JOHNSON COUNTY AIRPORT COMMISSION
MEETING MINUTES

January 22, 2020 – 9:00 a.m.

Johnson County Airport Commission Boardroom

Airport Commission

Present: Weisenburger, Kissinger, Lehman
Moore, Spence, Wittenborn

By Phone: Harris

Staff: Dunham, Hails, Johnson, Otto, Peet, Schoenhofer

Others: Mike Brown, 6th District County Commissioner
Greg Martinette, SWJCEDC

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

I. APPROVAL OF MINUTES

A. December 4, 2019 meeting

A MOTION WAS MADE BY MR. WITTENBORN AND SECONDED BY MR. MOORE TO APPROVE THE MINUTES OF THE DECEMBER 4, 2019 MEETING AS PRESENTED. APPROVED (7-0).

II. REPORT OF THE CHAIRMAN

No report given.

III. EXECUTIVE SUMMARY

A. Executive Director Report

Mr. Otto clarified that the update included within the Executive Director Summary for Hangar 5 Butler was premature. The Board of County Commissioners final vote will occur the following day, after the Airport Commission meeting.

Mr. Otto introduced the new Operations Supervisor as George Hopper, who was unable to attend today's meeting due to being on duty for weather conditions. He will attend a future JCAC meeting.

Mr. Otto presented a copy of the recent Gardner News, where Johnson County Airport Commission was reported on for both the aircraft accident near Executive Airport and the stormwater improvement project at the Navy Pond spillway.
Mr. Otto recognized the airport staff for receiving the Best of Gardner award for the best airport. He further explained that the award reflects the achievements of businesses, non-profits, and industry surrounding the Gardner community.

Mr. Otto presented County Commission Mike Brown with a historic framed picture of both airports, which will be passed down to Airport Commission Liaisons.

**B. Deputy Director Report**

Mr. Peet addressed the aircraft accident that occurred on 12/31/19 at approximately 4:00 pm CST just east of the Executive Airport. He states that Kansas Highway Patrol, Overland Park, and Olathe responders all came to the scene to assist. NTSB is involved in the investigation, along with the DEA. He states that no cause is listed at this time.

Mr. Peet also states that an After Action Review meeting was held for the accident and a few issues were called out. He states that the Airport Commission staff and the FAA are working together on a letter of agreement regarding suspension of airport operations in similar instances occurring off airport but nearby. He also states that there was discussion regarding Public Information Officers outside of the county reviewing their coordination efforts for similar instances in the future.

Mr. Weisenburger questioned the current status of runway conditions, given the weather of the day. Mr. Peet assured the board that the runways are being treated to acceptable standards.

**IV. FINANCIALS**

**A. Summary of Financials**

Mr. Schoenhofer and Mr. Otto reviewed year end 2019 preliminary numbers, as well as a history of the Johnson County Airport Commission Reserves Fund Balance.

Mr. Schoenhofer made additional comments and submitted written financial documents for November 23 – December 31, 2019 expenditures.

**A MOTION WAS MADE BY MR. MOORE AND SECONDED BY MR. WITTENBORN TO RATIFY THE NOVEMBER AND DECEMBER 2019 EXPENDITURES AS PRESENTED. APPROVED (7-0)**

AT 9:50 AM, MR. PEET LEFT THE MEETING TO OVERSEE SNOW OPERATIONS.

**V. DISCUSSION ITEMS**

a. **Consideration and Approval of City of Gardner Application No. FP-19-05 for a Final Plat for Tallgrass, 1st Plat, a two lot plat, and FDP-19-03, a Final Development Plan for Tallgrass Phase 1, which includes 184 apartment units in 10 buildings, a club house building, and a maintenance building, located at the northwest corner of University Drive and Moonlight Road, Gardner Kansas, for the reasons and subject to the stipulations recommended in the staff report**
Ms. Diane Wicklund, Johnson County Planning department, presented the staff report. She states the plans submitted match the preliminary plans submitted. She also states the area surrounding the property is mainly residential, industrial, and public service and is compatible with airport operations. County planning staff recommends approval with two stipulations provided.

Mr. Weisenburger questioned the impact to the Business Park. Ms. Dunham explained while there is a statute for airport compatibility requiring this review, but there is no statute requiring the same for the business park.

Mr. Weisenburger opened the floor for to the City of Gardner officials, with no comments being made.

Mr. Weisenburger opened the floor for comments from the public, with no comments being made.

A MOTION WAS MADE BY MR. SPENCE AND SECONDED BY MS. LEHMAN TO APPROVE THE CITY OF GARDNER APPLICATION NO. FP-19-05 FOR A FINAL PLAT FOR TALLGRASS, 1ST PLAT, A TWO LOT PLAT, AND FDP-19-03, A FINAL DEVELOPMENT PLAN FOR TALLGRASS PHASE 1, WHICH INCLUDES 184 APARTMENT UNITS IN 10 BUILDINGS, A CLUB HOUSE BUILDING, AND A MAINTENANCE BUILDING, LOCATED AT THE NORTHWEST CORNER OF UNIVERSITY DRIVE AND MOONLIGHT ROAD, GARDNER KANSAS, FOR THE REASONS AND SUBJECT TO THE STIPULATIONS RECOMMENDED IN THE STAFF REPORT AS PRESENTED. APPROVED (7-0)

b. Consider approval of the FY21 Capital Improvement Budget, Capital Replacement Budget, and Equipment Replacement Submissions

Mr. Schoenhofer presented the 5 year preliminary plan for capital improvement, capital replacement, and equipment replacement projects. Mr. Otto presented further detail on the New Century Maintenance Building and Airport Commission Administrative Building priority needs.

Mr. Otto and Mr. Schoenhofer presented a brief overview of the current options for the 600 New Century Pkwy building once vacant later this year.

A MOTION WAS MADE BY MR. SPENCE AND SECONDED BY MR. HARRIS TO APPROVE THE FY21 CAPITAL IMPROVEMENT BUDGET, CAPITAL REPLACEMENT BUDGET, AND EQUIPMENT REPLACEMENT SUBMISSIONS AS PRESENTED. APPROVED (7-0)

c. Consideration and Approval of Johnson County Airport Reserve Policy

Mr. Otto presented a draft of a reserve policy. The policy's purpose would be to establish target and minimum levels of non-obligated fund balance to be maintained in the General Fund, water reserve, and equipment reserve.

A MOTION WAS MADE BY MR. KISSINGER AND SECONDED BY MR. MOORE TO ADOPT THE JOHNSON COUNTY AIRPORT RESERVE POLICY AS PRESENTED. APPROVED (7-0)
d. **Consideration and Approval of Rail Maintenance Agreement with Kelly Hill and Musselman and Hall in support of the New Century Shortline Railroad (JCAX)**

Mr. Otto explained three bids were collected for future repairs needed for the New Century Railroad. Of these three bids, the Airport Commission staff recommends that two of the three vendors are approved for agreement, Kelly Hill and Musselman and Hall. Mr. Otto explained that the maintenance agreement would allow staff to utilize either company for both maintenance and repair work.

Mr. Weisenburger questioned whether bids would be collected from both contractors for work needed. Mr. Otto agreed that this method would be utilized for larger projects, which allows pricing to remain competitive.

**A MOTION WAS MADE BY MS. LEHMAN AND SECONDED BY MR. MOORE TO AUTHORIZE CONTRACTS WITH KELLY HILL COMPANY AND MUSSELMAN & HALL, LLC FOR RAILROAD MAINTENANCE AND REPAIR AT A COST NOT TO EXCEED $600,000 UNDER RFP #2019-118. APPROVED (7-0)**

AT 10:26 AM, MR. HARRIS LEFT THE MEETING.

e. **Southwest Johnson County Economic Development Corporation President’s Report**

Mr. Martinette presented the Southwest Johnson County Economic Development Corporation President’s Report, in addition to a 2019 Scope of Work Review and 2020 Scope of Work Presentation.

AT 10:35 AM, MR. BROWN LEFT THE MEETING.

f. **Consideration and Approval of Southwest Johnson County Economic Development Corporation Agreement and Statement of Work for 2020**

Mr. Otto states that this would continue the work of Southwest Johnson County Economic Development Corporation through January 31, 2021.

**A MOTION WAS MADE BY MS. LEHMAN AND SECONDED BY MR. MOORE TO APPROVE THE SOUTHWEST JOHNSON COUNTY ECONOMIC DEVELOPMENT CORPORATION AGREEMENT AND STATEMENT OF WORK FOR 2020 AS PRESENTED. APPROVED (6-0)**

g. **Presentation of Economic Impact Report of Activities at Johnson County’s Two General Aviation Airports by CERI**

Mr. Doug Davidson from CERI presented the draft findings of the Economic Impact Analysis for New Century AirCenter and Johnson County Executive Airport. He explained the analysis to include the impact the two airports have on nearby businesses and industries. The preliminary results of the analysis reflect a $1.2 billion industry output impact from the two airports.

VI. **BUSINESS FROM THE FLOOR**

No business from the floor.

VII. **EXECUTIVE SESSION**
No Executive Session was held.

VIII. ADJOURNMENT

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

MOVED BY MR. WITTENBORN AND SECONDED BY MR. MOORE TO ADJOURN. APPROVED (6-0)

John Wittenborn, Secretary

Aaron Otto, Executive Director