



## **AGENDA**

### ***GMA – Airport Advisory Board Meeting***

Gardner Senior Center – 128 E. Park Street -- Gardner, Kansas

*November 13, 2018*

*7:00PM*

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **PUBLIC COMMENTS**

#### **CONSENT AGENDA**

1. Consider approval of the minutes for the October 8, 2018 meeting of the Gardner Municipal Airport Advisory Board

#### **DISCUSSION ITEMS**

1. Updates:
  - a. Master Key Project.
  - b. Hangar Insurance Certificate Requirements and Compliance
2. Discuss Hangar Sub-Leasing
3. Airport Grounds and Fuel Status
4. Upcoming Events

#### **OTHER BUSINESS**

#### **COMMITTEE MEMBER UPDATES**

#### **ADJOURNMENT**



In compliance with the Americans with Disabilities Act, the City of Gardner will provide reasonable accommodations for all public meetings. Persons requiring accommodations in attending any of our public meetings should contact the City Clerk's Office at 913-856-0945 a minimum of 48 hours prior to the meeting.

**AIRPORT ADVISORY BOARD MEETING**  
**CITY OF GARDNER, KANSAS**  
Monday, October 8, 2018

**CALL TO ORDER**

The meeting of the Gardner Municipal Airport Board was called to order at 7:00 pm on Monday, October 8, 2018, by Board Member Fifield

Advisory Board Members present:

David Gleiter (absent)  
David Hayden  
Ray Doerr (absent)  
Jerry Fifield  
Kraig LaRosh

Staff members present:

Michael Kramer, Public Works Director

**PLEDGE OF ALLEGIANCE**

Member Fifield opened the Pledge of Allegiance.

**PUBLIC COMMENT**

Member Fifield opened public comment:

Jerry Gippner inquired about the status of sub-leasing.

**CONSENT AGENDA**

1. Approval of the minutes as written for the meeting on September 20, 2018.

**Motion to approve the minutes was made by Member Hayden, seconded by Member LaRosh. Motion carried unanimous.**

**NEW BUSINESS**

There was no new business

**DISCUSSION ITEMS**

- 1) Discussion of Fire Inspection Next Steps.

Director Kramer gave an update. Earlier this year Johnson County Fire District #1 provided an inspection of the Gardner Municipal Airport Hangars. One general area of concern that was noted was the absence of key boxes. In an effort to improve life-safety, we are complying with the recommendations of Johnson County Fire District #1. The city is placing Knox Boxes and re-keying all Airport Hangars, including those with padlocks. The work is

being performed by Chaffee LOK-PRO as the lowest qualified vendor. Letters will be mailed prior to the start of the work, with instructions on picking up keys.

Question from the audience: Regarding if the keys could be duplicated by the tenant?

Response: Yes, two keys will be provided. They can be duplicated, as they utilize a standard key that is readily available.

- Discuss Fire Extinguishers

Discussion of fire extinguisher locations. Staff is working on pricing for placing extinguishers located inside of each hangar to meet fire code.

- Building Inspections

Future city building inspections will take place to review electrical and other codes issues noted in the fire inspections. The date has not been set

- GMA Minimum Standards

The minimum standards will be submitted to the FAA prior to bringing back to the AAB and/or City Council for approval. Question regarding if Mix-Oil can be stored in the hangar. This will need review with the fire dept, prior to minimum standards

- 2) Update on Airport Projects
  - a) Sanitary Sewer Design Update

Discussed location of the connection to the EAA. Staff worked with the consultant to provide drawings showing the location of the EAA building on the plans. EAA believed the MH location was satisfactory for their needs.

- b) ALP Update

The consultant and staff have a meeting scheduled with the FAA Central Region Planning to review the status of the ALP and CIP, and next steps for review.

- 3) Discuss Hangar Insurance Certificate Requirements and Compliance:

A letter was sent to all tenants to provide certificates of insurance. Currently, only about 60 tenants are in compliance with providing the certificates. A second letter will be sent requesting compliance to those who have not yet complied. Discussion regarding sending a letter to those in compliance. Tenants should assume that they are in compliance unless they receive a letter. Staff will review the process.

Staff will continue to work on compliance and provide an update at the next meeting.

- 4) Grounds and Fuel Status  
7,000 100LL

2,470 MoGas

Re-seeded and fertilizing of turf runways. The landing zones seed has come up, but still in fragile condition. We will be issuing NOTAM and closing the turf runways.

5) Discuss Upcoming Events

No upcoming events, perhaps a Young Eagles if weather cooperates.

**OTHER BUSINESS**

Discussion of Hangar Sub-Leasing. On-line survey indicated a desire to continue sub-leasing. Previous AAB and Council action provided for ending the current sub-leasing policies/procedures January 1, 2019. AAB consensus was that they would like to review and discuss the policies at the November meeting, and perhaps recommend changes to the sub-leasing.

**ADJOURNMENT**

**Motion to adjourn made by by Member Hayden, seconded by Member LaRosh Motion carried unanimos, meeting adjourned around 8:15pm.**

