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

(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. NOHE, SECONDED BY MR. VIETS, TO APPROVE THE MINUTES OF THE DECEMBER 21, 1994 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (7-0).

II. REPORT OF THE CHAIRMAN

The Chairman reserved his comments for later in the meeting.

III. CONSENT AGENDA ITEMS

A. Consider renewing a parking lot lease with the Army Corps of Engineers and authorizing the Executive Director to execute the agreement.

MOVED BY MR. HEAVEN, SECONDED BY MR. NOHE TO APPROVE THE ITEMS ON THE CONSENT AGENDA. APPROVED (7-0).

IV. EXECUTIVE SUMMARY

A. Consider ratifying the December expenditures as presented.

Mr. Meyer stated that he would like to see a summary of the financial aspects of the CCG agreement and a monthly report on expenditures with CCG. Chairman Winn suggested having a separate page included in the packets for marketing. Ms. Smyth stated that
JOHNSON COUNTY AIRPORT COMMISSION
MONTHLY MEETING AGENDA
New Century AirCenter, Kansas
Wednesday, January 25, 1995 - 9:00 A.M.

TAB

I. APPROVAL OF MINUTES of December 21, 1994 meeting.

II. REPORT OF THE CHAIRMAN:

III. CONSENT AGENDA ITEMS:
A. Consider renewing a parking lot lease with the Army Corps of Engineers and authorizing the Executive Director to execute the agreement.

IV. EXECUTIVE SUMMARY:
A. Consider ratifying the December expenditures as presented.
B. Summary of Financials.
C. Report from President, Southwest Johnson County E.D.C.

V. DISCUSSION ITEMS:
A. Discuss draft Preliminary Development Plan for planning and zoning procedures.
B. Staff report on vehicle parking and outside storage.
C. Consider recommending to the Board of County Commissioners that it reconsider its selection of Alignment Option D for the extension of New Century Parkway from 159th Street to 151st Street.
D. Discuss Real Estate Broker RFP.

VI. BUSINESS FROM THE FLOOR

VII. EXECUTIVE SESSION:

VIII. DISCUSSION ITEMS:

IX. ADJOURNMENT
JOHNSON COUNTY AIRPORT COMMISSION

MONTHLY MEETING AGENDA
New Century AirCenter, Kansas
Wednesday, January 25, 1995 - 9:00 A.M.

TAB

A. APPROVAL OF MINUTES of December 21, 1994 meeting.

B.

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II.

D. III.

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VII.
VIII.

REPORT OF THE CHAIRMAN:

CONSENT AGENDA ITEMS:

A. Consider renewing a parking lot lease with the Army Corps of Engineers and authorizing the Executive Director to execute the agreement.

EXECUTIVE SUMMARY:

A. Consider ratifying the December expenditures as presented.

B. Summary of Financials.

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

DISCUSSION ITEMS:

A. Discuss draft Preliminary Development Plan for planning and zoning procedures.

B. Staff report on vehicle parking and outside storage.

C. Consider recommending to the Board of County Commissioners that it reconsider its selection of Alignment Option D for the extension of New Century Parkway from 159th Street to 151st Street.

D. Discuss Real Estate Broker RFP.
BUSINESS FROM THE FLOOR

EXECUTIVE SESSION:

Discuss land acquisition.

ADJOURNMENT
I. APPROVAL OF MINUTES of February 22, 1995 meeting.

II. REPORT OF THE CHAIRMAN:
   A. Report from Midwest Air Traffic Control Services.

III. CONSENT AGENDA ITEMS:

IV. EXECUTIVE SUMMARY:
   A. Consider ratifying the February expenditures as presented.
   B. Summary of Financials.
   C. Report from President, Southwest Johnson County E.D.C.

V. DISCUSSION ITEMS:
   A. Discuss Preliminary Development Plan.
   B. Consider approval of CIP/preliminary discussions on budget.
   C. Discuss Administration Building roof project.

VI. BUSINESS FROM THE FLOOR

VII. EXECUTIVE SESSION:
   Executive Director's evaluation.

VIII. ADJOURNMENT
I. APPROVAL OF MINUTES of March 22, 1995 meeting.

II. REPORT OF THE CHAIRMAN:

III. CONSENT AGENDA ITEMS:

   A. Consider recommending to the BoCC approval of Amendment No. 1 to the Grant Agreement for AIP Project No. 3-20-0062-12, for the asphaltic concrete overlay project at Executive Airport in the amount of $233,997.00.

IV. EXECUTIVE SUMMARY:

   A. Consider ratifying the March expenditures as presented.

   B. Summary of Financials.

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

V. DISCUSSION ITEMS:

   A. Presentation of proposed 1996 Budget.

   B. Discuss Preliminary Development Plan.

   C. Consider recommending approval to the BoCC the award of the Real Estate Broker competition to J.P. Fogel and Company, Industrial Brokers.

VI. BUSINESS FROM THE FLOOR

VII. ADJOURNMENT

VIII. RESIDENT BUSINESS REPORT:

   Tour of Steel & Pipe Supply Company's building.
I.  APPROVAL OF MINUTES of April 26, 1995 meeting.

II.  REPORT OF THE CHAIRMAN:

III.  CONSENT AGENDA ITEMS:

   A. Consider ratifying the chairman's approval of a leasehold mortgage for Dazey Corporation.

IV.  EXECUTIVE SUMMARY:

   A. Consider ratifying the April and May expenditures as presented.

   B. Summary of Financials.

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

V.  DISCUSSION ITEMS:

   A. Consider approving the creation of a "Project Coordinator" position.

   B. Status of Kings hangar acquisition.


VI.  BUSINESS FROM THE FLOOR

VII.  ADJOURNMENT

VIII.  RESIDENT BUSINESS REPORT:

   Tour of Kings Aviation's building.
TAB

I. APPROVAL OF MINUTES of June 14, 1995 meeting.

II. REPORT OF THE CHAIRMAN:

A. Election of Officers.

III. CONSENT AGENDA ITEMS:

A. Consider approving a modification of the interlocal cooperation agreement with Fire District #1 to eliminate telephone call handling for the District by Airport staff and proportionately reducing the fee paid by the District for office services provided by the Airport Commission.

B. Consider authorizing the chairman to execute an addendum to the Grindsted ground lease to add 2.4 acres to Grindsted's leasehold to accommodate an expansion of its facility and to increase the ground rental payment by $437.41 per month.

C. Consider authorizing the Chairman to sign a Notice of Contract for the Busch and Pretz land acquisitions.

D. Consider recommending to the BoCC the acceptance of Supplemental Agreement No. 2 to Capital Electric's contract, pending FAA approval, in the amount of $73,920.57.

E. Consider authorizing the Chairman to execute a consent and agreement to the reassignment of leasehold interest from KCCB, Inc. to Howell Mouldings, L.L.C.

F. Consider recommending approval of an amendment to an engineering contract with Burns and McDonnell for the taxiway overlay project at Executive Airport.

IV. EXECUTIVE SUMMARY:

A. Review staff reports.

B. Consider ratifying the June expenditures as presented.

C. Summary of Financials.
V. D. Report from President, Southwest Johnson County E.D.C.

**DISCUSSION ITEMS:**

A. Discuss neighbor concerns about railroad operations.

B. Consider recommending approval to the BoCC of an amendment to an engineering services contract with Burns & McDonnell.

C. Consider the termination of a hangar lease for the Sprint Flight Facilities hangar.

D. Report from J.P. Fogel.

E. Report from CCG.

VI. **BUSINESS FROM THE FLOOR**

VII. **ADJOURNMENT**

VIII. **RESIDENT BUSINESS REPORT:**

Tour of Olathe Naval Air Museum.
I. APPROVAL OF MINUTES of September 27, 1995 meeting.

II. REPORT OF THE CHAIRMAN:

III. CONSENT AGENDA ITEMS:

A. 
B. 
C. 

IV. EXECUTIVE SUMMARY:

A. Review staff reports.
B. Consider ratifying the September expenditures as presented.
C. Summary of Financials.
D. Report from President, Southwest Johnson County E.D.C.

V. DISCUSSION ITEMS:

A. 
B. Report from J.P. Fogel.
E. Report from CCG.

VI. BUSINESS FROM THE FLOOR

VII. ADJOURNMENT

VIII. RESIDENT BUSINESS REPORT:

Tour of GTI

10:30 a.m.
JOHNSON COUNTY AIRPORT COMMISSION

MONTHLY MEETING AGENDA
New Century AirCenter, Kansas
Wednesday, November 15, 1995 - 9:00 A.M.

TAB

I. APPROVAL OF MINUTES of September 27, 1995 meeting.

II. REPORT OF THE CHAIRMAN:

A. Presentation to Larry Winn III, who served as Chairman from 1992 to 1995.

B. Confirm January 20, 1996 as the date to conduct the Airport Commission Strategic Planning Retreat.

III. CONSENT AGENDA ITEMS:

IV. EXECUTIVE SUMMARY:

A. Review staff reports.

B. Consider ratifying the September and October expenditures as presented.

C. Summary of Financials.

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

V. DISCUSSION ITEMS:

A. Consider approving the establishment of a "Capital Project Reserves Account" to fund future infrastructure needs for future resident businesses.

B. Consider consenting to a sublease of the Kansas Aircraft Corporation (Michele Stauffer) hangar to Kansas City Aviation Center and approving certain lease assumption rights for KCAC.

C. Consider approving the renewal of a contract with Southwest Johnson County Economic Development Corporation for economic development services for a one year term.

D. Consider approving the renewal of a contract with Corporate Communications Group, Inc. for marketing services for a one year term and consider approving their 1996 Strategic Marketing Plan.

E. Report from J.P. Fogel.
VI. BUSINESS FROM THE FLOOR

VII. EXECUTIVE SESSION:

10:30 a.m.

Attorney/client discussion.

VIII. RESIDENT BUSINESS REPORT:

Tour of Graphic Technology, Inc.

VIV. ADJOURNMENT
staff receives a monthly client report from CCG. Staff will begin including this information in the packet.

B. Summary of Financials.

There were no questions or comments on the financials.

MOVED BY MR. VIETS, SECONDED BY MR. HEAVEN, TO RATIFY THE DECEMBER EXPENDITURES AND TO APPROVE THE SUMMARY OF FINANCIALS AS PRESEN TED. APPROVED (7-0).

C. Report from President, Southwest Johnson County Economic Development Corporation.

Mr. Engelmann reported that he is continuing to provide information to the existing businesses which are in the process of expanding their operations at New Century AirCenter.

V. DISCUSSION ITEMS:

A. Discuss draft Preliminary Development Plan for planning and zoning.

Mr. Barry Hokanson, Planning Department, introduced the Preliminary Development Plan for New Century AirCenter to the Airport Commission, and discussed the basic components. Mr. Hokanson described the three entities in the Development Plan: existing firms with development plans, existing firms with no development plans, and new firms. He also described the approval process in the preliminary development plan, and added it has a lot of flexibility.

Mr. Paul Greeley, Planning Department, stated that they have arrived at the Preliminary Development Plan by integrating appropriate provisions of the Airport Master Plan, the Airport's Covenants, Conditions and Restrictions (CCRs), and the County's Zoning Regulations and Building Codes. The supplementary conditions assume a "blanket variance" for the floor area ratio. The Zoning Regulations state the floor area ratio at 30%, and the airport's regulations state 50%. The Planning Department plans to obtain a blanket variance for the floor area ratio and the off-street parking.

Mr. Hokanson showed the Airport Commission an AIMS map depicting the airport, which also shows vacant parcels of land. He also explained the application process, adding that the application process was designed to be moved through relatively quickly. A project meeting all of the criteria in the pre-approved preliminary development plan would theoretically move through the final development plan process in 17 to 46 days, depending on the timing of the application in relation to the Township Zoning Board's meeting schedule. Planning is anxious to meet with prospective tenants to give them information in advance regarding the development process.
The Planning Department would like to present this concept to the BoCC on February 16, 1995. Mr. Meyer asked if it was intended that the Airport Commission would review the plans of a prospective company. Mr. Hokanson stated that the Airport Commission would be the first point of contact to review the plans. The added feature Planning is proposing is that there would be a combined staff report between Planning Department and Airport staff to the Airport Commission.

Chairman Winn complemented the Planning Department on the progress of the development process. He would like to have criteria developed regarding the retail center, and compare those criteria with other Johnson county cities. He would also like the Planning Department to see if there are other opportunities within the airport for more than one retail center. Chairman Winn suggested having plans reviewed by the Airport Commission and then going directly to the BoCC for their approval. Mr. Hokanson stated that the final development plan would go before the township zoning board, but added that there would not need to be a thirty day notice because this would not have to be a published public hearing. He also added that the Zoning Board would be able to hold a special meeting to take action if the plan was needing immediate attention.

Mr. Viets asked if it has been investigated to bypass the township zoning board altogether. He feels it is redundant to include them since the Airport Commission is a sophisticated review agency which has the statutory authority to make planning and zoning decisions for the airport. Mr. Hokanson stated that this item has been discussed, but it was decided to keep the township zoning board in the loop. Commissioner Craig stated that the BoCC feels that the implementation they have seen so far will be beneficial for the Airport Commission and an opportunity for the Planning Department to have an opportunity to help in any way they can. He does not think that the BoCC will ever eliminate the zoning board participation by turning it over to the Airport Commission. The BoCC feels including the zoning board is an important step, at least for area-wide participation.

Mr. Viets asked about the PEC-3 zoning and asked if there were other examples of this type of zoning in the county that can be compared to the Airport Commission. Mr. Hokanson stated that the PEC-3 is a new category as of last year, and there isn't anything like New Century AirCenter in the unincorporated territory. An example that could be compared roughly to New Century is the Mobay Corporation, an agricultural research park. They have a similar development plan like the plan being discussed, which has worked rather well.

Mr. Viets asked about the merge of the CCRs and the Airport Master Plan. He wanted to know which items were abandoned from the CCRs. He feels that in some cases where we had a park-like campus environment built into the CCRs has been abandoned in favor of flexibility. Mr. Viets feels that this may not be the option the Airport Commission wants to take. Mr. Hokanson stated that it was the intention to pick the positive values in both the CCRs and Master Plan and combine them into the Preliminary Development Plan.

Chairman Winn stated that he is concerned with the landscaping and other items that are
mentioned in the CCRs and Master Plan that were not mentioned in the Preliminary Development Plan. He feels that it needs to be reviewed and provide for sign criteria that not only covers monument signs but also wall signs. He suggested that the Development Committee meet to further discuss the issues in the Preliminary Development Plan.

Mr. Metcalfe stated that the "streamlining" that occurs in the new plan would only occur if the project fits the mold, adding that the recent projects done here at New Century AirCenter would not have fit the criteria. He feels that it is more probable that most projects will not fit the criteria. Staff is concerned that the standards have not yet been completely integrated. Mr. Metcalfe doesn't think the new plan will work as smoothly as presented.

Chairman Winn stated that he doesn't have a problem with the new process, and feels that it brings more consistency to the planning process. He feels that the Planning Department was trying to make the preliminary development layouts broad enough that it would take a significant project to push outside the mold.

Mr. Metcalfe stated that much of the growth in recent years at New Century has been from existing tenants. It is his perception that if the new process had been in place, virtually every expansion project would have had to go through the extended development process and the Board of Zoning Appeals.

Chairman Winn stated that the PEC-3 does not include commercial, and suggested researching PEC-3 further to find out what else it does not include. Mr. Nohe asked that he receive a copy of the AIMS map, once the maps has been finalized. Chairman Winn stated that he would like to spend more time on this issue at a Development Committee meeting, and asked Planning and Airport staff to report to the Airport Commission at the meeting where the CCRs have been implemented in the Preliminary Development Process. Mr. Viets also asked for a copy of the county zoning regulations so the Airport Commission could see what standards and processes are to be applied at the airport.

CONSENSUS OF THE AIRPORT COMMISSION WAS TO CONTINUE THE DISCUSSION ON THE PRELIMINARY DEVELOPMENT PROCESS AT AN UPCOMING DEVELOPMENT COMMITTEE MEETING.

B. Staff report on vehicle parking and outside storage.

Mr. Metcalfe stated that staff has developed a concept for managing semi-trailer parking and outside storage. There are a couple of existing concrete pads at New Century AirCenter that could be utilized as a "service area" for tenants. The concrete pads would store semi trucks and be designated as storage areas. Depending on funding, it may be possible to use landscaping and/or fencing for screening. Mr. Metcalfe stated that it may be beneficial to poll the tenants to determine their volume of trailer traffic, and whether they would use a trailer shifting service. The Airport staff could move the trailers in and out of the storage area for the businesses. A small fee would be charged to cover costs.
Mr. Meyer stated that staff should review the liability exposure and the cost to provide the services. Chairman Winn stated that it would improve the aesthetics of the airport greatly. Mr. Metcalfe stated that it could be integrated into the marketing process as an additional service provided to tenants.

CONSENSUS OF THE AIRPORT COMMISSION WAS TO POLL THE TENANTS AT NEW CENTURY AIRCENTER TO SEE IF THEY ARE INTERESTED IN A SEMI-TRAILER PARKING AND OUTSIDE STORAGE AREA, AND IF THE TENANTS ARE WILLING TO PAY A FEE FOR THE SERVICES.

C. Consider recommending to the Board of County Commissioners that it reconsider its selection of Alignment Option D for the extension of New Century Parkway from 159th Street to 151st Street.

Chairman Winn suggested that Item C be pulled from the agenda to be discussed in Executive Session. He feels that it is directly tied into the Land Acquisition issues, which are scheduled to be discussed in Executive Session.

D. Discuss Real Estate Broker RFP.

A draft Real Estate Broker RFP was presented to the Airport Commission for review. The Airport Commission was asked to respond back to staff by the end of the week if they have any comments or changes to the draft. Chairman Winn suggested that this item should be discussed further at a Development Committee meeting.

Mr. Viets felt that the process should proceed immediately instead of waiting until a Development Committee meeting takes place. Mr. Metcalfe stated that Purchasing is ready to proceed once the Airport Commission is ready. Mr. Heaven suggested a clause be added allowing the Airport Commission the reserve the right to reject any and all bids.

Mr. Meyer asked if we have identified what the responsibilities of the broker would be. Mr. Metcalfe stated that this is a Request For Proposals and part of the process is for the proponents to suggest what the relationship should be. Mr. Nohe suggested doing a Request For Qualifications first and then move to the Proposal process. Mr. Viets suggested proceeding with RFP and then see what happens. He feels that asking for qualifications seems like a logical thing to do, but isn't sure how you would qualify someone. Chairman Winn likes the idea of having a generic RFP.

Ms. Mullin stated that by limiting the response of the brokers, it may also be limiting their creativity. She also stated that in the scope of services, the renewal of existing leases needs to be excluded from the broker's commission. Chairman Winn stated that Ms. Mullin has a good point, but there may be some instances where the broker may be entitled to compensation for retaining existing tenants at New Century AirCenter. As an example, what happens if the existing tenant hires a broker with the sole intent to look for facilities, which would include expanding the existing facility or moving to another area. If
the tenant's broker has negotiations with the Airport Commission's broker, and our broker is able to negotiate with the tenant to expand here, would the broker be entitled to a commission. Ms. Mullin suggested that staff look into Johnson County Community College's process for retaining their broker.

Chairman Winn stated that if anyone on the Airport Commission would like to be on the selection committee to let Mr. Metcalfe know.

**CONSENSUS OF THE AIRPORT COMMISSION WAS TO DISCUSS THE REAL ESTATE BROKER RFP FURTHER AT A DEVELOPMENT COMMITTEE MEETING.**

**VI. BUSINESS FROM THE FLOOR**

Chairman Winn stated that an Executive Session was necessary to discuss Land Acquisition issues.

MOVED BY MR. HEAVEN, SECONDED BY MR. VIETS TO ADJOURN INTO EXECUTIVE SESSION AT 10:30 A.M. TO DISCUSS LAND ACQUISITION UNTIL 11:00 A.M. APPROVED (7-0).

Steve Porter, Olathe Daily News, asked if the entrance road alignment option would also be discussed in Executive Session. Chairman Winn stated that he did not know how to separate the discussion between the land acquisition and the alignment option because they were directly related and were part of the negotiations with the land owners. In Mr. Porter's view, he feels that it is public business and should be conducted in public session.

Mr. Ford stated that in connection with the contract for the acquisition of the land, staff needs to discuss, as part of that, the alignments. He stated that it is directly tied into the contract. It also falls within communications with the counsel for purposes of land acquisition.

Mr. Porter stated that this item has been discussed not only by the Airport Commission, but also by the BOCC. He feels that the alignment option is public business and he objects. Mr. Ford stated that it is public business, some of the discussions needs to be in open meeting, and some of it does not have to be in open meeting. It is his opinion that this discussion does not have to be in open meeting. Chairman Winn stated that he could not figure out a way to separate the two issues without getting into attorney-client privileges.

Mr. Ford stated that the contract for the acquisition will include a proposed alignment for the contract. The negotiations specifically include an alignment as a part of the acquisition contract. Chairman Winn was satisfied that the alignment option can legitimately be discussed in Executive Session and stated that the Airport Commission will adjourn from Executive Session at 11:00 p.m.
VII. EXECUTIVE SESSION

MOVED BY MR. HEAVEN, SECONDED BY MR. VIETS TO EXTEND THE EXECUTIVE SESSION UNTIL 11:10 A.M. APPROVED (7-0).

MOVED BY MR. HEAVEN, SECONDED BY MR. VIETS TO EXTEND THE EXECUTIVE SESSION UNTIL 11:25 A.M. APPROVED (7-0).

The Airport Commission instructed legal counsel to make one last attempt on negotiating a contract. If no agreement was reached, then legal counsel is to proceed with condemnation.

VIII. ADJOURNMENT

The meeting reconvened at 11:25 a.m.

MOVED BY MR. VIETS SECONDED BY MS. THOMEN TO ADJOURN THE MEETING AT 11:25 A.M. APPROVED (7-0).

______________________________   _______________________________
Phyllis Thomen, Secretary                        R. Lee Metcalfe, Executive Director
II. APPROVAL OF THE MINUTES

MOVED BY MR. HEAVEN, SECONDED BY MR. VIETS, TO APPROVE THE MINUTES OF THE JANUARY 25, 1995 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (5-0).

II. REPORT OF THE CHAIRMAN

The Vice-Chairman reported that he would be chairing the meeting in the absence of Chairman Winn.

Resident Business Report - Stouse Sign and Decal, Inc.

Mr. Metcalfe introduced Bary Marquardt, President of Stouse Sign and Decal, Inc. Mr. Marquardt stated that Stouse is a privately held company that has been in business for 18 years. Stouse relocated from Kansas City, Missouri to the Industrial Airport in 1987 after a lengthy relocation/site-selection process. They had looked into areas such as Eudora, Gardner, Paola, Ottawa and Lawrence. Mr. Marquardt stated that Stouse was very pleased about having located here.

Stouse is a screen-printing business that came to the Industrial Airport with 65 employees and annual sales of $4.5 million. Two years ago, Stouse expanded their facilities with a 50,000 sq. ft. addition. Stouse now employees 240 persons and has over $15 million in annual sales. Stouse expects to grow 10-15% this year to over 330 employees, and has a 20,000 sq. ft. office and 60,000 sq. ft. warehouse expansion planned.
Mr. Marquardt stated that Stouse manufactures mainly pressure-sensitive decals and stickers and showed samples of the screen prints to the Airport Commission. Stouse produces over 25 million bumper stickers per year. They market their products through manufacturer's representatives out of a catalog and have no in-house marketers. Over 120,000 catalogs are printed each year.

Vice-Chairman Nohe asked about Stouse's main form of transportation for distribution. Mr. Marquardt stated that U.P.S. and Federal Express are their main forms of distribution transportation. For larger orders, motor freight is used. He stated that having an air cargo carrier located at New Century AirCenter would greatly benefit Stouse.

Vice-Chairman Nohe thanked Mr. Marquardt for attending the Airport Commission meeting and reporting on his company.

III. CONSENT AGENDA ITEMS

There were no consent agenda items.

IV. EXECUTIVE SUMMARY

A. Consider ratifying the January expenditures as presented.

Ms. Thomen inquired about the purchase of two hot water heaters. Mr. Metcalfe replied that the Administration Building and Maintenance Building employee break rooms did not have hot water. The water heaters were installed in the break rooms during remodelling projects this winter.

Vice-Chairman Nohe asked about the 3/4 acre of land that was purchased. Mr. Fredrichs stated that the land was acquired at 207th and Pflumm Road for the outer marker radio transmitter and antenna for Executive Airport.

MOVED BY MR. MEYER, SECONDED BY MR. VIETS, TO RATIFY THE JANUARY EXPENDITURES AS PRESENTED. APPROVED (5-0).

B. Summary of Financials.

Ms. Smyth reported that staff is currently going through the year end financials. The year-end closing and reporting were handled differently by the County Finance Dept. this year, which has caused some problems, especially on the project accounts. The December financials were presented in the January meeting, and there are no significant changes expected.

C. Report from President, Southwest Johnson County Economic Development Corporation.

Mr. Engelmann reported that he is hosting a meeting on Friday, February 24, 1995 with various companies at the AirCenter to discuss the feasibility of having a Job Fair this year.
He stated that the Navy has graciously volunteered their building to conduct the fair. Mr. Metcalfe described what the job fair would entail and how it would benefit the resident businesses at New Century AirCenter. The Airport Commission is co-sponsoring the Job Fair with the E.D.C.

V. DISCUSSION ITEMS:

A. Consider recommending approval to the BoCC of a resolution of intent to issue up to $5,000,000 in Private Activity (formerly Industrial Revenue) Bonds to finance the construction of an 80,000 sq. ft. building expansion and the acquisition of printing equipment for Stouse Sign & Decal, Inc. at New Century AirCenter.

Mr. Metcalfe stated that staff is recommending the Airport Commission recommend to the BoCC that they issue a resolution of intent for up to $5,000,000 for the Stouse Sign & Decal expansion and the acquisition of printing equipment. Stouse is currently preparing financials for the past three years. Airport staff, along with Mr. Marquardt and Mr. Lewis, met with the county's bond counsel regarding the procedures for a bond issuance.

Mr. Metcalfe showed the Airport Commission a blueprint with the proposed addition. Stouse has already been through the county planning process. At this time, Stouse has not identified a contractor for the construction of the expansion. The exterior of the new building will coincide with the current building.

Mr. Viets asked if there was still any concern over the GTI/Stouse issue regarding the property boundaries. Mr. Marquardt stated that GTI and Stouse have long-since resolved the issue over the acreage. He added that with this expansion, Stouse would essentially be land-locked. Mr. Metcalfe stated that there is about one acre of land that neither GTI nor Stouse lease that could be utilized for parking area in the future if needed.

Mr. Meyer asked why Stouse relocated to Industrial Airport. Mr. Marquardt stated that they had initially decided to locate in Eudora, but they could not guarantee a sewer system by the time the building would have been completed. It was then that Stouse started looking at the Industrial Airport. He stated that the location was very good and they liked the fact that they could lease land instead of purchasing it.

Mr. Heaven stated that he was extremely impressed with Stouse Sign & Decal and feels the expansion is a perfect addition to what is trying to be accomplished at New Century AirCenter.

Vice-Chairman Nohe stated that his employer, Mark Twain Bank, has entered into discussions with Stouse concerning the bond financing, and therefore he is abstaining from voting due to the potential conflict of interest.

MOVED BY MR. HEAVEN, SECONDED BY MR. MEYER TO RECOMMEND TO THE BOCC APPROVAL OF A RESOLUTION OF INTENT TO ISSUE UP TO $5,000,000 IN PRIVATE ACTIVITY BONDS (IRBs) ON BEHALF OF STOUSE SIGN & DECAL, INC., CONTINGENT
UPON STOUSE'S SATISFACTORY FULFILLMENT OF ALL REQUIREMENTS AS DEFINED BY THE COUNTY'S BOND COUNSEL. VICE-CHAIRMAN NOHE ABSTAINED FROM THE MOTION. APPROVED (4-0).

B. Consider approving Airport Commission staff's recommendation for stormwater permitting procedure and tenant fee structure at New Century AirCenter and Executive Airport.

Mr. Howard reported that staff has been working for some time on the "best management practices" at the AirCenter and Executive Airport. Both airports and all businesses at each would apply for a general industrial permits, with the tenants being co-permittees. The cost of the permit would be equally divided among the tenants and the two airports.

Ms. Thomen asked if staff met with the tenants as a group. Mr. Howard replied that staff has met with many of the tenants, and added that the consultants met with each tenant individually. The tenants are aware that the cost of the permit would be divided by each tenant. Mr. Howard stated that some of the tenants were extremely pleased that this would be a group permit, because they recognized that the cost would be significantly higher if they were to apply for a permit individually.

Vice-chairman Nohe asked about the annual fee for the permit. Mr. Howard responded that the annual fee will be under $100.00 per company. Mr. Metcalfe stated that the companies listed on the briefing sheet are specifically required by EPA regulations to have a stormwater permit. He stated that it would cost more if the company were to apply for the permit individually rather than as a group. Mr. Heaven asked what would happen if one of the companies does not participate in the permit. Mr. Metcalfe stated that in case a company does not wish to participate, the fee would then be divided by the remaining participants. He stated that it is staff's hope to convince everyone to participate in what he feels is a benefit to the tenants. Mr. Howard also stated that the companies are aware that Kansas Department of Health and Environment (KDHE) will be notified if their company does not participate in the group permit.

Mr. Metcalfe stated that staff realizes that the permit fee of $1,700.00 may be a significant amount for some tenants. Vice-Chairman Nohe suggested that staff work with the tenants if arrangements needs to be made in the payment of the fee.

Discussion arose as to how this process would impact the new tenants at the AirCenter that were not in the initial permit. Vice-Chairman Nohe asked that staff report back on the process.

MOVED BY MR. VIETS, SECONDED BY MR. HEAVEN TO APPROVE THE STORMWATER PERMITTING PROCEDURE AND TENANT FEE STRUCTURE AT NEW CENTURY AIRCENTER AND EXECUTIVE AIRPORT AS OUTLINED BY STAFF. VICE-CHAIRMAN NOHE STATED THAT IF A TENANT CHOSE NOT TO PARTICIPATE, THEN THE AMOUNT OF THE FEE WOULD BE DIVIDED EQUALLY AMONG THE TENANTS PARTICIPATING. APPROVED (5-0).

C. Marketing program: Review local ad and brochure copy outline.
Suzanne Goodack, CCG, presented an overview of the first phase of the marketing program and identified the core tools that are necessary to launch the new identity program, which includes business cards and letterhead, along with the marketing folder. Temporary signage is being implemented and will be erected to coincide with the Kansas Department of Transportation's (KDOT) new signage for the airport, which is expected mid-March.

Ms. Goodack presented a one page information flyer entitled "New Century Bulletin", which was designed to inform the tenants of important happenings at the AirCenter in between newsletters to communicate with the tenants. Mr. Metcalfe is in the process of developing the content for the first Bulletin, which will contain important information about the temporary signage at the AirCenter. A logo sheet will also accompany the bulletin so tenants can have a black and white version of the logo.

Ms. Goodack introduced a mock-up of the brochure that will be distributed to prospective clients. She feels that the brochure is a key tool in the media relations efforts. At the next meeting, CCG will provide the Airport Commission with a desktop version of the brochure. Ms. Goodack described the contents of the brochure. She stated that the main focus of the brochure is on the multi-modal facility, infrastructure, and location, in which the brochure will have a picture of Sprint/North Supply.

Mr. Viets commented that he regrets having lost the term "Johnson County" as part of the airport and felt that he didn't quite hear "Johnson County" enough. Ms. Goodack responded that Johnson County is the key copy point and that it is mentioned heavily on every page of the brochure. Mr. Viets stated that he was concerned that some of the information will change in the brochure. Ms. Goodack stated that CCG feels that most of the items will not be outdated. CCG plans on incorporating the brochure into a folder of information that will be handed out to prospective clients. The changes will be incorporated in the inserts to the folder, which will be used to update the brochure.

Mr. Viets feels that the broker should have input on the brochure and suggested that the desktop effort wait until the broker has been established. Mr. Meyer asked how long it would take from having the broker on board. Ms. Smyth replied that it would be mid-April, which would be at least 45 days. She added that we may not have a contract signed by then. Ms. Goodack stated that the broker will want tools to work with immediately. Commissioner Lingle asked if the brochures will be mailed out in additional, special envelopes. Ms. Goodack replied that the brochures with either be sent with the folder of information and/or with a cover letter. It is not intended to give the brochures out by themselves. It is CCG's opinion that something accompany the brochure. Mr. Heaven suggested that on the back cover of the brochure, a white box be added so the broker can put their name and address so that they can be contacted.

Mr. Viets was concerned that the brochure did not depict the heavier manufacturing that exists at the AirCenter, such as Grindsted and Toro. Mr. Nohe stated that the diversity of the businesses located at the AirCenter is an important element and needs to be
addressed in the brochure. Mr. Metcalfe reported the brochure will be sent in final draft form for the Airport Commission’s review.

Mr. Metcalfe reported on the local ad. Mr. Heaven felt that the geographic location could be better described for areas that are not familiar with the AirCenter. Vice-Chairman Nohe suggested that the ad mention that the AirCenter was formerly Johnson County Industrial Airport.

Vice-Chairman Nohe felt that not every item in the marketing plan needed individual Airport Commission approval, and that it would be inefficient and cumbersome to do so. Mr. Metcalfe stated that Airport and CCG staff felt it was important for the Airport Commission to review this material initially until there was a common understanding established on theme and content. Thereafter, only new categories of materials would be presented for specific approval.

**CONSENSUS OF THE AIRPORT COMMISSION IS TO PROCEED WITH THE DESIGN OF THE BROCHURE AND TO REPORT BACK TO THE AIRPORT COMMISSION ON ITS PROGRESS AT THE MARCH MEETING.**

**VI. BUSINESS FROM THE FLOOR**

There was no business from the floor.

**VII. EXECUTIVE SESSION**

MOVED BY MR. HEAVEN, SECONDED BY MR. MEYER TO ADJOURN INTO EXECUTIVE SESSION AT 10:10 A.M. TO DISCUSS PENDING LITIGATION UNTIL 10:25 A.M. APPROVED (5-0).

**VIII. ADJOURNMENT**

The meeting reconvened at 10:25 a.m.

MOVED BY MR. VIETS SECONDED BY MR. MEYER TO ADJOURN THE MEETING AT 10:50 A.M. APPROVED (5-0).

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Phyllis Thomen, Secretary        R. Lee Metcalfe, Executive Director
II. REPORT OF THE CHAIRMAN

Resident Business Report - Midwest Air Traffic Control Services

Mr. Metcalfe introduced Mr. Roy Fuquay, Director of Operations for Midwest Air Traffic Control Services (MWATC). Mr. Fuquay reported that MWATC started their operations at Industrial Airport in 1978 and their corporate headquarters are still at the airport today. MWATC now operates 46 control towers in 28 states. MWATC is currently being phased-in to operate the Executive Airport control tower under contract to the Federal Aviation Administration (FAA). Over 30 FAA-operated Level I towers will be assumed by MWATC in the next few years.

Mr. Fuquay complemented New Century AirCenter, and stated that in his opinion, it is in the top five airports in the country in aesthetics, operating conditions and aggressiveness. MWATC has recently moved their corporate headquarters from the Army Reserve hangar to an office on Prairie Village Drive to accommodate the growth in staff. Mr. Metcalfe stated that he has often heard positive comments on the professionalism and courtesy that MWATC extends pilots and others.

Chairman Winn asked if the FAA has privatized operations of all Level I control towers. Mr. Fuquay stated that this process is 50% completed. The FAA feels that having the control towers at Level I airports (airports with less than 150,000 total operations per year) operated under contract by private firms is more cost-effective than manning with Federal employees.
Executive Director Out of Town for May Meeting

Mr. Metcalfe stated that he will be attending the American Association of Airport Executives annual meeting in Boston in May and asked that the May Airport Commission meeting be moved. Chairman Winn suggested an early June meeting because of Memorial Day on May 29, 1995. Ms. Thomen stated that she would be unable to attend an early June meeting. Chairman Winn suggested conducting the June meeting early, on June 14, 1995, and if possible, not having a May meeting. He asked staff to poll the Airport Commission for their availability at the June 14, 1995 meeting.

Maintenance Supervisor Introduced

Mr. Metcalfe introduced Bob Hilgers to the Airport Commission. Mr. Hilgers has been with the Airport Commission for 16 years. He recently moved from the maintenance shop to the administration building to assist the Director, Property Management, with project administration and special projects.

I. APPROVAL OF THE MINUTES

MOVED BY MR. HEAVEN, SECONDED BY MS. THOMEN, TO APPROVE THE MINUTES OF THE FEBRUARY 22, 1995 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (4-0).

III. CONSENT AGENDA ITEMS

There were no consent agenda items.

IV. EXECUTIVE SUMMARY

A. Consider ratifying the February expenditures as presented.

Ms. Thomen inquired about the expense of the rerailed tracks. Mr. Metcalfe replied that two or three times a year, a rail car goes off the tracks and has to be lifted back onto the tracks. The railroad tracks regularly settle and shift due to soil conditions and heavy traffic, causing the tracks to go out of alignment and allowing the wheels of the rail cars to hop of the track.

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

B. Summary of Financials.

Ms. Smyth presented the 1994 year-end financials. She stated that the issues regarding the financial reports have been resolved by the county Finance Department and that Finance is currently working on the project accounts. Ms. Smyth stated that there was a carry-over for 1995. She added that the budget for 1994 was underspent.
Mr. Metcalfe reported that Ms. Smyth has accepted a job with Sprint/North Supply and that this will be her last Airport Commission meeting. Chairman Winn stated that Ms. Smyth has done a fabulous job in her position and feels that the Airport Commission has a tremendous level of confidence in her. He wished Ms. Smyth well in her new position with Sprint/North Supply.

C. Report from President, Southwest Johnson County Economic Development Corporation.

Mr. Engelmann reported that he continues to work on the job fair at New Century AirCenter. He also reported that he has opened six new projects last week.

V. DISCUSSION ITEMS:

A. Consider recommending approval to the BoCC to award a term and supply contract to Shafer, Kline & Warren, P.A. for retainer engineering services for projected airport improvements.

Mr. Metcalfe stated that usually the Airport Commission retains an FAA engineer for projects at the airports since the projects are partially funded through FAA. However, an engineer needs to be retained for 8-10 small projects that will not be funded by FAA. Staff combined the projects and worked with Purchasing to get an RFP for a retainer engineer. Through the selection process, Shafer, Kline & Warren, P.A. was selected.

MOVED BY MR. VIETS, SECONDED BY MS. THOMEN TO RECOMMEND TO THE BOCC TO AWARD A TERM AND SUPPLY CONTRACT TO SHAFER, KLINE & WARREN, P.A. FOR RETAINER ENGINEERING SERVICES FOR PROJECTED AIRPORT IMPROVEMENTS. APPROVED (4-0).

B. Report from JBM Engineers on north entrance road traffic study and design.

Mr. Schmidt, JBM Engineers, reported that JBM was requested by the BOCC to conduct a traffic study to analyze the future traffic implications to justify the concept of a future 4-lane road at New Century AirCenter. Traffic engineers studied the current traffic load and also the master plan for the airport. Their findings predict that opening day of the parkway will yield 2,500 average daily trips (ADT, two-way), which is the existing traffic on the current 159th Street loop road. The master plan predicts that by the year 2010, the traffic load will be between 15,000 - 20,000 ADT. A significant portion of the current and future traffic is semi-trailer trucks, which require considerably more space on a road system than passenger cars. With the truck traffic expected in the year 2010, a 4-lane road is more than justified.

Mr. Schmidt stated that any amount of traffic over 12,000 per day would justify more than 2 lanes. JBM recommends that ultimately a 4-lane road will be necessary. He also stated that the south part of the existing parkway will not be adequate for this amount of traffic. Mr. Schmidt stated that with the volume of truck traffic, the turning radius will need to be larger to provide more room.
Chairman Winn asked about the rights-of-way. Mr. Metcalfe stated that in the past there have been no dedicated rights-of-way because all of the property belongs to the county. Mr. Schmidt stated that there is a 120 ft. right-of-way on the plans for the north entrance road. JBM feels that initially, two lanes will be sufficient with two additional lanes to be added on the west side at some point in the future. Mr. Metcalfe stated that the additional two lanes at the 151st Street intersection should be bid as an alternate due to the fact that there may not be enough funds available. Chairman Winn concurred.

Mr. Schmidt handed out the preliminary cost estimates. He also suggested that an alternate be added for sidewalks on the east side of the road if funds are available. Mr. Viets strongly supported the addition of the sidewalks.

Consensus of the Airport Commission was to report the findings of JBM's traffic study to the BoCC. Mr. Metcalfe asked Commissioner Lingle is she expects the need for a worksession on the north entrance road when it goes before the BoCC. Commission Lingle that a worksession will be necessary.

MOVED BY MR. VIETS, SECONDED BY MR. HEAVEN TO ENDORSE THE CONCEPT OF JBM ENGINEER'S NORTH ENTRANCE ROAD TRAFFIC STUDY AND DESIGN AND RECOMMEND APPROVAL TO THE BOCC. APPROVED (4-0).

C. Discuss Administration Building roof project.

Mr. Howard reported that bids were received for replacing the administration building roof to fix the leaking problems. The low bid was Boone Brothers Roofing for $76,570.00. He also stated that there were no other alternatives for alleviating the problem. Chairman Winn asked how the Airport Commission stood budget-wise for this repair. Ms. Smyth stated that this project was budgeted for $60,000, and with the carry-over from 1994, there would be sufficient funds available.

MOVED BY MS. THOMEN, SECONDED BY MR. HEAVEN TO RECOMMEND TO THE BOCC TO AWARD THE CONTRACT TO BOONE BROTHERS ROOFING FOR REPLACEMENT OF THE ROOF, MASONRY REPAIR AND WATERPROOFING OF THE NEW CENTURY AIRCENTER ADMINISTRATION BUILDING IN AN AMOUNT NOT TO EXCEED $76,570.00. APPROVED (4-0).


Ms. Smyth summarized the department request summary submitted by staff. One new project was added for 1996 and three projects were added for the year 2000. The 1996 project is for the railroad construction and rehabilitation in connection with the Steel & Pipe Supply Company (SPS). SPS funded the Airport Commission's share ($225,000) to have the railroad expanded to their facility, to have a "run-around" siding installed, and to have the existing track rehabilitated to handle the heavy steel cars. This project also benefitted the Heartland Cement spur and provided an additional 2,000 feet of rail frontage on
neighboring land for future development. The Airport Commission is to pay back SPS through a rent credit over 10 years, plus 10.7% interest. The County’s interest cost is less than that of SPS by nearly four percentage points, so it seems prudent to have the CIP program pay off SPS.

Ms. Smyth also informed the Airport Commission of the three projects requested for the year 2000. They are: powerhouse rehabilitation, the rehabilitation of Gardner Drive and airfield pavement management. Mr. Viets asked why some other projects weren't moved up. Ms. Smyth explained that the timing was decided by the county’s CIP review committee, and is not necessarily the timing recommended by airport staff.

MOVED BY MR. HEAVEN, SECONDED BY MR. VIETS TO APPROVE THE 1996-2000 CIP AS PROPOSED. APPROVED (4-0).

F. Preliminary discussions on 1996 Budget.

Ms. Smyth reported that the county will be rolling back the mill levy. Budgeted amounts for contractual services and commodities will be frozen at 1995 levels. Staff expects a 14% increase in 1996 airport revenues due to contractual increases in rents (escalator clauses). Since 1992, the airports self-generated revenues have increased 61%. Chairman Winn commented that the county was to be complimented on rolling back the mill levy.

D. Discuss Preliminary Development Plan.

Mr. Viets directed staff to discuss with legal counsel what the procedures would be to abolish the CCRs once the preliminary development plan was approved. Mr. Greeley informed the Airport Commission that Legal, Planning and Airport staff would be meeting in the near future to discuss the Development Plan. Mr. Viets suggested that this issue be sent back to the Development Committee to discuss in further detail.

CONSENSUS WAS TO DISCUSS THE PRELIMINARY DEVELOPMENT PLAN IN FURTHER DETAIL AT A DEVELOPMENT COMMITTEE MEETING.


Suzanne Goodack, CCG, introduced the complete sales kit which included recent newspaper clippings, a cover letter and proposal cover and the brochure. Mr. Viets commented that he does not have any problems with proceeding with the marketing brochure.

CONSENSUS OF THE AIRPORT COMMISSION WAS TO AUTHORIZE CCG TO PRINT THE MARKETING BROCHURE.
VI. BUSINESS FROM THE FLOOR

Ms. Thomen asked about the progress with the stormwater permit. Mr. Howard reported that staff has sent out a letter regarding the permit to the tenants that have not responded to previous attempts.

VII. EXECUTIVE SESSION

MOVED BY MR. HEAVEN, SECONDED BY MR. VIETS TO ADJOURN INTO EXECUTIVE SESSION AT 10:51 A.M. FOR THE PURPOSE OF DISCUSSING PERSONNEL UNTIL 11:00 A.M. APPROVED (4-0).

VIII. ADJOURNMENT

MOVED BY MR. VIETS SECONDED BY MR. HEAVEN TO ADJOURN THE MEETING AT 11:00 A.M. APPROVED (4-0).

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Phyllis Thomen, Secretary              R. Lee Metcalfe, Executive Director
The meeting was called to order at 9:00 a.m. by Chairman Winn.

(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. Nohe, seconded by Ms. Thomen, to approve the minutes of the March 22, 1995 meeting as printed and distributed. Approved (5-0).

II. REPORT OF THE CHAIRMAN

Director, Planning and Administration Introduced

Mr. Metcalfe introduced Bob Perry, who replaced Dede Smyth as Director, Planning and Administration. Mr. Perry is a retired Air Force officer and pilot with considerable administrative, project and operations management experience. He comes to us from the Johnson County Finance Department, where for the last two years he has been a senior financial analyst.

III. CONSENT AGENDA ITEMS

A. Consider recommending to the BoCC approval of Amendment No. 1 to the Grant Agreement for AIP Project No. 3-20-0062-12, for the asphaltic concrete overlay project at Executive Airport in the amount of $233,997.00.

Mr. Metcalfe reported that this is the amendment to a grant agreement for the asphalt overlay project at Executive Airport. Bids were received for the project, and it was determined that there were not sufficient funds in the grant to cover all of the work items.
due to the bids coming in higher than estimated by the engineer. Therefore, an amendment to the grant is necessary to reduce the scope of work to keep the cost within the grant amount. A second grant to cover the overrun is expected soon.

MOVED BY MR. NOHE, SECONDED BY MR. MEYER TO APPROVE THE ITEM ON THE CONSENT AGENDA. APPROVED (5-0).

IV. EXECUTIVE SUMMARY

A. Consider ratifying the March expenditures as presented.

Mr. Meyer asked about the office equipment that was purchased. Mr. Metcalfe explained that Bob Hilgers was transferred to the administration building, and furniture was needed for his office. Mr. Metcalfe's furniture was given to Ms. Smyth, Ms. Smyth's furniture was given to Mr. Hilgers and Mr. Metcalfe received new furniture. Mr. Metcalfe's old furniture was acquired used twelve years ago during the liquidation of a business at Industrial Airport.

MOVED BY MR. MEYER, SECONDED BY MS. MULLIN, TO RATIFY THE MARCH EXPENDITURES AS PRESENTED. APPROVED (5-0).

B. Summary of Financials.

Mr. Meyer asked about the projected reduced land rent from Kansas City Aviation Center (KCAC). Mr. Metcalfe reported that KCAC requested that the Airport Commission take back part of the land that they originally leased. He reported that staff has not reached an agreement with KCAC at the present time, but it has been factored into both the current and 1996 budgets.

C. Report from President, Southwest Johnson County Economic Development Corporation.

Mr. Engelmann reported that he continues to work on the job fair at New Century AirCenter, which is scheduled for May 18, 1995. Thirteen companies are participating in this event. Mr. Engelmann passed out the EDC's brochure to the Airport Commission. The EDC is participating in the Industrial Development Research Council's (IDRC) Spring Conference, which will be held in Toronto, Canada on May 18, 1995. Information regarding the AirCenter will be provided to 200 real estate directors from major companies around the world.

V. DISCUSSION ITEMS:

A. Presentation of proposed 1996 Budget.

Mr. Perry presented the proposed 1996 budget for the Airport Commission's consideration. He reported on the adjusted revenues which included the reduced building rent at Executive Airport and the increase in building rent at New Century AirCenter. Mr.
Perry also discussed the large increase in rail revenues, largely due to Steel & Pipe Supply and Heartland Cement increased use of railway transportation.

Mr. Nohe asked about the cost allocation amounts. Mr. Perry reported that this is what the Airport Commission is "charged" by the County for using the central services of the County, such as the Legal Department, Purchasing, Finance etc. He also reported on the debt service expenditures.

Mr. Nohe asked if the Airport Commission would have to revise the projected budget if the real estate broker successfully attracts new tenants and the Airport Commission receives additional unbudgeted revenue. Mr. Perry stated that a budget amendment would be necessary for additional expenditure authority associated with that revenue. Mr. Metcalfe stated that over the last three years, the county subsidy has been reduced as self-generated revenues have increased. Discussion followed about including anticipated real estate transactions in the 1996 budget. Mr. Meyer commented that if we anticipate the revenue, and it doesn't come through, we could run into problems. Mr. Nohe asked how the real estate broker's commission is to be funded. Mr. Metcalfe stated that the expense will be funded from the new lease revenue generated by the broker, and staff will be required to do a budget amendment for the expenditure authority associated with this new revenue.

MOVED BY MR. MEYER, SECONDED BY MS. THOMEN TO AUTHORIZE STAFF TO SUBMIT THE PROPOSED 1996 BUDGET. APPROVED (5-0).

B. Discuss Preliminary Development Plan.

Mr. Greeley reviewed the Preliminary Development Plan. He suggested that the Airport Commission comment on the plan and direct Planning and Airport Staff to go public and make a formal recommendation on the time schedule for implementation. He suggested an informal meeting be held with the surrounding property owners. Mr. Meyer asked if the real estate broker has reviewed the plan. Chairman Winn stated that the broker has not had sufficient time to review the plan. He thinks that the plan is excellent and doesn't believe we need multiple public hearings. Mr. Nohe asked if staff was anticipating any controversial issues. Mr. Greeley stated that he doesn't expect any specific issues will be controversial, but there is always a possibility something may come up. Chairman Winn feels that the resident businesses need to be involved in the process. Mr. Metcalfe stated that the cities of Gardner and Olathe are also interested in the plan because their jurisdictions border the AirCenter. Chairman Winn suggested sending a draft copy to the cities for their comments and also a copy to the real estate broker. Commissioner Lingle suggested also sending a draft copy to the township zoning board.

MOVED BY MR. NOHE, SECONDED BY MR. MEYER TO RECOMMENDING MAKING THE DRAFT PROPOSAL PUBLIC AND DIRECTING PLANNING AND AIRPORT STAFF TO RECEIVE PUBLIC COMMENT ON THE PROPOSAL, AND TO APPROVE THE SCHEDULE AS PRESENTED. APPROVED (5-0).
C. Consider recommending approval to the BoCC the award of the Real Estate Broker competition to J.P. Fogel and Company, Industrial Brokers.

Mr. Metcalfe reported that the broker Request For Proposals (RFP) was sent to the broker community, from which we received five responses. A Selection Committee consisting of Larry Winn, Pete Heaven, Marty Nohe, Georgianna Mullin, Lee Metcalfe and Jim Howard was formed to interview four of the five respondents. Of the four interviews, J.P. Fogel and Company scored the highest. The Selection Committee recommends that the broker competition be awarded to J.P. Fogel and Company.

MOVED BY MS. MULLIN, SECONDED BY MR. NOHE TO RECOMMEND TO THE BOCC THE AWARD OF THE REAL ESTATE BROKER COMPETITION TO J.P. FOGEL AND COMPANY, INDUSTRIAL BROKERS. APPROVED (5-0).

VI. BUSINESS FROM THE FLOOR

Suzanne Goodack, CCG, reported that the ad campaign for the AirCenter will begin on Friday, April 28, 1995. The exhibit model will be completed on May 1, 1995. CCG will begin working on a slide program with J.P. Fogel and Company once the broker award is official. The brochures are currently being printed and the influentials campaign will begin on May 17, 1995. Chairman Winn stated that the temporary signage looks very good.

VII. ADJOURNMENT

MOVED BY MR. NOHE SECONDED BY MR. MEYER TO ADJOURN THE MEETING AT 10:00 A.M. APPROVED (5-0).

VIII. RESIDENT BUSINESS REPORT:

   Tour of Steel & Pipe Supply Company's building.

   The Airport Commission toured Steel & Pipe Supply Company's building.

____________________________________  ________________________________________
Phyllis Thomen, Secretary               R. Lee Metcalfe, Executive Director
The meeting was called to order at 9:10 a.m. by Chairman Winn.

(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. MEYER, SECONDED BY MR. NOHE, TO APPROVE THE MINUTES OF THE APRIL 26, 1995 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (4-0).

II. REPORT OF THE CHAIRMAN

The chairman had nothing to report.

III. CONSENT AGENDA ITEMS

A. Consider ratifying the chairman's approval of a leasehold mortgage for Dazey Corporation.

Chairman Winn reported that Dazey Corporation requested permission to mortgage their leasehold interest in their facility to secure a $2.3 million line of credit. Dazey needed to close on the transaction before the June 14 Airport Commission meeting, and requested the chairman sign the approval subject to ratification by the Airport Commission at their next meeting. Chairman Winn stated that he reviewed the documents and upon Airport Staff and Legal's approval of the concept, executed the documents to accommodate Dazey's scheduled closing.

MOVED BY MR. VIETS, SECONDED BY MR. NOHE TO APPROVE THE ITEM ON THE CONSENT AGENDA. APPROVED (4-0).
IV. EXECUTIVE SUMMARY

A. Consider ratifying the April and May expenditures as presented.

Mr. Viets asked about the capital improvement cycle. Mr. Metcalfe reported that the CIP package was put together in February and March for 1996. Staff submits the package to the County after approval by the Airport Commission. The CIP Committee then reviews the requests. Out of all the projects submitted by the Airport Commission, preliminary indications from the CIP Committee is that the only 1996 project recommended by the CIP Committee to be funded is the Steel & Pipe railroad track repayment. The County Budget Office recommended that the Airport Commission's 1996 Budget Supplemental Request be disapproved except for the pavement maintenance program. Mr. Metcalfe stated that every budget cycle it has been the position of the BoCC that the County entities that have self generated revenues would not be "punished" for increasing their revenues by having their general fund subsidy reduced, but this has happened anyway. Chairman Winn stated that the County has had a difficult time this year but added that he feels that more time needs to be spent to become clearer on the situation.

Mr. Nohe asked if the County support is shrinking on the ad valorem taxes and debt service. Mr. Metcalfe stated that for that past few years, more items have been folded into the budget, one being the County allocation for services that the County provides the Airport Commission. The general obligation debt has also been incorporated into the budget. Chairman Winn stated that the Airport Commission may need to spend money to make money and there is a need somehow to set aside reserves to invest in the development of the real estate, which in turn generates revenue for the county.

MOVED BY MR. MEYER, SECONDED BY MR. VIETS, TO RATIFY THE APRIL AND MAY EXPENDITURES AS PRESENTED. APPROVED (4-0).

B. Summary of Financials.

Mr. Nohe commented that he liked the revised format of the financials.

C. Report from President, Southwest Johnson County Economic Development Corporation.

Mr. Engelmann reported that there has been increased activity in the amount of projects coming in. A prospect will be flying to the AirCenter next week to discuss the possibility of leasing 20 acres of land for a 300,000 square foot regional distribution center. Mr. Engelmann also reported on the existing business program. Surveys have been sent out to the resident businesses and a report will be prepared for the Airport Commission once the results are received. Mr. Engelmann will also be meeting with the resident businesses at the AirCenter as a follow-up.
V. DISCUSSION ITEMS:

A. Consider approving the creation of a "Project Coordinator" position.

Mr. Metcalfe stated, that for some time, he has agonized over staffing levels for the airport organization. He reported that a few years ago, he became convinced a Director of Facilities (formerly Director, Property Management) position was needed and that position has worked out well. It has now come to the point where another person is needed to coordinate the many projects that the Airport Commission has. Mr. Metcalfe described the proposed position, which is titled "Project Coordinator". He felt that the Project Coordinator would be handling items that are beyond the scope of a maintenance supervisor but do not demand the attention of the Director. He also felt that by having this position, it would free up time so that the Director of Facilities can concentrate more on the current resident businesses, lease issues and specifications and bidding of projects. The County Human Resources Department must approve the "Project Coordinator" position, which would then need to be approved by the BoCC.

Mr. Metcalfe described the flow chart for the Airport Commission. Staff is in the process of recruiting for the Director of Facilities position, which has been slightly redescribed to remove the real estate marketing responsibilities, since those are being handled by John Engelmann and J. P. Fogel. The Project Coordinator would report directly to the Director of Facilities and would immediately be handling 6 - 8 major projects with another 6 - 8 projects beginning later this summer. Mr. Metcalfe stated that a liaison is needed between the Airport Commission and the contractor and engineers, and feels that the Project Coordinator would be the appropriate person.

Mr. Viets asked why the Airport Commission wasn't relying on the County Facilities Department since we pay for support. Mr. Metcalfe stated that the Airport Commission pays for administrative support, such as Purchasing, Legal, Finance, Budget, etc. He also added that the Facilities Department doesn't have adequate staffing to accommodate us along with the fact that we are physically remote from them.

Chairman Winn asked if staff felt that the Project Coordinator could be kept busy and if contracting out for this type of work was an option. Mr. Metcalfe stated that there are many ongoing projects and he is confident that this position will have a busy schedule. He is convinced that this position is necessary, and if it were his company and money, he would not hesitate to fill the position immediately.

MOVED BY MR. NOHE, SECONDED BY MR. VIETS TO RECOMMEND APPROVAL TO THE BOCC OF THE CREATION OF A GRADE 11 POSITION DESIGNATED AS "PROJECT COORDINATOR" FOR THE AIRPORT COMMISSION. APPROVED (4-0).

B. Status of Kings hangar acquisition.
Mr. Metcalfe reported that the transaction has been closed and the County now owns and has clear title to the facility, adding that the total costs incurred by the County were $2.3 million. Kings spent nearly $250,000 of their own money on the building and enhancements. They have also started paying rent.


Mr. Metcalfe informed the Airport Commission on Freedom Flight America, which is the commemoration of the end of World War II by flying vintage planes across the country. He expects between 100 - 150 planes landing at New Century AirCenter starting at noon on August 3, 1995. They will stay overnight and depart the morning of August 4, 1995. There will be no charge for admission.

Mr. Nohe stated that this may be an opportunity for the Airport Commission to capitalize on the airport's development and suggested that CCG review the idea. Chairman Winn suggested having a private area where lunch is served for the top management of the resident businesses.

VI. BUSINESS FROM THE FLOOR

Mr. Nohe stated that the County Transportation Task Force on the light rail system is gathering support to continue the study in Johnson County. He suggested having the Executive Director look into having the study extended further south to include the AirCenter. Mr. Nohe felt that by doing this, it could help the labor shortage problem. Mr. Metcalfe stated that he has spoken to the group and indicated that the Airport Commission was interested in being involved. He also spoke with the County Public Works, who is also involved in this issue. The problem with including the AirCenter is that the study is on the Burlington Northern corridor, which extends into Spring Hill, and the AirCenter is on the Santa Fe. The only way for the AirCenter to be included would be to have the Burlington-Northern tracks tie into the Santa Fe in Olathe. If Santa Fe and Burlington-Northern merge, it may be easier. Mr. Metcalfe stated he would research the issue further.

Chairman Winn asked that the Airport Commission be surveyed to see who would not be able to attend the July meeting and if a Development Committee meeting needs to be held in place of the July meeting.

VII. ADJOURNMENT

MOVED BY MR. VIETS SECONDED BY MR. NOHE TO ADJOURN THE MEETING AT 9:55 A.M. APPROVED (4-0).

VIII. RESIDENT BUSINESS REPORT:
Tour of Kings Aviation's building.

The Airport Commission toured Kings Aviation's building.

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Phyllis Thomen, Secretary        R. Lee Metcalfe, Executive Director
The meeting was called to order at 9:05 a.m. by Chairman Winn.

(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 JUNE 14, 1995 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (4-0).

II. REPORT OF THE CHAIRMAN

Election of Officers

Chairman Winn appointed Ms. Thomen and Mr. Meyer to a two person nominating committee. Ms. Thomen will chair and report back to Chairman Winn before the August meeting. Elections will be held at the August 23, 1995 meeting.

III. CONSENT AGENDA ITEMS

B. Consider authorizing the chairman to execute an addendum to the Grindsted ground lease to add 2.4 acres to Grindsted's leasehold to accommodate an expansion of its facility and to increase the ground rental payment by $437.41 per month.

Mr. Meyer commented that the lease was renewed at the existing lease rate with an
escalator clause in the year 2000. Mr. Meyer felt that in the future the Airport Commission should have additional discussions, perhaps a work session, on lease rates. Mr. Winn agreed that a development meeting would be in order.

E. Consider authorizing the Chairman to execute a consent agreement to the reassignment of leasehold interest from KCCB, Inc. to Howell Mouldings, L.L.C.

Mr. Metcalfe explained the facilities are leased to H.L. Investments which in turn subleases the facilities to various operating companies. Howell Mouldings sold its assets to KCCB approximately two years ago. At that time, the Airport Commission approved an assignment of the sublease. Howell Mouldings is now asking to receive the sublease back. A new company has been formed, Howell Moulding was a corporation and is now a limited liability company. The primary lease is still with H.L. Investments. Chairman Winn questioned the financial security of the new company, Howell Mouldings, L.L.C. Mr. Ford explained that Howell Mouldings, L.L.C. replaces KCCB as our subtenant. H&L Investments is the sub-landlord and the Airport Commission is the prime landlord. We still look to our tenant, the sub-landlord, for payment and that situation has not changed.

MOVED BY MR. VIETS, SECONDED BY MR. HEAVEN TO APPROVE THE ITEMS ON THE CONSENT AGENDA. APPROVED (4-0).

IV. EXECUTIVE SUMMARY

A. Review Staff Reports.

Mr. Metcalfe advised that we changed the format so that the first item under Executive Summary was the staff reports. We felt this would give an opportunity to ask questions or comments on the staff reports. Mr. Metcalfe introduced Shaun Allen as the new Director, Facilities.

B. Consider ratifying the June expenditures as presented.

Mr. Meyer commented that he had questioned the Corporate Communications Group charges, but upon clarification realized they were for two months and knew that Mr. Metcalfe had reviewed the bills very carefully.

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

B. Summary of Financials.
Mr. Perry advised that when the Airport Commission looked at the percentages for revenue collections for building and land rent that the percentages are low due to escalators that do not occur until the second half of the fiscal year. We are in the process of going through the leases and reverifying land rents, building rents and escalator clauses. The 1996 budget was presentation to the BoCC with their approval expected mid-August.

Mr. Perry has been working with the budget department to develop a trend analysis for the previous five years. As part of this task, we will do projections of expected revenue growth for the next five years. This analysis will be provided for your review at the September meeting and is scheduled for presentation to the BoCC in October.

C. Report from President, Southwest Johnson County Economic Development Corporation.

Mr. Engelmann reported that we are still attracting projects. We are following up on the current business visits and should have a report to the Airport Commission at next month’s meeting. Chairman Winn commented that the meetings with community influencers are going very well.

V. DISCUSSION ITEMS:

A. Discuss neighbor concerns about railroad operations.

Mr. Metcalfe stated that with the addition of the steel company and increased cement company business, rail operations have increased dramatically in the last 6 to 8 months. We have made more rail revenue to date than in any previous full year. This increase has created a new problem for the Airport Commission. The track was redesigned and a runaround siding was added, which is where Santa Fe now drops off cars. This siding is directly across from the residential development called Parma Village. There are a few residents whose property backs up to Moonlight Road and they are objecting to looking at rail cars sitting on the siding. This group is represented by Dave Grinnell, a Gardner City Councilman. The Airport Commission was first contacted by the Gardner City Manager and we replied that it is the nature of the operation for the cars to sit in that area. We were contacted directly by Mr. Grinnell, who informed us that they really object to the rail cars. Chairman Winn suggested the idea of a berm with trees. Mr. Metcalfe responded that the Airport staff has looked at the situation and feel there is not enough room between the track and the ditch. A culvert would need to be built and the ditch filled in to construct a berm. It was discussed about looking into using the frontage on Triangle Park for the berm. Chairman Winn directed Mr. Metcalfe and Mr. Allen to meet with Shafer, Kline and Warren to discuss our options and report back at the next meeting.

B. Consider recommending approval to the BoCC of an amendment to an engineering service contract with Burns and McDonnell.
Mr. Metcalfe stated that the BoCC has reached a consent agreement with the State on the Parsonitt site. This agreement requires specific actions in both terms of what we do and how quickly. Burns & McDonnell have been the engineers since the beginning and we thought it would be prudent to increase their original contract instead of going back through the competitive process. Mr. Meyer questioned whether the BoCC felt that the State requirements were reasonable. Mr. Metcalfe replied that the situation had been studied in great depth. Stinson, Mag & Fizzell, the attorneys handling this case, are one of the top environmental legal firms in the country. They have been negotiating with the State for two years trying to scope down the size of the project as far as possible. They presented to the BoCC and the Airport Commission what they thought was the best deal the County could receive. Burns and McDonnell worked with the attorneys and assisted in downsizing the scope. Commissioner Lingle informed the Airport Commission that the BoCC has had lengthy discussions and concluded that this is the only option we have. Mr. Metcalfe went on to explain that in negotiating our consent agreement the other third parties are not included in our agreement. The Army Corps of Engineers is subject to a consent order and Parsonitt is subject to a state mandate. We have brought a lawsuit against Parsonitt to abide by their lease. It was noted that the Airport Commission has been ready since 1991 to address the situation. Chairman Winn advised that we are experiencing frustration in just getting to the bottom line. The Parsonitt site has to be cleaned, not only for environmental reasons, but also for the marketing aspect of the airport.

MOVED BY MR. HEAVEN, SECONDED BY MR. VIETS, TO RECOMMEND APPROVAL TO THE BOCC OF AN AMENDMENT TO AN ENGINEERING SERVICE CONTRACT WITH BURNS AND MCDONNELL. APPROVED 4-0.

C. Consider the termination of a hangar lease for the Sprint Flight Facilities hangar.

Mr. Metcalfe stated that Sprint leases a hangar and office facilities on the east side of the airport for their corporate flight operations. They have recently relocated to Downtown Airport and Sprint has agreed in principal to a transaction by which they will buy out the remaining term of their lease. They have also negotiated with a new tenant, Dodson International Parts, Inc., to lease the hangar. In lease discussions the only area not confirmed is the usage issue. Mr. Metcalfe and Mr. Ford feel that they are close enough to a complete lease agreement to ask the Airport Commission to authorize the Chairman to enter into a lease agreement with Dodson International Parts, Inc. Chairman Winn questioned whether there needed to be discussion on the usage issue. Mr. Ford replied that the tenant wants to use the property for as broad a range of uses as possible, where the landlord wants to limit the usage to still maintain control of the property. We also have to consider FAA regulations covering similar FBO's. We want to protect ourselves from any future lawsuits. This property is in a visually prime location, which is why we want to limit the uses. Mr. Viets asked whether the lease included any additional ground other than the ramp in front of the hangar. Mr. Metcalfe replied that it included the footprint of the building, vehicle parking lot and the ramp extending out from the building to the taxiway. There is
ample room next to the building for expansion. Mr. Ford explained that in the past we did not have that kind of control in our leases. That is why we are being more restrictive in our newer leases. Sprint had no restrictions in their lease and Dodson feels that this is unfair. If it was a simple assignment from Sprint to Dodson our hands would be tied. Our understanding of their primary business is a high-end airplane repair and restoration business. They also run an aircraft salvage operation out of other airports. We are concerned that this operation at New Century does not become an airplane salvage yard. Mr. Winn suggested that he will work with Mr. Metcalfe and Mr. Ford and may fax to the Board members individually the clause and ask for a verbal report.

Mr. Meyer asked about the Dodson lease rates in comparison to the Sprint rates. Mr. Metcalfe responded that the time terms and rent terms from the Sprint lease will be transplanted into the Dodson International Parts, Inc lease. The original term of the lease expired in 2002 with three ten year options. Dodson is picking up the remaining years of the original lease.

Mr. Winters informed the Airport Commission that Sprint is willing to assign the lease to Dodson International Parts, Inc. Dodson's deal with Sprint is to take over the economic value of the lease, and that has not changed the usage terms. In negotiations with Sprint, assuming Dodson could take over the economic value, they agreed to pay Sprint a lump sum of cash. If the restrictions are added the economic value of the property goes down.

MOVED BY MR. VIETS, SECOND BY MR. HEAVEN, TO TERMINATE THE HANGAR LEASE FOR THE SPRINT FLIGHT FACILITIES HANGAR. APPROVED 4-0.

D. **Report from J.P. Fogel.**

This item was removed from the agenda.

E. **Report from Corporate Communications Group (CCG).**

Suzanne Goodack started her report by showing the new marketing video and passing out copies of the sales packet. She advised the Airport Commission that there were additional copies of the video if needed for any meetings, as well as additional sales kits. The airport model is completed and back in Mr. Metcalfe's office. We are continuing to finalize plans for the Freedom Flight. Chairman Winn commented that the video was great and it was exciting to see the vision coming alive.

Mr. Metcalfe introduced Mike Latka and Doug Pickert with Shafer, Kline and Warren to present the final two versions of the monument signs. Mr. Latka stated that they had been working with Ms. Goodack and Mr. Metcalfe in bringing the Corporate Communication Group conceptional design for the overall signage package into reality. Mr. Latka explained the locations of the monuments signs. The north entrance sign
will be placed in the median and run parallel with the street. The sign would be double sided so that it would be visible when the road is expanded to four lanes. The south entrance sign will be placed on a small hill near the main entrance to North Supply. This sign will be landscaped and be very visible as you come off the entrance ramp. The south entrance sign will be 10 feet high and 30 feet wide. The logo was presented to Shafer, Kline and Warren from Corporate Communications Group and both entities felt the flags needed to be emphasized. The material for the monument signs is a concrete that looks like an aggregate and the base would be brick. To emphasize the flags and to proceed with the futuristic look, Mr. Latka suggests using aluminum insert for the flags. The second option is to eliminate the recessed flags and reduce the size of the sign to 10 feet high and 26 feet long to put the flags in proportion to the logo. Ms. Goodack explained that the intent with the flag relief was to update the sign and add attractiveness. There was discussion as to the aluminum flags making the signs hard to read and the raised lettering giving off a double vision affect when lighted. Mr. Metcalfe explained that his concerns with the aluminum flags was that the aluminum did not keep with the anodized bronze theme. He felt introducing another metal did not keep with our design standards and master plan.

Mr. Viets suggested that consistency was a key factor and asked to see ideas for signage through out the park. Mr. Latka explained in working with Ms. Goodack and Mr. Metcalfe they have changed the idea of tenant signage. They have come up with a public sign and a private sign. The private sign being for those individuals who are moving in to use for their business. The signs that are already in place in the park are workable and should be left. The public signs would use the same materials as the monument signs with the letters recessed and painted to go with the color scheme. A fiberglass insert would be used so that the individual signs could be flexible to new development. Ms. Goodack interjected that Corporate Communications Group felt that the anodized bronze was a seventies look and they were trying to bring the past and the present together. Continuing the current tenant signage with the restrictions they have, even though the consistency is not there, they will have the same frame work and base. Keeping the directional signage, the Airport Commission office, and the monument signage alike will add consistency and continuity. Chairman Winn felt that when the Airport Commission has the signs in place we could use peer pressure with the tenants to upgrade their signs. Mr. Viets suggested that the development committee look into this and Chairman Winn agreed.

VI. BUSINESS FROM THE FLOOR

VII. ADJOURNMENT

MOVED BY MR. ?? SECONDED BY MR.?? TO ADJOURN THE MEETING AT 10:50 A.M. APPROVED (4-0).
VIII. RESIDENT BUSINESS REPORT:

Tour of Olathe Naval Air Museum.

The Airport Commission toured the Olathe Naval Air Museum.

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Phyllis Thomen, Secretary                R. Lee Metcalfe, Executive Director
AIRPORT COMMISSION
MINUTES - September 27, 1995  9:00 a.m. - NEW CENTURY, KS

Airport Commission

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

Absent: Mr. Viets, Ms. Thomen

Staff: Metcalfe, Ritter, Allen, Fredrichs, Engelmann, Perry, Hilgers

Others: Steve Porter, Olathe Daily News
        Suzanne Goodack, CCG
        Tom Shaver, J.P. Fogel
        Jerry Fogel, J.P. Fogel
        Jan Durrett, League of Women Voters
        Commissioner Lingle, BoCC

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

(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. WINN, SECONDED BY MR. HEAVEN, TO APPROVE THE MINUTES OF THE AUGUST 23, 1995 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (5-0).

II. REPORT OF THE CHAIRMAN

Chairman Nohe formally commended Mr. Winn, who served as Chairman of the Airport Commission since September, 1992.

Chairman Nohe formally commended and presented a plaque to Aviation Director Mike Fredrichs, who will retire on October 1, 1995. The Airport Commission thanked Mr. Fredrichs for his 16 years of service. Mr. Metcalfe stated that Mr. Fredrichs was instrumental in the FAA grant program, adding that over his tenure, the Airport Commission received over $10 million in grant money from the FAA.

III. CONSENT AGENDA ITEMS

A. Consider approving an assignment of the Suregas, Inc. lease to Thermogas Company.

B. Consider the acceptance of a grant offer in the amount of $498,770 from the FAA, Grant...
Agreement No. 3-20-0109-12, for the purpose of slurry sealing and restriping runway 17/35 and 04/22, along with adjoining taxiways, at New Century AirCenter.

MOVED BY MR. HEAVEN, SECONDED BY MS. MULLIN TO APPROVE THE ITEMS ON THE CONSENT AGENDA. APPROVED (5-0).

IV. EXECUTIVE SUMMARY

A. Review Staff reports.

Mr. Metcalfe reported on the status of the new Director, Aviation. Ads were placed in the American Association of Airport Executives (AAAE) newsletter, which is nationally read by over 4,000 members of AAAE. Nearly 60 resumes were received, which were then narrowed down to six candidates who received telephone interviews. From those six candidates, four were selected for personal interviews. Mr. Metcalfe was pleased to announce that Brian Weiler was hired and will begin work on October 9, 1995. Mr. Weiler currently is the Airport Manager for Martin County, Florida Airport Authority and was previously the manager of Rosecrans Field in St. Joseph, Missouri.

B. Consider ratifying the August expenditures as presented.

Mr. Meyer asked about the concrete work that was done due to a water break. Mr. Hilgers reported that the AirCenter had two water breaks within two days; one at Howell Mouldings, and the other at Executive Beechcraft. Both breaks were beneath concrete walkways that had to be replaced and are not part of the water rehabilitation project.

MOVED BY MR. WINN, SECONDED BY MR. HEAVEN, TO RATIFY THE AUGUST EXPENDITURES AS PRESENTED. APPROVED (5-0).

C. Summary of Financials.

Mr. Perry stated that the budget figures on the financials include the republished figures and additional building and land rent not originally budgeted for. Chairman Nohe asked about the AirCenter building rental and why the t-hangar rental income was behind schedule. Mr. Perry stated that part of this is due to when people pay. Some resident businesses and t-hangar tenants tend to pay late or at the very end of the month after reports are generated. The AirCenter building rent has increased due to Sprint Flight Operations payoff. The t-hangars are experiencing a few delinquencies, but are currently being worked on.

D. Report from President, Southwest Johnson County Economic Development Corporation.

Mr. Engelmann reported that the human resources representatives from various resident businesses have created a Human Resources Task Force and are planning a cooperative advertising campaign. One of the items that the task force will be concentrating on is
transportation issues. Mr. Engelmann stated that the task force will be advertising in rural areas, Kansas City, Kansas and Wyandotte County. An insert will also be placed in local papers.

Mr. Engelmann invited the members of the Airport Commission to the October 11, 1995 EDC Quarterly Meeting, which will be held at the Gardner Nike Middle School, 19500 South Gardner Road at noon.

Mr. Winn reported that he and Mr. Metcalfe attended the Mercury Club meeting, in which Mr. Metcalfe was a speaker. He felt that this type of forum was an excellent opportunity for us to introduce New Century AirCenter to various persons in the metropolitan area. Mr. Fogel stated that J.P. Fogel will be watching for other opportunities like the Mercury Club. Mr. Metcalfe stated that staff has received two direct contacts as a result of the meeting. Mr. Metcalfe stated that Messrs. Engelmann, Metcalfe and Fogel attended the SIOR Developers Day and added that New Century AirCenter attracted quite a lot of attention.

V. DISCUSSION ITEMS:

A. Discuss options for screening rail operations.

Mr. Metcalfe reported that staff has had informal discussions with the City of Gardner regarding the screening of the rail operations at New Century AirCenter. Mayor Lehman informed Mr. Metcalfe that she would like to address the city council regarding this issue. Staff will keep the Airport Commission informed of any developments.

B. Consider providing a trend analysis report to the BoCC.

Mr. Perry reported that the BoCC had requested a trend analysis report for use in establishing a baseline for revenue projections. This report was presented to the Airport Commission for their approval. Mr. Perry added that some assumptions on future water and t-hangar rates were made, and are subject to review. Starting in 1996, the Airport Commission will cover over 100% of its operational expenses with self-generated revenue. The tax support that we receive from the County is projected to go exclusively for general obligation debt service from 1996 on. Over the upcoming years, staff is projecting covering not only our operational expenses, but also an increasing part of our debt expense, reducing reliance on county provided tax support. Mr. Perry also stated that the debt expense projections includes expanding utilities, expanding the north entrance road, and other projects currently included in the 1996 - 2000 CIP.

Mr. Nohe asked if we are projecting any future additional staff requirements. Mr. Perry thought that additional persons might be needed for the rail operations in the future. Mr. Metcalfe stated that he thought that maybe two operations persons might be added by the year 2000. He does not see a need for additional persons at the managerial level. Mr. Metcalfe pointed out that we are operating with one less employee than we had six years ago. Chairman Nohe stated that this is an exciting trend, considering that the
Airport Commission is becoming less tax-dependent. Mr. Winn stated that even when the Airport Commission gets the capital improvements in the year 2000, that we only experience a minor slip in percentages. Mr. Metcalfe stated that in 1996, we are virtually self-supporting for operations, maintenance and minor capital expenditures.

Commissioner Lingle commented that she is delighted to see this very positive trend. She feels that it will be a useful tool for both the Airport Commission and the BoCC.

Chairman Nohe suggested developing our own balance sheet. Mr. Perry stated that is a goal staff would like to achieve, but it may be difficult since the on-line accounting system used by the county is set-up for governmental accounting. Staff had tried about 18 months ago to reconcile the governmental system with a business type balance sheet. Because of the difference in how accounts are handled, it was impossible to get the correct relative numbers for business type financials. The Airport Commission also suggested conducting an inventory on all of our assets, such as land and equipment.

MOVED BY MR. HEAVEN, SECONDED BY MR. WINN TO APPROVED THE TREND ANALYSIS REPORT AS SUBMITTED BY STAFF AND TO AUTHORIZE STAFF TO SUBMIT THE REPORT TO THE BOCC. APPROVED (5-0).

C. Consider updating the economic impact study for New Century AirCenter and Executive Airport.

Mr. Metcalfe stated that staff contacted CERI regarding updating the economic impact study for New Century AirCenter and Executive Airport. CERI quoted staff a price of $3,000.00 to completely redo the study. Chairman Nohe asked that J.P. Fogel review the current study to see if it would be useful to have it updated. Mr. Metcalfe replied that since the study was done in 1990 it has been used frequently and he feels that it is an important piece of information to have available and current. Suzanne Goodack, CCG, felt that having an updated study would be helpful with the influentials campaign. Chairman Winn suggested that staff discuss with CERI what the cost would be to have an addendum to the new study in the future years with the addition of new companies.

MOVED BY MR. WINN, SECONDED BY MR. MEYER TO ENTER INTO AN AGREEMENT WITH CERI TO UPDATE THE ECONOMIC IMPACT STUDY FOR NEW CENTURY AIRCENTER AND EXECUTIVE AIRPORT IN AN AMOUNT NOT TO EXCEED $3,000.00. APPROVED (5-0).

D. Consider having a retreat to update the Airport Commission Strategic Plan.

Mr. Metcalfe informed the Airport Commission that the last strategic planning retreat was held in May of 1990. At that time, a mission statement and objectives were developed. He stated that all of the objectives were completed and feels it is time to develop new objectives. Chairman Nohe stated that the timing was perfect with the marketing efforts and suggested having David Westbrook, CCG, facilitate discussions. Mr. Metcalfe suggested having CCG and J.P. Fogel staff attend the retreat to provide input.
CONSENSUS OF THE AIRPORT COMMISSION WAS TO DIRECT STAFF TO SCHEDULE A 1/2 DAY STRATEGIC PLANNING RETREAT TO BE HELD ON A SATURDAY IN JANUARY, 1996.

E. Report from CCG.

Ms. Goodack reported that the trade advertisement will be presented to staff within the week. The original marketing plan called for the trade advertisements to be run in the Fall and early next year. Ms. Goodack also reported that the influentials campaign is moving along. A meeting with the Council of Mayors has been scheduled for their meeting in November.

F. Report from J.P. Fogel.

Mr. Fogel reported on inquiries of the AirCenter by prospective tenants, one of which would build a facility twice the size of Steel & Pipe Supply Company. He also reported on the status of the signage, in which it is their opinion that less signage is better. J.P. Fogel is expecting the final proof on their brochure, which will be J.P. Fogel's primary marketing piece. It was designed to compliment the brochure done by CCG.

VI. BUSINESS FROM THE FLOOR

Chairman Nohe asked about developments in gaining a direct interchange to I-35. Mr. Metcalfe reported that the interchange is in the master plan and also the original airport layout plan, which was done by Coffman Associates. The plan showed the access road to the southeast part of the airport connecting to old 56 Highway. It was determined that this plan would not work. Mr. Metcalfe asked BRW to research the feasibility of a connection to I-35. BRW felt that it would be feasible to connect to I-35. Mr. Metcalfe then contacted KDOT regarding the interchange. Under federal interstate standards, interchanges should not be closer than one mile apart. In order for the interchange to connect to I-35 at the desired location, the weigh station would need to be moved further south.

Mr. Winn felt that there isn't enough traffic at this time to justify concentrating a significant amount of effort into the project. Mr. Metcalfe suggested getting the concept in the KDOT plan. Discussion arose regarding funding. Commissioner Lingle stated that there wasn't sufficient needs for the interchange to go through MARC. Mr. Metcalfe stated that the project would be eligible for FAA funding if the AirCenter were to have an air carrier. Chairman Nohe suggested having the interchange as a future CIP item and have staff report back to the Airport Commission on any developments.

VII. ADJOURNMENT

MOVED BY MR. HEAVEN SECONDED BY MR. MEYER TO ADJOURN THE MEETING AT 10:07 A.M. APPROVED (5-0).
VIII. RESIDENT BUSINESS REPORT:

Tour of Allied Signal.

The Airport Commission toured Allied Signal's building.

__________________________________________  _________________________________________
Georgianna Mullin, Secretary                  R. Lee Metcalfe, Executive Director
The meeting was called to order at 9:00 a.m. by Chairman Nohe.

(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. VIETS, SECONDED BY MR. HEAVEN, TO APPROVE THE MINUTES OF THE SEPTEMBER 27, 1995 MEETING AS PRINTED AND DISTRIBUTED. APPROVED (6-0).

II. REPORT OF THE CHAIRMAN

Chairman Nohe formally commended and presented a plaque to Mr. Winn, who served as Chairman of the Airport Commission from 1992 to 1995.

The Airport Commission confirmed January 20, 1996 as the date to conduct the Airport Commission Strategic Planning Retreat.

III. CONSENT AGENDA ITEMS

There were no consent agenda items.

IV. EXECUTIVE SUMMARY

A. Review Staff reports.

Mr. Metcalfe introduced Brian Weiler as the new Director of Aviation. He also reported on the status of the jail, which is planned to be constructed on airport property. Mr. Viets asked if the Airport Commission was being represented on this issue. Mr. Metcalfe
informed the board that Director of Facilities, Shaun Allen, is the Airport Commission's representative and he is watching the developments closely. Mr. Viets requested that staff provide the Airport Commission with a summary at the next meeting.

B. Consider ratifying the September and October expenditures as presented.

Mr. Viets asked what the self-generated revenues would be if the Airport Commission was a private corporation. Mr. Perry replied that excluding the general fund subsidy, the income would be around $2.6 million a year.

MOVED BY MS. THOMEN, SECONDED BY MR. WINN, TO RATIFY THE SEPTEMBER AND OCTOBER EXPENDITURES AS PRESENTED. APPROVED (7-0).

C. Summary of Financials.

There were no questions or comments regarding the financials.

D. Report from President, Southwest Johnson County Economic Development Corporation.

Mr. Engelmann reported that the E.D.C. continues to work on existing projects which include a 10 acre project that would employ 50 persons. The E.D.C. will also be hosting a Human Resources Task Force luncheon. A representative from the Full Employment Council will be speaking about their programs, although the main focus will be the cooperative ad campaign. Mr. Engelmann also handed out the Quality of Life and Membership Drive brochures and reported that 20 new members joined the E.D.C. and are planning a cooperative advertising campaign.

V. DISCUSSION ITEMS:

A. Consider approving the establishment of a "Capital Project Reserves Account" to fund future infrastructure needs for future resident businesses.

Mr. Metcalfe reported that in 1990, during the 1991 budget presentation to the BoCC, it was suggested that a reserve account be developed for capital projects, and the Airport Commission has been pursuing that objective ever since. Mr. Metcalfe stated that during the implementation of the new property tax laws, as they apply to the airport, we had one business which disputed the valuation of their building, which had an impact on the rental amount. The Airport Commission agreed to accept a lesser amount of rent from the business while the business pursued the appeal process through the various levels. The business abandoned the appeal recently, and the Commission received a check for the difference in back rent. Staff feels that this money would best be utilized to establish a capital reserve fund to be used for future infrastructure improvements to reduce the need for debt financing for these types of improvements. Mr. Metcalfe stated that this account would enable the Airport Commission to quickly address infrastructure needs for new tenants while limiting the need for debt financing.
Mr. Fogel, J.P. Fogel, strongly endorsed the concept of establishing a capital project reserves account. Chairman Nohe stated that he liked the idea of being able to accommodate a company without incurring debt. Commissioner Lingle thought that the concept was a good idea, but questioned if any other department had this type of concept. Mr. Perry stated that Wastewater also has a similar type of reserves account. Mr. Viets commented that in the past, it has been the practice that the Budget Office reduced our operating income to offset what we thought was a retained earnings "nest-egg," and he made a request that the Airport Commission not have their operating budget cut by the amount of its unbudgeted self-generated revenue.

Ms. Mullin asked what would happen to the money if it was not used for this account and if there is a place where this money could have an impact on debt service. Mr. Metcalfe stated that, based on history, the Airport Commission has had unbudgeted revenues and large carry-overs to the next year. Those have been used to reduce the need for subsidy of our budget for the following year. Mr. Metcalfe stated that he suspects that this could happen to this money, especially since the BoCC need to perform on a promise to keep the mill levy flat for three years. Any money that isn't committed to something is at risk. Mr. Metcalfe stated that this money could be used to reduce some of our short-term debt. The County is issuing $250,000 to pay off the railroad construction project for Steel & Pipe Supply, and the money could be used to pay off the debt. The current amount per year to service the debt is $25,000.

Mr. Heaven commented that he feels the Airport Commission is comfortable with the level of our debt service and prefers that we set this aside in a separate fund.

MOVED BY MR. HEAVEN, SECONDED BY MS. THOMEN TO RECOMMEND TO THE BOCC THE ESTABLISHMENT OF A "CAPITAL PROJECT RESERVES ACCOUNT" TO FUND FUTURE INFRASTRUCTURE NEEDS FOR FUTURE RESIDENT BUSINESSES AT NEW CENTURY AIRCENTER. APPROVED (7-0).

B. Consider consenting to a sublease of the Kansas Aircraft Corporation (Michele Stauffer) hangar to Kansas City Aviation Center and approving certain lease assumption rights for KCAC.

Mr. Heaven excused himself from the discussion and voting of this item due to a potential conflict of interest, and left the room. Mr. Metcalfe stated that the Airport Commission approved the transfer of an existing lease on Hangar #2 at Executive Airport from KCH Flying Service to Michele Stauffer, who does business as Kansas Aircraft Corporation. Ms. Stauffer has since become a partner in Kings Aviation at New Century AirCenter and has relocated her business. She and KCAC have reached an agreement in principal for KCAC to sublease Hangar #2. Legal counsel has researched the matter and staff is satisfied with the sublease. With the approval of the sublease, the Airport Commission would also preapprove the assumption of the Kansas Aircraft Corporation lease by KCAC in the future. Mr. Metcalfe felt that this will be good for Executive Airport and may even potentially solve some existing problems.

MOVED BY MR. WINN, SECONDED BY MR. MEYER TO AUTHORIZE THE CHAIRMAN TO
SIGN ON BEHALF OF THE AIRPORT COMMISSION TO CONSENT TO A SUBLEASE OF THE KANSAS AIRCRAFT CORPORATION (MICHÉLE STAUFFER) HANGAR TO KANSAS CITY AVIATION CENTER AND APPROVING CERTAIN LEASE ASSUMPTION RIGHTS FOR KANSAS CITY AVIATION CENTER (KCAC). APPROVED (6-0).

C. Consider approving the renewal of a contract with Southwest Johnson County Economic Development Corporation for economic development services for a one year term.

The Airport Commission expressed its approval of the E.D.C. and is pleased with the results and activity that has been generated and enthusiastically endorsed the E.D.C.

MOVED BY MR. WINN, SECONDED BY MR. VIETS TO APPROVE THE RENEWAL OF A CONTRACT WITH SOUTHWEST JOHNSON COUNTY ECONOMIC DEVELOPMENT CORPORATION FOR ECONOMIC DEVELOPMENT SERVICES FOR A ONE YEAR TERM. APPROVED (7-0).

D. Consider approving the renewal of a contract with Corporate Communications group, Inc. for marketing services for a one year term and consider approving their 1996 Strategic Marketing Plan.

Mr. Metcalfe informed the board that the contract with CCG expires on December 31, 1995 and may be renewed for an additional one year period. The 1996 Strategic Marketing Plan was also presented to the Airport Commission. Ms. Goodack reported that the last year has proven to be extremely productive and CCG has worked diligently to provide marketing tools to the Airport Commission. She feels that considerable headway has been made, but there is still a lot of work ahead. Ms. Mullin asked CCG what level of involvement they were planning on providing the Airport Commission in 1997. Ms. Goodack said that in 1997 their level of participation will be somewhat reduced, but will mainly be focused on media relations, advice and counsel.

MOVED BY MR. MEYER, SECONDED BY MR. WINN TO APPROVE THE RENEWAL OF A CONTRACT WITH CORPORATE COMMUNICATIONS GROUP FOR MARKETING SERVICES FOR A ONE YEAR TERM AND APPROVE THE 1996 STRATEGIC MARKETING PLAN. APPROVED (7-0).

Due to prior engagements, Chairman Nohe deferred to Vice-Chairman Viets to chair the meeting and requested that there be some discussion later in the meeting regarding the 21st Century Parkway.

E. Report from J.P. Fogel.

Mr. Fogel reported that J.P. Fogel continues to work with prospects and has sent a personalized letter and newsletter to the existing resident businesses and will follow up with them via telephone.
VI. BUSINESS FROM THE FLOOR

Commissioner Lingle requested that the September minutes reflect that she was in attendance. She also commented that she was disappointed that none of the board members of the Airport Commission were present at the BoCC joint governing body meeting held on October 30, 1995 and said that she would like to see the board members attend the meeting in the future.

Discussion arose regarding the 21st Century Parkway. Commissioner Lingle clarified that she was definitely in favor of a road from K10 south to Gardner, but opposes the current concept of the design. Mr. Winn stated that he personally feels that the development community will drive the construction of a large road, but is not exactly sure where that will be nor does he think that the Airport Commission needs to endorse the concept. Mr. Meyer agrees that there will be a new road built and feels that it needs to be planned ahead. Ms. Thomen stated that it is appropriate to plan ahead and agreed with Mr. Meyer but added that she feels that the parkway will probably will not happen for quite some time. Mr. Heaven commented that he likes the concept of the parkway, but not the configuration. He feels that it will take more planning.

VII. EXECUTIVE SESSION:

Mr. Ford requested that the Airport Commission adjourn into executive session to discuss Air Associates, Parsonitt and Olathe zoning litigation.

MOVED BY MR. WINN, SECONDED BY MR. HEAVEN TO ADJOURN INTO EXECUTIVE SESSION AT 10:15 A.M. TO DISCUSS AIR ASSOCIATES, PARSONITT AND OLATHE ZONING LITIGATION UNTIL 10:25 A.M. APPROVED (6-0).

As a result of the Executive Session, the Airport Commission directed staff to continue working with legal counsel regarding litigation with Parsonitt.

VIII. RESIDENT BUSINESS REPORT

Due to lack of time, the Airport Commission did not take a tour of Graphic Technology, Inc. as previously scheduled.

VIV. ADJOURNMENT

MOVED BY MR. HEAVEN SECONDED BY MR. MEYER TO ADJOURN THE MEETING AT 10:27 A.M. APPROVED (6-0).
The meeting was called to order at 9:00 a.m. by Chairman Nohe.

(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. Viets, seconded by Ms. Thomen, to approve the minutes of the November 15, 1995 meeting as printed and distributed. Approved (5-0).

II. REPORT OF THE CHAIRMAN

Mr. Metcalfe reported that Commissioner Lingle was unable to attend the meeting due to a previously scheduled K-10 Corridor Executive Committee meeting.

Chairman Nohe formally recognized what he considered to be an extraordinary year for the Airport Commission and commended staff for their hard work in 1995.

III. CONSENT AGENDA ITEMS

There were no consent agenda items.

IV. EXECUTIVE SUMMARY

A. Review Staff reports.

   Director of Aviation:
Mr. Weiler reported on the status of the localizer approach, which will be commissioned in February, 1996. He stated that he is still in the process of getting organized and perceives 1996 as being a very busy year for him. Chairman Nohe asked staff's opinion on how the Federal budget dilemma will impact the FAA. Mr. Metcalfe thought that there would be little short-term impact, but feels that long-term structure of the FAA might change. Mr. Weiler added that our projects will compete on a national level and that funding will be more difficult to obtain.

Director of Planning and Administration:

Mr. Perry reported that the financial reports were compiled from raw data due to the County Finance Department being unable to generate the month end reports in a timely manner. He also stated that Executive Airport expenses are up due to a court settlement with a contractor. Mr. Metcalfe reported that the contractor for the northeast tiedown apron, Amino Brothers, had numerous problems with the project, and that the Airport Commission withheld payment under the "liquidated damages" provision of the contract due to their poor performance. Amino Brothers filed a lawsuit, and subsequently settled. The FAA is expected to fund 90% of the settlement.

Director of Facilities:

Mr. Allen reported on the water system rehabilitation, which is currently on schedule, and the road projects, which are going out for bid. He also discussed the removal of the underground storage tanks and the exploration of the old Navy dump sites by the Army Corps of Engineers under the Defense Environmental Restoration Program for Formerly Used Defense Sites (DERP-FUDS).

Executive Director:

Mr. Metcalfe reported on the temporary custody of the Navy hangar and training buildings. He commented that Commander Smith from the Navy recommended that the buildings be transferred to the Airport Commission. Mr. Meyer asked if there were any environmental concerns due to the buildings age. Mr. Metcalfe replied that the hangar and the training buildings were recently remodeled and the hazardous materials were taken out. Overall, he feels that the buildings are in very good shape. The Board discussed the possibility of lease arrangements. Mr. Metcalfe stated that Heart-to-Heart International is interested in leasing the hangar building. The Airport Commission strongly endorsed the concept of leasing the hangar to Heart-to-Heart on a short-term basis, and even a long-term basis if the Airport Commission is given the opportunity to have long-term custody of the buildings. Chairman Nohe request that staff arrange a tour of the Navy buildings for the Airport Commission at the January meeting.

B. Consider ratifying the November expenditures as presented.
Mr. Meyer asked about the payment of $1,000.00 to GeoSystems Engineering. Mr. Weiler stated that core samples were taken of the transient ramp to assist in the preapplication process for obtaining a grant from the FAA to reconstruct and overlay the transient ramp next to Kings Aviation at New Century AirCenter.

MOVED BY MS. WINN, SECONDED BY MR. MEYER, TO RATIFY THE NOVEMBER EXPENDITURES AS PRESENTED. APPROVED (5-0).

C. Summary of Financials.

Mr. Perry reported that there is a small carry-over of funds expected. Chairman Nohe asked if there was any plans for the carry-over. Mr. Perry replied that the moneys could be used for two capital projects, the ADA improvements at the Administration Building, and the maintenance shop window replacement. Mr. Metcalfe suggested that another option would be to place it in a reserve account.

D. Report from President, Southwest Johnson County Economic Development Corporation.

Mr. Engelmann was unable to attend the meeting due to a previously scheduled meeting. Mr. Metcalfe showed the Airport Commission a copy of a newspaper article on John Engelmann and the E.D.C.

V. DISCUSSION ITEMS:

B. Report from CCG.

Ms. Goodack reported that CCG continues to work with Mr. Metcalfe on a newsletter, which should be published in early 1996. CCG continues with public relations activities and will produce a report on the influentials campaign that will list accomplishments, which individuals were met with and the individuals that staff and CCG are planning to meet with in 1996.

Ms. Goodack attended the Airport Commission Staff Strategic Retreat, which was held on December 8, 1995. She will be compiling the information she received at the retreat and incorporate the information into the Airport Commission retreat.

Mr. Viets asked for CCG's opinion on what the new jail would do for our public relations efforts. Chairman Nohe stated that he, along with Mr. Metcalfe, is scheduled to meet with the Sheriff to review the design for the jail and feels that the Airport Commission should reserve comments until the meeting has taken place. Chairman Nohe stated that this issue will be discussed at the January meeting.

C. Report from J.P. Fogel.

Mr. Shaver, of J.P. Fogel & Co., reported on the prospects for New Century AirCenter and stated that a few of the projects were on hold. Mr. Fogel stated that he feels that
New Century AirCenter is gaining acceptance in the business work and feels that there is a lot of activity being generated.

Mr. Fogel handed out a background informational sheet on Woodstone Apartments. He reported that Mr. Gaut, the owner of Woodstone Apartments, approached the Airport Commission and informed us that he is contemplating selling the apartments. J.P. Fogel is currently doing research on the project. Mr. Fogel informed the Board of the steps that are currently being taken to investigate acquiring the 23.7 acres and felt that it may be necessary to have an appraisal done as well as other due diligence activities. He also commented on the alternative uses of the land other than an apartment complex. The Airport Commission discussed the environmental issues.

Mr. Metcalfe reported that it would be beneficial for the Airport Commission to acquire the property so it can secure the land around New Century AirCenter. He also reported on McDonalds, which was built at the south end of the runway. The FAA was not pleased that the restaurant was built so close to the runway. Mr. Meyer suggested that this issue be discussed at the Airport Commission Strategic Retreat in January. Mr. Viets added that they discuss the acquisition of Woodstone Apartments at the retreat, also.

Chairman Nohe commented that Woodstone Apartments is also within the city limits of Gardner and feels that the acquisition would also satisfy not only the Airport Commission, but the City of Gardner as well. Chairman Nohe asked if there should be some type of stand-still agreement so that Mr. Gaut would "hold" the property in advance while the Airport Commission goes through the appropriate channels of acquiring the property. Mr. Gaut stated that he is open to ideas and is willing to work together with the Airport Commission on the options.

CONSENSUS OF THE AIRPORT COMMISSION WAS THAT THE COMMISSION IS SUPPORTIVE OF THE IDEA OF ACQUIRING WOODSTONE APARTMENTS AND PROPERTY AND INSTRUCTED STAFF TO CONTINUE NEGOTIATIONS.

A. Report from Shafer Kline and Warren on signage.

Mike Latka, Shafer Kline and Warren reported on the status of signage at New Century AirCenter. A variance will be needed from the County Planning Departments for the monument signs to be 200 sq. ft. Mr. Winn suggested that Shafer Kline and Warren do whatever must be done to complete the project.

VI. BUSINESS FROM THE FLOOR

Mr. Gaut, Woodstone Apartments, commended the Airport Commission for their professionalism in which the meetings were conducted.
VII. ADJOURNMENT

MOVED BY MR. WINN SECONDED BY MR. MEYER TO ADJOURN THE MEETING AT 10:06 A.M. APPROVED (5-0).

_________________________  _________________________
Georgianna Mullin, Secretary                  R. Lee Metcalfe, Executive Director
I. APPROVAL OF MINUTES of December 21, 1994 meeting.

II.

III.

IV.

V.

VI.

VII.

VIII.

REPORT OF THE CHAIRMAN:

CONSENT AGENDA ITEMS:

A. Consider renewing a parking lot lease with the Army Corps of Engineers and authorizing the Executive Director to execute the agreement.

EXECUTIVE SUMMARY:

A. Consider ratifying the December expenditures as presented.

B. Summary of Financials.

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

DISCUSSION ITEMS:

A. Discuss draft Preliminary Development Plan for planning and zoning procedures.

B. Staff report on vehicle parking and outside storage.

C. Consider recommending to the Board of County Commissioners that it reconsider its selection of Alignment Option D for the extension of New Century Parkway from 159th Street to 151st Street.

D. Discuss Real Estate Broker RFP.
BUSINESS FROM THE FLOOR

EXECUTIVE SESSION:

Discuss land acquisition.

ADJOURNMENT