JOHNSON COUNTY AIRPORT COMMISSION
MEETING MINUTES

April 24, 2019 – 9:00 a.m.

Johnson County Airport Commission Boardroom

Airport Commission

Present: Brockhaus, Harris, Kissinger, Moore, Spence, Weisenburger, Wittenborn

Staff: Dunham, Hiskey, Johnson, Otto, Peet

Others: Mike Brown, 6th District County Commissioner
        Joe Connor, Assistant County Manager
        Greg Martinette, SWJoCoEDC

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

I. APPROVAL OF MINUTES

   A. March 27, 2019 meeting

      A MOTION WAS MADE BY MR. SPENCE AND SECONDED BY MR. HARRIS TO APPROVE THE MINUTES
      OF THE MARCH 27, 2019 MEETING AS PRESENTED. APPROVED (7-0).

   B. Revised Minutes for the January 23, 2019 and February 27, 2019 Meetings

      A MOTION WAS MADE BY MR. HARRIS AND SECONDED BY MR. SPENCE TO APPROVE THE REVISED
      MINUTES OF THE JANUARY 23, 2019 AND FEBRUARY 27, 2019 MEETINGS. APPROVED (7-0).

II. REPORT OF THE CHAIRMAN

   No report of the Chairman.

III. EXECUTIVE SUMMARY

   A. Executive Director Report

      Mr. Otto commented on the fire at a tenant’s location in the business park recently. The Fire
      District #1 did a great job handling the emergency.
Mr. Otto attended the State of the County meeting and annual report presented by Chairman Eilert. A written booklet of the 2018 Year in Review, Building Strong Communities, was distributed to the commission. There was a page highlighting the Airport Commission’s activities during the previous year.

After months of discussion, City of Olathe officials, in accordance with Federal Statue, have agreed to remit sales tax on fuel sales at Executive that are collected by the City to the Airport Commission. The first remittance was for 2017 and totaled approximately $18,000. This makes the City of Olathe remittance practice consistent with Johnson County government for sales taxes it collects on fuel sales at both airports. Right now they are working on the numbers for reimbursement for 2018.

a) JCAC Internal Audit Report Update

Mr. Otto commented that they are still working on implementing the audit recommendations from two years ago. He submitted a written update on recent progress made. Over the last number of months the number of open audit recommendations have been reduced from 5 to 1 since the last report to the airport commission in the third quarter of 2018.

A list of assets between $1,000 and $10,000 was created and will be used as a reference point for future inventory efforts. Anything over $10,000 would be on a capital asset inventory. A physical inventory was also performed on those items between $1,000 to $10,000 and all electronic equipment.

The purchase of a barcode system for future inventory tracking was recommended by the auditors. After investigating the barcode options, it was decided not to pursue this further since many of the items are outside and the overall number of items is small.

The Continuity of Operations Plan was updated for Emergency Management disaster recovery.

The team is working on the last item and after that they should be able to close out all the recommendations from the county audit.

B. **Deputy Director Report**

Mr. Peet introduced new staff member positions. Curtis Rogers, has accepted the Operations Supervisor position, and Frankie Whittaker has accepted the position of Maintenance Specialist.

Mr. Otto commented that they have a water specialist who will be introduced at the next meeting and will still be hiring for the mechanic position. A new organizational chart will be presented at next month’s meeting.
Mr. Peet presented the Deputy Director’s report. The Phase 1B of Runway 18/36 project has begun. Ideker is building their access road on the south side of OJC. The anticipated date for the runway demo is around June 6, 2019 and will be about a 120 day project. We will still have about 3,000 feet of runway available during the reconstruction.

Mr. Peet updated that they have found a contractor for the front steps of the Admin Building.

Mr. Wittenborn inquired about the control and disbursement of the bird population at the airports. Mr. Peet responded that Frankie Whittaker has been working on the geese project and getting an egg oiling permit. Mr. Whittaker gave an update and commented that the goose population is down 10% from last year.

Mr. Otto commented that we currently have 12 million dollars’ worth of projects going on at the two airports such as the wastewater project at OJC, the Runway Project at OJC, the Stormwater project at IXD and some road projects which will require staff oversite in the coming months.

**IV. FINANCIALS**

A. **Summary of Financials**

Mr. Hiskey introduced Michell Prothe as the new Administrative and Customer Service Assistant.

Mr. Hiskey submitted written financial documents.

Mr. Otto thanked Mr. Hiskey for creating fillable forms for all of the lease documents and uploading them to the website. He commented that the notices would be going out soon that request all T-Hangar tenants to sign a new lease and provide updated documentation.

B. **Consider ratifying the March 2019 expenditures as presented**

**A MOTION WAS MADE BY MR. HARRIS AND SECONDED BY MR. SPENCE TO RATIFY THE MARCH 2019 EXPENDITURES AS PRESENTED. APPROVED (7-0)**

**V. DISCUSSION ITEMS**

a. **Consider Street Naming as John Glenn Way at New Century**

Mr. Otto presented the street naming discussion item for a road at New Century Business Park. He explained that John Glenn learned to fly at New Century when it was part of the Olathe Naval Air Station in the 1940s.

**A MOTION WAS MADE BY MR. WITTENBORN AND SECONDED BY MR. MOORE TO RECOMMEND THE NAMING OF SAID STREET AS JOHN GLENN WAY AT NEW CENTURY. APPROVED (7-0)**
 Consider Adoption of Airport Commission Final Budget submittal for FY20

Mr. Hiskey presented the Final Budget submittal for FY20 with written documents and slides.

A MOTION WAS MADE BY MR. MOORE AND SECONDED BY MR. WITTENBORN TO RECOMMEND ADOPTION OF THE AIRPORT COMMISSION FINAL BUDGET SUBMITTAL FOR FY20. APPROVED (7-0)

c. Update on Preservation Report for WWII Era Bunker as Part of the Environmental Assessment Process

Mr. Peet updated the commission on the Preservation Report for the WWII Era Bunker as part of the environmental assessment. Mr. Peet said they would need to do some updates on the bunker to meet the qualifications of the State Historic Preservation Office and allow public access to the site.

Mr. Otto commented that when they did the environmental assessment process they found 9 historical sites and the provision from the State Historical Society and the FAA was that they preserve one of those sites.

A recommendation was made to discuss the project further in the future.

d. Southwest Johnson County Economic Development Corporation President Report

Mr. Greg Martinette presented the Southwest County Economic Development President’s Report for April of 2019.

The annual meeting for the SWJoCoEDC will be on May 8th featuring speaker Julie Lorenz, Kansas Secretary of Transportation.

Mr. Otto commented that Kansas Congresswoman, Sharice Davids, who also sits on the House Transportation Committee and Subcommittee on Aviation, would be visiting on Friday and getting a tour of New Century.

VI. BUSINESS FROM THE FLOOR

The Chairman, on behalf of the Board, opened the public comment portion of the meeting. Thereupon, the courtesy of the floor was extended to:

Rick Grossman, 13117 Bluejacket, Overland Park, who spoke on items unrelated to that day’s agenda.

The Chairman called for further comments from the public and, hearing none, closed the public comment portion of the meeting.

VII. EXECUTIVE SESSION

NO EXECUTIVE SESSION WAS HELD
VIII. ADJOURNMENT

There being no further business, at 9:55 AM the meeting was adjourned.

A MOTION WAS MADE BY MR. WITTENBORN AND SECONDED BY MR. SPENCE TO ADJOURN.
APPROVED (7-0)

John Wittenborn, Secretary

Aaron Otto, Executive Director