



AGENDA
AIRPORT ADVISORY BOARD MEETING
THURSDAY, MAY 14, 2020
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 FEBRUARY 13, 2020 MINUTES
- ITEM 3** LIFESAVE LEASE AMENDMENT
- ITEM 4** RENTAL CAR LEASE REVIEW
- ITEM 5** FIVE-S AGREEMENT REVIEW
- ITEM 6** DIRECTOR'S REPORT
- ITEM 7** MONTHLY REPORTS
- ITEM 8** 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 9** ADJOURN UNTIL 5:30 P.M. ON JUNE 11, 2020



ITEM 1
PUBLIC COMMENT

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



**ADVISORY BOARD MINUTES
MARCH 12, 2020**

5:30 P.M. MEETING CALLED TO ORDER

MEMBERS PRESENT

Carmen DeLaTorre, Jette DeSalvo, Tyler Deines, Blair Loving, and Aaron Anderson

MEMBERS ABSENT

Charlie Robinson and Michael Richmeier

STAFF PRESENT

Rachelle Powell, Blair Hollingsworth and Jared Kuhlmann

ITEM 1 PUBLIC COMMENT

No public comment.

ITEM 2 APPROVAL OF FEBRUARY 13, 2020 MINUTES

Aaron Anderson made a motion to approve the February 13, 2020 Airport Advisory Board minutes. Tyler Deines seconded the motion. The motion passed unanimously.

ITEM 3 LARRY FUNK SECOND LEASE AMENDMENT

The Airport Advisory Board was asked to consider and recommend approving the Second Amendment to the Lease Agreement between the City of Garden City and Larry Funk for pastureland located at the Garden City Regional Airport.

The City of Garden City and Larry Funk entered into a Lease Agreement dated February 3, 2015. The term of the Lease Agreement is for a period of five (5) years from the 1st day of March 2015 to the 29th day of February 2020. The annual rent for Pasture Tract P4 (34.5 acres) is \$1,906.08. The first amendment to the lease added Pasture Tract P6 (17.5 acres) for the total annual rental amount of \$2,256. The second amendment extends the lease five (5) years from the 1st day of March 2020 to the 29th day of February 2025. The amendment also increases the annual rent to \$2,400.



Blair Loving made a motion to approve the Second Amendment to the Lease Agreement between the City of Garden City and Larry Funk for pastureland located at the Garden City Regional Airport. Aaron Anderson seconded the motion. The motion pass 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 11 BOARD MEMBER COMMENTS

- A. Jette DeSalvo – No comment
- B. Tyler Deines – No comment
- C. Aaron Anderson – Mentioned that it would be nice to have some type of tenant get-together at the airport.
- D. Blair Loving – No comment
- E. Charlie Robinson – Absent
- F. Michael Richmeier – Absent
- G. Carmen De La Torre – No comment

ITEM 12 ADJOURNMENT

Blair Loving made a motion to adjourn. Aaron Anderson seconded the motion. The motion passed unanimously.



ITEM 3 LIFETEAM LEASE AMENDMENT

ISSUE

The Airport Advisory Board is asked to consider and recommend approval of the First Amendment to Lease Agreement between AIRMD d/b/a LifeSave and the City of Garden City.

BACKGROUND

LifeSave rents the airport house property. The term of lease is for five (5) years from July 1, 2016 to June 30, 2020. LifeSave rents the property for \$1,000 per month with the annual total of \$12,000. LifeSave is responsible for all utilities and is responsible for the maintenance necessary to keep the rented premises in clean and neat condition including mowing. The City is responsible for maintenance of all major items.

The First Amendment to Lease Agreement will extend the lease for five (5) years from July 1, 2020 to June 30, 2025. The rent will increase to \$1,100 per month with the annual total of \$13,200.

ALTERNATIVES

1. Recommend approval of the First Amendment to Lease Agreement between AIRMD d/b/a LifeSave and the City of Garden City.
2. Do not recommend approval of the First Amendment to Lease Agreement between AIRMD d/b/a LifeSave and the City of Garden City.
3. Airport Advisory Board guidance to staff.

RECOMMENDATION

Staff recommends the recommended approval of the First Amendment to Lease Agreement between AIRMD d/b/a LifeSave and the City of Garden City.

FISCAL NOTE

The First Lease Amendment will increase the annual revenue by \$1,200 for the total amount of \$13,200. The revenue is allocated to the airport budget fund 060-000-3147.

FIRST AMENDMENT TO LEASE AGREEMENT

THIS FIRST AMENDMENT TO LEASE AGREEMENT (First Amendment) is made and entered into this ____ day of _____, 2020, by and between the CITY OF GARDEN CITY, KANSAS, a municipal corporation (City), and AIRMD, LLC d/b/a LIFESAVE (Tenant).

WITNESSETH:

WHEREAS, the parties entered into a Lease Agreement, dated June 2, 2015, for a period of five (5) years beginning July 1, 2015 and ending June 30, 2020; and

WHEREAS, Tenant has changed its name from AirMD, LLC d/b/a LifeTeam to AirMD, LLC d/b/a LifeSave; and

WHEREAS, City and Tenant desire to extend the term of the Lease Agreement for an additional five (5) year term.

NOW, THEREFORE, the parties agree as follows:

1. **LEASE EXTENSION.** City and Tenant hereby agree to extend the term of the Lease Agreement for five (5) years, from July 1, 2020 to June 30, 2025. At the end of this extension term, Tenant shall have the option of extending the term of the Lease Agreement for one (1) additional term of five (5) years. Tenant shall be required to give City written notice of intent to extend the term of the Lease Agreement not less than one hundred eighty (180) days prior to the end of this extension term.

2. **RENT.** Tenant agrees to pay as rent for the Leased Premises, the annual sum of Thirteen Thousand Two Hundred Dollars (\$13,200), payable in monthly installments of One Thousand One Hundred Dollars (\$1,100).

All rent shall be due and payable on or before the 1st day of each month, with the first rent due on July 1, 2020. All rent payments shall be made to the Clerk of the City of Garden City Kansas, 301 N. 8th Street, Garden City, Kansas.

3. The remaining terms and conditions of the Lease Agreement not specifically amended herein shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this First Amendment to Lease Agreement as of the date and time first above written.

CITY OF GARDEN CITY, KANSAS

By _____
Troy R. Unruh, Mayor

ATTEST:

Celyn N. Hurtado, City Clerk

AIRMD, LLC d/b/a LIFESAVE

Date

By _____
Martin E. Sellberg, President/CEO



ITEM 4 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

4. Approve the automatic renewal of the lease agreements.
5. Do not approve the automatic renewal of the lease agreements.
6. 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 5 FIVE-S AGREEMENT REVIEW

ISSUE

The Airport Advisory Board consideration and approval of the automatic renewal of the vending service agreement between Five-S Distributors and the City of Garden City.

BACKGROUND

Every five years the City request proposals for vending services at the airport. The last request resulted in one proposal from Five-S Distributors.

The term of the agreement is for a period of five (5) years commencing on the 1st day of September 2016 and ending on the 31st day of August 2021. Vending services shall include one (1) beverage machine and one (1) snack machine in the terminal and one (1) beverage machine in the security hold room. The City shall receive an eleven percent (11%) commission on products sold from all snack machines and a thirteen percent (13%) commission on products sold from all beverage machines.

ALTERNATIVES

1. Approve the automatic renewal of the vending service agreement between Five-S Distributors and the City of Garden City.
2. Do not approve the automatic renewal with a 60-day notice to terminate the vending service agreement between Five-S Distributors and the City of Garden City.
3. Airport Advisory Board guidance to staff.

RECOMMENDATION

Staff recommends approval of the automatic renewal of the vending service agreement between Five-S Distributors and the City of Garden City.

FISCAL NOTE

The revenue collected is allocated to airport budget fund 060-000-3110.01.



ITEM 4 DIRECTOR'S REPORT

A. AIP PROJECTS

- a. AIP 42 – Airport Beacon
 - i. The beacon is installed and operational. The pole is bent and will be replaced.
- b. GCK2019 - Tower Radio Replacement
 - i. The equipment is installed and operational.
- c. Terminal Construction Project
 - i. Staff is researching funding options. The total project cost estimate is \$26,853,634.
 - ii. CARES ACT funding possibility
- d. AIP 43 - Airfield Painting
 - i. This project will remove and repaint all the markings on runway 17-35 and associated taxiway runway hold position markings and enhanced taxiway centerline markings. There will also be some electrical work to move a few signs in lights in order to ensure compliance. The project is estimated at \$1,867,000 and will be 100% federally funded. The project is out to bid with the bid opening on May 18, 2020.

B. CASINO FLIGHT

- a. TBD

C. CITY COMMISSION

- a. March 17, 2020
 - i. Larry Funk Second Amendment to Lease
- b. April 7, 2020
 - i. Fee and Rent Deferral Program - Approved
 - ii. Task Order #2 Supplemental Agreement #1 - Approved
- c. April 21, 2020
 - i. PFC Application – Approved
 - 1. FAA approved 5/7/2020
 - ii. Enterprise request – Denied
 - iii. Task Order #2 Supplemental Agreement #2 - Approved
- d. May 5, 2020
 - i. None
- e. May 19, 2020
 - i. Task Order #3 – Construction



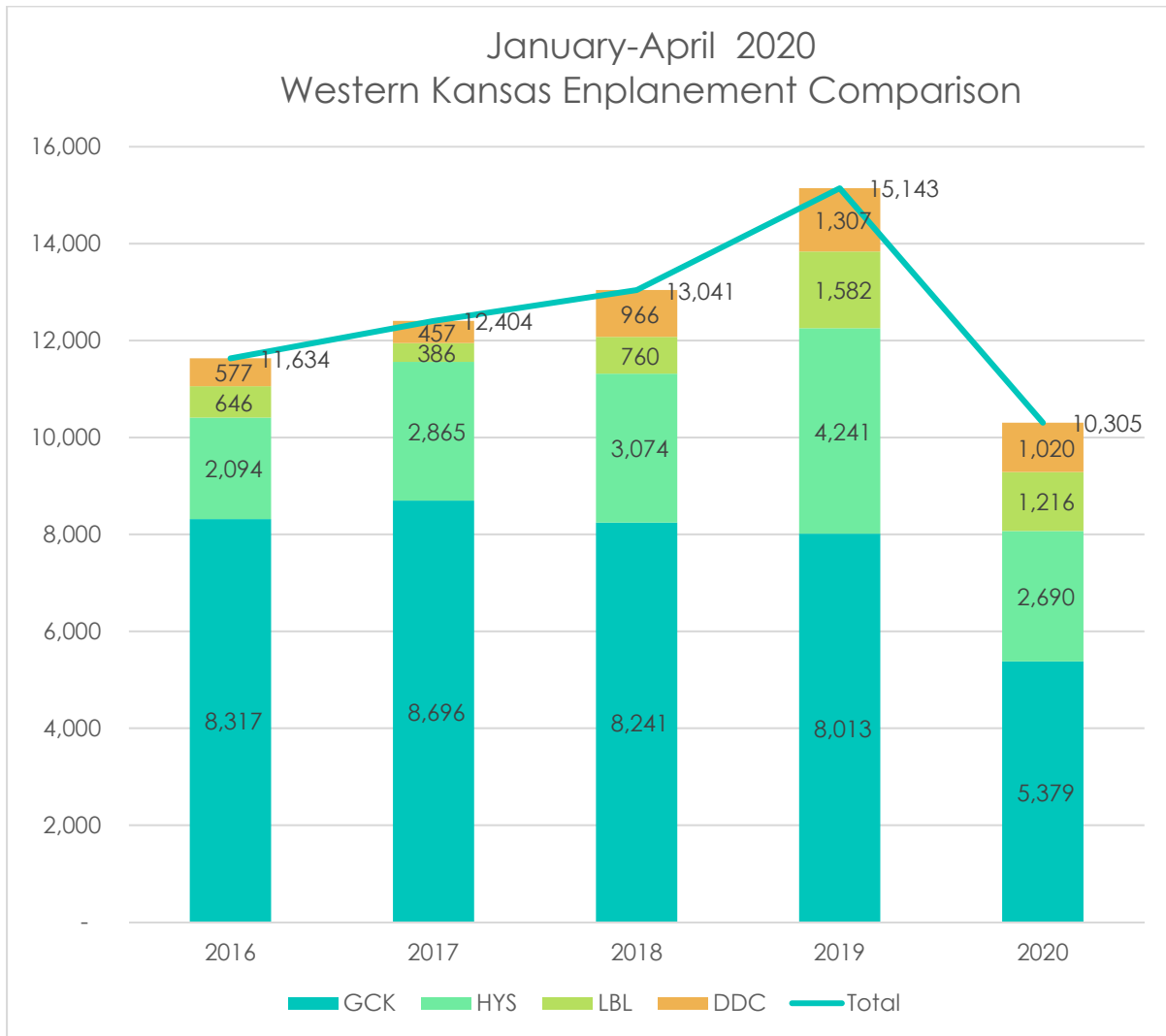
- f. June 2, 2020
 - i. LifeSave First Lease Amendment
 - ii. AIP 43 – Bid approval
 - iii. AIP 43 – Grant Application

D. MISCELLANEOUS

- a. Air Service
 - i. The Department of Transportation relaxed conditions regarding service levels to Essential Air Service (EAS) markets. Therefore; American Airlines has reduced service at GCK to one daily round trip through June 30, 2020. The afternoon inbound/outbound remains in service. Dodge City, Liberal, Hays and Salina have also experienced a reduction of service to one daily round trip. Manhattan and Wichita are not EAS airports but are also experiencing dramatic service reductions.
- b. Autonomous Aircraft Landing
 - i. On May 5, 2020 the Garden City Regional Airport hosted the test and certification of the Piper aircraft HALO Safety System. The system is designed to land the aircraft autonomously in the case of a pilot incapacitation. The airport was closed for 45 minutes while the test was conducted. Airport staff also hosted a film crew that documented the event that will become part of the marketing campaign for the aircraft. The link describes the system in more detail. <https://www.youtube.com/watch?v=R1pfS576B8I>



GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS



2020 Enplanements

	GCK	DDC	LBL	HYS
January	1981	328	476	1104
February	1959	364	418	1060
March	1277	297	293	497
April	162	31	29	29

