

# JOHNSON COUNTY AIRPORT COMMISSION

REVISED MINUTES - January 22, 1997 9:00 a.m. - NEW CENTURY, KS

## Airport Commission

Present: Messrs. Viets, Meyer, Mss. Mullin, Thomen

Absent: Messrs. Heaven, Nohe, Winn

Staff: Metcalfe, Ritter, Ford, Dunham, Perry, Hilgers, Weiler

Others: Jerry Fogel, J.P. Fogel & Co.  
Nathan Anderson, J.P. Fogel & Co.  
Steve Hale, CCG  
Steve Porter, Olathe Daily News  
Janet Swanson McRae, Gardner News  
Dennis McGuire, Fire District #1  
Max Sielert, Fire District #1  
Kurt Hoffman, Fire District #1  
Jan Durrett, Johnson County League of Women Voters  
Debbie Ingold, Johnson County League of Women Voters  
Norman Gaar, Bond Counsel  
Janet Garms, Bond Counsel

The meeting was called to order at 9:00 a.m. by Chairman Viets.

**(NOTE: Heading and paragraph numbers and letters correspond to Agenda numbers and letters. Items are listed in order of discussion.)**

### **I. APPROVAL OF THE MINUTES:**

**MOVED BY MS. THOMEN, SECONDED BY MR. MEYER, TO APPROVE THE MINUTES OF THE DECEMBER 11, 1996 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (4-0).**

### **II. REPORT OF THE CHAIRMAN:**

The Chairman had nothing to report.

### **V. DISCUSSION ITEMS:**

A. Consider the Development Committee's recommendation of approving an additional payment per year to help pay for a new fire station at New Century AirCenter.

# JOHNSON COUNTY AIRPORT COMMISSION

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, January 22, 1997 - 9:00 A.M.

A  
TAB

I. APPROVAL OF MINUTES of December 11, 1996 meeting.

B

II. REPORT OF THE CHAIRMAN:

III. CONSENT AGENDA ITEMS:

C

IV. EXECUTIVE SUMMARY:

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the December expenditures as presented.

D. Report from President, Southwest Johnson County E.D.C.

D

V. DISCUSSION ITEMS:

A. Consider the Development Committee's recommendation of approving an additional payment per year to help pay for a new fire station at New Century AirCenter.

B. Consider ratifying a contract with Shafer, Kline and Warren for engineering and design services associated with the renovation of the power house.

C. Report from CCG.

D. Report from J.P. Fogel.

BUSINESS FROM THE FLOOR

VI.

EXECUTIVE SESSION:

VII.

Attorney/client discussion: lease policy; allocation of risk for environmental conditions.

VIII. ADJOURNMENT



# **JOHNSON COUNTY AIRPORT COMMISSION**

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, March 26, 1997 - 9:00 a.m.

TAB

***A***

**I. APPROVAL OF MINUTES** of February 26, 1997 meeting.

**II. REPORT OF THE CHAIRMAN:**

A. Schedule an Airport Commission Strategic Planning Retreat.

***B***

**III. CONSENT AGENDA ITEMS:**

***C***

**IV. EXECUTIVE SUMMARY:**

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the February expenditures as presented.

***D***

**V. DISCUSSION ITEMS:**

A. Consider approving the Capital Improvement Program (CIP) submission to the County for the years 1998 - 2002.

B. Discuss 1998 budget priorities.

C. Discuss golf course proposal.

D. Update on fire station financing.

E. Consider revising the signage standards for New Century AirCenter to allow signs on buildings.

F. Report from President, Southwest Johnson County E.D.C.

G. Report from CCG.

H. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**

**VII. ADJOURNMENT**

REVISED

**JOHNSON COUNTY AIRPORT COMMISSION**

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, April 23, 1997 - 9:00 a.m.

TAB

**A**

**I. APPROVAL OF MINUTES** of March 26, 1997 meeting.

**II. REPORT OF THE CHAIRMAN:**

**B**

**III. CONSENT AGENDA ITEMS:**

**C**

**IV. EXECUTIVE SUMMARY:**

- A. Review staff reports.
- B. Summary of Financials.
- C. Consider ratifying the March expenditures as presented.

**D**

**V. DISCUSSION ITEMS:**

- A. Consider approving a license agreement with First Kansas Bank & Trust Company of Gardner, for an Automated Teller Machine (ATM) kiosk at the corner of New Century Parkway and Leawood Drive.
- B. Discuss the 1998 budget.
- C. Report from President, Southwest Johnson County E.D.C.
- D. Report from CCG.
- E. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**

**VII. EXECUTIVE SESSION**

Discuss personnel matters.

**VIII. ADJOURNMENT**

# **JOHNSON COUNTY AIRPORT COMMISSION**

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, May 28, 1997 - 9:00 a.m.

TAB

***A***

I. **APPROVAL OF MINUTES** of April 23, 1997 meeting.

II. **REPORT OF THE CHAIRMAN:**

***B***

III. **CONSENT AGENDA ITEMS:**

***C***

IV. **EXECUTIVE SUMMARY:**

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the April expenditures as presented.

***D***

V. **DISCUSSION ITEMS:**

A. Consider endorsing the Kansas City metropolitan Alliance for Economic Cooperation.

B. Consider approving Private Aircraft Fuel Dispensing/Handling Minimum Standards Permit ("Self-Fueling Permit").

C. Report from President, Southwest Johnson County E.D.C.

D. Report from J.P. Fogel.

VI. **BUSINESS FROM THE FLOOR**

VII. **ADJOURNMENT**

# **JOHNSON COUNTY AIRPORT COMMISSION**

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, June 25, 1997 - 9:00 a.m.

TAB

***A***

I. **APPROVAL OF MINUTES** of May 28, 1997 meeting.

II. **REPORT OF THE CHAIRMAN:**

***B***

III. **CONSENT AGENDA ITEMS:**

***C***

IV. **EXECUTIVE SUMMARY:**

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the May expenditures as presented.

***D***

V. **DISCUSSION ITEMS:**

A.

B.

C. Report from President, Southwest Johnson County E.D.C.

D. Report from J.P. Fogel.

VI. **BUSINESS FROM THE FLOOR**

VII. **ADJOURNMENT**

# **JOHNSON COUNTY AIRPORT COMMISSION**

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, July 23, 1997 - 9:00 a.m.

TAB

***A***

**I. APPROVAL OF MINUTES of May 28, 1997 meeting.**

A. Nomination of Officers.

**II. REPORT OF THE CHAIRMAN:**

***B***

**III. CONSENT AGENDA ITEMS:**

***C***

**IV. EXECUTIVE SUMMARY:**

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the May and June expenditures as presented.

***D***

**V. DISCUSSION ITEMS:**

A. Consider endorsing the Kansas City metropolitan Alliance for Economic Cooperation.

B. Consider approving the second extension to the real estate brokerage contract with J.P. Fogel & Company.

C. Report from President, Southwest Johnson County E.D.C.

D. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**

**10:00 a.m.** Groundbreaking for new fire station at New Century AirCenter.

**VII. ADJOURNMENT**

# **JOHNSON COUNTY AIRPORT COMMISSION**

## **MONTHLY MEETING “REVISED”AGENDA**

New Century AirCenter, Kansas  
Wednesday, August 27, 1997 - 9:00 a.m.

TAB

***A***

**I. APPROVAL OF MINUTES of July 23, 1997 meeting.**

**II. REPORT OF THE CHAIRMAN:**

- A. Acknowledge signing Shade Foods letter.
- B. Present 5-year service pin to Robert W. Perry, Director, Planning & Administration.
- C. Acknowledge service of Brian Weiler, Director, Aviation.
- D. Report of Nominating Committee.
- E. Election of Officers.

***B***

**III. CONSENT AGENDA ITEMS:**

***C***

**IV. EXECUTIVE SUMMARY:**

- A. Review staff reports.
- B. Summary of Financials.
- C. Consider ratifying the July expenditures as presented.

***D***

**V. DISCUSSION ITEMS:**

- A. Consider retaining Development Research Corporation at a cost not to exceed \$24,999, to prepare a “request for proposal” package and to solicit proposals from prospective developers for a golf course development within the area master-planned for such at New Century AirCenter.
- B. Consider raising agricultural rates at New Century AirCenter and Executive Airport.
- C. Consider changing Post Office operations.
- D. Report from President, Southwest Johnson County E.D.C.
- E. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**  
**VII. ADJOURNMENT**

# **JOHNSON COUNTY AIRPORT COMMISSION**

## **MONTHLY MEETING AGENDA**

New Century AirCenter, Kansas  
Wednesday, September 24, 1997 - 9:00 a.m.

TAB

***A***

**I. APPROVAL OF MINUTES of August 27, 1997 meeting.**

**II. REPORT OF THE CHAIRMAN:**

A. Chairman appointments.

***B***

**III. CONSENT AGENDA ITEMS:**

***C***

**IV. EXECUTIVE SUMMARY:**

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the August expenditures as presented.

***D***

**V. DISCUSSION ITEMS:**

A. Boyer Properties proposal.

B. Consider approving an addendum to the Thermogas ground lease to add 1.5 acres to their leasehold under the same terms and conditions as the existing lease.

C. Discuss land issues.

D. Report from President, Southwest Johnson County E.D.C.

E. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**

**VII. ADJOURNMENT**



## Airport Commission Minutes - January 22, 1997 - Page 2

Chairman Viets discussed the Development Committee meeting minutes and observed that a statement was made that suggested the new jail might have an interest in partially funding a new fire station since the call load will increase once the new jail is operational. Mr. Metcalfe said he had spoken with the Budget Office and was told that a formula is being considered for an amount to be paid to the Fire District's operating budget, but the amount of participation is not yet known. Mr. Metcalfe added that he did not expect the jail to directly participate in the funding for the fire station.

Mr. Kurt Hoffman, Fire District #1 President, stated that there was some confusion or concern regarding the level of participation. He reported that the statutory ceiling of the Fire District mill levy was 11.5. The Fire District is currently at 9.789. If the Airport Commission split the remaining cost of the fire station, it would put the levy at 10.5. If the Airport Commission only paid 1/3 of the remaining 2/3, then the mill levy would be within .5 mill of the ceiling. Mr. Hoffman stated that given the possibility of detachment or annexation of property by the City of Gardner, it would impact their tax base and the Fire District could not move forward with a new fire station if they go within 1.0 under their mill levy capacity. Mr. Metcalfe demonstrated the amount of funding for the Airport Commission which is as follows:

Architects estimate:	\$1,346,000
FAA Grant:	461,000
JCAC local match:	<u>50,220</u>
Remaining debt:	\$ 834,780

Mr. Metcalfe stated that staff has suggested that the Airport Commission pay \$24,237 per year, which is 1/3 of the debt to support the remaining \$834,780 (which is 2/3 of the total project cost). Mr. Hoffman would like the Airport Commission to pay 1/2 of the debt support, which Mr. Metcalfe estimated to be around \$36,000.

Mr. Metcalfe stated that bids were needed before May to avoid losing the FAA grant. Mr. Hoffman stated that the Fire District has a contract with an architectural firm, and the further that the Fire District proceeds with the firm, the greater the expense is incurred by the Fire District, adding that the Fire District prefers not to have any more expense than necessary if the fire station is not built. He also stated that the Fire District did not want to delay the bidding process.

Ms. Thomen asked if this item will go before the BoCC for their approval. Mr. Metcalfe stated that the BoCC is aware of the discussions between the Airport Commission and the Fire District. The general consensus of the BoCC was that they are not opposed to the Airport Commission's participation, but wanted staff to demonstrate to them that the funding would come out of the operating budget and not the general fund. Ms. Mullin stated that as a whole, the Airport Commission was paying money to a Fire District, and she felt that it would set a precedent, which needed to be evaluated more carefully. Mr. Metcalfe stated that, as the owner of the AirCenter, the county at large buys a service from the Fire District, just like it buys services and commodities from many other suppliers.

## Airport Commission Minutes - January 22, 1997 - Page 3

Mr. Meyer commented that the Airport Commission needs a fair solution in the level of funding for the station. Ms. Thomen asked what our budget could handle. Mr. Perry stated that we can cut back on certain line items, and some items can be reduced. Mr. Metcalfe agreed and stated that it would not be extremely difficult to come up with either amount. He feels that it is more a philosophical issue in what is more appropriate.

Ms. Mullin stated that in the Development Committee meeting minutes, Mr. Winn expressed that he would like to have our participation classified as a user's fee as opposed to debt service. She also commented that as we project our needs, we have to look at how each new tenant increases the need for use. Mr. Metcalfe stated that staff was also concerned what would happen to the station if the Fire District moves, or consolidates with another department.

The Airport Commission discussed the structural firefighting costs that the Airport Commission pays the Fire District, which is \$226,000 per year. Mr. Metcalfe stated that if all the currently exempt commercial property at the AirCenter were on the tax rolls, the amount of tax revenue generated for the Fire District would be one-fourth of what the Airport Commission is currently paying. He added that the structural firefighting costs are for full time coverage, and that the Airport Commission felt the additional payment was justified for full time coverage. Mr. Hoffman stated that the Airport Commission spends \$100,000 per year less than they did when they had their own fire department. Ms. Mullin commented that it would be a bad reason to spend more just because the Airport Commission saves \$100,000 a year and feels the Airport Commission is already making a substantial contribution.

Mr. Metcalfe stated that the Fire District needs a new facility, adding that the Airport Commission's demands are driving the cost up. Staff feels that it is reasonable for the Airport Commission to make a contribution to the fire station. Mr. Metcalfe stated that the benefits of having the facility at the AirCenter is that it would be located in the center of the AirCenter resulting in a good response time, and would also be a good marketing tool.

Ms. Thomen stated that she would like to know the actual amount of the cost of the facility. The Airport Commission encouraged the Fire District to proceed with the bidding process so that everyone could have an idea of what amount would be appropriate for the Airport Commission to provide. Chairman Viets also asked staff to investigate the possibility of the jail contributing to the cost of the fire station. He also stated that the Development Committee recommended that the Airport Commission make an additional payment per year for the cost of the fire station, but the question was at what level.

**MOVED BY MS. MULLIN SECONDED BY MS. THOMEN, TO REFER THE ISSUE BACK TO THE DEVELOPMENT COMMITTEE TO DISCUSS WHAT FORMULA TO USE FOR THE AIRPORT COMMISSION'S PARTICIPATION IN THE FUNDING OF THE FIRE STATION, AND ALSO INVESTIGATE THE POTENTIAL CONTRIBUTION BY THE JAIL.**

Mr. Meyer stated that he did not know what would be gained by going back to the Development Committee. He stated that the Development Committee has already recommended that the Airport

## Airport Commission Minutes - January 22, 1997 - Page 4

Commission participate, adding that the only remaining item would be to discuss what amount. Ms. Thomen concurred. Upon further discussion, Ms. Mullin withdrew her motion. Chairman Viets suggested that staff continue to negotiate with the Fire District and develop a one paragraph statement on why the Airport Commission is contributing at all to the fire station to help clarify for everyone the Airport Commission's intentions.

**MOVED BY MR. MEYER, SECONDED BY MS. MULLIN TO DIRECT STAFF TO CONTINUE WORKING WITH THE FIRE DISTRICT, TO ENCOURAGE THE FIRE DISTRICT TO PROCEED WITH THE BIDDING PROCESS AND HAVE STAFF INVESTIGATE THE JAIL'S PARTICIPATION IN FUNDING OF THE FIRE STATION. APPROVED (4-0).**

### IV. EXECUTIVE SUMMARY:

#### A. Review Staff Reports.

Mr. Weiler stated that there had been an aircraft accident at Executive Airport. Fortunately, the accident caused minimal property damage and no one was injured, although it could have been a lot worse had the area around Executive Airport been more densely populated with homes. He also reported that the Airport Layout Plan (ALP) had been updated and submitted to the FAA and would be presented to the Airport Commission at their February meeting.

Mr. Perry stated that the parkway street light project is currently out for bid. He also stated that the powerhouse renovation project would not be in full swing until the emergency generator was replaced. Mr. Perry reported that staff will suggest that the BoCC increase the authority for the powerhouse rehabilitation account since the cost for the replacement emergency generator came out of that account. More information will be forthcoming.

Chairman Viets asked that staff provide the Airport Commission, in advance of the February meeting, a draft list of the future capital improvement projects for their review.

#### C. Summary of Financials.

Mr. Perry reported on the financials and stated that there was a small carry-over from last year. He added that it is smaller than previous years due to building vacancies and changes in rental amounts.

#### B. Consider ratifying the December expenditures as presented.

Mr. Meyer asked about the payment to Animal Damage Control. The company was needed to remove muskrats and beavers before they collapsed the dam at Executive Airport.

**MOVED BY MR. MEYER, SECONDED BY MS. THOMEN, TO RATIFY THE DECEMBER EXPENDITURES AS PRESENTED. APPROVED (4-0).**

III. CONSENT AGENDA ITEMS:

There were no items on the consent agenda.

V. DISCUSSION ITEMS:

B. Consider ratifying a contract with Shafer, Kline and Warren (SKW) for engineering and design services associated with the renovation of the power house.

Mr. Perry stated that SKW is in its second year of their contract with the Airport Commission. Initially, staff thought that the Executive Director could sign the contract for engineering and design services on behalf of the Airport Commission. Legal counsel felt that the Airport Commission should ratify the action taken and that the Chairman should sign on behalf of the Airport Commission.

Chairman Viets was concerned about the engineering fees associated with the contract. *He noted that the engineering, asbestos testing and construction monitoring amounted to approximately 20% of the total budget authority. Engineering costs alone amount to approximately 12% of the authority for this project.* Mr. Perry stated that part of their fee is to monitor the asbestos that needs to be removed, and includes lab fees. Mr. Metcalfe added that the BoCC has been concerned about change orders and has indicated a desire to do more up-front engineering and testing to reduce the likelihood of change orders. Chairman Viets stated that he would like to review the engineering fees for future projects.

**MOVED BY MS. THOMEN, SECONDED BY MR. MEYER TO RATIFY A CONTRACT WITH SHAFER, KLINE AND WARREN FOR ENGINEERING AND DESIGN SERVICES ASSOCIATED WITH THE RENOVATION OF THE POWER HOUSE. APPROVED (4-0).**

C. Report from CCG.

Mr. Hale reported that CCG has completed its three year contract with the Airport Commission. Placements were made in various magazines and a release was distributed on the availability of the Dazey building. A direct mail piece will be ready for distribution in the near future.

Mr. Metcalfe stated that he signed a letter of agreement with CCG for continuing advice and counsel in the amount of \$24,000 for 1997. CCG will have a \$2,000 per month retainer fee. If CCG does not devote that many hours to our account, then the amount will carry over to the next month. Mr. Metcalfe stated that we are not committed to use the entire \$24,000. He felt that it is critical that the Airport Commission have on-going access to CCG's counsel and guidance on marketing and public relations issues. Chairman Viets suggested that Mr. Metcalfe talk with Development Committee Chairman Heaven about the continuation of our relationship with CCG.

E. Report from J.P. Fogel

**Airport Commission Minutes - January 22, 1997 - Page 6**

Mr. Fogel reported the AirCenter has seen a lot of exposure due to brokers being escorted through the AirCenter because of the availability of the Dazey building. J.P. Fogel & Company is also working with Fishman & Company in a cooperative effort on the Toro North facility at New Century AirCenter.

**IV. BUSINESS FROM THE FLOOR:**

Mr. Ford introduced Cynthia Dunham, Assistant County Counselor. Ms. Dunham will take Mr. Ford's place as legal counsel to the Airport Commission.

**V. EXECUTIVE SESSION**

**MOVED BY MS. THOMEN, SECONDED BY MS. MULLIN TO ADJOURN INTO EXECUTIVE SESSION FOR FIFTEEN MINUTES TO DISCUSS LEASE POLICIES; ALLOCATION OF RISK FOR ENVIRONMENTAL CONDITIONS. APPROVED (4-0).**

There was no action taken as a result of the discussions.

**VI. ADJOURNMENT**

**MOVED BY MR. MEYER, SECONDED BY MS. THOMEN TO ADJOURN THE MEETING AT 10:45 A.M. APPROVED (4-0).**

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H. Stanley Meyer, Secretary

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R. Lee Metcalfe, Executive Director

# JOHNSON COUNTY AIRPORT COMMISSION

REVISED MINUTES - February 26, 1997 9:00 a.m. - NEW CENTURY, KS

## Airport Commission

Present: Messrs. Viets, Heaven, Meyer, Nohe, Winn, Mss. Mullin, Thomen

Staff: Metcalfe, Ritter, Ford, Dunham, Perry, Hilgers, Weiler

Others: Commissioner David Wysong, BoCC  
Jerry Fogel, J.P. Fogel & Co.  
Nathan Anderson, J.P. Fogel & Co.  
Steve Porter, Olathe Daily News  
Janet Swanson McRae, Gardner News  
Max Sielert, Fire District #1  
Michael Walsh, U.S. Army

The meeting was called to order at 9:00 a.m. by Chairman Viets.

**(NOTE: Heading and paragraph numbers and letters correspond to Agenda numbers and letters. Items are listed in order of discussion.)**

## **I. APPROVAL OF THE MINUTES:**

Chairman Viets requested that the engineering percentages be reflected on the SKW engineering contract to show that he noted that the engineering, asbestos testing and construction monitoring amounted to approximately 20% of the total budget authority. Engineering costs alone amounted to approximately 12% of the authority for this project.

**MOVED BY MS. THOMEN, SECONDED BY MR. MEYER, TO APPROVE THE MINUTES OF THE JANUARY 22, 1997 MEETING AS AMENDED. APPROVED (7-0).**

## **II. REPORT OF THE CHAIRMAN:**

Chairman Viets introduced Commissioner David Wysong, 1997 BoCC liaison to the Airport Commission.

The Chairman noted that July 18, 1997 will be the 30th anniversary of the formation of the Airport Commission. Mr. Nohe suggested that staff contact CCG for input and guidance on what type of promotion should be done.

# JOHNSON COUNTY AIRPORT COMMISSION

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, January 22, 1997 - 9:00 A.M.

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III. CONSENT AGENDA ITEMS:

C

IV. EXECUTIVE SUMMARY:

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the December expenditures as presented.

D. Report from President, Southwest Johnson County E.D.C.

D

V. DISCUSSION ITEMS:

A. Consider the Development Committee's recommendation of approving an additional payment per year to help pay for a new fire station at New Century AirCenter.

B. Consider ratifying a contract with Shafer, Kline and Warren for engineering and design services associated with the renovation of the power house.

C. Report from CCG.

D. Report from J.P. Fogel.

BUSINESS FROM THE FLOOR

VI.

EXECUTIVE SESSION:

VII.

Attorney/client discussion: lease policy; allocation of risk for environmental conditions.

VIII. ADJOURNMENT



# **JOHNSON COUNTY AIRPORT COMMISSION**

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, March 26, 1997 - 9:00 a.m.

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**I. APPROVAL OF MINUTES** of February 26, 1997 meeting.

**II. REPORT OF THE CHAIRMAN:**

A. Schedule an Airport Commission Strategic Planning Retreat.

***B***

**III. CONSENT AGENDA ITEMS:**

***C***

**IV. EXECUTIVE SUMMARY:**

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the February expenditures as presented.

***D***

**V. DISCUSSION ITEMS:**

A. Consider approving the Capital Improvement Program (CIP) submission to the County for the years 1998 - 2002.

B. Discuss 1998 budget priorities.

C. Discuss golf course proposal.

D. Update on fire station financing.

E. Consider revising the signage standards for New Century AirCenter to allow signs on buildings.

F. Report from President, Southwest Johnson County E.D.C.

G. Report from CCG.

H. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**

**VII. ADJOURNMENT**

REVISED

**JOHNSON COUNTY AIRPORT COMMISSION**

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, April 23, 1997 - 9:00 a.m.

TAB

**A**

**I. APPROVAL OF MINUTES** of March 26, 1997 meeting.

**II. REPORT OF THE CHAIRMAN:**

**B**

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**IV. EXECUTIVE SUMMARY:**

- A. Review staff reports.
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**D**

**V. DISCUSSION ITEMS:**

- A. Consider approving a license agreement with First Kansas Bank & Trust Company of Gardner, for an Automated Teller Machine (ATM) kiosk at the corner of New Century Parkway and Leawood Drive.
- B. Discuss the 1998 budget.
- C. Report from President, Southwest Johnson County E.D.C.
- D. Report from CCG.
- E. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**

**VII. EXECUTIVE SESSION**

Discuss personnel matters.

**VIII. ADJOURNMENT**

# **JOHNSON COUNTY AIRPORT COMMISSION**

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, May 28, 1997 - 9:00 a.m.

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I. **APPROVAL OF MINUTES** of April 23, 1997 meeting.

II. **REPORT OF THE CHAIRMAN:**

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III. **CONSENT AGENDA ITEMS:**

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IV. **EXECUTIVE SUMMARY:**

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the April expenditures as presented.

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V. **DISCUSSION ITEMS:**

A. Consider endorsing the Kansas City metropolitan Alliance for Economic Cooperation.

B. Consider approving Private Aircraft Fuel Dispensing/Handling Minimum Standards Permit ("Self-Fueling Permit").

C. Report from President, Southwest Johnson County E.D.C.

D. Report from J.P. Fogel.

VI. **BUSINESS FROM THE FLOOR**

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# **JOHNSON COUNTY AIRPORT COMMISSION**

MONTHLY MEETING AGENDA  
New Century AirCenter, Kansas  
Wednesday, June 25, 1997 - 9:00 a.m.

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I. **APPROVAL OF MINUTES** of May 28, 1997 meeting.

II. **REPORT OF THE CHAIRMAN:**

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A. Review staff reports.

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V. **DISCUSSION ITEMS:**

A.

B.

C. Report from President, Southwest Johnson County E.D.C.

D. Report from J.P. Fogel.

VI. **BUSINESS FROM THE FLOOR**

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A. Consider endorsing the Kansas City metropolitan Alliance for Economic Cooperation.

B. Consider approving the second extension to the real estate brokerage contract with J.P. Fogel & Company.

C. Report from President, Southwest Johnson County E.D.C.

D. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**

**10:00 a.m.** Groundbreaking for new fire station at New Century AirCenter.

**VII. ADJOURNMENT**

# **JOHNSON COUNTY AIRPORT COMMISSION**

## **MONTHLY MEETING “REVISED”AGENDA**

New Century AirCenter, Kansas  
Wednesday, August 27, 1997 - 9:00 a.m.

TAB

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**I. APPROVAL OF MINUTES of July 23, 1997 meeting.**

**II. REPORT OF THE CHAIRMAN:**

- A. Acknowledge signing Shade Foods letter.
- B. Present 5-year service pin to Robert W. Perry, Director, Planning & Administration.
- C. Acknowledge service of Brian Weiler, Director, Aviation.
- D. Report of Nominating Committee.
- E. Election of Officers.

***B***

**III. CONSENT AGENDA ITEMS:**

***C***

**IV. EXECUTIVE SUMMARY:**

- A. Review staff reports.
- B. Summary of Financials.
- C. Consider ratifying the July expenditures as presented.

***D***

**V. DISCUSSION ITEMS:**

- A. Consider retaining Development Research Corporation at a cost not to exceed \$24,999, to prepare a “request for proposal” package and to solicit proposals from prospective developers for a golf course development within the area master-planned for such at New Century AirCenter.
- B. Consider raising agricultural rates at New Century AirCenter and Executive Airport.
- C. Consider changing Post Office operations.
- D. Report from President, Southwest Johnson County E.D.C.
- E. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**  
**VII. ADJOURNMENT**

# **JOHNSON COUNTY AIRPORT COMMISSION**

## **MONTHLY MEETING AGENDA**

New Century AirCenter, Kansas  
Wednesday, September 24, 1997 - 9:00 a.m.

TAB

***A***

**I. APPROVAL OF MINUTES of August 27, 1997 meeting.**

**II. REPORT OF THE CHAIRMAN:**

A. Chairman appointments.

***B***

**III. CONSENT AGENDA ITEMS:**

***C***

**IV. EXECUTIVE SUMMARY:**

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the August expenditures as presented.

***D***

**V. DISCUSSION ITEMS:**

A. Boyer Properties proposal.

B. Consider approving an addendum to the Thermogas ground lease to add 1.5 acres to their leasehold under the same terms and conditions as the existing lease.

C. Discuss land issues.

D. Report from President, Southwest Johnson County E.D.C.

E. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**

**VII. ADJOURNMENT**

# **JOHNSON COUNTY AIRPORT COMMISSION**

## **MONTHLY MEETING AGENDA**

New Century AirCenter, Kansas  
Wednesday, December 17, 1997 - 9:00 a.m.

TAB

***A***

**I. APPROVAL OF MINUTES of October 22, 1997 meeting.**

**II. REPORT OF THE CHAIRMAN:**

***B***

**III. CONSENT AGENDA ITEMS:**

***C***

**IV. EXECUTIVE SUMMARY:**

A. Review staff reports.

B. Summary of Financials.

C. Consider ratifying the October and November expenditures as presented.

***D***

**V. DISCUSSION ITEMS:**

A. Report on feasibility of constructing new t-hangars at Executive Airport and/or New Century AirCenter.

B. Report from President, Southwest Johnson County E.D.C.

C. Report from J.P. Fogel.

**VI. BUSINESS FROM THE FLOOR**

**VII. ADJOURNMENT**

## Airport Commission Minutes - February 26, 1997 - Page 2

Chairman Viets thanked the members of the Airport Commission that attended the agency board meeting with the BoCC. He felt that the meeting was very productive.

### III. CONSENT AGENDA ITEMS:

- A. Acknowledge for the record receipt of Heartland Cement Company's notice of intent to exercise its first ten year lease renewal option effective March 1, 1997.

**MOVED BY MR. MEYER, SECONDED BY MS. THOMEN TO APPROVE THE CONSENT AGENDA. APPROVED (7-0).**

### IV. EXECUTIVE SUMMARY:

#### A. Review Staff Reports.

Mr. Weiler reported that the FAA has agreed to increase the west parallel taxiway rehabilitation grant from \$500,000 to \$700,000 and to switch to *concrete* from *asphalt* at Executive Airport. The FAA has also agreed to include additional directional signage. The signage will be paid for by the savings in the runway construction project, adding there will no additional costs associated with the signage.

Mr. Weiler reported that a new subdivision, Heritage Hill Estate, is being proposed a 1/2 mile from Executive Airport. The Olathe planning commission has agreed to include in their recommendation to the city council a plat notation on the permanent plat and an affidavit of interest which states that the subdivision is located in close proximity to an airport and aircraft noise will be heard on a regular basis.

Mr. Weiler reported that self-fueling regulations will be completed within the next few months and will be presented to the Airport Commission for its consideration.

Mr. Perry reported that bids were received for the street light project and will go before the BoCC for their final approval next week. Overland Park Place street rehabilitation will also be going out for bid. Once the project is completed, the street will be turned over to the Public Works for maintenance.

Mr. Winn asked why the zoning application by Cedar Creek Properties was relevant to the Airport Commission's golf course proposal. Mr. Metcalfe stated that the City of Olathe placed the review of the golf course proposals on hold until they can determine if Cedar Creek's plan fits their needs. Mr. Winn stated that this delay emphasizes the problem he has had with our getting tied in with the City of Olathe. He added that Cedar Creek's golf course may have no impact on what the AirCenter does. Mr. Metcalfe agreed and stated that his strategy was not necessarily to have the city pick the Airport Commission/Parks and Recreation proposal, but for them *not* to pick someone else and thus enable a competitor. Cedar Creek did not submit a proposal to the City of Olathe under the RFP. When the selection committee heard of their plans, it was decided to hold their

## Airport Commission Minutes - February 26, 1997 - Page 3

decision until they reviewed what Cedar Creek is proposing. One of the major concerns regarding Cedar Creek's proposal was whether it will meet Olathe's objective of keeping the greens fees down near \$20.00. Mr. Winn stated that the marketplace will determine what the greens fees are. He added that he wasn't sure what Olathe could do as a matter of policy to dictate whether or not there would be a golf course at the AirCenter. Mr. Metcalfe stated that, subject to the approval of the BoCC, there's nothing to prevent the Airport Commission from turning the property over to a third party developer to do a golf course and/or otherwise develop the property.

Chairman Viets stated that there was no reason not to pursue the golf course. Mr. Winn requested that this item be discussed at a Development Committee meeting and to be placed as an action item at the March Airport Commission meeting. Chairman Viets also would like to discuss the CIP evaluation program at a Development Committee meeting.

### B. Summary of Financials.

Mr. Perry discussed the self-generated revenues, which continue to cover the Airport Commission's expenses. He added that in 1991, 62% of the expenses were covered by self-generated revenues. In 1994, all general obligation debt for airport projects was transferred into the Airport Fund, which caused the percentage to decrease slightly. The county has just changed the departmental financial reports to reflect cash basis accounting. Previously, many of the monthly financial reports contained accrual adjustments to meet government accounting reporting standards. That has changed so the departments get business-like reports and finance is doing the adjustments internally to meet their requirements for reporting.

### C. Consider ratifying the January expenditures as presented.

Mr. Meyer asked about the power line locator expense. Mr. Perry stated that New Century maintenance staff had an older locator, which is being rebuilt and given to Executive Airport maintenance. The new locator is more modern and gives the depth as well as location, and can be used for water line location and is useful in tracking the cable of the water telemetry system.

Mr. Viets commented on the slurry seal payment at in the expenditures to Burns and McDonnell for \$20,931.73 and asked if it related to the \$92,311.27 slurry seal payment to Vance Brothers. Mr. Perry stated that the two payments are incremental payments which are paid as the work progresses. They may represent different proportions of work by each vendor, and are not necessarily directly related. The total project amount for the slurry seal is \$721,000.

**MOVED BY MR. NOHE, SECONDED BY MR. MEYER TO RATIFY THE JANUARY EXPENDITURES AS PRESENTED. APPROVED (7-0).**

## V. DISCUSSION ITEMS:

### A. Report on negotiations with Fire District #1 on level of funding for a new fire station at New Century AirCenter.

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Mr. Metcalfe reported that the Development Committee discussed alternative concepts on how to finance and build the fire station, which derived from a conversation with Commissioner Bruce Craig. The concept would be that the Airport Commission would finance the construction of the fire station with general obligation bonds (g.o. bonds), and would lease it to the Fire District. If for any reason the Fire District ceases to exist or be the primary provider of fire protection for the AirCenter, the Airport Commission would be able to negotiate with the next provider of fire service to the area. Mr. Metcalfe stated that this concept gives the Airport Commission various options and addresses our concerns, such as who owns the building and what happens if the Fire District goes away.

Deputy Chief Sielert, Fire District #1, stated that his staff discussed the concept with the Fire District board. At this time, the board is leaning to doing a separate bond issue to pay for the station. The main reason is because it can be done without impacting the operating budget and without impacting the levy ceiling. Deputy Chief Sielert stated that the board understands the Airport Commission's concerning ownership if something should happen to the Fire District, adding that it could be handled by giving the Airport Commission first right of refusal. The Fire District is currently talking with George K. Baum for a 15 year bond and would still like the Airport Commission to participate in the funding.

Mr. Winn stated that two county agencies are each proposing to issue g.o. bonds to construct a fire station. He feels that this issue should be brought directly before the BoCC for their decision on how they want to issue the bonds. Mr. Nohe stated that the county-wide g.o. debt will have a better interest rate than the Fire District g.o. based on the county's credit worthiness. It could be substantially less expensive with the county g.o. debt. Chairman Viets agreed with Mr. Winn's comments and feels that the Airport Commission's offer has not been accepted. Deputy Chief Sielert stated that he doesn't feel anything has been ruled out, but that the Board is currently reviewing a separate bond issue. Mr. Winn stated that the Airport Commission was not trying to control the project, but was honestly thinking that we were doing the Fire District a favor by taking the burden off of them, so they didn't push the levy limit. He also agreed with Mr. Nohe comments on the county-wide g.o. debt being a more cost-effective route over a fifteen year bond issue.

Mr. Metcalfe stated that the program from which the Airport Commission receives F.A.A. grant money has not yet been reauthorized by congress. The fund is almost out of money and even the grants that the Airport Commission already has are somewhat at risk. Mr. Metcalfe also stated that if there is turnover in the FAA office, the new person may not have the same favorable attitude about the project. Mr. Weiler stated that the longer we wait, the greater the chance of losing the grant. **(NOTE: Congress has just passed the AIP reauthorization with full funding, so the grant program is back on track.)**

Commissioner Wysong stated Commissioner Craig has pressure from other Commissioners whose fire districts are having to build fire stations, and liked the way the Airport Commission was proceeding in negotiations. He stated that he would discuss the issue with County Administrator

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Denton, who will in turn relay the information to Commissioner Craig. Mr. Winn stated that the Airport Commission needs to get some direction from the county if they intend for the Airport Commission to be the issuing authority for the bonds. He also suggested that the Airport Commission pass a resolution endorsing that the county issue g.o. bonds to be considered by the BoCC.

Mr. Heaven commented that the Airport Commission not lose sight of the fact of the level of subsidy we give the Fire District #1, which can be used as an offset for rent. With regard to the Fire District's mill levy cap, he doesn't consider it an operation cost, but rather a decrease in revenue. Mr. Heaven felt that the Airport Commission came up with a solution that would benefit the county and its citizens and it appears that we are being rejected. Deputy Chief Sielert stated that the Fire District board's main concern was the ceiling on the operating mill levy.

**MOVED BY MR. NOHE, SECONDED BY MR. MEYER TO RECOMMEND THAT THE BOCC ISSUE G.O. DEBT FOR FINANCING A FIRE STATION AT NEW CENTURY AIRCENTER TO BE LEASED TO JOHNSON COUNTY FIRE DISTRICT #1 UNDER TERMS AND CONDITIONS TO BE NEGOTIATED. APPROVED (7-0).**

- B. Consider approving of an amendment to the Burns & McDonnell contract for engineering work on the Parsonitt site.

Mr. Perry stated that the Airport Commission has had a long term contract with Burns & McDonnell on the engineering and site investigation on the Parsonitt site. Kansas Department of Health and Environment (KDHE) has included the site into the Dry Cleaning Trust Fund which resulted in a revision of the monitoring requirements at a reduced level. Staff is asking for approval in the change in scope of the contract. There is no increase in the cost of the existing contract, and only shifts the outlined scope of work to cover cost of monitoring and reporting on the test wells and providing for appropriate administrative functions to supply the data to KDHE as required.

**MOVED BY MR. WINN SECONDED BY MR. HEAVEN TO APPROVE AN AMENDMENT TO THE CONTRACT WITH BURNS AND MCDONNELL FOR A CHANGE IN SCOPE FOR ENGINEERING WORK ASSOCIATED WITH THE PARSONITT SITE. APPROVED (7-0).**

- C. Consider increasing the total authority for the emergency generator for the powerhouse at New Century AirCenter.

Mr. Perry stated that the powerhouse rehabilitation project was approved by the BoCC last year in a total amount of \$250,000. In December, the 55-year-old back-up generator failed. Because we provide fire coverage and water for the tenants, staff felt that we could not be without a back-up source of electrical power for water pumps. The Airport Commission entered into an agreement for an emergency procurement to get a back up generator in place that we are currently renting. Bids have been received for a permanent back-up generator. Total costs of engineering and acquiring the generator came to \$140,000, which came out of the powerhouse rehabilitation project. Staff

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requested that the Airport Commission recommend increasing the total authority for the project by the amount that we spent on the emergency generator.

Mr. Metcalfe stated that the original 1992 submission to the CIP Committee did include rehabilitating the generator. In an attempt to get the project to fit into the CIP budget, the generator was taken out of the project because it was operational at the time. Staff also believes that the Airport Commission will have funds from other projects to cover the difference.

**MOVED BY MR. HEAVEN, SECONDED BY MS. THOMEN TO RECOMMEND TO THE BOCC INCREASING THE TOTAL AUTHORITY FOR THE EMERGENCY GENERATOR FOR THE POWERHOUSE AT NEW CENTURY AIRCENTER. APPROVED (7-0).**

Mr. Nohe asked if we were asking for a bigger bond issue for this project or a same size bond issue and we'll cover the difference from available cash. The need for additional funds will be based on the bids on the Parkway streetlight and Overland Park Place projects. If the bids come in where we expect them, there may be about \$100,000 available from those projects. Mr. Winn stated that if the Airport Commissions gives staff the maximum authority, then the odds are that the Airport Commission may not issue up to the full amount. Mr. Metcalfe stated that we need the authority from the BoCC to spend this amount of money on the project regardless of where the funds come from. He also added that if the bids do not come in as favorably as staff expects, additional bonded funds to some extent may be needed. Mr. Nohe stated that it is important that the BoCC understands the components. Commissioner Wysong stated that he felt that the BoCC would understand given that the Airport Commission held off on the generator as long as possible.

### D. Discuss feasibility study completed by staff for construction of additional t-hangars.

Mr. Weiler stated that after individually polling the waiting list for t-hangars, staff felt there was not sufficient real demand to recommend construction of additional t-hangars at this time. Staff proposes to continue monitoring the t-hangar demand and continue to decrease the debt on the existing t-hangars. Mr. Weiler stated that within the next few years might be a good time to investigate a bond issue to fund rehab of the older hangars and construction of new hangars.

Mr. Metcalfe stated that if the Airport Commission chose to do so, we could actively market new hangars. We have never done any proactive marketing of the hangars in the past. It was felt that most people had their names taken off the list simply because they grew tired of waiting. If they knew that hangars would be available and priced competitively, Mr. Metcalfe thought that we might be able to expand the waiting list dramatically. Chairman Viets was surprised to find that the income stream doesn't cover the debt service. Mr. Weiler stated that, with the debt load, the t-hangars do not generate net income. The benefit to the airport comes from the fuel flowage fees generated from the t-hangar occupants and the customer base that supports the FBOs, who pay rent to be on the airport.

Mr. Nohe concurred with staff and suggested that staff continue to monitor the situation. Mr. Winn commended staff for their efforts in the study.

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### E. Report from President, Southwest Johnson County E.D.C.

Mr. Engelmann reported that the E.D.C. board has decided to become an investor in the efforts of the Kansas City Area Development Council. It was the KCADC who originally brought the NASCAR project to the EDC, as well as several other very significant opportunities.

Staff continues to plan for the upcoming year, with events such as the annual job fair, finance seminars and other various projects.

Mr. Engelmann stated that over the past year, there have been seven companies that have moved to the AirCenter. Since these companies are all sub-tenants in others' buildings, their arrival has not received much attention. The companies are all within the transportation support industry, including an airplane upholsterer, railroad repairer and airplane broker. Thirty-three private sector firms now call the AirCenter "home". Mr. Engelmann suggested that a "spec" building may be an opportunity in the near future to meet the needs of smaller companies.

### F. Report from CCG.

Mr. Metcalfe reported that due to the new agreement with CCG, he had asked that Mr. Hale only attend the Airport Commission meetings when he had some important information to report to the board. CCG's contract was reduced substantially this year, and each meeting he attended would be billable time charged to our monthly invoice.

### G. Report from J.P. Fogel

The marketing effort has included Wilcox Electric, which is now considering Perimeter Park in Lee's Summit. Mr. Fogel stated that he continues to have contact with Allied Signal, adding that he does not expect a decision in the near future. Both the Toro and Dazey buildings continue to generate activity for New Century AirCenter.

## IV. BUSINESS FROM THE FLOOR:

Mr. Nohe asked what the progress was on the jail facility. Mr. Metcalfe stated that the site work is underway. Mr. Hilgers stated that a meeting was held with the tenants that were impacted by the water line that had to be relocated. He continues to work with contacts on the jail project on a daily basis. The estimated completion date of the facility is expected in eighteen months.

Mr. Heaven commented that he was aware that Reno Construction received a regional award for the runway construction project at Executive Airport, and that the runway has been entered into a national contest. Mr. Weiler stated that the runway project won "Best Project at a Reliever Airport in Kansas and Missouri" category. Mr. Heaven commented that CCG should be informed of the award. Mr. Meyer stated that the airport staff also deserves credit. Mr. Metcalfe stated that Reno Construction is a very good contractor and has done several projects for the airports.

V. EXECUTIVE SESSION

**MOVED BY MS. THOMEN, SECONDED BY MS. MULLIN TO ADJOURN INTO EXECUTIVE SESSION AT 10: 15 A.M. FOR FORTY-FIVE MINUTES TO DISCUSS THE EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION. APPROVED (7-0).**

VI. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:00 a.m.

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H. Stanley Meyer, Secretary

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R. Lee Metcalfe, Executive Director

# JOHNSON COUNTY AIRPORT COMMISSION

MINUTES - March 26, 1997 9:00 a.m. - NEW CENTURY, KS

## Airport Commission

Present: Messrs. Viets, Heaven, Meyer, Nohe, Winn, Mss. Mullin, Thomen

Staff: Metcalfe, Ritter, Dunham, Hilgers, Weiler

Others: Commissioner David Wysong, BoCC  
Jerry Fogel, J.P. Fogel & Co.  
Kurt Hoffman, Fire District #1  
Max Sielert, Fire District #1  
Dennis McGuire, Fire District #1  
Jan Durrett, Johnson County League of Women Voters  
John Engelmann, SW Johnson County EDC

The meeting was called to order at 9:00 a.m. by Chairman Viets.

**(NOTE: Heading and paragraph numbers and letters correspond to Agenda numbers and letters. Items are listed in order of discussion.)**

## **I. APPROVAL OF THE MINUTES:**

Ms. Thomen asked that the minutes reflect that the runway project at Executive Airport state that it was switched from asphalt to concrete pavement.

**MOVED BY MS. THOMEN, SECONDED BY MR. MEYER, TO APPROVE THE MINUTES OF THE FEBRUARY 26, 1997 MEETING AS AMENDED. APPROVED (7-0).**

## **II. REPORT OF THE CHAIRMAN:**

### **A. Schedule an Airport Commission Strategic Planning Retreat.**

Consensus of the Airport Commission was to have staff schedule a retreat on a Friday morning in the near future.

Chairman Viets also added an executive session item to the agenda to discuss personnel matters.

## **III. CONSENT AGENDA ITEMS:**

There were no consent agenda items.

**V. DISCUSSION ITEMS:**

**D. Update on fire station financing.**

Mr. Metcalfe reported that Fire District #1 has planned on building a fire station for the past year. The main issue has been on how to finance the construction of the fire station, adding that he feels that every possibility has been examined. The Fire District Board has sought professional counsel from attorneys and financing professionals. Mr. Metcalfe faxed to the Airport Commission letters from Kurt Hoffman, Fire District Board President, and George K. Baum, bond advisors for the Fire District, regarding the impact on their financing on their budget and mill levy. It appears that the Fire District does not have a lot of choices and have respectfully declined the Airport Commission's offer on financing the fire station.

Mr. Hoffman stated that if the Fire District issues the bonds, by statute they have the option or are allowed to have it separate and apart from their operating mill levy. The Fire District is within less than two mills of their statutory ceiling on their operating mill levy and is concerned that if they finance it some other way and it has to come out of their operating mill levy, it will push it close to the ceiling. With the prospect of future loss of tax base by detachment to the City of Gardner, if their tax base diminishes significantly, it could literally put the Fire District in a situation where, in order to meet their debt service obligation, they would have to make drastic reductions to their level of service. By the Fire District issuing the bonds, it is a separate mill levy to retire the bonds, and would not impact the operating mill levy, coupled with the fact that it would lock in the tax base at that point for debt service. Even though the city of Gardner might detach a portion of tax base, that part of it that is obligated for the bonds would continue to be obligated to pay that mill levy. Mr. Nohe asked if the Fire District has gotten a legal opinion to the effect that you can't classify this a debt payment outside of your general levy, perhaps as a capital lease. Mr. Hoffman responded that he has received word from legal counsel that they cannot classify this as a debt payment.

A handout was distributed to the Airport Commission which reviewed three options that have been discussed by the fire board. Option 1, which was originally considered, would have the Fire District and Airport Commission split the remaining balance after the Federal Aviation Administration's (FAA) participation. In Option 2, the Airport Commission would play 1/3 of the remaining 2/3, assuming that the FAA grant would be 1/3 of the costs. Option 3 would provide that Fire District would pay 51% of the total cost of the station; the Airport Commission would pay 49% including the FAA grant. If the FAA grant goes up, the Airport Commission's participation goes down. If the FAA grant goes down, then the Airport Commission's participation goes up. Mr. Hoffman stated that he has asked their counsel to draw up a contract proposal that would provide, if at any future date, the Fire District stops using the structure for a fire station, (it couldn't be used only as an office) the Airport Commission would have first right of refusal to buy out the Fire District's equity in the building up to that time. Ownership of the building would then be turned over to the Airport Commission.

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Mr. Winn asked how one has equity in a publicly-financed public facility, adding that the Airport Commission should have a right to step in and assume the Fire District's position on a publicly issued bond. He wasn't sure at that point if the Fire District was out of business or has been deannexed. Mr. Hoffman stated that he wasn't assuming that they were out of business, but just assuming that they weren't using the facility as a fire station for some reason or another. Mr. Winn stated that there is one public entity then paying another public entity for equity in a public building and assuming debt. Mr. Hoffman stated that from his perspective they were looking at two different tax bases to pay for this, obviously there is a much smaller tax base to cover their share as opposed to county-wide and the AirCenter tenants. Rather than thinking of the Fire District and the Airport Commission, Mr. Hoffman suggested thinking of the taxpayers in Fire District #1 and the taxpayers within the area of the Johnson County Airport Commission. Mr. Nohe asked if it would be more equitable if the fire station ceased being used as a fire station that the Airport Commission has first right of refusal to assume the outstanding indebtedness and take over the facility. Mr. Hoffman felt that perhaps it might, adding that they are working on a contract proposal and it is not final until it meets with everyone's approval. Mr. Hoffman was primarily concerned that, as the bids would only be valid for 120 days, an effort to allow them to resolve the issues and to go through the protest period was time-critical. He commented that the clock began ticking on March 4, 1997, adding that the issue must still go before the BoCC.

Mr. Nohe stated that at the February monthly Airport Commission meeting, the Airport Commission recommended the issue to the BoCC for their guidance, and asked what the feedback was. Mr. Metcalfe stated that he was not sure if Commissioner Craig had discussed it with the other Commissioners. Commissioner Wysong stated that Commissioner Craig has not discussed the issue with the BoCC, but it was Commissioner Wysong's opinion that this goes back to the original discussion between Mr. Metcalfe and Commissioner Craig and felt that Commissioner Craig has not changed his mind and would prefer that the Airport Commission issue the bonds. Mr. Metcalfe stated that he spoke with Commissioner Craig last week and commented that he wasn't sure if Commissioner Craig was sure where he stands on the issue right now. Now that it has been determined that the mill levy issue is legitimate, Mr. Metcalfe feels that Commissioner Craig's previous position may not be his current position. Mr. Nohe asked if everyone was absolutely certain that there is no way to work around or with the existing statute to classify this as an indebtedness so they can get this outside their general levy. Mr. Hoffman stated that he has asked the county counsel as well as their own bond counsel, George K. Baum, and everyone told them the exact same thing.

Chairman Viets stated that he felt that the Airport Commission's position from the last meeting is consistent with what the Airport Commission sought to do today, which is let the BoCC resolve this discussion and give both the Fire District and the Airport Commission direction. He feels that we clearly have two different attitudes about the concept for funding the building, adding that last month's motion on this discussion is still appropriate. Mr. Winn felt that the record should speak for itself. He stated that Mr. Hoffman's letter of March 22, 1997, was very well written and his candor was refreshing. Mr. Winn read from the letter, which stated "Fire District staff and I have been engaged in ongoing dialogue with (Gardner) city staff in an effort to resolve the situation

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described above. However, the sentiment expressed by the city council continues to be that Gardner city tax payers expect services such as fire and EMS to be provided by city employees using city equipment." Mr. Winn stated that Gardner residents expect fire service and EMS and the only people that expect it to be rendered by Gardner employees are the people that whose jobs might be at stake if there were some type of effort to consolidate. He stated we should not kid ourselves about what people in Gardner feel; he did not think this was the attitude of the typical Gardner citizen. Mr. Winn also read from the letter "Unfortunately, as long as there continues to be two fully-equipped stand-alone fire stations vying for the same area of protection, this situation will continue to exist." Mr. Winn felt that this statement says it all, adding that you literally have two government entities vying for tax dollars to support duplicate facilities. He added that he couldn't have written about his frustrations any better than Mr. Hoffman had. Mr. Hoffman stated that he could not disagree with any comments that Mr. Winn had made. Mr. Hoffman stated that unfortunately, his best efforts have been unable to resolve the issue. He agrees that most Gardner residents don't care what the name of the fire department is so long as they arrive in a timely fashion properly equipped and staffed. Mr. Hoffman stated that in any case, that is the position that the city council has taken, unless something happens to change their mind. Mr. Hoffman stated that to a large degree, the city enjoys the benefit of being surrounded by Fire District #1 because of the full-staffing and so forth. On two occasions in the past, the city has even obligated itself to provide a certain level of service for new construction, knowing full well that they didn't have the resources to fulfill, and were relying on Fire District #1 to provide the types of services for them. Mr. Hoffman stated that if Airport Commission members have influence with the City of Gardner, they can prevail upon them to resolve this by contracting or consolidating. He felt that a lot of the problems would go away if that would happen. Ms. Thomen stated that when she was Mayor, the city could not detach, and some of the council members spent a lot of time to be able to do that.

Mr. Nohe stated that the basis for his motion last month was to recommend to the BoCC that they issue general debt still stands. Mr. Nohe stated that there are three jurisdictions dealing with a common subject for which none of us are positioned to solve. He added that we are all a part of the larger county and he felt that we reaffirmed the Airport Commission's position that this truly does belong to the BoCC to sort out and resolve on behalf of the county-wide system. Commissioner Wysong suggested that Commissioner Craig be contacted immediately and have a worksession as soon as possible, including bond counsel. Mr. Nohe also suggested having members from the city of Gardner attend, also. Mr. Winn stated that the Fire District's situation relating to the way the characterize the payments was probably a legitimate budgetary concern. Mr. Nohe stated that it was a budgetary concern, but it is a legislative artificial devise, either there should be some legislative relief, or home rule relief via the county. He feels that is purely an accounting issue to classify it as debt versus nondebt to be out from the general levy.

Mr. Metcalfe stated that we aren't the only area that has this problem in Johnson County. He stated that the other rural fire districts, such as DeSoto and Fire District #3, Rural District #2 and Spring Hill and southern Overland Park, are facing similar problems, and he feels that this will come to a head for all fire districts. Mr. Metcalfe stated that we have had this discussion before and we need to have it again. A meeting was held in Gardner High School four years ago and there were some

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strong emotions tied to this issue. Mr. Hoffman stated that he spoke with Commissioner Craig twice last week and agrees that Commission Craig leaned more heavily towards the Airport Commission financing the station at the time, but doesn't think that he was consciously aware of some of the issues for the Fire District. Commissioner Wysong suggested that airport staff coordinate a meeting for Monday, March 31, 1997. Mr. Metcalfe stated that he would arrange a meeting.

**CONSENSUS WAS THAT THE AIRPORT COMMISSION REAFFIRMED THEIR FEBRUARY 26, 1997 MOTION TO REFER THE ISSUE TO THE BOCC TO ISSUE GENERAL OBLIGATION BONDS ON BEHALF OF THE AIRPORT COMMISSION FOR THE PURPOSE OF FINANCING THE CONSTRUCTION OF A FIRE STATION AT NEW CENTURY AIRCENTER.**

### **IV. EXECUTIVE SUMMARY:**

#### **A. Review Staff Reports.**

Mr. Weiler reported that the 90% plans and specifications have been received on the west parallel taxiway rehabilitation at Executive Airport and that there should be no significant interruption of airport operation. A slurry seal project is being planned for the north t-hangars at New Century AirCenter. The crack sealing will be done in-house, with the actual slurry seal being applied by a contractor. The \$30,000 project will be funded out of the Airport Commission's operating budget.

Mr. Weiler stated that several items will be presented to the Airport Commission over the next few months, such as an updated airport layout plan for New Century AirCenter, minimum standards for conducting commercial aeronautical activities, and self-fueling regulations. He reported that the development of the Johnson County Airport Commission's home page is progressing and should be on-line in about a month.

Mr. Meyer asked how the determination was made that whether the improvement to the general aviation parking lot is funded by FAA or airport funding versus private funding. Mr. Weiler stated that the parking lot in question serves Executive Beechcraft, the t-hangar tenants and the general aviation ramp. He stated the chances of getting FAA funding are remote because of the low priority for that type of project. Mr. Meyer asked if the Airport Commission had a policy on how it is determined if the Airport Commission or the tenant pays for the improvement. Mr. Metcalfe stated that Executive Beechcraft's lease requires the Airport Commission to maintain the facility. However, the parking lot is not part of the lease and is considered public area. Mr. Metcalfe stated that Executive Beechcraft is contributing money for the project because they are the main user. Mr. Meyer asked if there was a guideline on how much the tenant contributes, and commented that he would like to know more about the procedures for these types of projects to make him feel more comfortable. Mr. Metcalfe stated that Executive Beechcraft will contribute about 20% for the cost of the project and probably uses 25 - 30% of the parking spots. Mr. Winn stated that a clause could be added to future leases that includes maintenance for the sharing of common areas like the parking lot. Mr. Nohe asked staff to research the issue and provide the Airport Commission a recommendation on how this issue has been addressed, how it logically it could be addressed,

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whether through common space lease paragraph or another legal mechanism. Mr. Metcalfe stated staff has been relatively consistent on how it addresses these issues, but there has not been a written policy.

Mr. Metcalfe stated that he attended a United Way conference in Chicago, Illinois and was very impressed with the quality of the volunteers. Mr. Metcalfe also attended an Appreciative Inquiry session in Charlottesville, Virginia with seven other members of Johnson County's management team.

### B. Summary of Financials.

Mr. Metcalfe reported that revenues are on target and expenses are in line with budget. At the next Airport Commission meeting, 1996 end of fiscal year projections will be distributed.

### C. Consider ratifying the February expenditures as presented.

There were no comments regarding the February expenditures.

**MOVED BY MR. HEAVEN, SECONDED BY MR. NOHE TO RATIFY THE FEBRUARY EXPENDITURES AS PRESENTED. APPROVED (7-0).**

## V. DISCUSSION ITEMS:

### A. Consider approving the Capital Improvement Program (CIP) submission to the County for the years 1998 - 2002.

Mr. Metcalfe stated that at the suggestion of Mr. Nohe, staff has added an item to be submitted to the CIP for a passenger terminal building. The project would begin in the year 2001 and complete in 2002. Mr. Metcalfe stated that staff felt that the most likely scenario to get into the airline business, which would be a regional carrier, such as Vanguard, who would probably have no more than two airplanes on the ground at a time. Staff has researched the cost of the ramp and parking areas, but the cost for the remodelling of the administration building and the building of the concourse was only an estimate. This facility would only be an interim facility. An airline would need to sign a letter of intent, which would be taken to the FAA to seek grant funding. It is anticipated that grant priorities would change immediately. The Airport Commission would receive entitlement money, based on the number of passengers. The FAA would fund 90% of the public portion of a new terminal and would probably fund the conversion of the administration building if we had the commitment of an airline. Mr. Winn suggested that the Executive Director contact the C.E.O. of Yellow Freight, who was the past president of AmericaWest. He felt that he would be a tremendous resource to staff.

Mr. Nohe asked if the FAA funded a portion of feasibility studies. Mr. Metcalfe stated that he did not believe that the FAA would participate. He felt that the cost of a study would be around \$100,000. He has talked with Newport News Airport and other airports who were able to obtain an

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airline. Newport News is twenty minutes from downtown Norfolk and Richmond. Mr. Metcalfe stated that people drive from both Norfolk and Richmond to Newport News to catch a plane. There have been some political problems due to the loss of passengers from Norfolk and Richmond. Mr. Winn stated that he would like to know how Newport News measures the economic impact of having made the investment of an airline service. Mr. Metcalfe stated that there were two approaches to the airline issue: either do a feasibility study or hire a consultant to get an airline at the AirCenter. Mr. Metcalfe believes the feasibility study would cost less than hiring a consultant, estimating that the consultant would cost around \$100,000. Mr. Nohe suggested placing the item on the CIP to see what type of reaction there is before the Airport Commission takes a definitive step to spend money. Mr. Nohe felt that an airline service at New Century AirCenter was inevitable, and that the Airport Commission can make it happen faster than it naturally would if effort was put into it. However, he felt that he did not want to cause any trouble politically before the Airport Commission has a county-wide consensus. Chairman Viets suggested discussing the issue further in the Airport Commission strategic retreat.

Chairman Viets stated that at the Development Committee meeting, he suggested that staff meet with Tom Kaleko with the City of Gardner to discuss the south entrance of the AirCenter. Mr. Metcalfe stated that a meeting has been set with Mr. Kaleko to discuss the issues.

**MOVED BY MR. WINN SECONDED BY MR. HEAVEN TO RECOMMEND TO THE BOCC THE CIP SUBMISSION AS REVIEWED BY THE AIRPORT COMMISSION AND ITS DEVELOPMENT COMMITTEE. APPROVED (7-0).**

### B. Discuss 1998 budget priorities.

Mr. Metcalfe reported that staff has not yet received the budget package, but is assuming that the general fund subsidy will remain the same. Any additional revenues that are forecasted will have to have a supplemental request submitted in order for the Airport Commission to spend the additional revenues.

### C. Discuss golf course proposal.

Mr. Metcalfe stated that Mr. Winn suggested at the Development Committee meeting that the Airport Commission reconsider its current position with the golf course. The Airport Commission and the Parks and Recreation Department submitted a joint proposal to the City of Olathe in response to a Request for Proposal (RFP). Mr. Winn stated that he has discussed with the Development Committee and its chairman, and requested that staff be directed to pursue private sector opportunities that might exist. He feels that there is no reason not to determine the level of interest by the private sector and follow up with the companies that have expressed interest in developing a golf course. Mr. Heaven felt that it was important to note that Mr. Metcalfe has had a conversation with Olathe staff, who gave him the impression that it might be permanently on hold in anticipation of the preliminary plat and rezoning filed by Cedar Creek, which includes a public golf course. Olathe's process is currently on hold until the project is submitted and analyzed, and it could be months before a decision is reached. Mr. Winn suggested staff respond to inquiries made by golf course developers to determine the level of seriousness of their proposal and what type of

## **Airport Commission Minutes - March 26, 1997 - Page 8**

investment they are prepared to make, what they expect of the Airport Commission, what they would propose to pay to lease acreage for a golf course. Mr. Metcalfe stated that he spoke with Gary Haller with Parks and Recreation who has no strong feelings about proceeding one way or another, adding that Parks and Recreation would be interested in the evaluation process and operating the golf course. Mr. Nohe suggested working with CCG to either provide a press release or an open letter explaining that the Airport Commission is moving forward with the golf course.

### **E. Consider revising the signage standards for New Century AirCenter to allow signs on buildings.**

Mr. Heaven suggested that this item be referred to the Development Committee for its review. He commented that most cities have sign policies in place and volunteered in reviewing some of their policies to be discussed at a Development Committee meeting.

### **F. Report from President, Southwest Johnson County E.D.C.**

Mr. Engelmann stated that the E.D.C. continues to work on a number of marketing initiatives. The Johnson County Partnership are starting a targeted industry study and will use this study to kick off a target advertising campaign.

Mr. Nohe stated that the Development Committee authorized the ATM machine for First Kansas Bank and asked its status. Mr. Metcalfe stated that staff is working on the contract. It is anticipated that the ATM could be in service within the next two to three months.

### **G. Report from CCG.**

Mr. Metcalfe reported that CCG had nothing new to report.

### **H. Report from J.P. Fogel**

Mr. Fogel reported that he is encouraged with the spinoff activity from the Dazey building. He stated that it has been brought to his attention that the Johnson County Appraiser is continuing to appraise real estate at New Century AirCenter the same as all other real estate in the county. He noticed that they are equating values at the AirCenter the same as the values at Overland Park and Lenexa. In his opinion, the valuations are off the mark by a considerable amount. Mr. Fogel suggested that airport staff keep a comparable sales file of what the properties actually sell for since it is on leased land so that the Airport Commission can have a defense that can be provided to the tenants so they can adequately appeal against these appraised values. He feels that this would be proactive tax planning that can be done for the Airport Commission and its tenants. Mr. Metcalfe reminded the board that many of the leases at the AirCenter have rental in lieu of tax clauses (RILT), which generate considerable revenue for the Airport Commission. A decrease in assessed values will drive airport revenues down. Mr. Fogel stated that he would work with airport staff to determine what action needs to be taken.

## **IV. BUSINESS FROM THE FLOOR:**

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Mr. Nohe asked for an update on the platting of the airports. Mr. Metcalfe stated that the Appraiser has been notified of the discussion at the Development Committee meeting and that the Appraiser would like to discuss the issue further with the Airport Commission.

Mr. Nohe commended CCG and Mr. Metcalfe for Mr. Metcalfe being listed in the "Top 40" in a recent *Kansas City Star* article.

### **V. EXECUTIVE SESSION**

**MOVED BY MR. HEAVEN, SECONDED BY MR. MEYER TO ADJOURN INTO EXECUTIVE SESSION AT 10: 15 A.M. FOR TEN MINUTES TO DISCUSS PERSONNEL MATTERS. APPROVED (6-0).**

### **VI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:25 a.m.

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H. Stanley Meyer, Secretary

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R. Lee Metcalfe, Executive Director

# JOHNSON COUNTY AIRPORT COMMISSION

MINUTES - April 23, 1997 9:00 a.m. - NEW CENTURY, KS

## Airport Commission

Present: Messrs. Viets, Heaven, Meyer, Winn, Mss. Mullin, and Thomen

Absent: Mr. Nohe

Staff: Metcalfe, Ritter, Dunham, Hilgers, Perry and Weiler

Others: Commissioner David Wysong, BoCC  
Nathan Anderson, J.P. Fogel & Co.  
Dennis McGuire, Fire District #1  
John Engelmann, SW Johnson County EDC

Chairman Viets called the meeting to order at 9:00 a.m..

**(NOTE: Heading and paragraph numbers and letters correspond to Agenda numbers and letters. Items are listed in order of discussion.)**

## **I. APPROVAL OF THE MINUTES:**

**MOVED BY MR. HEAVEN, SECONDED BY MR. WINN, TO APPROVE THE MINUTES OF THE MARCH 26, 1997 MEETING AS DISTRIBUTED. APPROVED (6-0).**

## **II. REPORT OF THE CHAIRMAN:**

The chairman had nothing to report.

## **III. CONSENT AGENDA ITEMS:**

There were no consent agenda items.

## **IV. EXECUTIVE SUMMARY:**

### **A. Review Staff Reports.**

Mr. Weiler reported that an Automated Surface Observation System (ASOS) was commissioned at the AirCenter on April 10, 1997. The ASOS observes weather twenty-four hours a day, feeds real-time data to the FAA and the National Weather Service, and can be accessed by the air traffic control tower.

Mr. Weiler stated that the traffic count for the month of March was the busiest *ever* at New Century

AirCenter. There was a slight decrease in the traffic count for Executive Airport, but overall Executive Airport's traffic count appears to be steady.

Staff met with a group of Thailand military dignitaries who are on a three-week tour of the U.S. to learn about aviation management. While touring the AirCenter, the dignitaries found that the Thailand government had a jet that was being serviced at Kings Aviation at the AirCenter.

Mr. Weiler reported that the north general aviation parking lot bid came in over the engineer's estimate at \$151,000. The engineer's estimate was \$105,000. Staff met with Executive Beechcraft, who has agreed to pay the additional cost of the project. Legal counsel is working on an agreement between the Airport Commission and Executive Beechcraft.

Mr. Weiler advised the Airport Commission that there was an aircraft incident at Executive Airport on April 6, 1997. The pilot tried to land his Cessna 172 in a stiff crosswind, went off the runway and flipped over. The pilot was not injured.

Mr. Perry reported on various capital projects at New Century AirCenter. The Overland Park Place project will go before the BoCC this week, and the powerhouse renovation project is expected to go to bid within the next few weeks. Mr. Perry added that the BoCC increased the authority on the powerhouse project. Commissioner Wysong stated that with Union Station, when they awarded the abatement project to the contractor, the amount for asbestos removal in the contract was the final amount, and any additional asbestos found would be the responsibility of the contractor. Mr. Perry stated that it is in the contract that no asbestos will remain in the building.

Mr. Metcalfe reported on the lawsuit between Air Associates and the Airport Commission. Air Associates sued the Airport Commission, which the District Court ruled in the Airport Commission's favor. Air Associates appealed the ruling, and staff has just been notified that Air Associates' appeal has been denied.

#### B. Summary of Financials.

Mr. Perry reported that revenues reflect a slight decrease in projected revenues in the New Century business park line. This is mainly due to the rent in lieu of tax (RILT) clause in several leases that were up for adjustment in late 1996 and could only be forecast when the 1997 budget was finalized. In late 1996, New Century Partners and Dazey Corporation's leases were renewed with adjusted RILT rates. Due to changes in the percentage factor used in state appraisals of commercial property, the values of these properties decreased and lowered the rental revenues from previous amounts. Also contributing to the decrease is the vacancy created when Johnson County Archives moved their storage area from the AirCenter.

#### C. Consider ratifying the March expenditures as presented.

Mr. Meyer inquired about the drug testing policy. Mr. Perry reported that all Johnson County employees with a current Commercial Drivers License (CDL) are required to take drug tests. A list of Airport employees that hold a CDL is given to Human Resources and employees are randomly selected throughout the year for testing. When an airport employee is selected, the Airport

Commission is responsible for the cost of the tests.

**MOVED BY MR. WINN, SECONDED BY MS. THOMEN TO RATIFY THE MARCH EXPENDITURES AS PRESENTED. APPROVED (6-0).**

**V. DISCUSSION ITEMS:**

- A. Consider approving a license agreement with First Kansas Bank & Trust Company of Gardner, for an Automated Teller Machine (ATM) kiosk at the corner of New Century Parkway and Leawood Drive.

Mr. Metcalfe stated that First Kansas is prepared to move ahead and is requesting approval of the agreement by the Airport Commission. Mr. Metcalfe also informed the board that he is an Advisory Board Member of First Kansas Bank, as is Ms. Thomen's husband. He added that the only role he has played in this issue has been to represent the Airport Commission's interests. Mr. Metcalfe added that the final development plan will be presented to the Airport Commission for their review.

**MOVED BY MR. WINN, SECONDED BY MS. MULLIN TO AUTHORIZE THE CHAIRMAN TO SIGN THE LICENSE AGREEMENT WITH FIRST KANSAS BANK & TRUST COMPANY OF GARDNER, FOR AN AUTOMATED TELLER MACHINE (ATM) KIOSK AT THE CORNER OF NEW CENTURY PARKWAY AND LEAWOOD DRIVE UPON APPROVAL BY THE COUNTY PLANNING OFFICE OF FIRST KANSAS BANK'S FINAL DEVELOPMENT PLAN. APPROVED (5-0-1). MS. THOMEN ABSTAINED FROM THE VOTE.**

- B. Discuss the 1998 budget.

Mr. Perry reported that he received the 1998 budget package information from the Budget Office on April 14, 1997. This is the third year of the tax lid by the BoCC. Mr. Perry reviewed the discretionary expenditure items, which include mowers, railroad repair, materials and supplies and marketing costs. Overall, Mr. Perry stated that there were very few discretionary items we can use to adjust our budgeted expenditures.

Mr. Metcalfe stated that over the years, there has been a carry-over of revenue from one year to the next, and he feels that 1998 will be the tightest year since he has been Executive Director. Mr. Metcalfe mentioned a few other discretionary items, such as the tower contract, fire service, and possibly cost allocation. He added that the Airport Commission is not required to have a manned control tower or fire service. Responding to a question about the County's cost allocation formula, Mr. Metcalfe stated that several years ago, a consultant was retained to complete a cost allocation study. The cost allocation plan was approved for use in seeking reimbursement for administrative costs in Federal grant programs.

Mr. Winn asked if all agencies were required to take over general obligation debt. Mr. Perry replied that most agencies do not directly pay debt, it is paid by the general fund. The Airport

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Commission, along with Parks and Recreation and Wastewater, is considered an Enterprise Fund, and in 1994 the responsibility for our portion of general obligation debt was shifted from the general fund to the airport fund.

Mr. Metcalfe stated that major shifts have impacted the budget. In 1993, the cost allocation was implemented at \$245,000, and the Airport Commission's general fund support was only increased by \$180,000. In 1994, the general obligation debt was transferred to the airport fund without offsetting increases in general fund subsidy. Overall, Mr. Metcalfe stated that in real dollars, the tax support trend has been generally flat and is actually trending downward. He felt that either a major real estate deal would need to be made, or the Airport Commission would need more tax support. Chairman Viets requested that staff research how the cost allocation assessments are made.

Mr. Meyer asked which fund the matching grants come from. Mr. Perry responded that the matching grants come from the operating budget. In 1996 - 1997, there is between \$35,000 - 40,000 of match money in the operating budget. In 1998, there will only be \$30,000 of match money available. Mr. Metcalfe stated that it is difficult to calculate how much match money to budget, mainly because of the two different budget cycles of the county and the federal government.

Consensus was to approve staff's recommendations on the 1998 budget. Mr. Metcalfe stated that staff would continue to develop the budget, and upon completion, distribute the information to the Airport Commission for their review. Mr. Perry stated that on July 17, 1997 at 11:00 a.m., the Airport Commission is scheduled to meet with the BoCC to discuss the budget. Mr. Heaven requested that staff give the Airport Commission only a short period of time to review the budget and highlight any changes from the budget reviewed by the Airport Commission today.

**MOVED BY MR. WINN, SECONDED BY MS. THOMEN TO APPROVE THE 1998 BUDGET IN CONCEPT AND AUTHORIZE STAFF TO SUBMIT THE 1998 BUDGET REQUEST TO THE BOCC FOR APPROVAL. APPROVED (6-0).**

### C. Report from President, Southwest Johnson County E.D.C.

Mr. Engelmann reported the Human Resources Task Force will be conducting their joint ad campaign. Over the next month, the E.D.C. will be starting its local awareness campaign, and will be sending post cards to over 400 local contacts. On June 4, 1997 the E.D.C. will conduct an Existing Business Appreciation luncheon as part of the State of Kansas Business Appreciation Month.

### D. Report from CCG.

Mr. Metcalfe stated that CCG would be doing a direct mail piece to the real estate community and prospects. A new ad will also be placed in various publications.

E. Report from J.P. Fogel.

Mr. Anderson reported that J.P. Fogel has received interest on the property located at Moonlight Road and 56 Highway. Dazey's building also continues to receive interest. A direct mailing, which targets companies in the southern part of the Metropolitan area, will be distributed in the upcoming months.

Mr. Winn commented that there is an amazing population at the AirCenter, adding that there has to be a need of basic services. He suggested that a trolley would be beneficial to take employees back and forth throughout the AirCenter. He felt that this would keep traffic off the parkway during peak hours. Mr. Winn stated that there are a lot of people at the AirCenter and no services here.

**IV. BUSINESS FROM THE FLOOR:**

There was no business from the floor.

**V. EXECUTIVE SESSION**

**MOVED BY MR. HEAVEN, SECONDED BY MR. MEYER TO ADJOURN INTO EXECUTIVE SESSION AT 9:47 A.M. FOR FIFTEEN MINUTES TO DISCUSS PERSONNEL MATTERS. APPROVED (6-0).**

No action was taken as a result of the executive session.

**VI. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:02 a.m.

H. Stanley Meyer, Secretary

R. Lee Metcalfe, Executive Director

# JOHNSON COUNTY AIRPORT COMMISSION

REVISED MINUTES – May 28, 1997 9:00 a.m. - NEW CENTURY, KS

## Airport Commission

Present: Messrs. Viets, Heaven, Meyer, Nohe, Winn

Absent: Ms. Mullin, Thomen

Staff: Metcalfe, Ritter, Dunham, Hilgers, Perry and Weiler

Others: Commissioner David Wysong, BoCC  
John Engelmann, SW Johnson County EDC  
Rea Wilson, Sun Newspapers  
John Bennett, E.P.I.  
Chuck Cottengim, Executive Beechcraft  
Dan Meisinger, Executive Beechcraft  
Rod Vickers, Pilot  
William Reed, Pilot  
Duane Nevins, Pilot  
Walt Brownsberger, Pilot  
T.J. Yake, Pilot  
J.H. Foerstor, Pilot  
W.H. Hart, Pilot

Chairman Viets called the meeting to order at 9:00 a.m..

**(NOTE: Heading and paragraph numbers and letters correspond to Agenda numbers and letters. Items are listed in order of discussion.)**

### **I. APPROVAL OF THE MINUTES:**

**MOVED BY MR. HEAVEN, SECONDED BY MR. MEYER, TO APPROVE THE MINUTES OF THE APRIL 23, 1997 MEETING AS DISTRIBUTED. APPROVED (5-0).**

### **II. REPORT OF THE CHAIRMAN:**

The chairman had nothing to report.

### **III. CONSENT AGENDA ITEMS:**

There were no consent agenda items.

### **V. DISCUSSION ITEMS:**

**B. Consider approving Private Aircraft Fuel Dispensing/Handling Minimum Standards Permit (“Self-Fueling Permit”).**

Mr. Weiler reported that due to staff’s growing concerns with environmental contamination, safety issues, and liability issues, staff was prompted to develop self-fueling regulations of privately-owned aircraft. Self-fueling is the fueling of privately-owned aircraft, by an aircraft owner, with fuel not purchased from a fixed base operator. The proposed regulations include individuals that bring a 5-gallon container of gas onto the airport to fuel their airplane, fuel tanks on the back of a pickup truck and non-fixed base operators storage tanks, such as Allied Signal and Dodson Aviation’s fuel storage trucks. The regulations do not include fixed base operators.

There are currently no Airport Commission regulations covering this activity. Mr. Weiler stated that he researched this issue through the American Association of Airport Executives, which has an extensive library on this issue. He also obtained several examples from various airports who have regulations on self-fueling. Mr. Weiler reviewed FAA regulations on this matter, and noted that the FAA does protect the rights of an individual to self-fuel and service their aircraft. However, the FAA allows and even encourages airports to regulate this activity. Mr. Weiler read some of the requirements in the FAA’s Compliance Requirements, which stated that in the interest in protecting the public, the aircraft fueling and storing of hazardous materials should be controlled by the airport owner. The airport can require a self-fueler, both individuals and operators, to pay the same fuel-flowage fees as those operators on the airport who provide fueling services to the public. An airport owner is under no obligation to permit aircraft owners to introduce onto the airport, equipment, personnel or practices which would be detrimental to the public welfare or which would impact the efficient use of airport facilities by others.

The proposed self-fueling permit establishes restrictions, requirements and permitting procedures. The term of the permit is for one year with an annual \$25.00 fee. The self-fueler is also subject to the same fuel flowage fee that the fixed base operators pay, which is currently 6 cents per gallon. Mr. Weiler stated that he does not expect a significant source of revenue from this area. The issuance of the permit would be similar to the t-hangar lease agreement which is staff issued and administered, and could be denied by staff. However, the individual would have the right to appeal any denial to the Airport Commission. If violations occur, staff would have the ability to revoke the permit if necessary. Mr. Weiler stated that the proposed regulations have been reviewed and approved by the FAA and County legal counsel. He reviewed the minor changes to the regulations since the distribution of the initial draft regulations.

Mr. Weiler stated that airport staff met with the fixed base operators to notify them of the proposed regulations even though they are not covered. Staff also met with all fuel providers and posted notices in all public areas around the airport. Copies of the proposed permit were sent to all known self-fuelers, and notices sent to all t-hangar tenants at both airports. Mr. Weiler stated that the notices to the t-hangar tenants were sent out one week later than anticipated, and may not have allowed for sufficient public response time. Staff received three written comments, which have all been distributed to the Airport Commission. Mr. Weiler went over each letter and addressed the concerns in the letters. Mr. Meyer asked where the fuel truck could be stored if the self-fueler is not allowed to store its vehicle on the airport. Mr. Weiler stated that in all the research, airports

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and self-fueling permits, not one airport allowed storage of self-fueling equipment on the airport property. Mr. Nohe asked where people are legally allowed to park the vehicles. Mr. Weiler stated that it would be difficult to find a place in compliance with all of the federal, state, and local regulations and this is probably one of the reasons FBO overhead is high. Mr. Nohe stated that one letter had an objection to the short period of time in which to respond, and he asked if this issue could be postponed to receive additional comments. Mr. Weiler said that this is not a time critical issue that had to be decided today and that he would have no objection to tabling to issue to allow for additional public comment and research. Mr. Winn asked if there was anything in the fixed base operator agreement that places obligation upon the Airport Commission to restrict the sale of fuel at the airport other than to the fixed base operator. Mr. Weiler stated not to his knowledge, but that airports are encouraged to set reasonable standards and restrictions on the sale of fuel. This is done as a way of protecting of fixed base operators, which have made a significant investment in facilities.

Mr. Rod Vickers, pilot, asked why the fixed base operators are allowed to operate without the proposed self-fueling requirements, and if there is no solution to the problems, then why not change the requirements. He also stated that the \$25 fee is an introductory fee. Those of the pilots who only put a few gallons into their plane, are only exposing the environment very little. The possibility of a spill is almost negligible and you have to spill a small portion to see if there water in the gas, anyway. The exposure of the fixed base operators is one hundred times greater. Overall, Mr. Vickers felt that self-fueling is safe. He felt that the training process has not been defined and is limitless. He feels that airport staff is wanting to give self-fuelers a hard time and to protect the fixed base operators even though they have officially denied it. Mr. Vickers also discussed the storage of gasoline in t-hangars. He feels that if you have a gasoline container that is placed on a low shelf, it would not spill and would be a safe storage method. Mr. Vickers stated that airplanes are stored in their t-hangars filled with gasoline, and on a hot day, it spills. Gasoline is stored in every hangar, and it is dangerous storage. Mr. Vickers stated that if safety rules are needed, then they should be applied and enforced.

Mr. Terry Yake, pilot, stated that he is concerned with the differences in regulations between the self-fueler and the fixed base operator. He is curious to see if there has been any instances that there were problems with self-fueling between hangars, adding that it has always been done. He felt that there needs to be an explanation of why people fuel their aircraft, and suggested that it might be because the fixed base operators don't offer the types of fuels people need or want. Mr. Yake felt that this is a business opportunity that is being overlooked. He also stated that he could be considered as the person who fills their plane with five gallons of fuel to fly for an hour, and doesn't consider what he does comparable in its risk as someone who has a fuel truck. He does not like being discriminated that way. Mr. Yake felt that if the rules become too restrictive, people will violate good safety practices to get around it. He could put five gallons of fuel in his place with the hangar door shut and no one would see him. He would like to see the county look at this situation as a win-win opportunity.

Mr. Lee Forester, pilot, has a plane at Executive Airport and an experimental aircraft at New Century AirCenter. Some of the planes cannot use aviation fuel. He stated that he hates to haul gasoline and would like to have the fixed base operators carry automobile fuel. Mr. Forester is also concerned with safety, as most pilots are. He is also concerned that people will fuel their planes

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inside their hangars because you can dump fuel very quickly. Mr. Forester expressed concern with the location of the fueling site. He stated that he is not opposed to paying the price to refuel, but thinks that if automobile fuel is not provided, he would ask the Airport Commission to not force people to refuel their plane inside their hangar. Mr. Forester stated that he does not understand the permit fee and fuel flowage fee. Mr. Metcalfe stated that it is an issue of fairness. When a person purchases fuel from a fixed base operator, they pay a .06 fuel flowage fee per gallon, which goes to the airport to pay for its operation. He stated that people who self-fuel enjoy the use of the airport without paying the fee as other users. In his opinion, Mr. Metcalfe felt that it is a matter of fairness and treating everyone consistently. The self-fueling permit fee is solely for the cost of processing the application, adding that it was not intended to be punitive or generate revenue. Mr. Metcalfe stated that staff does not propose to increase the fee. Mr. Nohe agreed with the fairness issue, but the administration is not clear. Mr. Dan Meisinger, Executive Beechcraft, stated that his philosophical position is that if someone is going to enjoy the benefit of using the airports, even though it is a small amount, the fuel flowage fee should be paid by all. Mr. Meisinger stated that he has looked into providing automotive gas, but insurance policies will not cover automotive fuel. Commissioner Wysong asked if the Airport Commission was thinking of a specific area to where the self-fuelers can fuel their airplane, and asked if anyone has thought of giving the self-fuels an area and having them form a coop where they can self-regulate and won't have to move planes around. Mr. Weiler stated that if the Airport Commission were to allow that, it would take away a significant revenue source for the fixed base operator. Mr. Meisinger stated that once you form a coop, it takes it outside the scope of having the aircraft owner self-fueling. He believes it is outside the scope of what the FAA is intending. Mr. Winn stated that he is struggling with this issue, but doesn't see how the Airport Commission can allow every conceivable type of truck or storage device to come and go as they please without regulation. Mr. Winn stated that he wasn't sure he agreed that the person who carries a five gallon gas tank should even be included in the regulations. He feels that we should proceed cautiously, adding that staff has done a good job of simplifying the regulations. Mr. Nohe suggested that staff hold an informational meeting with the self-fuelers and fixed base operators and collectively come to a consensus and report back to the Airport Commission.

Dr. William Reed, pilot, stated that self-fueling has been a very safe, low-volume activity. He feels that a fuel farm can attract people, and stated that aircraft owners will travel for lower fuel price. Dr. Reed did not have any objections of a fuel flowage fee to support the activity at the airports. He also feels that reasonable rules are in favor. Dr. Reed stated that liability can be overcome with insurance. He also thought that the smaller study group was a good idea.

Mr. Walt Brownsberry, pilot, stated that he has been self-fueling for eight years and meets all regulations, transports his fuel in a regulated and pressurized tank, and grounds his aircraft. He stated that he does not object to paying the \$25 permit or the fuel flowage fee, but he does have a problem with moving his aircraft to a designated spot and doing something different that the fixed base operators do. He feels that he is trying to be the safest pilot he can be, and would appreciate the same consideration as the fixed base operators in that line.

Mr. Duane Nevins, pilot, stated that there seems to be a concern as to where the fuel is located and having fuel inside the hangars. He stated that all airplanes are open vented, and not under pressure. When the planes get topped off and the temperature increases, the fuel spills. He feels this is the

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most dangerous thing that everyone should be concerned about. He feels it is ludicrous to be dealing with a much safer containment of fuel, when every t-hangar has a plane with fuel in it.

Consensus of the Airport Commission was to direct staff to do additional research and conduct an informational meeting with self-fuelers and fixed base operators to further discuss the issue.

**MOVED BY MR. NOHE, SECONDED BY MR. MEYER TO FORMALLY TABLE THE ISSUE FOR FURTHER INPUT. APPROVED (5-0).**

A. Consider endorsing the Kansas City Metropolitan Alliance for Economic Cooperation.

Mr. Engelmann stated that in light of the recent interest in activity in economic incentives throughout the metropolitan area the Mid-America Regional Council has developed the Kansas City Metropolitan Alliance for Economic Cooperation. The policy focuses on three primary practices, which the New Century AirCenter currently has in place.

Mr. Nohe asked if using the cost benefit analysis program is intended to occur only where a public incentive is attached to the proposed business relocation. Mr. Engelmann replied that that is the intention, and added that it is a requirement in the state of Kansas if incentives are involved. Mr. Nohe stated that he didn't want us to be involved in a framework, which places requirements on a company which is relocating from one point to another without requesting public incentive. He believes that it is private sector decision. If they are asking for public incentives of any sort, then he believes it would be justified. Mr. Winn stated that he was concerned with the long-term impacts for Johnson County. Mr. Nohe stated that this has been a controversy for almost two years now, and this version of the proposed alliance had been watered-down to address some of these concerns.

Mr. Engelmann reported that Independence, Missouri and Gardner, Kansas would be adopting the alliance. Mr. Winn used Allied Signal as an example where it sounds good until the point they come to the area and then everyone does what they have to do. He feels that it has a breakdown when the company actually comes to your community, adding your community will do whatever it has to do to get the company to locate in your community.

**MOVED BY MR. NOHE, SECONDED BY MR. MEYER TO ACCEPT THE POLICY AS RECOMMENDED BY STAFF.**

Mr. Nohe then suggested that the issue be tabled until other communities within Johnson County accept the policy. Mr. Metcalfe stated that he has heard rumors that Olathe and Shawnee will not endorse the policy. Mr. Nohe withdrew his motion, and Mr. Meyer withdrew his second.

**MOVED BY MR. NOHE, SECONDED BY MR. WINN TO TABLE THE ISSUE UNTIL SUCH TIME THAT THERE IS A CONSENSUS AMONG THE OTHER ECONOMIC DEVELOPMENT AGENCIES WITHIN JOHNSON COUNTY. APPROVED (5-0).**

**IV. EXECUTIVE SUMMARY:**

A. Review Staff Reports.

Due to time constraints, staff had no additional comments to add to their written reports.

B. Summary of Financials.

There were no comments regarding the financials.

C. Consider ratifying the April expenditures as presented.

There were no comments regarding the April expenditures.

**MOVED BY MR. WINN, SECONDED BY MR. HEAVEN TO RATIFY THE MARCH EXPENDITURES AS PRESENTED. APPROVED (6-0).**

**IV. BUSINESS FROM THE FLOOR:**

Mr. Nohe asked if the Airport Commission is required to take any definitive action on the Executive Director to take over the role as Acting Human Resources Director in addition to the Airport Commission Executive Director. Chairman Veits stated that he did not believe it would take formal action, although he individually polled the Airport Commission. Mr. Metcalfe stated that the Acting Human Resources Director position is in addition to his current duties and requires no paperwork.

Commissioner Wysong cautioned the Airport Commission to take the self-fueling regulations slow, adding that it could possible be a public relations problem. Mr. Metcalfe stated that the issue probably wouldn't have been a problem, but staff has heard rumors that there has been someone dispensing fuel from their large refueler to other aircraft not owned by them. Mr. Heaven stated that in the proposed regulations, it does not state that there is no requirement that the owner of the aircraft own the equipment. Mr. Metcalfe stated that staff and legal counsel will review the proposed regulations.

**V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:40 a.m.

H. Stanley Meyer, Secretary

R. Lee Metcalfe, Executive Director

# JOHNSON COUNTY AIRPORT COMMISSION

MINUTES – July 23, 1997 9:00 a.m. - NEW CENTURY, KS

## Airport Commission

Present: Messrs. Viets, Heaven, Meyer, Nohe, Winn, Ms. Mullin, Thomen

Staff: Metcalfe, Ritter, Dunham, Hilgers, Perry and Weiler

Others: Commissioner David Wysong, BoCC  
John Engelmann, SW Johnson County EDC  
Jerry Fogel, J.P. Fogel and Company  
Chuck Cottengim, Executive Beechcraft  
Mark E. Barefoot, Kings Aviation  
Max Sielert, Fire District #1  
Gary Lee, Fire District #1  
Gayle R. Martin, BoCC

Chairman Viets called the meeting to order at 9:00 a.m.

**(NOTE: Heading and paragraph numbers and letters correspond to Agenda numbers and letters. Items are listed in order of discussion.)**

## **I. APPROVAL OF THE MINUTES:**

Ms. Thomen noted for the record that she did not attend the May 28, 1997 meeting, although it was recorded that she seconded a motion.

**MOVED BY MR. HEAVEN, SECONDED BY MR. MEYER, TO APPROVE THE MINUTES OF THE MAY 28, 1997 MEETING AS REVISED. APPROVED (6-0).**

## **II. REPORT OF THE CHAIRMAN:**

Chairman Viets appointed Mr. Meyer as the Nominating Committee to recommend to the Airport Commissioners a slate of officers for the period of August, 1997 through July, 1998. The Nominating Committee will make its official recommendation to the Airport Commission at its August, 1997 meeting.

## **III. CONSENT AGENDA ITEMS:**

There were no consent agenda items.

## **IV. EXECUTIVE SUMMARY:**

A. Review Staff Reports.

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Mr. Weiler reported that letters were sent to various jurisdictions with regards to self-fueling regulations. One of the Airport Commission's major concerns should resolve itself soon. Dr. Reed, who owns the large military surplus truck, is currently negotiating with Kings Aviation the possibility of Kings having the vehicle as part of their operations. Mr. Weiler also reported that once staff receives responses from the various jurisdictions, the regulations will be revised and staff will conduct a public hearing on the matter. It is expected that this issue will be brought back to the Airport Commission in approximately two months.

Mr. Weiler stated that the 5" concrete overlay of the west parallel taxiway at Executive Airport is underway. A notice to proceed will be issued at the end of the week with work expected to begin next week. Expected completion date is early November, 1997. Mr. Weiler also reported on the north general aviation parking lot at New Century AirCenter, which is proceeding as expected.

The air traffic operations at New Century AirCenter have increased significantly. Mr. Weiler stated that due to the increased activity, staff is currently attempting to include the New Century AirCenter tower in the Federal Contract Tower Program. The FAA would pay for personnel cost if the tower is included in the program. It would save the Airport Commission about \$150,000 per year. Although the equipment in the tower does not meet FAA equipment specifications, it is believed that even replacing the equipment once the tower is part of the program will pay for itself as opposed to not being in the tower program. Mr. Nohe asked what was causing the operations to increase at this rate. Mr. Weiler stated that it appears to be new growth. He feels that the decrease in operations at Executive Airport is in part due to a fixed base operator's fuel contamination. It does not appear that the runway reconstruction at Executive Airport has been a significant impact on the operations at New Century.

Mr. Weiler reported that staff has received interest from three companies who would like to operate a restaurant at Executive Airport. The discussions are preliminary and staff will keep the Airport Commission informed of any developments.

Mr. Perry reported on the staff restructuring. The Director of Aviation is now in charge of both maintenance departments and continues to be responsible for aviation relations. The Director of Facilities position has been redefined to create a new maintenance position. The Director, Planning and Administration will be responsible for tenant relations and leases as well as the financial aspects of the Airport Commission. Mr. Hilgers continues as the coordinator of all AirCenter projects and reports to the Director, Planning and Administration.

Mr. Perry reported that there were no comments during the fire station bond protest period, which expired on July 20, 1997. Staff is in the process of executing the contract with Ross Construction for the construction of the facility. Mr. Nohe asked about the lease for the facility. Ms. Dunham, Legal Counsel stated that a lease has not been prepared at this time, but staff is working on the issue.

Mr. Metcalfe reported that interviews would begin next week for the Human Resources Director position. Overall, Mr. Metcalfe felt that his additional responsibilities were not requiring a significant amount of time away from airport offices.

**B. Summary of Financials.**

Mr. Perry reported that although the water and rail revenues are slightly lower than anticipated for the year, he does not feel the Airport Commission should be concerned at this time. He also reported on the capital projects, including the street lights and Overland Park Place rehabilitation, which are proceeding as expected. Mr. Perry added that the Overland Park Place rehabilitation's total cost is well below project authority.

Chairman Viets asked for a staff report on bond debt expenses and cost allocation as part of our overall budget and how it is funded. Mr. Perry described the background on how debt costs were transferred to the airport fund. Until 1994 the only debt costs reflected in the airport budget were those associated with airport revenue bonds. To better reflect the true enterprise nature of the airport, general obligation debt costs were transferred to the airport fund in 1994, along with increased tax support. Previously this debt was paid as part of the general fund. The increased debt costs were not completely covered by increased tax support from the county as it was hoped that self-generated revenues at New Century would make up the difference. Mr. Perry stated that it is the Airport Commission's goal to become totally self-sufficient, but admitted that we have a way to go before reaching that goal. In the meantime, the airport still has infrastructure that is 50 years old that needs upgrading or replacing. This is where the general obligation debt incurred over the last several years has primarily been used. The Airport Commission is currently approximately 60% self-sufficient on total expenses (including debt service) and 100% self-sufficient on operating expenses. The tax support currently received from the county generally covers the general obligation bond debt used to improve the infrastructure. Cost allocation is used by budget to distribute the central services costs to the various county agencies based on their estimated use of those resources. A like amount of tax support revenue is added to our budget to offset that cost allocation. Commissioner Wysong suggested he meet with Messrs. Metcalfe, Perry and County Chief Financial Officer Rowland to review both the debt issues as well as the cost allocation questions and report back to the Airport Commission at a later time.

**C. Consider ratifying the May and June expenditures as presented.**

Mr. Meyer asked about the rerailling switch charge in June for \$1,200. Mr. Metcalfe reported that there are derail switches on the rail to cause the wheels to go off the track for safety purposes. A maintenance worker was on the locomotive spraying weeds, and the engineer was watching the maintenance worker and failed to notice that the derail was set, which resulted in the derailment. A crane was needed to place the locomotive back onto the tracks. The engineer was disciplined as a result of the incident.

Mr. Meyer asked about the railroad safety training that was held in May. Mr. Perry stated that Johnson County Community College conducts a railroad safety class on the AirCenter for Airport Commission employees who are involved with the rail system. The class is conducted annually.

**MOVED BY MR. NOHE, SECONDED BY MS. THOMEN, TO RATIFY THE MAY AND JUNE**

**EXPENDITURES AS PRESENTED. APPROVED (7-0).**

**V. DISCUSSION ITEMS:**

A. Consider endorsing the Kansas City Metropolitan Alliance for Economic Cooperation.

The Airport Commission acknowledged the BoCCs endorsement of the policy.

B. Consider approving the second extension to the real estate brokerage contract with J.P. Fogel & Company.

Mr. Metcalfe informed the board that J.P. Fogel & Company has proposed modifications to the agreement.

**MOVED BY MR. NOHE, SECONDED BY MR. HEAVEN TO APPROVE THE SECOND EXTENSION TO THE REAL ESTATE BROKERAGE CONTRACT WITH J.P. FOGEL & COMPANY. APPROVED (7-0).**

C. Report from President, Southwest Johnson County E.D.C.

Mr. Engelmann reported on the 3<sup>rd</sup> Annual Job Fair that was held in June with over 200 people attending. He also reported on the five projects that he is working on, and believes that some of the interest has been generated due to the attention that New Century AirCenter has been receiving because of the passenger service articles.

**IV. BUSINESS FROM THE FLOOR:**

Mr. Metcalfe discussed with the Airport Commission an agreement that staff received the day before from DeElliotte Company. DeElliotte is refinancing a loan and changing lenders. The Airport Commission previously approved the leasehold mortgage and the new lender is asking for the same approval. Staff recommended that the Airport Commission approve the agreement subject to review by legal counsel and staff.

Mr. Heaven asked that legal review the last paragraph of the agreement and their mortgage.

**MOVED BY MR. NOHE, SECONDED BY MR. WINN TO APPROVE THE AGREEMENT WITH GE CAPITAL SMALL BUSINESS FINANCE CORPORATION SUBJECT TO LEGAL COUNSEL AND STAFF'S APPROVAL. APPROVED (7-0).**

Mr. Metcalfe reported on the results of the Visioning Committee, which specifically mentions the airports by name under the Transportation and Infrastructure portion of the report, which read, "We need to specifically recognize the potential of New Century AirCenter as an important multi-modal transportation and intermodal freight hub. Under the Economic Development portion of the report, the Vision Committee reported that "Both New Century AirCenter and Executive Airport represent valuable assets to the county. The feasibility of having commercial airlines at New Century AirCenter

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is under consideration. Fifty-one percent of the citizens surveyed believe that the addition of a commercial airline is an important project for the future.”

Mr. Winn commended the county on creating the Visioning Committee, and also to the committee for their efforts.

**V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:00 a.m.

H. Stanley Meyer, Secretary

R. Lee Metcalfe, Executive Director

# JOHNSON COUNTY AIRPORT COMMISSION

MINUTES – August 27, 1997 9:00 a.m. - NEW CENTURY, KS

## Airport Commission

Present: Messrs. Viets, Heaven, Meyer, Winn, Mss. Mullin, Thomen

Absent: Mr. Nohe

Staff: Metcalfe, Ritter, Dunham, Hilgers, Perry and Weiler

Others: Commissioner David Wysong, BoCC  
John Engelmann, SW Johnson County EDC  
Jerry Fogel, J.P. Fogel and Company  
Nathan Anderson, J.P. Fogel and Company  
Dennis McGuire, Fire District #1

Chairman Viets called the meeting to order at 9:00 a.m.

**(NOTE: Heading and paragraph numbers and letters correspond to Agenda numbers and letters. Items are listed in order of discussion.)**

## **I. APPROVAL OF THE MINUTES:**

**MOVED BY MR. HEAVEN, SECONDED BY MS. THOMEN, TO APPROVE THE MINUTES OF THE JULY 23, 1997 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (6-0).**

## **II. REPORT OF THE CHAIRMAN:**

### **A. Acknowledge signing Shade Foods letter.**

Chairman Viets noted for the record that he signed a letter acknowledging and consenting to the change of state of incorporation for Shade Foods, Inc., a resident business and lessee at New Century AirCenter. Legal counsel's opinion was such that it did not affect the Airport Commission's position as lessor in any manner and that the lease did not specifically require the Airport Commission's approval of the change. The acknowledgement was simply to satisfy the lessor's desire to keep the Airport Commission informed and to live within the spirit of the lease.

### **B. Present 5-year service pin to Robert W. Perry, Director, Planning and Administration.**

A 5-year pin was presented to Mr. Perry for his service to Johnson County by Chairman Viets.

### **C. Acknowledge service of Brian Weiler, Director, Aviation.**

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The Airport Commission was informed that Mr. Weiler has accepted the position of State Aviation Director with the Missouri Department of Transportation. Mr. Weiler will remain with the Airport Commission until September 19, 1997. The Airport Commission expressed their gratitude to Mr. Weiler for his service as Aviation Director. Mr. Weiler stated the Airport Commission is an outstanding organization, and his decision to accept another position was extremely difficult.

**D. Report of the Nominating Committee.**

Mr. Meyer recommended the following slate of officers for the term commencing August, 1997 and ending July, 1998:

Commissioner Phyllis Thomen	- Chairman
Commissioner Lewis “Pete” Heaven, Jr.	- Vice Chairman
Commissioner P. Martin Nohe	- Secretary
Commissioner Georgianna Mullin	- Treasurer

**E. Election of Officers.**

**MOVED BY MR. MEYER, SECONDED BY MR. WINN, TO ACCEPT THE NOMINATING COMMITTEE’S RECOMMENDATION FOR THE AIRPORT COMMISSION’S SLATE OF OFFICERS FOR THE TERM COMMENCING AUGUST, 1997 AND ENDING JULY, 1998. APPROVED (6-0).**

Chairman Thomen presented a gavel plaque to Mr. Viets on behalf of the Airport Commission in appreciation for his service as chairman. Mr. Viets thanked the Airport Commission and congratulated Chairman Thomen on her term as Chairman.

**III. CONSENT AGENDA ITEMS:**

There were no consent agenda items.

**IV. EXECUTIVE SUMMARY:**

**A. Review Staff Reports.**

Mr. Weiler reported on the status of the aviation projects, which are on schedule. Staff has implemented a new tracking system for fuel flowage and an audit has been performed. He reported that the system is working well and the audit revealed no substantial non-compliance.

Mr. Perry reported on the Capital Improvement Projects (CIP) for 1998, which are on track. He also informed the board that a large increase in debt service expense would be reflected in the September financials, due to the scheduled September 1<sup>st</sup> debt payment.

Mr. Perry reported on the construction projects at the AirCenter. The powerhouse renovation is scheduled to start soon. Once the boilers are taken out, and renovation is completed, staff plans to store additional maintenance equipment in the powerhouse. Mr. Perry reported that the Notice to

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Proceed on the fire station project is expected to be issued this week. Chairman Thomen asked about the lease with the Fire District. Ms. Dunham, Legal Council, stated that staff would begin to prepare the lease.

Mr. Metcalfe reported that he met with a golf course developer and who is interested in developing a golf course at New Century AirCenter. The consultant is expected to make a formal proposal to the Airport Commission soon. Mr. Winn commented this news was an encouraging start.

#### B. Summary of Financials.

Mr. Perry reported that the financial reports are 60% through the year. The rail revenues are slightly low, and annual projected revenues have been adjusted to compensate.

#### C. Consider ratifying the May and June expenditures as presented.

Mr. Meyer asked about the term and supply contract for the rail maintenance. Mr. Metcalfe reported that Track-Works, Inc. has been identified for the annual term and supply contract to provide rail service for the Airport Commission.

**MOVED BY MR. MEYER, SECONDED BY MR. VIETS, TO RATIFY THE JULY EXPENDITURES AS PRESENTED. APPROVED (6-0).**

#### V. DISCUSSION ITEMS:

##### A. Consider retaining Development Research Corporation at a cost not to exceed \$24,999, to prepare a “request for proposal” package and to solicit proposals from prospective developers for a golf course development within the area master-planned for such at New Century AirCenter.

Mr. Metcalfe reported that the Development Committee discussed this issue at their last meeting. Development Research Corporation has made a proposal to prepare an RFP package to solicit proposals from prospective developers for a golf course at New Century AirCenter. Staff is requesting that the maximum amount be allowed for the contract, therefore avoiding formal approval for the second phase of work, and also eliminating the need for a change order. He also suggested that the work could be done incrementally in two phases if the Airport Commission chose to do so. . Mr. Metcalfe stated that Phase II would assist the Airport Commission in evaluating the proposals received and make recommendations on which proposal was most qualified. If the agreement were to be approved, the RFP would be completed before the end of the year.

Mr. Meyer asked how the Airport Commission would be billed for services, and how it will be determined what the amount is for the services performed. Mr. Metcalfe stated that it would be based on increments of work, although the proposal does not price the separate increments. Mr. Winn thought that would be provided through an itemized billing, similar to engineers or attorneys, concluding that it should probably be clarified. Mr. Meyer suggested that the contract stipulate the

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maximum amount for both phases. Commissioner Wysong suggested that the agreement have two phases instead of being covered by a single contract.

Consensus of the Airport Commission was to have the agreement split into two phases, with Phase I describing charges and fees.

**MOVED BY MR. WINN, SECONDED BY MR. HEAVEN, TO AUTHORIZE THE CHAIRMAN TO SIGN THE REVISED FINAL TWO AGREEMENTS WITH DEVELOPMENT RESEARCH CORPORATION, ONE FOR PHASE I WHICH SPECIFIES THE BASIS FOR THE CHARGES AND SETS CAPS ON THE FEES, AND A SIMILAR CONTRACT FOR PHASE II IF THE NEED ARISES. APPROVED (6-0).**

### B. Consider raising agricultural rates at New Century AirCenter and Executive Airport.

Mr. Perry reported that there are about 900 acres of agricultural land at both airports under lease. The last increase in rates took place in 1992. Staff researched the rates with the Kansas Agricultural Extension Service, which has statistical data on cash rental rates for northeast Kansas, and found that the average rates are 35% higher than what the Airport Commission is currently charging. Staff believes that it is prudent to keep up with current market rates, and proposes a 25% increase to more closely match current rates within the area. The new rates would be \$48.75 an acre for crop land, and \$16.25 an acre for pasture/hay ground. Mr. Heaven commented that he thought the increase was fair, adding that even the proposed rates are still lower than others in Johnson County.

**MOVED BY MR. HEAVEN, SECONDED BY MS. MULLIN TO APPROVE AN INCREASE IN AGRICULTURAL LAND RATES FOR \$48.75 AN ACRE FOR CROP LAND, AND \$16.25 FOR HAY/PASTURE LAND AT NEW CENTURY AIRCENTER AND EXECUTIVE AIRPORT. APPROVED (6-0).**

### C. Consider changing Post Office operations.

Mr. Metcalfe reported that the Development Committee discussed this issue at their last meeting. The Airport Commission has contracted with the United States Postal Service for window service since 1981, and receives \$21,000 per year for those services. The contract requires that the service window remain open from 7:00 a.m. – 9:00 a.m. and 2:00 p.m. – 4:00 p.m., Monday through Friday. The post office is staffed by two part-time positions. The afternoon position also works Monday mornings, which start at 5:00 a.m. Mr. Perry reported that filling those positions has been extremely difficult due to the odd hours and lack of benefits for part-time employees, and that the afternoon position is currently vacant.

Mr. Perry described the procedures for distributing mail, noting that the incoming mail is not sorted before coming to the airport post office. The Olathe Post Office reports that they are short of zip codes, and would like to have the New Century zip code and expand the area further north. If this were to happen, the name New Century, Kansas would be eliminated and replaced with Olathe, Kansas. Mr. Perry felt that the resident businesses would not be receptive if this were to happen.

Alternatives to the post office operations were discussed. If the Airport Commission decided to eliminate the contract with the postal service, we would also lose the \$21,000 per year. In order to pay for the costs of running the distribution portion only, the costs would be taken from the operating budget. This alternative would eliminate the need for an afternoon worker, and we would only receive mail and distribute it to the resident businesses' post office boxes.

Another alternative would be to keep the post office operations as they currently are with no changes. This does not solve the staffing problem, and the U.S.P.S. has indicated that they lose money on the contract and may not renew the contract in the future, anyway.

The Airport Commission discussed the box rental fees in the post office. Staff stated that the rates were increased last year, but the fees still are considerably lower than what other post offices would charge businesses with their volume. Consensus of the Airport Commission was to direct staff to investigate the fee structure, adding that it may be possible to come close to recovering our costs if the contract was not renewed. The Airport Commission also discussed prorating the fees based on volume of mail received. Mr. Metcalfe stated that the mail volume would increase significantly once the new jail has been finished and occupied.

**CONSENSUS OF THE AIRPORT COMMISSION WAS NOT TO RENEW THE CONTRACT WITH THE U.S.P.S. AND TO DIRECT STAFF TO INVESTIGATE THE FEE STRUCTURE FOR POST OFFICE BOX RENTALS.**

**D. Report from President, Southwest Johnson County E.D.C.**

Mr. Engelmann reported on a prospective resident business that is requesting their company name remain confidential. Mr. Engelmann and airport staff have met with the company numerous times and have almost daily contact with them. Staff feels that their interest in locating to New Century AirCenter is high. Mr. Engelmann reported that the company would also be eligible for state incentives. A letter has been written to the Secretary of Commerce confirming that the company was not attracted away from their current Kansas location.

Staff discussed the possible incentives, such as tax abatements, and infrastructure that would be needed to accommodate the proposed location. Mr. Metcalfe stated that Johnson County Wastewater estimated that it would cost \$400,000 for sewer and staff estimates water line costs to be approximately \$60,000. Wastewater would construct the lateral sewer lines and pay for 1/3 of the cost. The E.D.C. may be able to get around \$75,000 from the state for an improvement district to help defray these costs. Mr. Heaven stated that Wastewater sometimes has an option available to create a benefit district where the property owner extends finances for the cost of the extension, and as others connect to the line they reimburse the original property owner. The Airport Commission suggested that staff research the issue of creative financing. Mr. Metcalfe stated that the sewer would serve the new jail and the proposed site, which would open 130 acres available for development.

**E. Report from J.P. Fogel.**

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Mr. Fogel reported on real estate activity at New Century AirCenter. He stated that there is a demand from the current resident businesses for overflow space, adding that the need for a spec building is increasing.

**IV. BUSINESS FROM THE FLOOR:**

Mr. Viets asked what the status of the zoning issue is with the city of Gardner and the south entrance into New Century AirCenter. Mr. Metcalfe stated that staff has had conversations with city staff and will prepare a written proposal to the city.

**V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:10 a.m.

P. Martin Nohe, Secretary

R. Lee Metcalfe, Executive Director

# JOHNSON COUNTY AIRPORT COMMISSION

MINUTES – September 24, 1997 9:00 a.m. - NEW CENTURY, KS

## Airport Commission

Present: Messrs. Heaven, Meyer, Mss. Mullin, Thomen

Absent: Mr. Nohe, Viets, Winn

Staff: Metcalfe, Ritter, Dunham, Helsel, Hilgers, Perry

Others: Commissioner David Wysong, BoCC  
Jerry Fogel, J.P. Fogel and Company  
Nathan Anderson, J.P. Fogel and Company  
Dennis McGuire, Fire District #1  
Gerry Boyer, Boyer Properties  
Bruce Boyer, Boyer Properties  
David Boyer, Boyer Properties  
Roy Vinyard, Vinyard Construction Company  
Jeff Vinyard, Vinyard Construction Company  
Mark Scharosch, Vinyard Construction Company  
Jan Durrett, League of Women Voters

Chairman Thomen called the meeting to order at 9:00 a.m.

**(NOTE: Heading and paragraph numbers and letters correspond to Agenda numbers and letters. Items are listed in order of discussion.)**

## **I. APPROVAL OF THE MINUTES:**

**MOVED BY MR. HEAVEN, SECONDED BY MS. MULLIN, TO APPROVE THE MINUTES OF THE AUGUST 27, 1997 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (4-0).**

## **II. REPORT OF THE CHAIRMAN:**

### **A. Chairman Appointments.**

Chairman Thomen appointed Mr. Winn as Chairman of the Airport Commission's Development Committee.

### **B. Visioning Committee meeting.**

Chairman Thomen announced that the Johnson County Visioning Committee will conduct a meeting on September 25, 1997 and invited the Airport Commission to attend. Vice-Chairman

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Heaven will be attending in Chairman Thomen's place, as she will not be able to attend.

### C. Resident Businesses Tour.

Chairman Thomen suggested that the Airport Commission reinstate the visits to the resident businesses and have the companies provide the Airport Commission with information about their product and business.

### D. 25<sup>th</sup> Anniversary of New Century AirCenter.

Chairman Thomen stated that Mr. Nohe had made the suggestion at a previous meeting that an events committee be formed for AirCenter activities.

### E. Johnson County Governing Boards Meeting.

Chairman Thomen notified the Airport Commission that the next joint governing boards meeting would take place on November 12, 1997. More information will be forthcoming.

## III. CONSENT AGENDA ITEMS:

There were no consent agenda items.

## V. DISCUSSION ITEMS:

### A. Boyer Properties proposal.

Mr. Metcalfe stated that Mr. Nohe was unable to attend the Airport Commission meeting and had prepared a memorandum declaring a conflict of interest with Boyer Properties and their proposal. In the memorandum, Mr. Nohe stated that he has been working with Boyer Properties for the issuance of Industrial Revenue Bonds regarding the financing of their project. He added that the work commenced long before New Century AirCenter was considered for a possible site. Mr. Nohe concluded by saying that because of this conflict, he will not be participating in the discussion or votes regarding this project.

Mr. Metcalfe reported that Boyer Properties is interested in locating their operations at New Century AirCenter. Airport staff, EDC staff, County Planning and Environmental staff and the Airport Commission's Development Committee have had detailed discussions with the principals of Boyer Properties over the past few months, and the parties have reached agreement in principal on plans for the development of a facility at the AirCenter. Mr. Metcalfe stated that the County Environmental Department has prepared a letter of endorsement on the company and its operations, and the Airport Commission's environmental counsel also has a favorable opinion of the company.

Mr. Metcalfe stated it is staff's suggestion to make an official recommendation to the BoCC to adopt a Resolution of Intent to issue Industrial Revenue Bonds. This action is necessary to enable the Kansas Department of Commerce and Housing to issue an allocation of tax-exempt bond

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capacity. It will also authorize bond counsel to prepare the bond package. Issuing the Resolution of Intent does not bind either party to do anything. In the event that someone changes their mind after the Resolution of Intent is issued, no one is committed to following through with the issuance of the bonds. However, the beneficiary of the bond will have to commit to paying bond counsel for the initial work that is done. As the beneficiary, Boyer Properties will have to commit to pay bond counsel shortly after the Resolution of Intent is issued.

Mr. Bruce Boyer, Boyer Properties, discussed the minor modifications to the access roads into the facility. Mr. Meyer asked who actually reviews the traffic conditions before the plan can be approved. Mr. Metcalfe explained that the County Planning Department and County Engineer will review traffic and road design issues upon the filing of an application for a Preliminary Development Plan Review. Airport staff reviews the plan and makes a recommendation to the Gardner Township Zoning Board. If the Zoning Board approves the plan, it is then presented to the BoCC for their review and approval. Staff reviews the plans throughout the process. Mr. Meyer wanted to make sure that the regulations to control the parkway have been followed. Mr. Metcalfe stated that the County Engineer reviews the connections and curb cuts since it is a county road. Mr. Meyer stated that the Airport Commission may want to review the regulations to become more familiar with them.

Mr. Heaven stated he was impressed with the quality of the company and feels that this is the type of tenant that we would want to create the north corridor of the AirCenter.

**MOVED BY MR. HEAVEN, SECONDED BY MR. MEYER, TO RECOMMEND TO THE BOCC TO ADOPT A RESOLUTION OF INTENT TO ISSUE INDUSTRIAL DEVELOPMENT BONDS (IRBS) IN AN AMOUNT NOT TO EXCEED \$7 MILLION, ON BEHALF OF BOYER PROPERTIES, A KANSAS PARTNERSHIP, FOR THE PURPOSE OF CONSTRUCTING A CORPORATE OFFICE, RESEARCH AND DEVELOPMENT LABORATORY AND MANUFACTURING FACILITY AT NEW CENTURY AIRCENTER. APPROVED (4-0).**

#### **IV. EXECUTIVE SUMMARY:**

##### A. Review staff reports.

Steve Helsel was introduced as the new Superintendent of Maintenance and Operations for the Airport Commission. Mr. Helsel recently was the Associate Director of Facilities, Buildings, Grounds and Construction for the University of Kansas.

Mr. Perry stated that he has assumed the position of Director, Aviation. He reported that the reconstruction of the west parallel taxiway at Executive Airport is proceeding well and that the north T-hangar apron at New Century AirCenter will be slurry-sealed within the next few weeks.

Mr. Perry noted the substantial increase in year-to-date debt expense in the financial reports. The major debt payment becomes due on September 1<sup>st</sup>. Debt payments are essentially complete with one small payment due in November. Revenues are running slightly behind in water and rail projections.

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Mr. Perry reported on AirCenter projects, such as Overland Park Place, which is essentially complete and has significantly upgraded that area of the AirCenter. AirCenter resident businesses on Overland Park Place are very satisfied. The powerhouse asbestos removal has been completed. Bids for the rehabilitation of the building are being opened today.

Staff has coordinated with the United States Postal Service, which has agreed to eliminate the retail portion of postal service at New Century AirCenter. As of October 1, 1997, outgoing mail will no longer be accepted, and the operation will only serve as a distribution point. Additional mail drop boxes will be stationed at the AirCenter to assist resident businesses. Since we will no longer be receiving the contract fee from the USPS, staff will be adjusting the box rental rates to recover the operating costs. The AirCenter will retain the New Century, Kansas address and 66031 ZIP code.

Mr. Metcalfe reported on the closing of Richards-Gebaur. Although no official action has been made, it appears that the airport will be closed. Mr. Metcalfe stated that Mid-America Regional Council prepared a study and surveyed all aircraft owners in the Metropolitan Area. The results were positive for Johnson County Airports. The survey stated that 37% of Richards-Gebaur's tenants would relocate to Executive Airport, and 24% said that they would relocate to New Century AirCenter if Richards-Gebaur closes. Mr. Metcalfe stated that this would impact Executive Airport heavily. Representatives from the Richards-Gebaur Air Show met with airport staff and are interested in locating their air show to New Century AirCenter. Staff will keep the Airport Commission informed on any developments.

### B. Summary of Financials.

There were no additional comments regarding the financials.

### C. Consider ratifying the August expenditures as presented.

**MOVED BY MR. MEYER, SECONDED BY MR. HEAVEN, TO RATIFY THE AUGUST EXPENDITURES AS PRESENTED. APPROVED (4-0).**

### B. Consider approving an addendum to the Thermogas ground lease to add 1.5 acres to their leasehold under the same terms and conditions as the existing lease.

Mr. Metcalfe stated that Thermogas is the regional bottled gas company. Staff has discussions with Thermogas regarding outside storage of the gas bottles. As part of the negotiations on their proposed expansion, Thermogas has agreed to move all of their equipment into an enclosed area. They will also be constructing a building that will house their administration office, and a service bay for their delivery vehicles.

The Airport Commission's policy has been in the past that any additional increments of land added to an existing lease are added under the same terms and conditions as the existing lease and with the same time terms. Thermogas has agreed to this policy. They currently pay \$.08 per sq. ft., and are due for an escalator clause. Mr. Meyer asked how land rates were determined. Mr. Metcalfe responded that when rates are quoted to new prospects, several items are taken into consideration, such as where they want to locate at the AirCenter, whether adequate infrastructure is available and

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whether they are a desirable company.

Mr. Heaven suggested that a requirement in the addendum be added that Thermogas enclose their equipment.

**MOVED BY MR. HEAVEN, SECONDED BY MS. MULLIN TO APPROVE THE ADDENDUM TO THE THERMOGAS GROUND LEASE TO ADD 1.5 ACRES TO THEIR LEASEHOLD UNDER THE SAME TERMS AND CONDITIONS AS THE EXISTING LEASE. APPROVED (4-0).**

D. Report from President, Southwest Johnson County E.D.C.

Mr. Engelmann was absent due to economic development responsibilities. There were no comments or questions.

E. Report from J.P. Fogel.

Mr. Fogel suggested that J.P. Fogel & Co. meet with staff to discuss implementing the pricing by acre per year as opposed to square footage for land at New Century AirCenter. He stated the most people can't figure out how to calculate the pricing of the land. Mr. Meyer suggested including infrastructure improvements into the square footage price.

Mr. Fogel also reported that J.P. Fogel and the Southwest Johnson County E.D.C. attended SIOR Developers Day on behalf of the Airport Commission and New Century AirCenter.

Mr. Fogel reported on a prospect that the E.D.C. and J.P. Fogel have been working with.

**IV. BUSINESS FROM THE FLOOR:**

There was no business from the floor.

**V. EXECUTIVE SESSION:**

**MOVED BY MR. HEAVEN, SECONDED BY MR. MEYER, TO ADJOURN INTO EXECUTIVE SESSION FOR THE SOLE PURPOSE OF DISCUSSING LAND ACQUISITION UNTIL 10:05 A.M. APPROVED (4-0).**

**V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:05 a.m.

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P. Martin Nohe, Secretary

R. Lee Metcalfe, Executive Director

# JOHNSON COUNTY AIRPORT COMMISSION

MINUTES – October 22, 1997 9:00 a.m. - NEW CENTURY, KS

## Airport Commission

Present: Messrs. Meyer, Nohe, Winn, Viets, Mss. Mullin, Thomen

Absent: Mr. Heaven

Staff: Metcalfe, Ritter, Dunham, Hilgers, Perry

Others: Gayle Martin, BoCC  
Jerry Fogel, J.P. Fogel and Company  
Dennis McGuire, Fire District #1  
Jan Durrett, League of Women Voters  
Bob Cronkleton, Kansas City Star

Chairman Thomen called the meeting to order at 9:07 a.m.

**(NOTE: Heading and paragraph numbers and letters correspond to Agenda numbers and letters. Items are listed in order of discussion.)**

## **I. APPROVAL OF THE MINUTES:**

**MOVED BY MS. MULLIN, SECONDED BY MR. NOHE, TO APPROVE THE MINUTES OF THE SEPTEMBER 24, 1997 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (4-0).**

## **II. REPORT OF THE CHAIRMAN:**

### **A. Acknowledgement of the 30<sup>th</sup> Anniversary of the formation of the Airport Commission.**

Chairman Thomen acknowledged the 30<sup>th</sup> anniversary of the formation of the Airport Commission with the presentation of anniversary coasters to the Airport Commission. Coasters will also be distributed to the BoCC and past Airport Commissioners. A formal event to celebrate the 25<sup>th</sup> anniversary of New Century AirCenter will be conducted next year.

### **B. Reschedule November and December Airport Commission meetings.**

Chairman Thomen stated that the November and December meetings fall during the week of a holiday, and suggested rescheduling them to November 19<sup>th</sup> and December 17<sup>th</sup>.

**MOVED BY MR. NOHE, SECONDED BY MR. VETS, TO RESCHEDULE THE NOVEMBER MEETING TO NOVEMBER 19, 1997 AND THE DECEMBER MEETING TO DECEMBER 17, 1997. APPROVED (5-0).**

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Chairman Thomen introduced Gayle Martin, BoCC Assistant, representing Commissioner Wysong in his absence.

### C. Joint Boards Meeting.

Chairman Thomen also reminded the Airport Commission of the upcoming joint boards meeting, which will be held on November 12, 1997 at 7:30 a.m. A reception will follow that evening at the Radison Hotel from 5:30 p.m. – 7:00 p.m.

### D. Visioning Committee update.

Mr. Nohe reported on the Visioning Committee meeting, which was well attended

## III. **CONSENT AGENDA ITEMS:**

There were no consent agenda items.

## IV. **EXECUTIVE SUMMARY:**

### A. Review staff reports.

Mr. Perry reported on the Executive Airport west parallel taxiway construction project, which is progressing well. With the completion of this project, all aircraft movement areas at Executive Airport will have been either slurry sealed, overlaid or replaced within the last five years. At New Century AirCenter, the general aviation parking lot is complete. Executive Beechcraft, who participated in the funding of the project, should receive a partial refund due to costs coming in below budget.

Mr. Perry stated that the agriculture leases for 1998 will be signed in November, and include an increase as approved by the Airport Commission. He also reported on the various capital projects, including the street light project and renovation of the powerhouse. The fire station project is also proceeding well.

Mr. Metcalfe reported that he is attending the American Concrete and Pavement Association Awards Banquet in December. The Airport Commission was the recipient of a regional award for the runway project at Executive Airport and has been selected as a finalist for the national award.

### B. Summary of Financials.

Mr. Perry stated that revenues are generally on-line for this point in the year. Rail revenues are slightly lower than projected, but there has been significant traffic in the last few weeks that should bring this up. Water revenues are also slightly down due to lower volume of use than anticipated when the budget was established. Overall, the financials are on track for the year with a projected small carry-over at year-end.

### C. Consider ratifying the August expenditures as presented.

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Chairman Thomen asked about the emergency repair to the dam at Executive Airport. Mr. Perry stated that muskrats had dug into the face of the dam and caused erosion damage. This expense was to place rock on the face of the dam to discourage the muskrats from digging.

Mr. Meyer asked about the appraisal expenditures. Mr. Metcalfe stated that the appraisals for were for parcels of land that the Airport Commission is interested in acquiring or trading.

**MOVED BY MR. NOHE, SECONDED BY MR. MEYER, TO RATIFY THE SEPTEMBER EXPENDITURES AS PRESENTED. APPROVED (6-0).**

**V. DISCUSSION ITEMS:**

- A. Consider approving a license agreement for KSHB-TV NBC41 (“KSHB”) for the construction and operation of a weather radar antenna at New Century AirCenter.

Mr. Metcalfe stated that KSHB has acquired new, state-of-the-art weather radar equipment for use in forecasting and broadcasting weather and weather-related news in the Kansas City metro market. KSHB has installed a radar antenna at New Century AirCenter that provides the raw radar feed to their television station, and is requesting that the Airport Commission approve a license agreement to allow KSHB to use the site.

Compensation to the Airport Commission for the use of the site will be in the form of promotional announcements during weather reports and weather bulletins, which will identify New Century AirCenter as the site of the 41News Weather Radar. These announcements will be made a minimum of three times daily during the week and once per day on Saturday and Sunday during the weather segments of 41News. In addition, the weather maps shown during 41News will display the New Century AirCenter logo at the radar site.

The FAA and the Johnson County Planning Commission approved the placement of the radar antenna, and the Airport Commission Development Committee has been aware of the proposal since its inception. Legal counsel also prepared the license agreement.

Mr. Meyer asked if the airport could benefit, for safety purposes, the use of the radar and its information. Mr. Metcalfe stated that KSHB has offered the Airport Commission a feed from the radar site, but we would have to purchase equipment to be able to access the information. Mr. Winn suggested that staff prepare a letter of agreement stating that the Airport Commission has access to the radar and its information. Mr. Metcalfe stated he would prepare the letter and also include the stipulation that if KSHB were to market the radar, the Airport Commission would have the opportunity to renegotiate. Mr. Nohe suggested that the marketing budget reflect the in-kind contribution from KSHB for advertising to more accurately reflect what we are doing in that area.

**MOVED BY MR. NOHE, SECONDED BY MS. MULLIN TO APPROVE A LICENSE AGREEMENT FOR KSHB-TV NBC41 (“KSBH”) FOR THE CONSTRUCTION AND OPERATION OF A WETHER RADAR ANTENNA AT NEW CNENTURY AIRCENTER. APPROVED (6-0).**

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### B. Discuss the feasibility of constructing new t-hangars at Executive Airport and/or New Century AirCenter.

Mr. Metcalfe stated that with the impending closure of Richards-Gebaur (R-G), staff has received an increased number of inquiries at both New Century AirCenter and Executive Airport for t-hangar space. A study published by Mid-America Regional Council (MARC), reflected that of the 80 aircraft currently based at R-G, 37% would relocate to Executive Airport and 24% to New Century if R-G closed.

Currently, New Century AirCenter has 89 t-hangars and Executive Airport has 129 t-hangars. There are 38 persons on the waiting list for t-hangars at New Century AirCenter, and 89 persons on the waiting list at Executive Airport. Staff feels that about 50% of those on the waiting lists are actually prepared to occupy a hangar immediately.

The Airport Commission discussed the possibility of constructing t-hangars at both airports. Mr. Nohe asked if New Century AirCenter should be the focus for additional t-hangars. Mr. Metcalfe stated that he believes the closure will put more pressure on Executive Airport to remain open, despite the fact that development around the airport has increased significantly. He also stated that affidavits of interests have been filed against the plat when the subdivision is approved, which alerts homeowners that the property they are buying is located next to an airport. Mr. Winn felt that the decision to build was an easy decision, considering the circumstances. Mr. Nohe commented that he was uncomfortable with adding t-hangars at Executive. He felt that it would be better for safety reasons if the t-hangars were constructed at New Century AirCenter. Overall, Mr. Nohe stated that he generally opposes an expansion at Executive Airport. Mr. Viets commented that he was not as concerned by the threat of “growth” in terms of volume and use of the facility (not noise or size). He stated that Executive is a multi-million dollar investment, which won’t readily go away. He feels that we should get the maximum usage out of the airport. Mr. Nohe stated that one incident would cause the sentiment to change about the airport instantly. Mr. Metcalfe stated that if that situation were to happen, and it received a majority of political will to close the airport, the Airport Commission would be in the same position as R-G in terms of having to pay back funds to the FAA and buy out the existing fixed base operators.

Mr. Winn asked if there was any way to make the t-hangars self-funding. Mr. Nohe suggested refinancing with general obligation backing which will substantially reduce the cost. Mr. Winn asked if the market would support an increase in t-hangar rates. Mr. Metcalfe stated that rates could be increased, adding another option would be to provide a public service by building additional t-hangars and keep them affordable.

Mr. Winn stated that this was a critical time, which the Airport Commission should make the t-hangars affordable. He also felt that more focus should be placed on New Century AirCenter and less planning funds spent on Executive Airport. Ms. Mullin stated that this decision was made a few years ago. Since there is a demand for t-hangars, she suggested raising the rates at Executive Airport and give the market an incentive to locate to New Century AirCenter. Mr. Nohe directed staff to research the issue and present a recommendation to the Airport Commission at its November 19, 1997 meeting.

**MOVED BY MR. NOHE, SECONDED BY MR. VIETS TO DIRECT STAFF TO RESEARCH THE POSSIBILITY OF CONSTRUCTING ADDITIONAL T-HANGARS AND RATES, AND PRESENT A FORMAL RECOMMENDATION TO THE AIRPORT COMMISSION AT THEIR NOVEMBER 19, 1997 MEETING. APPROVED (6-0).**

D. Report from President, Southwest Johnson County E.D.C.

Mr. Engelmann reported on several projects that the E.D.C. is working on. The annual E.D.C. Membership Drive will be held during the month of November, as well as the 1<sup>st</sup> Annual Membership Appreciation Dinner held on November 20, 1997.

E. Report from J.P. Fogel.

Mr. Fogel discussed economic issues and the North American Free Trade Agreement (NAFTA) Corridor.

**IV. BUSINESS FROM THE FLOOR:**

Mr. Metcalfe introduced Chip Corcoran, Director of Infrastructure for the Public Works Department. Mr. Corcoran discussed the implications of R-G's closure and how it will impact the roads throughout the county and the surrounding areas. Mr. Metcalfe feels that it will create more pressure on the demand for an east-west connection between 71 Highway and I-35.

**V. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:15 a.m.

P. Martin Nohe, Secretary

R. Lee Metcalfe, Executive Director

**Johnson County Airport Commission  
Staff Strategic Retreat  
Minutes**

Friday, February 7, 1997  
8:00 a.m.

Staff Present:            Lee Metcalfe, Executive Director  
                              Bob Hilgers, Project Coordinator  
                              Bob Perry, Director, Planning and Administration  
                              Sara Ritter, Executive Assistant  
                              Brian Weiler, Director, Aviation

Others Present:         John Engelmann, President, E.D.C.

Absent Due to Illness: Eddie Sturdevant, Maintenance Supervisor

The staff retreat was held at Lee Metcalfe's home and began at 8:00 a.m.

**I.     Review Vision and Mission Statements.**

Executive Airport Vision Statement

*"Executive Airport will continue to be a viable, full-service, general aviation airport serving the needs of business and recreational aviation in the Johnson County area, and will be self-sufficient in funding for operations and maintenance."*

Staff reviewed and discussed the Executive Airport vision statement, and concluded that the vision for Executive is still appropriate. Staff believes there will continue to be more and more development around the airport, and consequently more and more complaints from homeowners in the vicinity of OJC. We have a duty to continue to try to keep OJC viable, as it is the second busiest general aviation airport in the metro area and is home to over 250 aircraft. Consensus of discussion was not to make any changes to the Executive Airport vision statement.

Industrial Airport Vision Statement

*"Industrial Airport will be the second air carrier airport for the metropolitan Kansas City area, providing regional passenger and cargo service, and will be the primary jet airport in the southwestern metro area."*

Staff discussed the Industrial Airport vision statement. Consensus of discussion was not to make changes to the vision statement, other than changing the name from Industrial Airport to New Century AirCenter.

Industrial Park Vision Statement

*"The industrial park at Industrial Airport will be a significant hub of commercial and light to medium industrial development in the southwestern metropolitan area, and will be an active participant in the development of the economic base of the Johnson County area. The industrial park will provide sufficient revenue to the Airport Commission so that the Industrial Airport complex is self-sufficient in funding for operations and maintenance."*

Consensus of discussion was to keep the industrial park vision statement as stated, with the exception to refer to the industrial park as the "business" park and changing Industrial Airport to New Century AirCenter.

#### Mission Statement of the Johnson County Airport Commission

*"It is the mission of the Johnson County Airport Commission to provide leadership in developing the economic vitality and quality of life in the region by effectively managing available resources, including economic development resources, to develop and operate a system of air transportation centers which serve the aviation needs of the region and integrate with the National Plan for Integrated Airport Systems."*

Staff discussed the mission statement and felt that the Airport Commission should review the mission statement and make revisions. Consensus was to have staff discuss in more depth in a separate session the mission statement, suggest revisions, and submit to the Airport Commission for their review and comments.

## **II. Review the Airport Commission retreat comments from the January 20, 1996 meeting.**

### Discuss privatization of the airports.

Staff felt that there is currently too much debt to privatize the airports. In order for privatization to become appealing to the private sector, the Airport Commission would have to lower its general obligation debt either through liquidation or through

transferring it out of the airport budget and into the County General Fund or Debt Service Fund. If the NASCAR race track comes to Gardner, it could change the picture considerably. John Engelmann reported that the bigger events at existing NASCAR tracks typically draw 80-100 corporate jets to the nearest jet-capable airport.

Discuss changes within the County.

Staff felt that there is more support and flexibility within the county with the changes in some of the administrative department head positions and with the changes in the “corporate culture” currently underway. Staff felt that there are new opportunities for cooperation and felt that we should be proactive in making our goals known to the administrative organization.

Discuss exploring the feasibility of passenger service.

Staff felt that there are currently two choices: either hire an outside consultant, at a cost in the low six figures, or have staff do considerable research and put together a package to send out to airlines for feedback. Lee pointed out that the airlines probably get hundreds of solicitations a year from cities wanting to improve their air service, and ours would just get thrown in the pile. He felt the highest probability of success would be to hire a consultant with “connections” who could get the attention of the key decision makers at the airlines. An idea was to get the big chambers and economic development agencies involved. Another idea was to build a terminal on spec and offer to guarantee load factors for a new entrant, as has been done by several suburban cities around the country. Information would need to be collected on what market characteristics and passenger infrastructure the airlines would want in order to start service here. Consensus was to place on hold for a short time until the race track decision is made. If the race track decision takes too long or doesn't go our way, then staff needs to readdress its position.

Discuss the golf course.

Consensus was to wait and see what the City of Olathe's decision is.

**III. Discuss development plans.**

Discuss the renewal of the commercial broker's contract.

Staff consensus was that there has not been much return on our investment with Fogel. We have spent \$37,500 on Fogel over the last year and a half, and he has only generated two or three net new leads. Staff felt that the Airport Commission should consider either re-bidding the broker contract or just not using a retained broker. Lee and John felt they could handle broker relations just fine on their own. Consensus was to discuss the issue further at a Development Committee meeting.

Discuss the E.D.C.

Consensus was that staff is happy with the E.D.C. and had no suggestions for changes in

the relationship. Consensus, including John, was that the E.D.C. and the airport staff operate as an integrated team, almost as if John is part of the staff. He attends our staff meetings and is here today helping us strategize for the future.

Discuss land acquisition.

Consensus was that the Development Committee needs to discuss land acquisition strategies between the February and March Airport Commission meetings.

**IV. Discuss maintenance issues.**

Staff discussed the possibility of adding another maintenance position since there is an increasing demand on the maintenance department. Rail traffic has nearly doubled since the steel company arrived, to over 1,200 cars per year. Landscaping maintenance is increasing due to the new signs. We actually have one less maintenance person than we had eight years ago. Fee-based maintenance and grounds-keeping for tenants was discussed, but it was decided that staff is busy enough as it is. Staff felt that we should discuss the maintenance issues in staff meeting.

**V. Discuss organizational issues.**

Staff discussed the reporting relationships of the Maintenance Supervisor and Project Coordinator. These positions reported to the Director of Facilities prior to Shaun's departure. Since then they have reported to Bob Perry on a routine basis and to Lee on an exception basis. Lee suggested eliminating the Director of Facilities position and upgrading the Project Coordinator's position to Facility Manager. The Maintenance Supervisor would report to the Facility Manager. The Water Operator would also report to the Facility Manager on water-related items. There was some discussion about how that would work and it was decided that the discussion really needed to include Eddie, who was not able to come due to a medical problem.

Consensus of staff was Lee would meet with Eddie and the Bobs to discuss the issues. Lee added that we might not want to change anything, but he thinks that it should be discussed and we shouldn't pass up an opportunity.

Staff discussed redistributing projects and processes among the administrative staff. Sara and Julie feel like they can take on more responsibility. Lee suggested sending the Sara to a Microsoft Access class to become familiar enough to keep data bases for the Airport Commission minutes and equipment replacement program. Staff felt that there were certain projects and responsibilities that could be redistributed among them to both free up the director's time to allow for other projects as well as balancing the work load for the administrative staff. Bob Perry also suggested sending the Julie to Access class also so she could assist the Maintenance Supervisor with the railroad operations data base. Consensus was to have staff discuss organizational issues at staff meeting.

**VI. Discuss detention center issues.**

Bob Perry discussed how the new jail and expansion of the corrections facility will impact the post office procedures. Lee suggested that staff find out what the jail's plans are for their mail. Staff suggested remodeling the post office if the increase in usage continues, especially with the addition of the jail and corrections facility.

**VII. Discuss staff priorities.**

One of the main priorities for Brian was to finalize the minimum standards for FBOs. It may be necessary to distinguish between the two airports if the race track comes to Gardner. New Century will become a focus for explosive growth, and the market will justify more “demanding” standards. Lee will move the final edit of the draft minimum standards up on his priority list. Another priority for Brian is to investigate the rumored possible closure of Gardner Airport.

Bob Perry discussed giving advance notice in 1997 for the changes in the 1998 agriculture leases. An increase in the rates was also discussed. Lee suggested contacting the Extension office to get current market rates for ag leases. Bob also discussed having him and Sara clean up the property lease files. Lee suggested that there be a check list for new or amended leases, containing information on who needs to be notified, what records need to be established, etc. Staff needs to develop a routine for these items since they aren't done on a regular basis, such as an automatic form which would be sent to the Appraiser's office. New summary sheets were suggested, and a way to capture surveys was also needed so that they can be added to our master AutoCad drawings.

Discuss finance policies.

Bob Perry reported that the fixed asset forms and accounts receivable policy were completed.

Discuss county relationships.

Lee encouraged everyone to capitalize on working together with the other county departments. He said under the new culture, there are many opportunities for cooperative effort, and many of the new people are eager to work with us.

**VIII. Miscellaneous items.**

Staff suggested having a group calendaring system on the network. Bob P. will research the best system for our needs.

John Engelmann suggested that the Airport Commission purchase audio-visual equipment and rent the classroom and conference room out to resident businesses since we are increasingly getting requests to reserve both rooms. A retail survey was completed in 1996 which reflected the need for training and conference room space at the AirCenter. Sara will survey the resident businesses to find out who would be interested in renting the rooms and what equipment would be in demand. Brian also commented that we may be able to purchase chairs or tables at a surplus property auction that would be better than the chairs and tables we currently have.

Staff also discussed remodeling of the training room, break room, storage room, file room and post office.

Staff observed that this year is the 30th anniversary of the Airport Commission. A reminder will be placed on the staff agenda as a noteworthy item to pass along to CCG and Lee will check with Mark Viets to see if he wants to do anything special.

The strategic objectives established in previous Airport Commission retreats were reviewed. It was noted with pride that every objective has been accomplished. Staff will develop a new set of objectives for submission to the Airport Commission for their consideration.

The retreat was concluded by focusing on each member in turn and having the rest of the group talk about how working relationships between that person and the others might be improved or changed for the benefit of all. Several minor suggestions were made, but overall, the group felt that relationships were very good and that productivity was very high. It was observed that because we are a small group who all work within a few feet of each other and talk several times a day, we have an advantage over larger, more dispersed organizations. Everybody knows what everyone else is doing, and we all are quick to jump in and help if someone is overwhelmed. We never have "turf" issues and you never hear "that's someone else's job." If something needs doing, it just gets done.

# **JOHNSON COUNTY AIRPORT COMMISSION**

## STRATEGIC PLANNING RETREAT MINUTES

May 9, 1997 - 7:30 a.m.

### **MARRIOTT HOTEL**

#### Airport Commission

Present: Messrs. Viets, Heaven, Winn, Ms. Mullin, Thomen

Absent: Messrs. Meyer, Nohe

Staff Present: Metcalfe, Hilgers, Perry, Ritter, Weiler

Others Present: Commissioner David Wysong, BoCC  
Bob Cronkleton, Kansas City Star

#### **1. Revisit Vision and Mission Statements**

Chairman Viets suggested leaving the Vision and Mission Statements as they are. Mr. Metcalfe said the statements have not been significantly changed since the Airport Commission Strategic Retreat in 1990. He included them in the agenda for informational purposes. Consensus was to review the statements at the conclusion of the meeting if necessary.

#### **2. Discuss Golf Course Development**

Mr. Metcalfe briefed the Airport Commission on the history of the golf course issue. He explained the city of Olathe has placed their request for proposal (RFP) on hold due to Cedar Creek's expected submittal of a 27-hole public golf course, hotel and meeting center to the Olathe Planning Commission. At this time, no decision has been made by the city of Olathe and the process has been put on indefinite hold.

Mr. Winn suggested that the Airport Commission move forward and seek proposals from private developers. He also added that there has been three to four golf course proposals pop up in Johnson County since the Airport Commission submitted its proposal to the city of Olathe. Mr. Winn felt that a golf instruction facility would be in demand due to the increased interest in the sport of golf. Mr. Winn stated that more infrastructure would be needed at the AirCenter, possibly through a public/private partnership. Mr. Heaven concurred with Mr. Winn's recommendation to proceed with proposals from private developers. Mr. Metcalfe felt that the Airport Commission would have two different options in proceeding: (1) formal RFP process, or (2) target and approach a private

developer. Mr. Winn preferred approaching a private developer and choosing which version the Airport Commission likes best. Mr. Heaven favored the targeted approach option, adding that there are some items that could, with creativity, accomplish multiple goals of the Airport Commission. Ms. Thomen stated that the developers might have ideas that we have not thought of.

Commissioner Wysong asked if the golf course is still being planned at Spring Hill. Mr. Metcalfe stated that he has spoken with the folks at Colbert/Burns & McDonnell and the past Mayor of Spring Hill, and found that there has been a proposal made, but no commitments. There has been some community resistance to the golf course. Mr. Winn added that there are water problems involved, too.

Mr. Metcalfe asked for any input on any quality developers for staff to talk with. Mr. Viets suggested talking with Kent Crippin. Commissioner Wysong suggested that he and Mr. Winn get together and talk with folks they know.

**Consensus of the Airport Commission was to direct staff to proceed with a targeted initiative approach for a golf course at New Century AirCenter.**

**3. Discuss Air Service at New Century AirCenter**

Mr. Metcalfe stated that the vision statement was developed in 1990 and the master plan was developed in 1988. The Airport Commission's objective was that if the opportunity presented itself to have airline service at New Century AirCenter, staff should be prepared to deal with the issue. Overall, it would be a passive approach to let them come to us. Mr. Metcalfe stated that New Century AirCenter has been looked at in the past for airline service, but unfortunately, the company could not raise enough capital due to problems in the industry at that time. He has had personal discussions with the representatives of airlines, who are aware of the market at New Century AirCenter, and detected some curiosity among them, but not a strong interest to commit to do anything particular.

Mr. Metcalfe stated that he, Mr. Weiler and Mr. Nohe attended the National Air Service conference in St. Louis, Missouri in mid-April, and he felt that Mr. Nohe left that meeting more optimistic than before. It was Mr. Metcalfe's opinion that if the Airport Commission wanted airline service at New Century AirCenter, it could be done. He stated that it would require a significant amount of money, and it would be controversial. Mr. Metcalfe stated that when he speaks at various events, he is often asked when airline service can be expected. He believes there would be strong support in the Johnson County business community for service out of New Century.

Mr. Metcalfe felt that if the Airport Commission were to actively pursue airline service, he would suggest targeting the regionals as a minimum. He feels that the demand would be for non-stop jet service to the hub cities. Mr. Metcalfe stated that the biggest current

trend is the regional jet; a fifty passenger plane that is designed for shorter routes with lower operational costs. He felt that it would be easier to fill these types of planes as opposed to the 130-passenger planes.

Mr. Metcalfe compared Hampton-Newport News, Virginia, near Norfolk and Richmond, to what he expects airline service to be at New Century AirCenter. The Hampton-Newport News community decided they wanted airline service, put together a fund, committed to build a terminal building, and guaranteed the airlines a break-even load factor plus 5% profit. Mr. Winn suggested that staff to go to Hampton-Newport News, Virginia and perform an in-depth study to see if their airport would be a good model for New Century AirCenter. He also suggested that the administration building could be converted into a terminal to save costs. Mr. Winn felt that KCI should not be a factor one way or another in the Airport Commission's decision, adding that competition doesn't hurt anyone.

In order for the Airport Commission to proceed with developing a terminal with grant funding, a letter of intent from an airline would be necessary, which then would be taken to the FAA. The Airport Commission would then be eligible to receive entitlement money from the FAA and be placed at a higher priority for airfield moneys and for grants for the public portion of the terminal.

Mr. Metcalfe felt that if the Airport Commission had a terminal building today, we would have an airline at New Century AirCenter. Mr. Winn concurred. He also believed that we would pull people from Lawrence that would travel to New Century AirCenter to catch a plane. Mr. Metcalfe stated that if the Airport Commission is serious in obtaining an airline, one of two things would need to happen: (1) hire a consultant who knows the airlines' objectives, has personal contacts with the airlines, and would probably be an ex-airline executive, or (2) complete a feasibility study.

Mr. Metcalfe stated that KCI is very concerned with possible air service at New Century AirCenter. He feels that it has the potential to be controversial politically. Mr. Winn didn't feel that the number of flights out of New Century AirCenter would significantly impact KCI since their population near the airport is also growing. Chairman Viets stated that there are two things that the community as a whole lack: (1) the ability to fly from Kansas City to a destination without stops, and (2) being able to fly to regional airports. He felt that having an airline service could solve the problem of flying to destinations quicker and would be less expensive. Mr. Metcalfe stated that he didn't think that we would have any better or worse service than that of KCI; it would just be closer to the market. Mr. Winn added that convenient parking at a reasonable cost would also be a factor.

**Consensus of the Airport Commission was to direct staff to go to various airports that are comparable to New Century AirCenter and research how their airport obtained airline service.**

#### 4. Discuss Land Acquisition.

Mr. Metcalfe discussed the surrounding land around New Century AirCenter that could be acquired. There are 40 – 50 acres at the north of the AirCenter that would be needed for clear zone for the future north/south runway. Mr. Metcalfe felt that this land would be important for the future runway at the AirCenter. There are also 300 – 400 acres at the southeast end of the AirCenter that would be needed for the terminal building and air cargo facility. Mr. Metcalfe stated that this entrance would be the AirCenter's future front door. Land is also available along 175<sup>th</sup> Street and 56 Highway, which is currently the airport's south entrance. There is currently \$370,000 in the Airport Commission's land acquisition account and the Airport Commission is not expected to receive funding from the Capital Improvement Project Program (CIP) in the near future.

Overall, Mr. Metcalfe felt that the property to the north of the AirCenter is a priority, adding that the property to the southeast for the terminal and future main entrance would be next on the priority list. Mr. Winn concurred and stated that he felt that the land at the airport's south entrance has already been aesthetically established. He feels that we will have to live with it and focus on other pieces of land. Chairman Viets suggested that the Airport Commission purchase the land southeast of the AirCenter to avoid having to pay a higher price later and also to protect having to drive through a less than ideal setting when using that entrance.

Commissioner Wysong felt that these discussions are very appropriate at this time. He stated that the BoCC will be in the mode of looking to the future for the next few months. Mr. Winn suggested in reshaping the county's master plan to show the southeast area as the AirCenter's future entrance, and buy the protection zone initially. Commissioner Wysong stated that out of the previous discussions, he felt that land acquisition is the priority. He stated that the Airport Commission has the fund specifically for this, the need for a future runway, future golf course and future entrance. He felt that land acquisition is more important than a golf course and the land should be protected. Chairman Viets concurred with Mr. Winn's suggestion to secure the right of way property into the AirCenter. Mr. Winn suggested to obtain information from the bank on the property to the north of the AirCenter, discuss creative financing with the landowner, and get a first right of refusal. Chairman Viets encouraged that staff study the route to see what ownership might exist between I-35 and 56 Highway.

**Consensus of the Airport Commission was to proceed with negotiations for the property located north of the AirCenter, obtain information from the bank, discuss creative financing with the landowner and get a first right of refusal for the property. The Airport Commission also directed staff to concentrate on the property southeast of the AirCenter for the AirCenter's future entrance, and to incorporate its plans into the County's master plan.**

#### 5. Discuss Revenue Enhancements.

Mr. Metcalfe discussed the fire station construction. The Airport Commission has proposed to finance and own the fire station. The impact to the 1998 budget is \$1.3 million of general obligation debt added to the overall airport debt at an annual debt service of \$170,000. The proposal is the Airport Commission's tax support subsidy would increase by that amount, resulting in a zero impact in 1998. Mr. Metcalfe stated that the Fire District is still in a dire financial strait, and owes the county \$250,000, which is being repaid back at \$60,000 per year. The Budget Office was leery of adding a lease payment, and proposes that no rent for the new fire station will be charged to the Fire District until they pay off the county in 2001. In the year 2002, the \$60,000 payment to the county will be redesignated to the Airport Commission for rent on the fire station.

Mr. Metcalfe stated that there is no assurance that the subsidy will be at the same level in the future, adding that the airport's operational and maintenance expenses have been flat for the past five years. Unless a significant real estate deal is closed, our revenues will remain flat for the foreseeable future. Chairman Viets asked what type of revenue enhancements the Airport Commission can generate. Mr. Metcalfe stated that if we leased all the land at the AirCenter, it would generate \$2.3 million at the current rate of .06 per square foot for 1,000 acres. He added that if that were to happen, the Airport Commission would be self-supporting.

Mr. Metcalfe stated that dedicating a mill levy to the Airport Commission has been discussed before with the BoCC. He felt that the Airport Commission would be in better shape financially if that were to happen, but thought that it would not be received well. Right now the Airport Commission is not considered a high priority since we do not have a wide impact upon the county. He felt that either we go into a maintenance mode until a real estate transaction is closed, or be creative. Commissioner Wysong stated that privatization is a possibility down the road. He feels that the BoCC has to look further out in the future, and if there are ways to find moneys elsewhere, he thinks it may be a higher priority in the future, although he doesn't see it in the next few years.

Mr. Winn suggested selling some land that the FAA would agree to allow the Airport Commission to sell, and pay down on the debt service, freeing money for operations. Mr. Metcalfe stated that there is a portion of land that would be available and estimates the value to be around \$250,000. There is also another section of land at the southwest corner of Moonlight that could be sold. Mr. Metcalfe stated that there are thirty-eight acres west of the Woodstone Apartments, which is expected to be a high retail corner. The land across the street sold for \$1.50 per square foot. Commissioner Wysong stated that as a 1/5 vote of the BoCC, he suggested selling the land by Woodstone Apartments and buy additional land north and southeast of the AirCenter. Chairman Viets concurred with Commissioner Wysong's suggestion. Ms. Mullin suggested trading a small portion of what we own for what we want. Chairman Viets stated that it might be a tax advantage to the sellers and might have possibilities. Mr. Metcalfe stated that if the land was sold, it would require FAA approval, and under state law, it would require the land to be sold in an auction or under sealed bid. He also stated that J.P. Fogel has received interest on the section of land west of Woodstone Apartments on Moonlight Road.

Chairman Viets asked about the miscellaneous fees, such as hangar rental, fuel flowage fees, and any other opportunities for additional revenue. Mr. Metcalfe stated that there are no big opportunities, other than the increase of agricultural opportunities. A rail fee increase has been discussed, but would not be a significant additional source of revenue.

**Consensus of the airport commission was to be aggressive on the sale of land, such as selling the thirty-eight acres on the southwest corner of moonlight road to either pay down debt or buy additional property for the north and southwest portions of the AirCenter.**

**6. Discuss Marketing.**

Mr. Metcalfe stated that he has spoken with all three entities involved in the marketing process. It was agreed that something is not working. Mr. Metcalfe felt that the AirCenter's level of awareness is high, there has been a significant amount of advertising, and we have been getting prospects, but to no avail. He stated that there has been significant development at Perimeter Park in Lenexa and other locations, and he doesn't think that New Century AirCenter was ever looked at for the projects. Mr. Metcalfe believes that the reason is because fee simple deals are offered, in which the brokers typically receive a 10% commission, whereas the Airport Commission gives them less money on a per square foot basis. It is possible that the brokers are less motivated to push our product because they make less money.

Mr. Winn asked if the brokers have indicated that because they can't buy fee if that has been a deal-breaker. Mr. Metcalfe stated that none of the brokers have come out and said that it has. Mr. Winn stated that it seems that the Airport Commission does a lot of advertising and marketing, and suggested that staff pre-package sites and be ready to go to the prospects and inform them what the deal points are and overall be ready when they come. He feels that we should be extremely competitive, and added that if fee simple is a problem, then the Airport Commission should consider financing the commissions.

Mr. Metcalfe stated that his perspective is that we are in the real estate business and our objective is the same as any real estate developer. He suggested that a successful developer on staff might benefit the Airport Commission. Mr. Metcalfe stated that John Engelmann with the Southwest Johnson County Economic Development Corporation (E.D.C.) is doing a terrific job; such a good job that his time is being demanded by other people. He feels that the E.D.C. has developed into a mini chamber of commerce, and added that it has diluted Mr. Engelmann's ability to focus on the Airport Commission. Ms. Thomen stated that this issue needs to be revisited.

Mr. Winn stated that he is not ready to panic over the issue. He stated that he had J.P. Fogel perform a survey to find out how much land, like New Century AirCenter, is available in the metropolitan area. He feels that we have a 25 – 50 year supply of ready to go industrial land. Mr. Winn stated that he thinks that we have done a good job, but is

frustrated that we get the prospect to look at the AirCenter, but can't make a deal.

Chairman Viets stated that he doesn't think that there is as much as rail-served property in the metropolitan area as we think. He has always thought that a Steel & Pipe Supply Company user is what the AirCenter could attract that is unique from other types of industrial parks. He also continues to suspect that rail service might have an impact on future deals.

Mr. Winn felt that his comments were just a suggestion that we are not in as bad a shape as we thought. Ms. Mullin stated that some companies defer to a real estate broker, and feels that the broker will go where they can get more commission. She also stated that J.P. Fogel is not the only player, and that there are tiers of agents getting a percentage of the deal. Mr. Metcalfe stated that J.P. Fogel also gets a set fee per year. Ms. Mullin feels that J.P. Fogel is doing his work, but realizes what the situation is among brokers.

Mr. Heaven suggested that the Airport Commission's emphasis might be wrong, and thought that we should encourage J.P. Fogel to wholesale the land as opposed to find specific uses, and structure his commission so that the larger the transaction, the larger his commission is, so he'll be prompted to find build-to-suit developers to lease the land. Mr. Winn felt that we should give J.P. Fogel enough to keep him interested, and also to make it interesting enough for the other brokers involved. Ms. Mullin thought that advertising other than to the brokerage community may not be effective. Mr. Metcalfe suggested that we go into a maintenance mode regarding advertising to the public, just so we can keep our name in everyone's minds.

Mr. Metcalfe stated that he has anxiety over having to "trust" J.P. Fogel and the E.D.C. to be following through and putting energy into projects. Although they communicate on a regular basis, it is a different relationship than having someone directly reporting to him. He felt that if the Airport Commission had its own staff person, it would be easier to have them put their focus and energy into promoting New Century AirCenter. Mr. Metcalfe stated that he believes we get our value out of the E.D.C. for what we're paying, and doesn't suggest that the Airport Commission abandon its position. He stated that Mr. Engelmann has almost been like a staff person, and if nothing else is pulling his time, he is focused on New Century AirCenter. Chairman Viets suggested that staff give this issue further thought.

Mr. Winn suggested that staff seriously consider the commissions and taking J.P. Fogel off of their retainer fee entirely and pay by commission only. He also suggested that staff consider an attractive incentive policy that pays well for performance. Mr. Winn stated that a new person doesn't need to be retained immediately, but rather if it happens, it happens. Mr. Metcalfe stated that the position would need to be authorized and budgeted for, and that it would be difficult to create a position in the middle of the year. Chairman Viets suggested that this issue should continue to be discussed. Mr. Winn stated that he wanted to have time to think about adding another person before it happens.

Mr. Winn stated that he would like to find out who Sprint's primary suppliers and vendors are and would like to find out in advance who would like to be located near Sprint.

**Consensus was to continue the marketing program in a maintenance mode, direct staff to consider an attractive incentive policy that is substantial when a large deal is closed, and taking J.P. Fogel off retainer and pay by commission only.**

**7. Discuss Strategic Priorities for Staff.**

Chairman Viets suggested leaving the vision and mission statements as they are for the time being. The Airport Commission directed staff to focus on the following priorities:

1. Land Acquisition/Golf Course/Revenue Enhancement

Commissioner Wysong felt that land acquisition should be the top priority for the staff. He felt that the golf course issue is just contacting and sending a letter to companies. Mr. Heaven stated that he, Mr. Winn and Mr. Metcalfe would have a meeting with Mr. Brown and Mr. Kratli regarding land located to the north of the AirCenter. Mr. Winn felt that these issues are going to be very time consuming and hopes that staff can free up their time to work on these issues. Mr. Metcalfe feels comfortable that staff can handle these items. Mr. Winn also stated that land disposition was also important.

2. Air Service.

Consensus of the Airport Commission was to place air service as a second priority mainly because it has a long-term issue that will take longer to complete as opposed to land acquisition. Mr. Winn stated that this issue will also be time consuming because staff will need to go to different airports to research how they obtained air service. Commissioner Wysong suggested talking to J.P. Fogel and rearrange the broker issue. He stated that air service is a long-term project and will take time to complete.

Mr. Metcalfe asked what the Airport Commission felt would be the single most important challenge for the year 2000. Chairman Viets stated that land acquisition would be important. Commissioner Wysong concurred and stated that if the county wanted to still be in the airport business in the future, we will need land around the airport. He feels that the longer it takes to acquire the land, it will get more complicated and more difficult to purchase. Mr. Winn stated that once you lose the opportunity, it makes it impossible to obtain.

Chairman Viets suggested to continue discussing having our vision inserted into the

county-wide strategy. Mr. Metcalfe stated that he would invite Paul Greeley with the County Planning Department to attend the next Development Committee meeting to discuss the issue further.

**There being no further discussions, the meeting was adjourned at 10:40 a.m.**

# **AIRPORT COMMISSION STAFF RETREAT**

Friday, July 11, 1997  
Deer Creek County Club  
10:00 a.m.

Staff Present: Lee Metcalfe  
Bob Hilgers  
Bob Perry  
Sara Ritter  
Brian Weiler

Others Present: John Engelmann

## **I. Introduction**

Consensus of staff was to add an agenda item regarding marketing.

## **II. New organization structure**

Staff discussed the grade structure of the maintenance positions, including the maintenance supervisor position. Consensus of staff was to wait until the maintenance supervisor has been hired and include him/her in the decision-making process on grade structures/restructures.

Staff discussed which director should be responsible for New Century resident business relations. It was concluded that Brian would be in charge of the maintenance operations of the business park and that Bob Perry would be in charge of tenant relations and lease administration.

## **III. Post Office**

Bob Perry reported that the post office would see significant increase in usage with the new addition of the jail when it was completed. Staff discussed the possibility of getting out of the post office business completely. Lee suggested that staff form a task committee, comprised of one or two resident businesses, (such as Stouse or Sprint), airport staff and the United Postal Service (U.P.S.). Bob Perry said that he would have an initial conversation with U.P.S. representatives. Consensus was that the post office was not a money-making opportunity for the Airport Commission and it will only increase in volume without a significant addition of revenue in the future. Staff will research different opportunities regarding the post office.

## **IV. Agriculture Leases**

Consensus of staff was to use the lease rates given by the Johnson County Extension Office and to move forward with the increase for 1998. Bob Perry said that he would notify the agriculture lease tenants of the rate increase when the leases were sent out this fall.

## **V. Accounts Receivable**

Staff discussed the in-house accounting software package and concluded that nothing could change due to the built-in limitations of the software. The system currently provides basic information, such as who is delinquent and how much they owe. Consensus was to wait to see what the County does with its new financial software and see if it covers our needs.

## **VI. Land Acquisition**

Staff discussed land acquisition surrounding New Century AirCenter. At the Airport Commission strategic planning retreat this year, the Airport Commission directed staff to continue negotiations with Eugene Brown on his property located near the airport.. We also need to discuss the possibility of trading land. Lee felt we needed to get updated appraisals on all of the land that we either want to buy or trade for. We also need an appraisal on the southwest corner “retail” parcel. Bob Perry is to arrange for the appraisals.

## **VII. Golf Course**

Staff discussed the next stages of the golf course strategy and concluded that all avenues should be pursued. Lee said that he would call Kent Crippin and discuss with him the possibility of spearheading or being a project manager for the golf course development process. It was also suggested that staff send out a mini-R.F.P. to key developers with a cover letter. Staff will discuss who the key developers would be.

## **VIII. Marketing**

Staff concluded that they were not sure why the AirCenter wasn't getting any deals and needed to get a better sense of the situation. John suggested that it might be beneficial to spend more time outside the real estate community. He felt that spec space would be an important marketing tool to get more prospects to the area. John also suggested a broker event, such as flying brokers to New Century AirCenter.

## **IX. Staff Priorities**

The following is a list of priorities defined by staff for the following persons:

### Brian

- Determine appropriate fees to be paid to us by the Army.
- Get the IXD tower into the Federal Contract Tower Program.
- Take over supervision of the Maintenance Department.
- Make a dedicated quality control effort/maintenance job tracking.
- Look into median irrigation for NCAC business park.
- Get money from the FAA for land acquisition/land banking.

### Bob Perry

Get the agriculture lease areas on the CAD System.  
Get the utilities on the CAD System.  
Find a solution to the Post Office problems.  
Update the business finance system.  
Get more AutoCad training for staff.  
Budget updates/CIP.

### Bob Hilgers

Continue to be the lead project honcho.  
Assist the maintenance supervisor and crew leader.  
Learn AutoCAD and add details to our maps.

### John

#### ***Land a major prospect.***

Develop the spec building idea  
Work with the H.R. Task Force regarding the labor and transportation problem.

### Lee

Pursue land transactions.  
Pursue development of the golf course.  
Stay on top of the Navy property.  
Continue support of staff.  
Go visit various airports and work on the airline service at IXD.  
Finish up the "How To Do A Project" manual after John edits.  
Finish up the Minimum Standards after Brian edits.

## **IX. Staff Priorities**

The priorities will be integrated with the Master Tracking Summary.

## **X. Strategic Objectives**

Staff will discuss updating the Airport Commission Strategic Objectives at an upcoming staff meeting.