



AGENDA
AIRPORT ADVISORY BOARD MEETING
THURSDAY, JANUARY 12, 2023
5:30 PM
AIRPORT ADMINISTRATIVE OFFICE

- 5:30 P.M.** MEETING CALLED TO ORDER
- ITEM 1** PUBLIC COMMENT (Five Minutes per Spokesperson)
- ITEM 2** AIRPORT ADVISORY BOARD RESOLUTIONS
- ITEM 3** APPOINTMENT OF CHAIR AND VICE CHAIR
- ITEM 4** APPROVAL OF DECEMBER 8, 2022, MINUTES
- ITEM 5** AIRPORT 101
- ITEM 6** LEASE REVIEW – O’BRATE HANGAR 2
- ITEM 7** LEASE REVIEW – AIRPORT RACEWAY
- ITEM 8** DIRECTOR’S REPORT
- ITEM 9** MONTHLY REPORTS
- ITEM 10** 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 11** ADJOURN UNTIL 5:30 P.M. ON FEBRUARY 9, 2023



**ITEM 1
PUBLIC COMMENT**

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



ITEM 2 - RESOLUTIONS

Resolution #766 – September 27, 1967

Created the Airport Advisory Board to act in an advisory capacity to the Governing Body of the City of Garden City in making recommendations concerning management and operation of the Garden City Regional Airport. The board shall study all problems concerning all phases of the operation and management of the airport and make recommendations to the Governing Body.

The members shall meet not less than once a month, and shall by appropriate action organize and provide for the efficient and proper study of all airport matters. The members thereof shall consider not only normal matters relating to the current management and operation of said airport but shall also concern themselves with future operation, expansion, planning and management of all facilities at the airport. The members shall serve without pay, however, such administrative expenses as may be necessary to perform their function shall be requested in advance prior to the incurring of any expense.

Resolution No 2196 – December 27, 2005

SECTION 1. Term Lengths

Be it resolved that term length for members of advisory boards is hereby amended to a standard term length of three (3) years. An exemption to the standard term length of three (3) years shall be granted for appointments held by minors 18 years of age and under. Terms among board members shall hereby be staggered to ease implementation of the new standard length of terms and to avoid total turnover to new members in the future.

SECTION 2. Membership Term Limits

Be it resolved that term limits are hereby established at two consecutive terms. No member of an advisory board shall serve any longer than two consecutive terms on any given board. After serving two consecutive terms on a board, a member is ineligible to apply for appointment to that board for a one-year period. However, after serving two consecutive terms on a board, members may immediately be appointed and begin service on another advisory board.

Upon adoption of this resolution, term limits shall not be retroactive but will commence from the date of the resolution forward. If a member's position has been vacated because of term limits but remains unfilled due to lack of public interest, the City Commission reserves the discretion to waive term limits for the position. Under this exception, the reappointed member will need to receive another waiver from the Commission to continue service on that board.



SECTION 3. Method of Officer Appointment

Be it resolved that the date of officer appointments for chairperson, vice-chairperson, and secretary is hereby established as the advisory board's first meeting of the calendar year. Boards shall follow Robert's Rules of Order to elect officers.

SECTION 4. Scope of Officer Responsibilities

Be it resolved that a chairperson's responsibilities do hereby include presiding over the meeting, calling for meetings to be held (if granted the power in the enabling resolution or ordinance), representing the board in front of the commission, and appointing subcommittees when necessary.

Be it resolved that a vice chairperson's responsibilities do hereby include assuming the duties of the chairperson when the chairperson is unable or unavailable to perform his or her duties.

Be it resolved that a secretary's responsibilities do hereby include keeping minutes of the meeting. If it is the advisory board's choosing, the City staff liaison may serve in the capacity of board secretary, however, this does not entitle that person to voting or any other privileges of board membership.

SECTION 5. Length of Officers' Term

Be it resolved that officer appointments to advisory boards shall hereby expire one year from the date of appointment. No member shall serve as chairperson more than once in his or her three-year term. No member shall serve as vice chairperson more than once in his or her three-year term. No member shall serve as secretary more than once in his or her three-year term.

SECTION 6. Appointments and Vacancies

Be it resolved that all appointments to advisory boards and appointments to vacant positions for unexpired terms on advisory boards shall hereby be made by the Mayor with the advice and consent of the City Commission except for those appointments made by the County, the City of Holcomb, or jointly thereof. Appointments and appointments to vacant positions falling under the jurisdiction of the County, the City of Holcomb, or jointly thereof shall be made by the appropriate appointing entity or entities. Applications for appointment shall be taken directly from the public by city staff and submitted to the City Commission for consideration; the advisory board shall be otherwise uninvolved in the nominating and appointment processes.

SECTION 7. Attendance Requirements

Be it resolved that all members of advisory boards must hereby attend no less than three-fourths (3/4) of regular meetings in any given calendar year (exempting special call meetings). The board chairperson shall forward to the Governing Body an annual attendance record of the membership.



SECTION 8. Voting

Be it resolved that voting procedures shall hereby follow Robert's Rules of Order.

SECTION 9. Quorum

Be it hereby resolved that a quorum constitutes a simple majority of the membership.

Resolution No 2388 – February 1, 2011

Established the board shall be seven members.



ITEM 3 APPOINTMENTS

Staff requests the appointment of Chair, Vice-Chair and Secretary. Aaron Anderson is Chair, Blair Loving is Vice-Chair and Blair Rodriguez is the Secretary.

Below are the members and their terms for reference:

- 2023
 - Charlie Robinson, second term (second round)
 - Michael Richmeier, second term
- 2024
 - Jette DeSalvo, first term (second round)
- 2025
 - Tyler Deines, first term (second round)
 - Blair Loving, first term (second round)
 - Aaron Anderson, second term



**ADVISORY BOARD MINUTES
DECEMBER 8, 2022**

5:30 P.M. MEETING CALLED TO ORDER

MEMBERS PRESENT

Charlie Robinson, Michael Richmeier, Carmen DeLaTorre, Jette DeSalvo, Tyler Deines, Blair Loving, and Aaron Anderson

MEMBERS ABSENT

None

STAFF PRESENT

Rachelle Powell, Derek Ables, and Blair Rodriguez

ITEM 1 PUBLIC COMMENT

No public comment.

ITEM 2 APPROVAL OF NOVEMBER 15, 2022, MINUTES

Charlie Robinson made a motion to approve the November 15, 2022, Airport Advisory Board minutes. Aaron Anderson seconded the motion. The motion passed unanimously.

ITEM 3 LEASE REVIEW – AIRPORT RACEWAY

The Airport Advisory Board was asked to review and provide recommendations for the Lease Agreement between the City of Garden City and Airport Raceway Corporation.

Airport Raceway Corporation leases ground from the City of Garden City to operate a racetrack. The current lease began on April 1, 2006, with a termination date of March 31, 2012. The lease was amended with a five-year extension that expires March 31, 2017. The advisory board extended the lease for an additional year with a reduction of rent, which expired on March 31, 2018. The lease was amended a third time with the term April 1, 2018 – March 31, 2023, with an increase to rent. The chart below indicates the historic rental amounts.



Year	Lease Rental Amount	Tenant requested reduced rent
2006	\$1,644.50	\$822.25
2007	\$1,644.50	\$822.25
2008	\$1,644.50	\$411.00
2009	\$1,644.50	\$822.25
2010	\$1,644.50	\$822.25
2011	\$1,644.50	\$822.25
2012-2016	\$500	\$500
2017	\$250	\$250
2018 - 2023	\$350	\$350

Blair Loving made a motion to table the discussion to the January meeting, giving staff extra time to provide additional figures regarding price per acre comparison. Tyler second the motion. The motion passed unanimously.

ITEM 4 DIRECTOR’S REPORT

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

ITEM 5 MONTHLY REPORTS

Staff reviewed the monthly reports with the Airport Advisory Board.



ITEM 6 BOARD MEMBER COMMENTS

- A. Charlie Robinson – No comment.
- B. Michael Richmeier – No comment.
- C. Carmen De La Torre – No comment.
- D. Jette DeSalvo – Thanked staff for providing dinner and all their hard work on the terminal project.
- E. Tyler Deines – No comment.
- F. Blair Loving – Thanked staff for dinner and expressed gratefulness to be on the board for an additional three years.
- G. Aaron Anderson – No comment.

ITEM 8 ADJOURNMENT

Charlie Robinson made a motion to adjourn until January 12, 2023. Jette DeSalvo seconded the motion. The motion passed unanimously.



ITEM 5 AIRPORT 101

Terminology/Abbreviations

Enplanement(s) – Any person who pays to fly on an aircraft departing GCK (airlines, charter flights and air ambulance). The aircraft operator is responsible for turning in enplanements. 10,000 enplanements = \$1,000,000 in AIP funding. Less than 10,000 = \$150,000 AIP funding. 50,000 enplanements = \$1,390,000 + \$5.20 for each passenger after 50,000

Operations – aircraft using facilities at GCK count as an operation (flyby, landing, takeoff, and touch and go).

Fuel Flow – This is a charge for fuel purchased by the FBO, Midwest Custom Ag and Ag Solutions. Each agency pays the airport \$0.06 per gallon purchased.

CFR – Code of Federal Regulations

Airport - Part 139 – An airport is issued an operating certificate when in compliance with regulations. Part 139 is determined when the following criteria is met: serve scheduled and unscheduled air carrier aircraft with more than 30 seats and/or serve scheduled air carrier operations in aircraft with more than 9 seats but less than 31 seats

FBO – Fixed Base Operator – Saker Aviation (fuel station)

ATCT – Air Traffic Control Tower

RWY - Runway

TWY – Taxiway

AAB – Airport Advisory Board

ARFF – Aircraft Rescue and Firefighting

Commercial Air Service

Essential Air Service

August 1, 2022 – July 31, 2024 – American Airlines service to DFW was awarded the DOT contract.

Transportation Security Administration Inspection

The TSA inspects the airport facilities and Security Plan annually. The airport is a category IV airport with a partial security plan and an approved Alternative Method of Compliance (AMOC). The AMOC allows air carriers with 60 seats or more to operate at the airport. The AMOC is valid for a temporary basis as the airport implements a full security plan.

Federal Aviation Administration Inspection

The FAA inspects the airport annually. The airport is Part 139 therefore; we must meet certain requirements to receive commercial air service. The airport is a Class I airport.

Charter Flights

Harrah's Casino provides casino charter flights to Laughlin, Nevada. The air carrier provider changes frequently and aircraft range from a 70-150 seat. The passengers count as enplanements, and we receive PFCs.



Airport Improvement Program (AIP)

The FAA funds 90% and the City funds 10% of the AIP projects. If the community is economically distressed, then the FAA funds 95% and the City funds 5% of the AIP projects. The airport receives \$1,000,000 entitlement funds from the FAA when at primary status (10,000+ enplanements). The airport may receive additional (discretionary) funding based on the FAA budget and priority of the project. HNTB is the airport consultant that provides engineering services for AIPs.

2022 - 2024 –AIP 46 Terminal Construction

The CARES Act Grant AIP 44 was closed out and the remaining balance is applied to AIP 46 in the amount of \$17,192,856. AIP 46 provides funding for a portion of the construction fees associated with the terminal project. Funding is approximately 66% of the AIP eligible items.

2022 - 2024 AIP 47 – Terminal Construction

AIP 47 is in the amount of \$3,553,575 (2022), and a proposed amendment will include \$1,000,000 for FY2023 entitlement funds, for a total of \$4,553,575. AIP 47 provides funding for a portion of the construction fees associated with the terminal project. Funding is approximately 19% of the AIP eligible items.

NON-AIP City Funds – Terminal Construction

Additional funds in the amount of \$8,378,164.35 from the 2022 GO Bond Revenue (sales tax) and \$1,000,000 of the Kansas Affordable Air Fares Program funds will be applied to the terminal project as well.

Bipartisan Infrastructure Law (BIL) – Airport Infrastructure

BIL provides additional funding for AIP eligible projects. Funding will be allocated annually for five years. The BIL allocations are \$1,016,258 (FY22), and \$1,016,064 (FY23). The funds will be applied to the 2024 AIP project, which will be RWY 12-30 rehab or TWY A rehab (based on the FAA priority).

2023 Airport Projects

The following projects are anticipated to be completed: phase I of the airport terminal, staff restructure, security improvements, roof replacements (2), and airfield painting. New equipment includes truck replacement, mower replacement, and tractor replacements. The airport budget includes the above project expenses.



ITEM 6 O'BRATE REALTY, LLC LEASE

Issue

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.

Background

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.

Alternative

1. Approve the automatic renewal of the lease between the City of Garden City and O'Brate Realty, LLC.
2. Do not approve the automatic renewal of the lease between the City of Garden City and O'Brate Realty, LLC.
3. Airport Advisory Board guidance to staff.

Recommendation

Staff recommends the Airport Advisory Board approve the automatic renewal of the lease between the City of Garden City and O'Brate Realty, LLC.

Fiscal Note

No rent is due for the first twenty-five years of the agreement.



**ITEM 7
AIRPORT RACEWAY LEASE**

ISSUE

The Airport Advisory Board is asked to review and provide recommendations for the Lease Agreement between the City of Garden City and Airport Raceway Corporation.

BACKGROUND

Airport Raceway Corporation leases ground from the City of Garden City to operate a racetrack. The current lease began on April 1, 2006, with a termination date of March 31, 2012. The lease was amended with a five-year extension that expires March 31, 2017. The advisory board extended the lease for an additional year with a reduction of rent, which expired on March 31, 2018. The lease was amended a third time with the term April 1, 2018 – March 31, 2023, with an increase to rent. The chart below indicates the historic rental amounts.

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Pasture and crop land rent range from \$11.26 to \$55.25 per acre. The average price is \$23.73 per acre. The pasture and crop leases expire February 2025.

The airport raceway has two tracks, one with 15.21 acres and the other with 1.63 for a total of 16.84 acres. Applying the average price per acre of \$23.73 multiplied by the acreage of 16.84 equals \$399.55.



**ITEM 8
DIRECTOR'S REPORT**

A. AIP PROJECTS

- a. Terminal Construction Update
 - i. AIP 46 – Terminal Construction – CARES Act
 - 1. The grant will be the remaining CARES Act funds in the amount of \$17,192,856.22 for the construction of the terminal.
 - ii. AIP 47 – Terminal Construction - AIP
 - 1. The grant will be the AIP entitlement funds in the amount of \$3,553,575 for the construction of the terminal.

B. CASINO FLIGHT

- a. February 11, 2023 – February 15, 2023
- b. March 17, 2023 – March 21, 2023

C. CITY COMMISSION

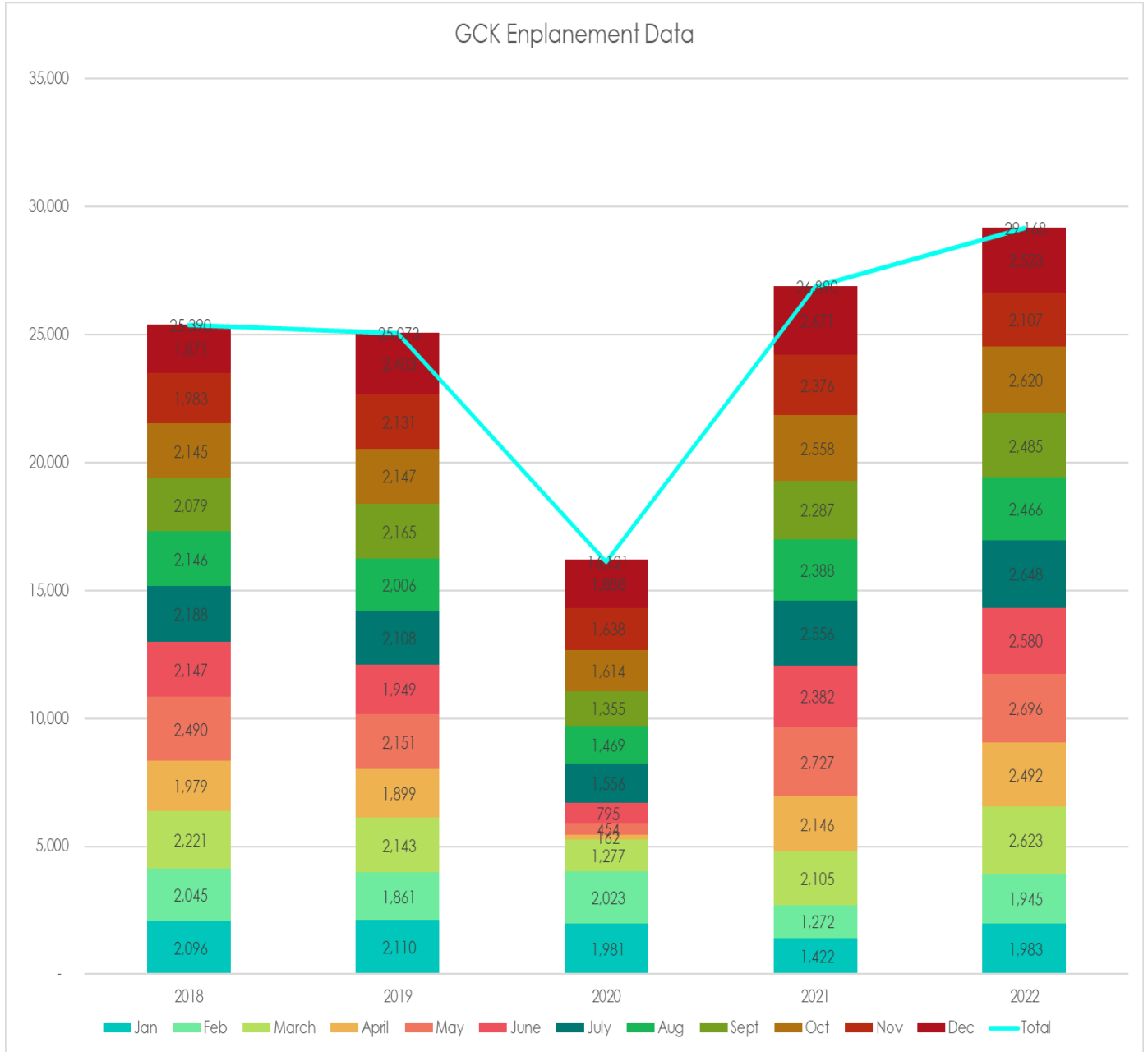
- a. None

D. MISCELLANEOUS

- a. Hangar discussion



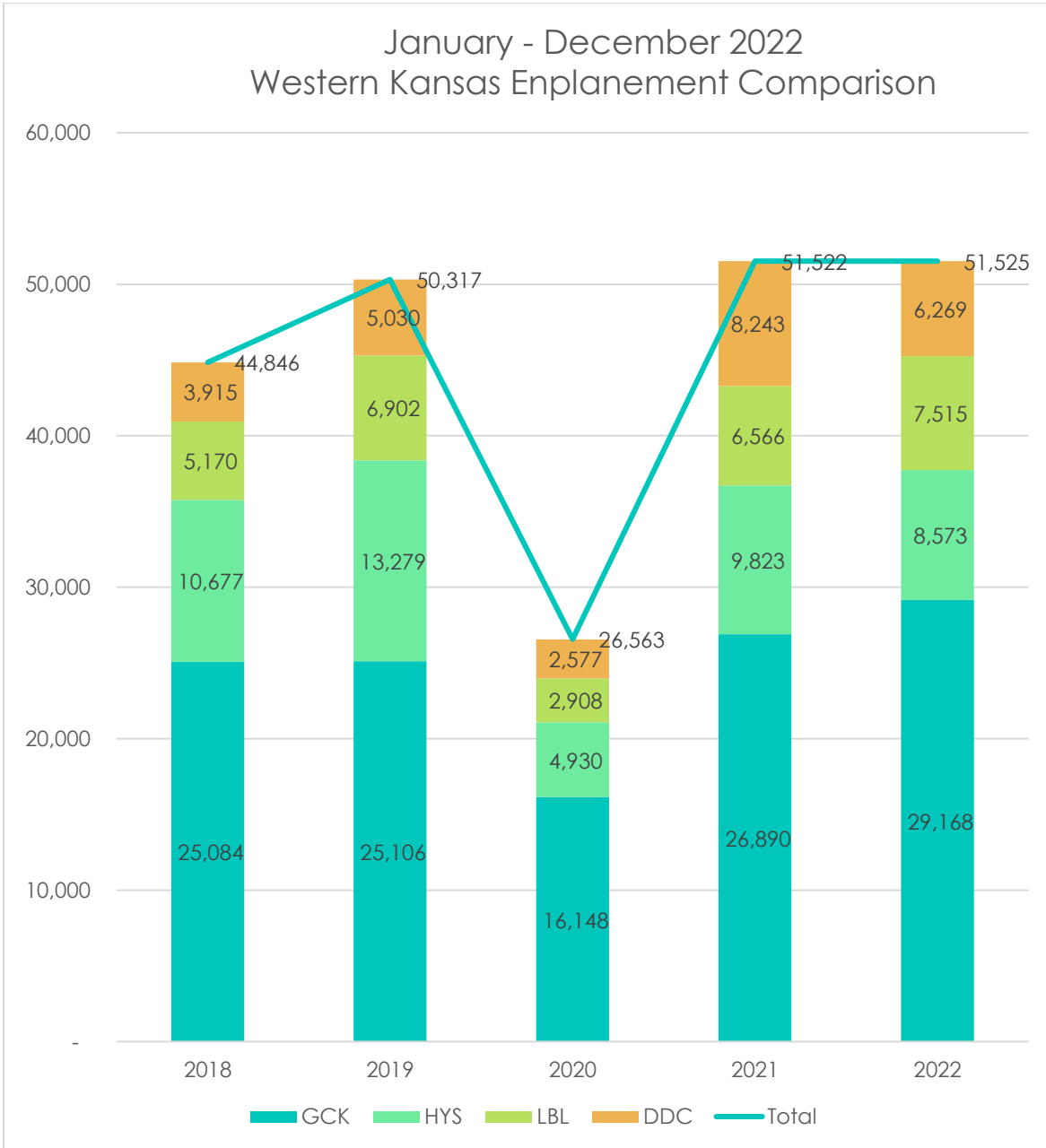
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MONTHLY REPORTS





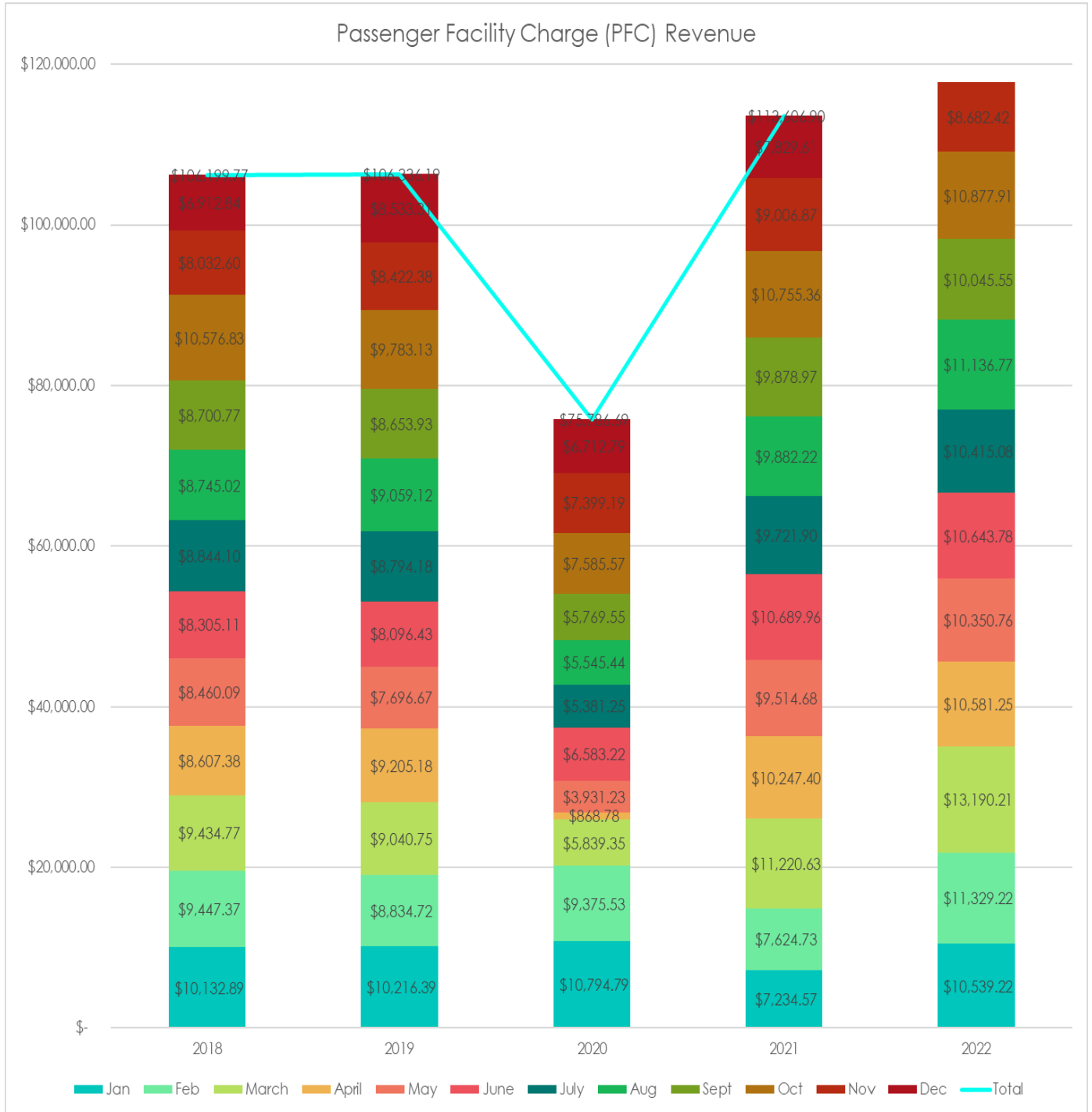
GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS

January - December 2022
Western Kansas Enplanement Comparison





GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS





GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS





GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS





GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS

Garden City Regional Airport Quarterly FBO Activity Report				
Report Period	October - December 2022			
Date Submitted	1/4/2022			
Submitted by:	Saker Aviation Services			
Fueling Activity	October	November	December	
Jet A	60,463	55,576	55,783	
Avgas	3,965	3,388	3,076	
Contract				
Totals	64,428	58,964	58,859	
Aircraft Rental				
Number of Rentals	5			
Total Rental Hours	8.1			
Charter Activity (Originating from GCK)				
Number of Charter Flights	0			
Revenue Enplanments	0			
Flight Instruction				
Number of Students	0			
Hours of Instruction	0			



GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS

AIRPORT ADVISORY BOARD ABSENTEE RECORD												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Jette DeSalvo							ABSENT					
Charlie Robinson			ABSENT	ABSENT								
Tyler Deines	ABSENT	ABSENT	ABSENT				ABSENT	ABSENT	ABSENT		ABSENT	
Aaron Anderson		ABSENT			ABSENT	ABSENT					ABSENT	
Michael Richmeier												
Carmen Delatorre	ABSENT			ABSENT	ABSENT			ABSENT			ABSENT	
Blair Loving												

T-Hangar Waiting List				
9/2/22				
Date	Name	Address	Phone	Hangar
<u>T-Hangar Upgrade</u>				
4/16/21	Tim Hamlin			South Facing and/or Electric Door
10/29/21	Bob Albright		913-837-0547	bifold
12/29/21	Mark Wehkamp		620-272-3902	South facing/bifold
<u>T-Hangar needed</u>				
12/3/21	Garret Speer	Potential plane	620-805-4694	Twin hangar