

**JOHNSON COUNTY AIRPORT COMMISSION**  
**MEETING MINUTES**

March 25, 2020 – 9:00 a.m.

Johnson County Airport Commission Boardroom  
& Zoom Teleconference Meeting Online

Airport Commission

**Present:** Weisenburger

**By Telepresence:** Harris, Lehman, Kissinger, Spence, Wittenborn

**Absent:** Moore

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

**Others:** Mike Brown, 6<sup>th</sup> District County Commissioner  
Greg Martinette, SWJCEDC President  
Joe Connor, Assistant County Manager

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

Roll Call taken.

**I. APPROVAL OF MINUTES**

A. February 26, 2020 meeting

**A MOTION WAS MADE BY MR. HARRIS AND SECONDED BY MR. WITTENBORN TO APPROVE THE MINUTES OF THE FEBRUARY 26, 2020 MEETING AS PRESENTED. APPROVED (6-0)**

**II. REPORT OF THE CHAIRMAN**

No report given.

**III. EXECUTIVE SUMMARY**

**A. Executive Director Report**

Mr. Otto updated the commissioners on activities and changes affected by the COVID-19 outbreak.

Mr. Otto reported that Airport Commission staff activities are still proceeding, as they are

essential to continuous operations of both airports, railroad, water system and the business park. He assured the commissioners that social distancing of staff was occurring as directed by guidelines. He reported that many business park tenants are still in production.

Mr. Otto showed pictures that the Conestoga Street railroad crossing was complete.

Mr. Otto reported that the Surplus declaration for 600 New Century Pkwy was approved by the Board of County Commissioners. The COVID-19 outbreak could potentially change the auction sale process, set for 4/10/20, to a telephone auction.

Mr. Otto reported that the RFP for a building manager of 600 New Century Pkwy was delayed, due to the COVID-19 outbreak subsequently suspending all county RFPs. Zimmer is filling in as temporary building manager until the RFP process can be completed.

Mr. Otto mentioned that roof replacement for the Airport Commission Maintenance Building is delayed due to the COVID-19 outbreak and subsequent suspended RFPs.

Mr. Otto also mentioned that the three planning items set to be covered on today's meeting have been delayed until next month's Commission meeting.

#### **B. Deputy Director Report**

Mr. Peet reported that flight traffic at both airports was trending upward for the year until the recent COVID-19 outbreak where flight traffic is now dwindling. One IXD FBO has shut down as well, with three remaining FBOs at IXD still in operation.

#### **IV. FINANCIALS**

##### **A. Summary of Financials**

Mr. Schoenhofer made additional comments and submitted written financial documents for February 2020 expenditures.

Commissioner Harris asked for a breakdown of the quarterly Johnson County Cost Allocation.

Commissioner Weisenburger inquired about the impact on revenues of reduced sales tax with the "stay at home" order issued. Mr. Otto assured the commission that the impact is very little, as no sales tax is received by the airport commission from business park tenants and only receives the sales tax on fuel sales. A small impact may be felt if business park tenants reduce their rail or water usage.

**A MOTION WAS MADE BY MR. HARRIS AND SECONDED BY MR. WITTENBORN TO RATIFY THE FEBRUARY 2020 EXPENDITURES AS PRESENTED. APPROVED (6-0)**

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

**a. Consideration of Authorization #9 for the design of Taxiway Alpha at Johnson County Executive Airport by Burns and McDonnell**

Mr. Peet reviewed the history of Taxiway Alpha's repair efforts to date.

Mr. Peet explained the recommendation of Burns and McDonnell over the acquired independent fee assessment from Benesch & Associates as the lower cost option. He added that the lower cost is realized in overlap with work done in the recent runway project, as well as using actual sub-contractor quotes as opposed to estimates.

**A MOTION WAS MADE BY MS. LEHMAN AND SECONDED BY MR. HARRIS TO APPROVE THE AUTHORIZATION #9 FOR THE DESIGN OF TAXIWAY ALPHA AT JOHNSON COUNTY EXECUTIVE AIRPORT BY BURNS AND MCDONNELL AS PRESENTED. APPROVED (6-0)**

**b. Consideration of G-B Construction LLC to rebuild Sumner Way street, curb, and stormwater**

Mr. Otto reviewed the reasons for rebuilding the roads. Once business park roads are rebuilt and brought back to a standard, they can be dedicated to the County Public Works Department to maintain. This road was chosen because it runs near the 600 New Century Pkwy building and would add to the building's marketability. Mr. Otto reviewed the project as including new asphalt, curbs, and stormwater boxes.

Mr. Otto suggested to delay the vote due to the "stay at home" order in place. He states that the Airport Commission staff can ask the vendor for an extension, given the circumstances, and the Commission can reconsider next month.

The Commissioners are in agreement to delay the vote until next month, due to the COVID-19 outbreak.

**c. Consideration of CBRE to provide possible commercial real estate service for 600 New Century Parkway**

Mr. Otto explained the process the Airport Commission staff used in order to select their recommended vendor as real estate broker for the 600 New Century Parkway building. He explained that, of the four applicants, three were selected for interviews. Points were given during interviews and CBRE came out with the highest point total.

Mr. Otto noted the items that helped CBRE score higher, which included some of their project personnel's experiences with leasing the Sprint campus, their ability to dual track either a tenant or a sale, and their desire to keep the objectives of the Airport Commission at the forefront.

Mr. Otto stated the professional services agreement will include a 1 year agreement, with four optional 1 year extensions available.

**A MOTION WAS MADE BY MR. HARRIS AND SECONDED BY MS. LEHMAN TO AUTHORIZE CBRE TO PROVIDE COMMERCIAL REAL ESTATE SERVICE FOR 600 NEW CENTURY PARKWAY AS PRESENTED. APPROVED (6-0)**

**d. Southwest Johnson County Economic Development Corporation President's Report**

Mr. Martinette presented the Southwest Johnson County Economic Development Corporation President's Report.

**VI. BUSINESS FROM THE FLOOR**

During this time of health emergency, the Airport Commission will be prudent with our business agenda, deferring action when feasible, and we will not be accepting open Public Comments for this emergency period.

The Chairman announced that since this is not an in person meeting that no Public Comments would be heard at this time.

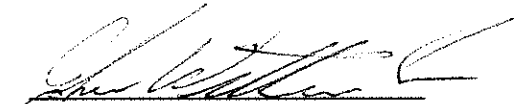
**VII. EXECUTIVE SESSION**

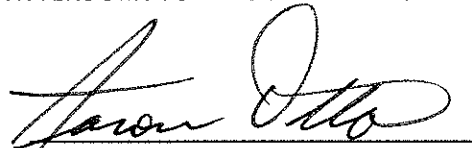
No Executive Session was held.

**VIII. ADJOURNMENT**

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

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

  
John Wittenborn, Secretary

  
Aaron Otto, Executive Director