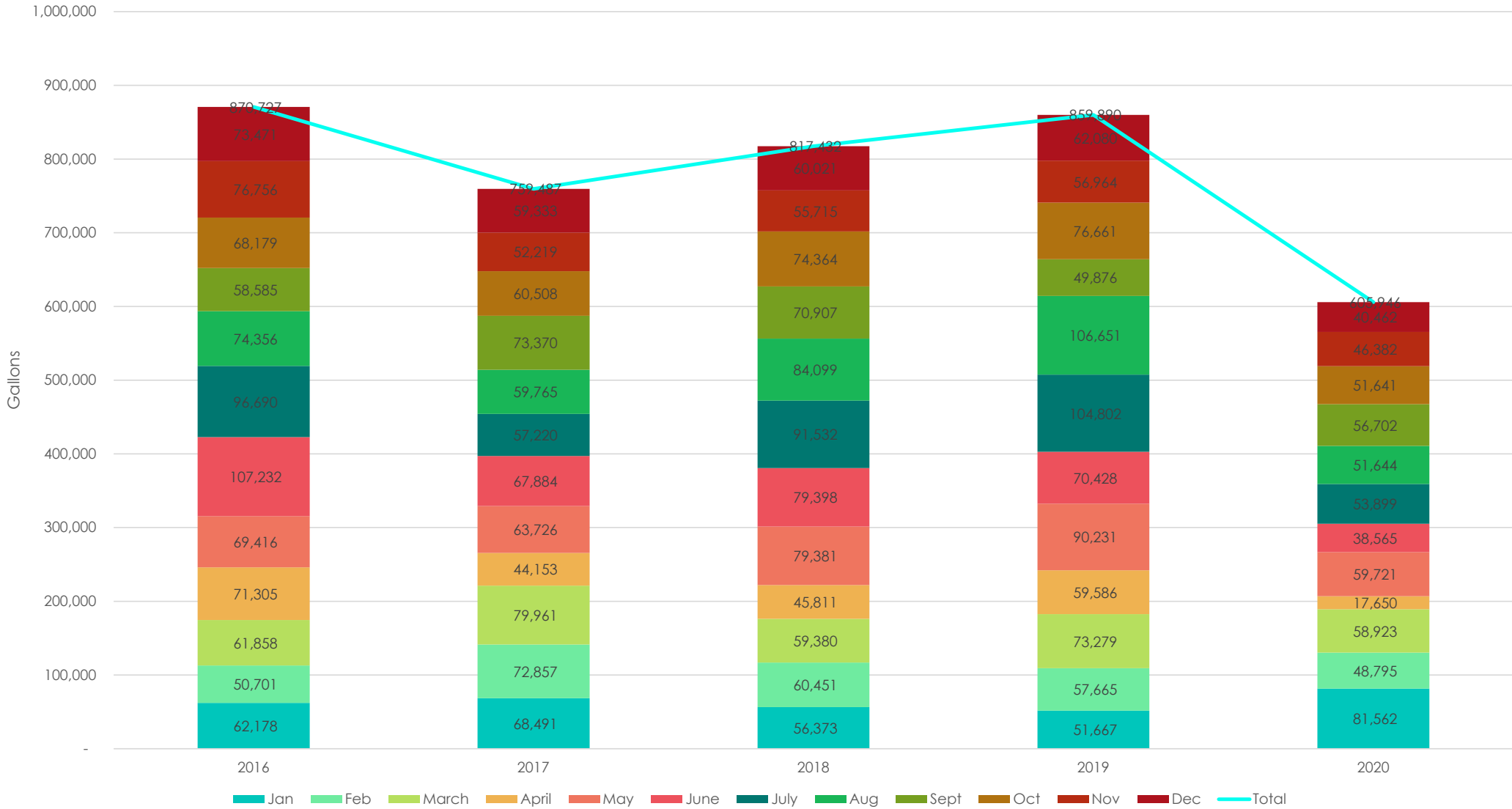


Air Traffic Control Tower Operations

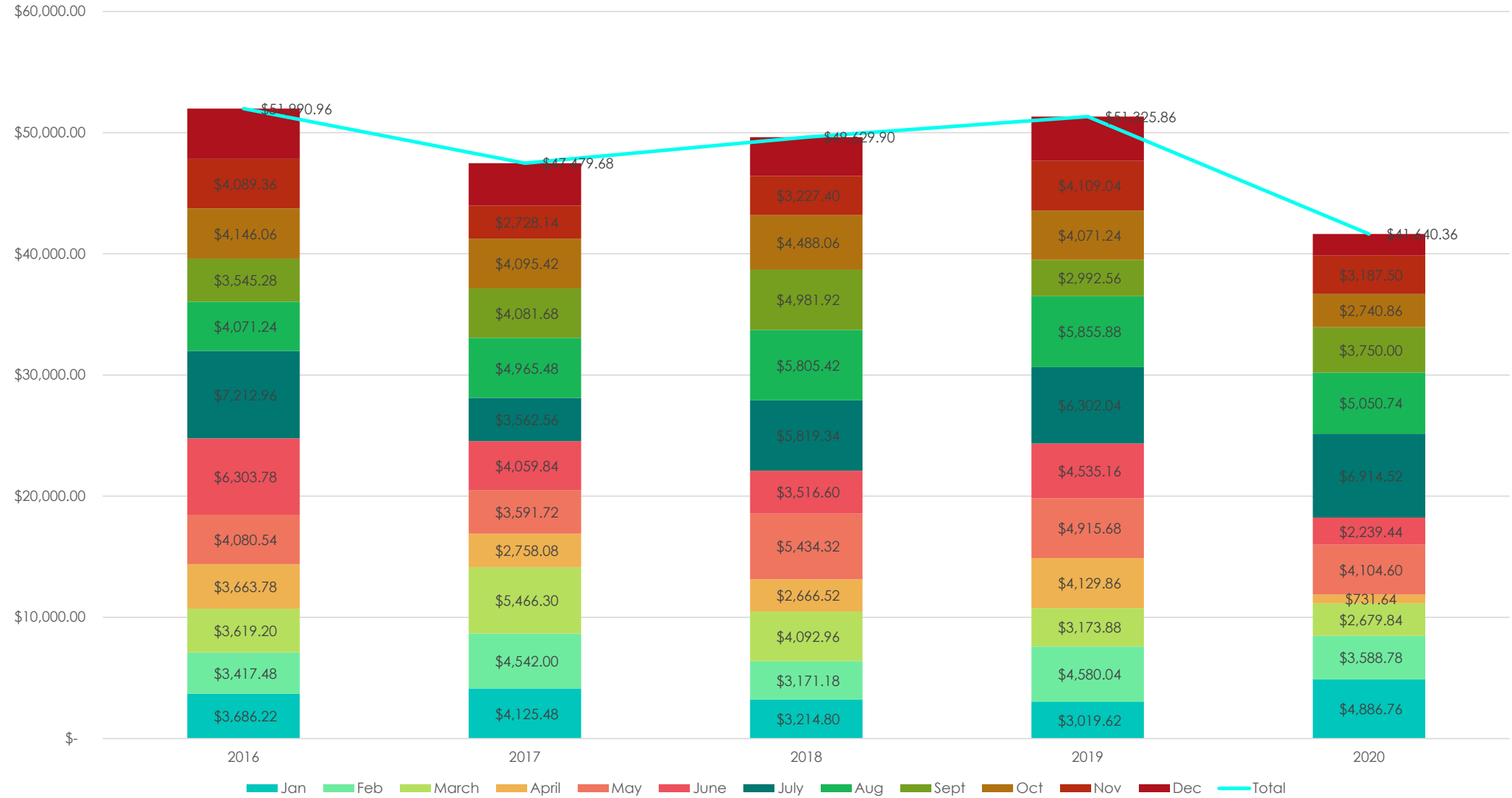


The tower is open from 7:00 am to 9:00 pm.

FBO Fuel Sold



Fuel Flow Fee Revenue



2020 Airport Improvement Projects

- Air Traffic Control Radios and Voice Control Switch
 - 100% City Funds
 - \$185,924
 - Completed May 2020
- AIP 42 Beacon Replacement
 - 95% FAA and 5% City
 - \$82,900
 - Completed August 2020
- AIP 43 Airfield Markings
 - 100% FAA (AIP CARES Act Funds)
 - \$407,801
 - Completed November 2020
- AIP 44 CARES ACT Operating and Maintenance Expenses
 - \$5,645,672
 - Reimburse operating and maintenance expenses (O&M)
 - Reimbursement goes into fund 062 Terminal Project
 - \$766,362.78 requested as of 9/29/20
 - Total CARES ACT funds \$17,959,219



2021 Airport Improvement Projects

- AIP 45 Terminal Design
 - \$1,789,925
 - 70% FAA and 30% City
- AIP 46 Terminal Project
 - Includes CARES ACT funds \$17,192,856
 - \$766,362 was reimbursed O&M AIP 44
 - Includes FAA entitlement funds approximately \$3,700,000



Terminal Construction



	Base Design	Base + Alternates
Total Cost	\$26,785,215	\$30,310,845
CARES Act Funds	\$17,959,219	\$17,959,219
FAA Entitlement	\$3,759,481	\$3,759,481
Local Funds	\$5,066,515	\$8,592,146*

*\$2,000,000 may be reimbursed by FAA



GARDEN CITY
REGIONAL AIRPORT

