



AGENDA

GMA – Airport Advisory Board Meeting

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

January 14, 2019

7:00PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

CONSENT AGENDA

1. Consider approval of the minutes for the December 10, 2018 meeting of the Gardner Municipal Airport Advisory Board

NEW BUSINESS

DISCUSSION ITEMS

1. Review Status of Airport Subleasing
2. Update on Airport Projects
3. Airport Grounds and Fuel Status

OTHER BUSINESS

1. Discuss Paragliders and Powered Parachutes

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, December 10, 2018

CALL TO ORDER

The meeting of the Gardner Municipal Airport Board was called to order at 7:00 pm on Monday, December 10, by Board Member Gleiter.

Advisory Board Members present:

David Gleiter
David Hayden
Jerry Fifield
Kraig LaRosh (absent)

Staff members present:

Michael Kramer, Public Works Director
Jim Holtgraver

PLEDGE OF ALLEGIANCE

Member Gleiter opened the Pledge of Allegiance.

PUBLIC COMMENT

Member Gleiter opened public comment:

CONSENT AGENDA

1. Approval of the minutes as written for the meeting on November 13, 2018.

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

NEW BUSINESS

1. New Business Item to finalize a recommendation to the City Council on Subleasing Policy.

Based on the discussion at the November 13, 2018 AAB meeting, staff supports the Advisory Board on a new sub-lease policy recommendation to present to the City Council in January of 2019.

Staff recommends the following sub-lease policy:

- No Sub-Leasing shall be allowed without the written permission of the airport manager.
- Hangar tenants currently sub-leasing, as shown on the city records as of December 1, 2018, may continue to sub-lease through December 31, 2019. Sub-leases will have a

contract amendment/separate contract, signed by the sub-lessee, and payments shall be made directly to the city.

- Hangar sub-lease, as shown on the city records as of December 1, 2018, may be transferred to existing sub-lessee, with the signing of a new lease, and payment of a transfer fee equal to one (1) months rent. Should the lease be transferred, the sub-lessee's name will be removed from the hangar wait list.

The policy was discussed. Generally the board and patrons agreed that it was in the best interest of the airport to approve the recommendations. Member Hayden did note that sub-leasing had never guaranteed that the sub-lessor would someday become the permanent hangar tenant.

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

DISCUSSION ITEMS

- 1) Project Updates.

Hangar Insurance Compliance is improving, with only about 10 hangars out of compliance.

- 2) Grounds and Fuel Status

Jim updated the board on the status of the fuel field.

- 3) Discuss Upcoming Events

No upcoming events

OTHER BUSINESS

No other business

ADJOURNMENT

Motion to adjourn made by Member Fifield, seconded by Member Hayden. Motion carried unanimous, meeting adjourned around 8:05pm.

AIRPORT ADVISORY BOARD ACTION FORM**NEW BUSINESS ITEM No. 1****MEETING DATE: DECEMBER 10, 2018****STAFF CONTACT: MICHAEL KRAMER, PUBLIC WORKS DIRECTOR**

Agenda Item: Finalize a recommendation to the City Council on future subleasing

Background/Description of Item:

The issue of sub-leasing at the Gardner Municipal Airport is a concern to patrons, the airport board, and the city. A brief recap of sub-leasing is below:

2016 Current Policy Developed and approved by AAB and City Council:

- Current subleases will be allowed to continue through December of 2018.
- All future subleasing will be for a maximum of 2-years per leaseholder.
- The Airport Manager will use the waiting list to find someone to sub-lease. If no one on the waiting list wishes to sublease the hangar, the leaseholder may submit a name for consideration.
- Subleases will have a separate approved lease and will pay the city directly.

October 8, 2018 AAB:

During the October Advisory Board meeting, the patrons and board expressed that they would like to review the current policy.

November 13, 2018 AAB:

The board discussed, with all members supporting an end to sub-leasing. Members Gleiter and Fifield generally supported the idea of allowing the current sub-lessee to assume the lease, with a transfer fee, and potential fees for the tenant if sub-leasing continued. There was some discussion regarding how quickly the sub-leasing should end; 6 months to 2 years.

Airport Minimum Standards:

Rule 3-3. Assignment and Sub-letting - Any assignment or subletting of individual hangars shall not be permitted after December 31, 2016 unless approved by the City Council. If approved, any assignment or subletting shall be expressly subject to all the terms and provisions of the original lease and other conditions set by the City Council.

Additional Information:

Airports, including New Century and JOCO Executive, typically do not allow sub-leasing;

From Johnson County Airport Commission Lease: "Subleasing and/or Assignment: The Tenant will not sublease or assign this Agreement or the hangar or any portion thereof without written permission of the LANDLORD"

Staff Recommendation:

Based on the discussion at the November 13, 2018 AAB meeting, staff supports the Advisory Board on a new sub-lease policy recommendation to present to the City Council in January of 2019.

Staff recommends the following sub-lease policy:

- No Sub-Leasing shall be allowed without the written permission of the airport manager.
- Hangar tenants currently sub-leasing, as shown on the city records as of December 1, 2018, may continue to sub-lease through December 31, 2019. Sub-leases will have a contract amendment/separate contract, signed by the sub-lessee, and payments shall be made directly to the city.
- Hangar sub-lease, as shown on the city records as of December 1, 2018, may be transferred to existing sub-lessee, with the signing of a new lease, and payment of a transfer fee equal to one (1) months rent. Should the lease be transferred, the sub-lessee's name will be removed from the hangar wait list.



**Gardner Municipal Airport Advisory Board Meeting
Sign-In Sheet**

December 10, 2018

Name	Address	Phone #
ROGER THOMAS	300 N. PERSIMMON DR ⁶⁶⁰⁶¹	780-2542
GARY MITCHELL	8007 WASHINGTON AVE ^{KC 66112}	6245-7449
CARL BLAZER	12121 Howard Rd Leawood	816-769-6297
JERRY GIPP	14810 W 159 AVE	—
JOHN OSTMEYER	17481 W 210 ST GARDNER	913-491-8504
JEFF SELLERS	9120 Western Hills Dr. KCMO	816 729-3151
DAN MALIN	7318 EARNSTAW	913 268 4141
STAR NOVAK	4771 RENO RD. WELLSVILLE	785, 840.4608
Ken Ganther	2121 S. Central St. Olathe	913 4802 764- 4802
Scott Lyon	4771 Reno Rd Wellsville	913 2846631
Mike Magee	14253 W. 147th Ct Olathe	816-313-7362
JOHN BINGHAM	9300 Ensley Lane, Leawood, KS	(913) 381-2329
AL FLESBERG	520 Parma Way, Gardner KS	913-856-7127