

**Excelsior Springs Airport Board
Minutes of Meeting**

August 6, 2009

Meeting called to order by Dan Kirkpatrick at 6:00 PM.

Item 1. Roll Call

Present:

Board Members: Dan Kirkpatrick, Ron Holmes, David Jones, Buddy Bunch
Staff Representative – Todd Probasco

Visitor: Ed Holloway, Mark Houk

Item 2. Approval of Minutes

A motion was made by Ron Holmes to approve the July 9, 2009 minutes; Buddy Bunch seconded. Motion Approved.

Item 3. Visitors Section

Ed Holloway was present, but did not have a presentation for the board. Mark Houk, a long-term hangar renter, asked about rumors that he had heard concerning the lowering of hangar rents. Dan Kirkpatrick responded that the rent reduction had been approved by the Airport Board and implementation was in process. Todd Probasco reported that the City Manager said that the rent reductions could take place without further action but, the rent increase for the enclosed hangars needed to be reviewed by the City Attorney, and the rent adjustments should appear on the September or October statement sent to all hangar renters. Mr. Houk also asked about rumors that he had heard regarding the monthly bills being sent to hangar renters. His concern was centered on his current practice of paying quarterly. Todd Probasco responded confirming that monthly statements are being planned. He added that this will give the city an additional opportunity to communicate with hangar renters and keep them informed as to the progress on airport developments, obtaining fuel, contracting with an operators, etc. Hangar customers who pay rents in advance, would show a credit balance on the statements.

Mr. Houk asked about progress in contracting with a new operator for the airport. Dan Kirkpatrick told him that while there had been several inquiries, there had been no progress toward a contract with any of the inquirers.

Item 4. Old Business

Ron Holmes reported that he had been unable to obtain a third bid for the roofing project.

Has has also not heard anything about grants that might be available to offset the cost of this work. Molly McGovern is looking into available grants. Buddy Bunch added that he had also asked for additional bids on the roof work but had received no response.

Todd Probasco received a bid for a 5,000 gallon fuel tank only. He met with a representative of Double Check at the airport and, after review of the facilities, received an unofficial bid as follows:

3,000 double wall tank with pump (no card reader) \$19,000
5,000 double wall tank with pump (no card reader) \$25,000
Fuelmaster Card reader system (use with either tank above) \$11,500

When a formal bid from this company is received, it will constitute the required three-bid minimum and the Board may prepare a presentation for the City Council.

Item 5. New Business

Jim McCullough and Paul Lane addressed the Board on behalf of the Barbeque and Fly-In on the River committee. They reported that activity at the airport this year should be very much like it has been at each previous fly-in associated with this event. Art Gentry has been in charge of the activities at the airport and has arranged for the pancake breakfast, airplane rides, r/c model aircraft, and bi-plane flyovers. The Masonic Lodge will be sponsoring the pancake breakfast, as they did last year.

Meetings for next years fly-in and barbeque contest will start immediately following this years event, and the Airport Board was invited to participate in all aspects of the planning. Jim reviewed how the money from this even has been distributed to local charities and organizations. He said that Art Gentry has been serving as the liaison for the airport and the committee was not aware that the Airport Board had not been involved in decisions regarding airport use and activities. He reiterated that the committee would like an Airport Board member to serve on their committee.

Dan Kirkpatrick asked that the Board be the liaison, and plan the airport activities. Jim said that the committee would welcome that. Dan said that he would be at the airport Friday afternoon, and all day Saturday for this year's event. Jim encouraged the Board to talk to Art Gentry to see what was going on at this years fly-in. Some small logistic items were discussed relative to this year's event including event insurance, and trash pickup.

Todd Probasco reported that he is still working on a draft of the grant applications. He is getting some coaching from the MODOT regarding these applications prior to their submission.

A Request for Quotation (RFQ) for airport consulting firms was approved by the City

Manager and should go out on August 7. Some of the data provided by these consultants will be necessary to complete the grant applications. The Board discussed the use of “in kind” services for the matching portion of the grants. This is a standard practice and should be considered when planning for the execution of these projects. Use of the sod area parallel to the runway as an aircraft operations area was discussed as one method to minimize disruption to airport operation while paving work is being done. The Board agreed that a plan needs to be developed and communicated to hangar renters regarding aircraft operations during the time repair work is underway.

Discussion turned to a variety of small operational issues associated with the airport. Todd asked what size the windsock at the airport was so that a new one could be ordered. No one present was certain, so measurements will need to be taken. While some money was provided in the current budget for repair of airport runway lighting replacement of the entire system will be needed soon. Todd cautioned that too many grant applications being filed with MODOT could have a negative effect on the chances for approval. MODOT suggested that the request for consulting and the runway repair projects would be a reasonable request for the first year.

The City Manager has approved an “Airport Operations Area” sign being installed to block the road that is currently being used for dumping. City Departments will also be notified that they must stop using that area for dumping. Dan asked about getting the area off of the South end of the runway mowed. Todd said that he would include that in the next mowing – before the fly-in.

Todd reported that the city budgeting process is underway for the October 1 fiscal year. He will be sending Board members this years budget figures.

Mark McCaslin has moved two of his aircraft out of the Morton building at the airport and relocated them to the Grain Valley airport. To the best of anyone present’s knowledge, he has not given notice of vacating the hangar slots. Also discussed was the fact that Matt Miller who also keeps and aircraft in the Morton Building has not paid hangar rent since last year.

Todd discussed the initiation of a hangar lease agreement which would detail the rates and responsibilities of all parties. This is currently being done at most area airports. This lease may be initiated with the next hangar rate change.

Mark Houk asked about getting a key to the administration building so that he would have access to the rest rooms. There was no objection, and a key will be issued to him.

Item 6. Adjourn

A motion was made by Buddy Bunch to adjourn. Ron Holmes seconded the motion.

Unanimous vote to adjourn at 7:08.

The next meeting will be at the Hall of Waters on Thursday September 10, 2009 at 6:00 pm.

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