



AGENDA
AIRPORT ADVISORY BOARD MEETING
THURSDAY, JANUARY 12, 2012
5:30 PM
AIRPORT ADMINISTRATIVE OFFICE

- 5:30 P.M.** MEETING CALLED TO ORDER
- ITEM 1** APPOINTMENT of CHAIR, VICE-CHAIR, and SECRETARY
- ITEM 2** PUBLIC COMMENT (Five Minutes per Spokesperson)
- ITEM 3** APPROVAL OF DECEMBER 8, 2011 MINUTES
- ITEM 4** RESOLUTIONS
- ITEM 5** AIRPORT 101
- ITEM 6** DIRECTOR'S REPORT
- ITEM 7** MONTHLY REPORTS
- ITEM 8** BOARD MEMBERS COMMENTS
- A. Ed Fischer
 - B. Gerald Edwards
 - C. Charlie Robinson
 - D. Ken Frey
 - E. Jason Dougherty
 - F. Marlo Miller
 - G. William (Bill) Jones
- ITEM 9** ADJOURN UNTIL 5:30 P.M. ON FEBRUARY 9, 2012

To review a copy of the supporting documentation of each Agenda item, please visit our website at www.fly2gck.com, Airport Information - Advisory Board.

ITEM 1
APPOINTMENTS

Staff requests the appointment of Chair, Vice-Chair and Secretary. Currently, Jason Dougherty is the vice-chair and Kayla Spence is the secretary.



**GARDEN CITY REGIONAL AIRPORT
ADVISORY BOARD MINUTES
DECEMBER 8, 2011**

5:30PM MEETING CALLED TO ORDER

MEMBERS PRESENT

Marlo Miller, Ed Fischer, Ken Fry and Jason Dougherty

MEMBERS ABSENT

Harley Foulks and Gerald Edwards

MEMBERS EXCUSED

Charlie Robinson

STAFF PRESENT

Rachelle Powell, Derek Barr and Kayla Spence

ITEM 1 PUBLIC COMMENT

Donald Blackman announced that the 377 fly-in will be in Garden City this month. During this fly-in the committee will select new officers and set the 2012 fly-in dates.

ITEM 2 APPROVAL OF NOVEMBER 10, 2011 MINUTES

Marlo Miller moved to approve the November 10, 2011 Airport Advisory Board minutes. Ken Fry seconded the motion. The motion passed unanimously.

ITEM 3 AIRPORT ADVISORY BOARD APPOINTMENTS

There were two current members on the AAB that would like to renew their terms, Marlo Miller and Jason Dougherty. Ed Fischer moved to recommend to City Commission that both their terms be renewed. Ken Fry seconded the motion. The motion was passed unanimously.

Three applications had been submitted for the one seat on the AAB that will be opening in January. Two of those three applicants were present for the meeting, Bill Jones and Donald Blackman. They both introduced themselves to the board members.

After introductions the board discussed the possibilities. Ed Fischer asked both the present applicants if either of them had any prior obligations that would keep them from being able to attend the meetings regularly. They both stated that they did not have any prior obligations. Jason Dougherty then moved to recommend to

the City Council to appoint Bill Jones to the empty seat. Marlo Miller seconded the motion. The motion was passed unanimously.

ITEM 4 DIRECTOR'S REPORT

Ken Fry stated that the fencing project seemed to be moving along quickly. He then inquired about whether concrete was being poured under all of fence or just at the posts. Ed Fischer said that he thinks that the airport staff may need to look into getting a mulching machine to help keep up with the tumbleweeds that the fence will collect. Rachelle will look into what equipment the city has that will be available to help with this issue.

ITEM 5 MONTHLY REPORTS

No Comment

ITEM 6 BOARD MEMBERS COMMENTS

- A. Harley Foulks – Absent
- B. Jason Dougherty – No Comment
- C. Marlo Miller – No Comment
- D. Ed Fischer – The signs for the entrance road are barely visible at night. Can something be done about this?
- E. Gerald Edwards – No Comment
- F. Ken Fry – No Comment
- G. Charlie Robinson – Excused Absence

ITEM 8 ADJOURNMENT

Ed Fischer made a motion to adjourn. Ken Fry seconded the motion. The motion was passed unanimously.

**ITEM 4
RESOLUTIONS**

The following resolutions pertain to the Airport Advisory Board. The board and staff will review Resolution 766, 2196 and 2388.

R E S O L U T I O N [#] 766

BE IT RESOLVED, by the Governing Body of the City of Garden City, Kansas, that it is advisable and necessary and will be to the overall benefit of the City of Garden City, Kansas, to create a Municipal Airport Board of six members to act in an advisory capacity to the Governing Body of said city, in making recommendations concerning management and operation of the Garden City Municipal Airport;

BE IT FURTHER RESOLVED, that the Mayor of said city be authorized to appoint from residents of the city the members of said Advisory Board and designate the term for each member to serve as hereinafter set forth, subject, however, to the approval of the Board of City Commissioners.

BE IT FURTHER RESOLVED, that each member of said Advisory Board shall serve a two year term, unless reappointed as hereinafter set forth, and that each succeeding year after the original term, the Mayor of said city, with approval of the Governing Body of said city, shall, on the 2nd meeting in January of each succeeding year, appoint the members to serve for the succeeding two year period.

BE IT FURTHER RESOLVED that:

1. The Mayor of said city, with the approval of the Governing Body of said city, shall forthwith appoint two members to a one year term, two members to serve a two year term, and two members to serve a three year term. Four of the members of said Board shall be familiar with aviation, aircraft, and aircraft services, and should be conversant with existing F.A.A. directives if at all possible; two thereof shall be otherwise qualified.

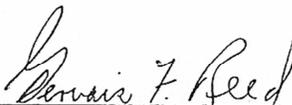
2. The Airport Advisory Board so constituted shall hereafter be known as The Garden City Municipal Airport Authority, and after organization, shall study all problems concerning all phases of the operation and management of said airport and shall make recommendations thereon to the Governing Body of said city. The members of said Board shall meet not less than once a month, and shall by appropriate action organize, adopt appropriate by-laws, and provide for the efficient and proper study of all airport matters. The members thereof shall consider not only the normal matters relating to the current management and operation of said airport but shall also concern themselves with future operation, expansion, planning and management of all facilities at the Garden City Municipal Airport.

3. The members of said Board shall serve without pay, however, such administrative expenses as may be necessary to perform their function shall be requested in advance prior to the incurring of any expense.

• BE IT FURTHER RESOLVED, that the City Manager shall, on request of said Board, act as an ex-officio member, and shall make any city employee, as he may deem proper, available to said Board for assistance in administrative functions.

BE IT FURTHER RESOLVED, That the Garden City Municipal Airport Authority is hereby created, and shall be operative in such manner as herein provided.

Approved this 27th day of September, 1967.



Gervais F. Reed, Mayor

ATTEST:



Tim Knoll, Deputy City Clerk

RESOLUTION NO. 2196

Whereas, the Governing Body of the City of Garden City, Kansas is served by advisory boards on matters of policy related to certain important disciplines of local government service, and

Whereas, the Governing Body desires to provide advisory board members a more consistent and satisfying volunteer experience, and

Whereas, the Governing Body desires to promote opportunities for volunteerism in the community by limiting the number of consecutive terms one member can serve, and

Whereas, the Governing Body expects all boards to operate in a manner that more equitably allows the opportunity for all advisory board members to serve their board in a leadership capacity, and

Whereas, the Governing Body has identified a standard for participation during an advisory board member's tenure,

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Garden City, Kansas:

SECTION 1. Term Lengths

Be it resolved that term length for members of advisory boards is hereby amended to a standard term length of three (3) years. An exemption to the standard term length of three (3) years shall be granted for appointments held by minors 18 years of age and under. Terms among board members shall hereby be staggered to ease implementation of the new standard length of terms and to avoid total turnover to new members in the future.

SECTION 2. Membership Term Limits

Be it resolved that term limits are hereby established at two consecutive terms. No member of an advisory board shall serve any longer than two consecutive terms on any given board. After serving two consecutive terms on a board, a member is ineligible to apply for appointment to that board for a one-year period. However, after serving two consecutive terms on a board, members may immediately be appointed and begin service on another advisory board.

Upon adoption of this resolution, term limits shall not be retroactive but will commence from the date of the resolution forward. If a member's position has been vacated because of term limits but remains unfilled due to lack of public interest, the City Commission reserves the discretion to waive term limits for the position. Under this exception, the reappointed member will need to receive another waiver from the Commission to continue service on that board.

SECTION 3. Method of Officer Appointment

Be it resolved that the date of officer appointments for chairperson, vice-chairperson, and secretary is hereby established as the advisory board's first meeting of the calendar year. Boards shall follow Robert's Rules of Order to elect officers.

SECTION 4. Scope of Officer Responsibilities

Be it resolved that a chairperson's responsibilities do hereby include presiding over the meeting, calling for meetings to be held (if granted the power in the enabling resolution or ordinance), representing the board in front of the commission, and appointing subcommittees when necessary.

Be it resolved that a vice chairperson's responsibilities do hereby include assuming the duties of the chairperson when the chairperson is unable or unavailable to perform his or her duties.

Be it resolved that a secretary's responsibilities do hereby include keeping minutes of the meeting. If it is the advisory board's choosing, the City staff liaison may serve in the capacity of board secretary, however, this does not entitle that person to voting or any other privileges of board membership.

SECTION 5. Length of Officers' Term

Be it resolved that officer appointments to advisory boards shall hereby expire one year from the date of appointment. No member shall serve as chairperson more than once in his or her three-year term. No member shall serve as vice chairperson more than once in his or her three-year term. No member shall serve as secretary more than once in his or her three-year term.

SECTION 6. Appointments and Vacancies

Be it resolved that all appointments to advisory boards and appointments to vacant positions for unexpired terms on advisory boards shall hereby be made by the Mayor with the advice and consent of the City Commission except for those appointments made by the County, the City of Holcomb, or jointly thereof. Appointments and appointments to vacant positions falling under the jurisdiction of the County, the City of Holcomb, or jointly thereof shall be made by the appropriate appointing entity or entities. Applications for appointment shall be taken directly from the public by city staff and submitted to the City Commission for consideration; the advisory board shall be otherwise uninvolved in the nominating and appointment processes.

SECTION 7. Attendance Requirements

Be it resolved that all members of advisory boards must hereby attend no less than three-fourths (3/4) of regular meetings in any given calendar year (exempting special call meetings). The board chairperson shall forward to the Governing Body an annual attendance record of the membership.

SECTION 8. Voting

Be it resolved that voting procedures shall hereby follow Robert's Rules of Order.

SECTION 9. Quorum

Be it hereby resolved that a quorum constitutes a simple majority of the membership.

ADOPTED AND APPROVED by the Governing Body of the City of Garden City, Kansas, this 27th day of December, 2005.

Juana "Janie" Perkins, Mayor

Attest:

Jean Payne, City Clerk

RESOLUTION NO. 2388

**A RESOLUTION CHANGING THE NUMBER OF MEMBERS
AND TERMS OF THE GARDEN CITY REGIONAL AIRPORT
ADVISORY BOARD.**

WHEREAS, The Governing Body of the City of Garden City, Kansas (City), through Resolution No. 766, created an Airport Board to serve in an advisory capacity to the Governing Body of the City for the purpose of making recommendations concerning management and operation of the Garden City Regional Airport (GCRA); and

WHEREAS, Resolution No. 2110 expanded the number of members on the board to nine (9); and

WHEREAS, in 2010, the Airport Board, now known as the GCRA Airport Advisory Board, struggled to meet a quorum, and therefore it made a recommendation to the Governing Body to reduce the board to a seven (7) member board.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of Garden City, Kansas:

SECTION 1. The GCRA Advisory Board shall be reduced to seven (7) members. The mayor shall appoint seven (7) members who are residents of the City of Garden City, Kansas or Finney County, Kansas. All GCRA Airport Advisory Board appointments are subject to approval by the City Commission.

SECTION 2. Each member of the GCRA Airport Advisory Board shall serve a three (3) year term.

SECTION 3. The remaining provisions of Resolution No. 766, not otherwise revised or changed by Resolution Nos. 1652 or 2110, or herein, shall remain in effect.

IT IS SO RESOLVED THIS 1ST DAY OF FEBRUARY, 2011, BY THE GOVERNING BODY OF THE CITY OF GARDEN CITY, KANSAS.

James R. Behan, Mayor

ATTEST:

Stacey L. Frizzell, City Clerk

APPROVED:

Randall D. Grisell, City Counselor
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**ITEM 5
GARDEN CITY REGIONAL AIRPORT
AIRPORT 101**

Terminology/Abbreviations

Enplanements – Any person who pays to fly on an aircraft departing GCK (airlines, charter flights and Eagle Med). 10,000 enplanements = \$1,000,000 in AIP funding. Less than 10,000 = \$150,000 AIP funding

Operations – aircraft using facilities at GCK count as an operation (flyby, landing, takeoff and touch and go). The number of operations at GCK combined with based aircraft, military usage and misc. items is reflected in the Benefit Cost Ratio (BC ratio). The BC ratio determines the airport's portion of expenses to be paid for the operation of the tower. The airport pays 15% of the tower expenses (\$2,925.00 per month). The more activity at GCK = the less amount of money the airport contributes.

Fuel Flow – This is a charge for any tenant purchasing fuel from an outside supplier. This fee applies to the FBO and they pay \$0.06 per gallon purchased.

CFR – Code of Federal Regulations

Airport

- Part 139 – An airport is issued an operating certificate when in compliance with regulations. Part 139 is determined when the following criteria is met: serve scheduled and unscheduled air carrier aircraft with more than 30 seats and/or serve scheduled air carrier operations in aircraft with more than 9 seats but less than 31 seats

Pilots -

- Part 61 is certification for private pilots, flight instructors and ground instructors.
- Part 91 is general operating rules for all aircraft.
- Part 121 is scheduled air carrier (commercial aviation).
- Part 133 is external load (helicopter) operations.
- Part 135 is a set of rules with more stringent standards for commuter and on demand operations (Eagle Med and charters.)
- Part 141 is a more intensive set of standards for pilot training, based on FAA syllabus and other standards

FBO – Fixed Base Operator – Saker Aviation (gas station)

ATCT – Air Traffic Control Tower

RWY - Runway

TWY – Taxiway

AAB – Airport Advisory Board

ARFF – Aircraft Rescue and Firefighting

Commercial Air Service

Essential Air Service

1. October 2011 – April 2, 2012. Great Lakes is under the DOT Order to provide service to Denver. Flights provided are as follows:
Monday – Friday – Five round trip flights to Denver
Saturday – Two round trip flights to Denver
Sunday – Three round trip flights to Denver
2. April 3, 2012 – September 2013 – American Eagle will be under the DOT Order to provide service to Dallas. The tentative flight schedule will have an early morning departure, mid-afternoon arrival/departure and a late evening arrival.

Transportation Security Administration Inspection

The TSA inspects the airport facilities and Security Plan annually. The airport is a category IV airport.

Federal Aviation Administration Inspection

The FAA inspects the airport annually. The airport is Part 139 therefore we must meet certain requirements in order to receive commercial air service. The airport is a Class II airport.

Casino Flights

Allegiant Air/Harrah's Casino provides casino flights to Laughlin and Reno/Tahoe Nevada. The aircraft holds up to 130 passengers. The passengers count as enplanements. The airport staff works the flight providing baggage handling, check in, and Ground Security. Staff is trained for these procedures. Revenue generated includes: baggage fees, landing fees and enplanements/AIP. Typically a casino flight will take approximately 4-6 hours of airport staff time on departure and less than 2 hours on their return arrival.

Airport Improvement Projects (AIP)

Airport Improvement Projects are funded by 95% FAA and 5% City of Garden City. The airport receives \$1,000,000 entitlement funds from the FAA when we remain at primary status with 10,000 enplanements. The airport also receives additional discretionary funding. The projects are on a priority system developed by the FAA.

Wildlife Fence

The project will install a wildlife perimeter fence around the airport. The fence will be 10 feet high with three-strand barb wire. The fence will have a four foot skirt installed underground. The fence will be installed in two phases. Phase I began in the fall of 2011 and will enclose the airside. Phase II will enclose the landside and is expected to begin in the summer of 2012.

Master Plan Update

The project began in the summer of 2011 and will be updating the current master plan. The update will include the following sections: inventory of existing conditions, forecast aviation

demand, demand capacity facility requirements, terminal area planning, alternative development, evaluation, recommendation plan, revenue enhancement, financial plan, CIP, update ALP and incorporate everything into GIS. The project is 50% completed.

Apron Lighting

The project will replace the existing apron lights. The project may include installation of three additional lights along t-hangar areas. The project is anticipated to begin in the summer of 2012.

Passenger Ramp

The project will be reimbursement for the purchase of the passenger ramp in 2011. The reimbursement is expected in the summer of 2012.

Capital Improvement Projects (CIP)

Capital Improvement Projects are fully funded through the City of Garden City. The parking lot expansion is tentatively scheduled for 2012 upon approval and funding.

Staff

The City of Garden City employees the following positions at the airport: Director of Aviation, Director of Operations, Administrative Assistant, Operations/Maintenance (3).

Projects

Primary Guiding Documents

The Airport Advisory Board and staff are in the process of preparing the Primary Guiding Documents for consideration and approval by the City Commission. This is a very long process. The three main documents include the Rules and Regulations, Minimum Standards, and Rates and Charges.

Strategic Workshop

The Airport Advisory Board and staff created a Strategic Workshop to plan, discuss and prioritize goals and objectives. The workshop created a strategic plan to help guide the goals and objectives for the airport.

Any comments, discussions and questions?

**ITEM 6
DIRECTOR'S REPORT**

A. AIP PROJECTS

a. 2011 Projects

- i. Wildlife Fence – Construction began in the fall; however the project is on-hold until the spring. The project is approximately 10% completed.
- ii. Master Plan Update – The project is estimated to be about 51.7% complete overall and is expected to finish by July 2012. Major planning tasks and their percent completed are as follows:
 - 1. Goals & Objectives 100%
 - 2. Inventory..... 100%
 - 3. Airport/Airspace Survey..... 75%
 - 4. Airfield Pavement Inspection, Report 63%
 - 5. Forecast..... 100%
 - 6. Demand/Capacity and Facility Requirements.. .. 93%
 - 7. NEPA Environmental Overview..... 0%
 - 8. Alternatives..... 13%
 - 9. Capital Improvements Plan..... 12%
 - 10. Traditional ALP Update..... 4%
 - 11. Airport GIS Update..... 3%

b. 2012 Projects

- i. Wildlife Fence Phase II – The project will enclose the landside. The airport engineering firm is currently designing the project for FAA approval.
- ii. Apron Lighting – The project will replace the apron lighting with (potential) additional lighting around the t-hangars. The airport engineering firm is currently designing the project for FAA approval.
- iii. Passenger Lift – The project will be reimbursement for the 2011 equipment purchase. Staff has submitted required paperwork and is awaiting FAA approval.

B. CAPITAL IMPROVEMENT PROJECTS

- a. Parking Lot Expansion – The project will expand the parking lot with an anticipated 200+ spots. Staff is working on securing approval and funding.

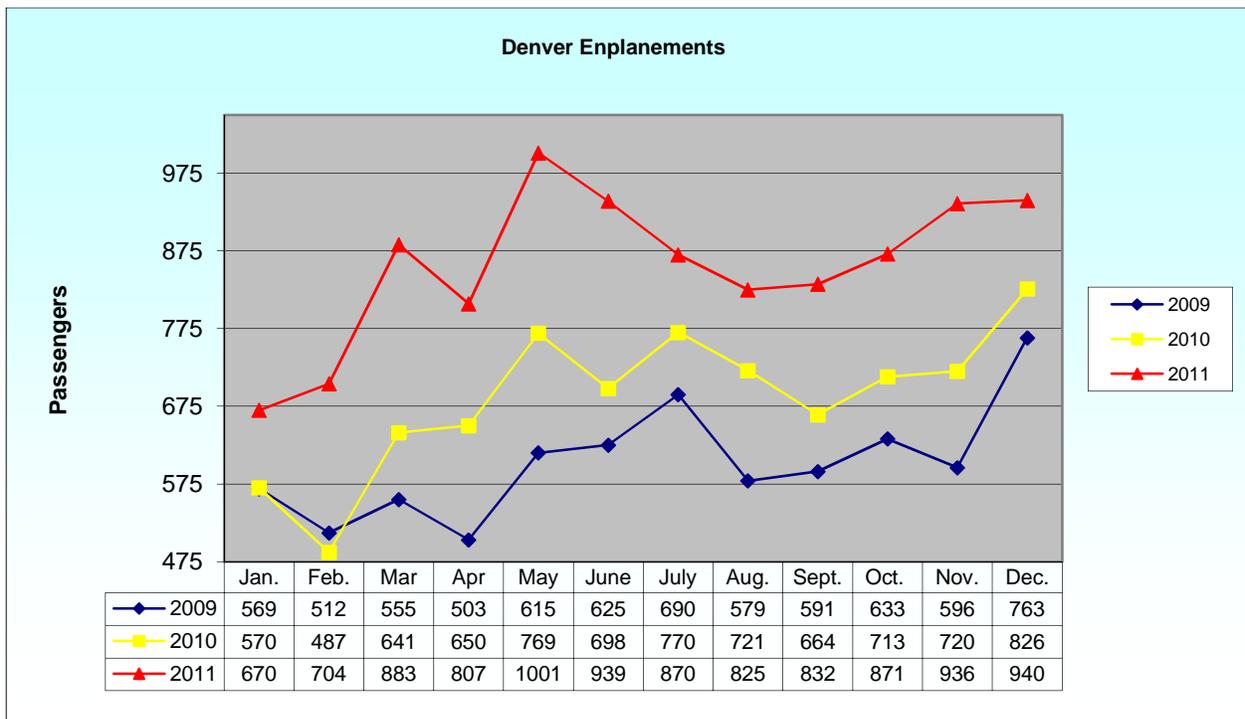
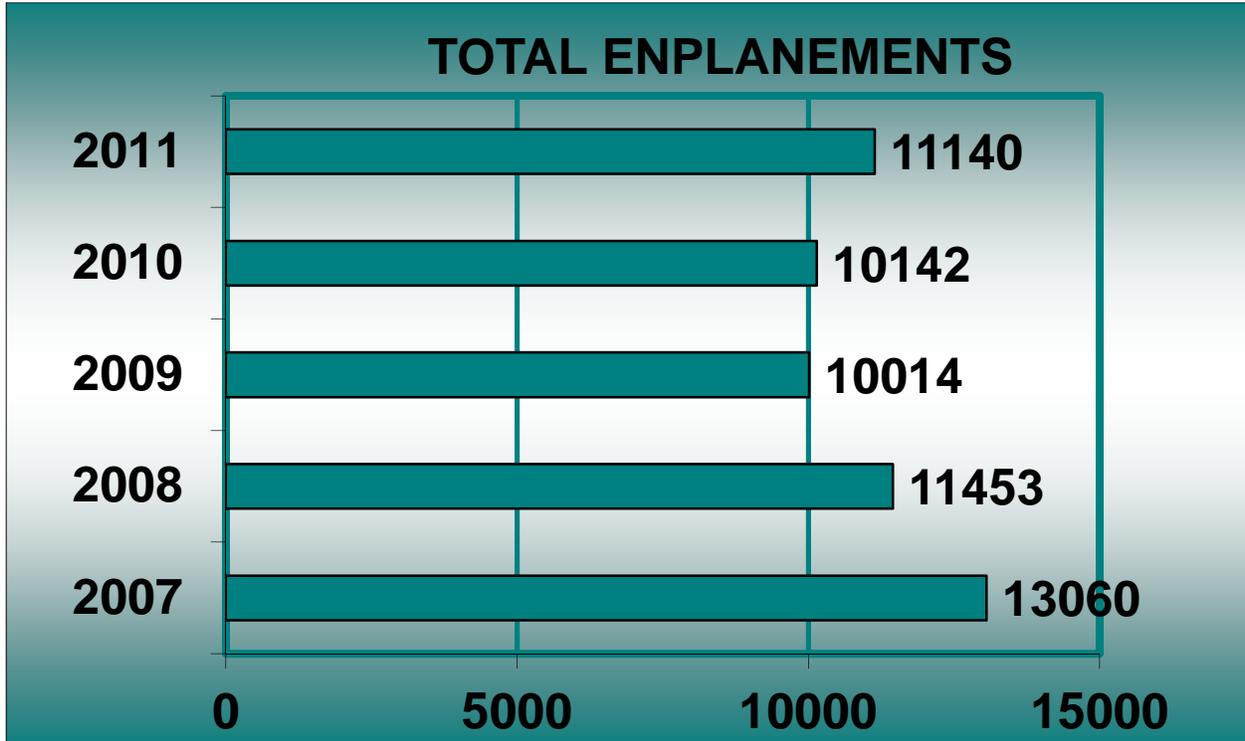
C. CHARTER FLIGHTS

- a. The next casino flight is schedule for February 9th – February 12th.

D. AIR SERVICE

- a. Great Lakes recently changed their flight schedule to include a sixth flight M-F.
- b. American Eagle is set to start service on April 3, 2012. Tickets will go on sale during the third week of January.

**ITEM 7
MONTHLY REPORTS**



**Garden City Regional Airport
Departures 2011**

	Scheduled	Operated	Total Canceled	On Time	1-5 Min Late	6+ min late	Percent Operated	Percent On Time
January	168	163	5	95	11	57	97%	58%
February	160	143	17	86	4	53	89%	60%
March	190	168	22	116	5	47	88%	69%
April	175	171	4	115	8	48	98%	67%
May	179	173	6	110	8	55	97%	64%
June	181	179	2	121	16	42	99%	68%
July	186	181	5	123	12	46	97%	68%
August	189	187	2	143	7	37	99%	76%
September	184	182	2	137	5	38	99%	75%
October	183	177	6	132	7	38	97%	75%
November	180	179	1	132	13	34	99%	74%
December	169	163	6	89	10	64	96%	55%
Totals	2144	2066	78	1399	106	559	96%	68%

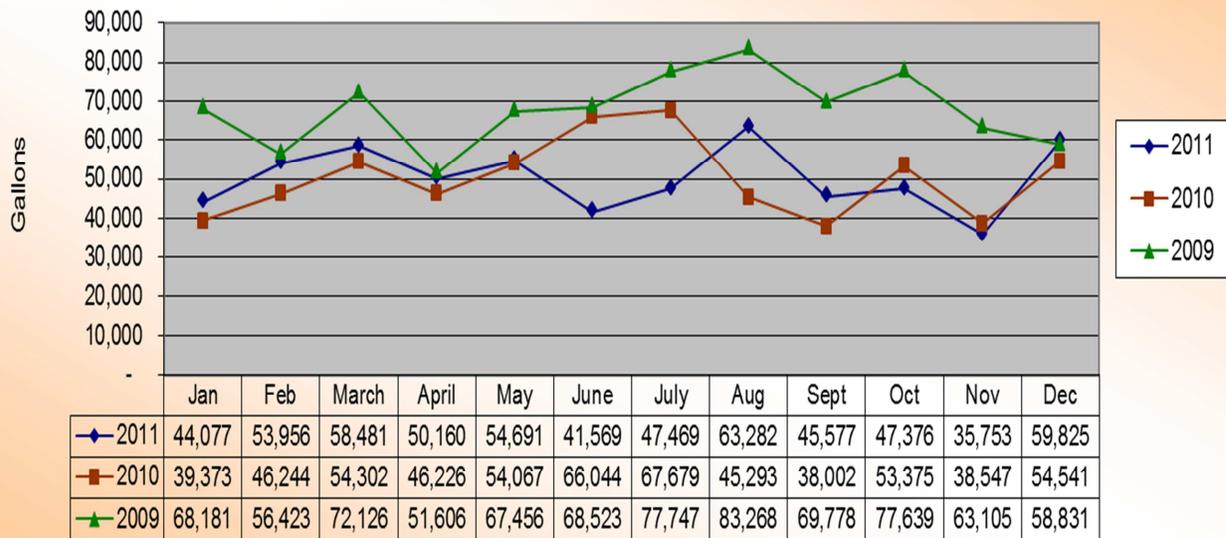
**Garden City Regional Airport
Arrivals 2011**

	Scheduled	Operated	Total Canceled	On Time	1-15 Min Late	16+ Min Late	Percent Operated	Percent On Time
January	167	164	3	89	37	38	98%	54%
February	160	143	17	79	31	33	89%	55%
March	191	170	21	111	25	34	89%	65%
April	176	172	4	116	20	36	98%	67%
May	179	175	4	110	27	38	98%	63%
June	186	183	3	122	39	22	98%	67%
July	186	181	5	121	34	26	97%	67%
August	189	187	2	133	27	27	99%	71%
September	186	183	3	133	28	22	98%	73%
October	183	177	6	132	18	27	97%	75%
November	188	187	1	132	37	18	99%	71%
December	165	160	5	87	20	53	97%	54%
Totals	2156	2082	74	1365	343	374	97%	66%

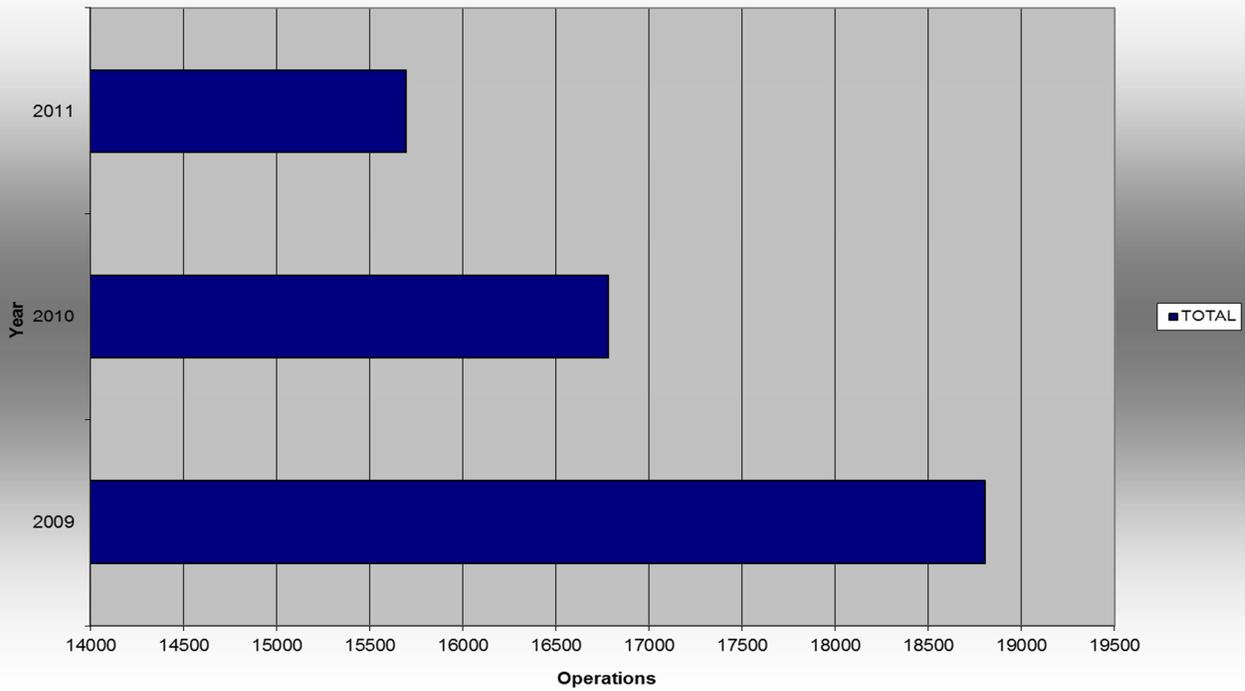
2011 Enplanements

	Denver	MCI	Charter	Allegiant Air	Total
Jan.	670	70	0	0	740
Feb	704	12	0	126	842
March	883		0	0	883
April	807		162	0	969
May	1001		0	101	1102
June	939		0	0	939
July	870		0	0	870
Aug	825		0	125	950
Sept	832		0	97	929
Oct	871		0	0	871
Nov	936		0	116	1052
Dec	940		0	53	993
TOTAL	10278	82	162	618	11140

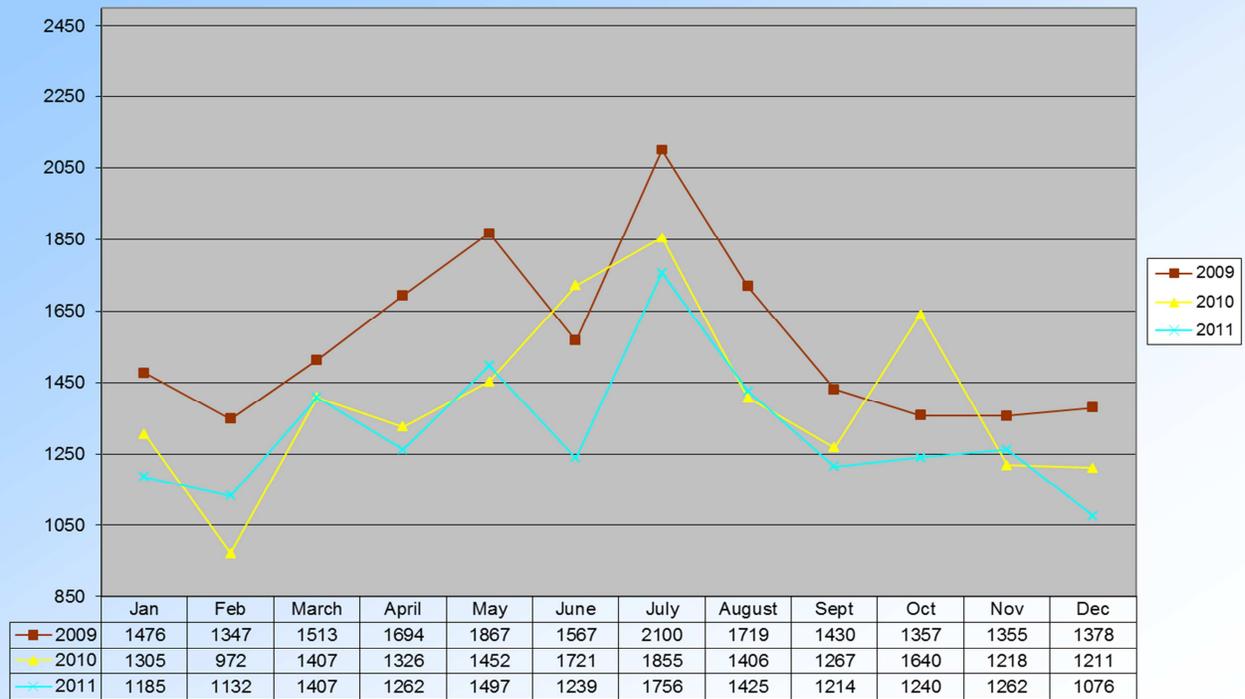
GCK Fuel Sold



GCK Total Operations



Garden City Regional Airport's Operations Count



T-Hangar Waiting List

12/28/11

Date	Name	Address	Phone	Hangar
T-Hangar Upgrade				
4/21/06	Gary Drussel	2197 W. Parallel	275-5247	Bifold
9/7/06	Rob Martin	4101 E HWY 50	276-4376	Bifold
6/15/07	Gary Keller	2225 S. Air Service	275-5535	Bifold
1/2/09	Skip Crist William M. Jones	1605 Grandview Dr.	271-8431	Bifold
11/10/09	(Bill)	716 Center	275-4155	Bifold see notes
10/7/10	Nathan Kells	842 Road 60	272-1083	Bifold South Twin Hangars
9/8/11	Doug Chanay	2702 Koster	275-6800	FOREVER
8/24/11	Terry Hunsberger		272-1932	Wants bi-fold only
T-Hangar needed				
9/1/09	Garrett Spear	(plane not annualued yet) Box 52 Ingalls KS	620-290-3649	Single 2 Single Hangars (when able to relocate)
3/30/07	Orville Anstaett	67853	335-5521	
4/25/11	Charles Spikes		260-5557	Single

AIRPORT ADVISORY BOARD ABSENTEE RECORD

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Gerald Edwards				Absent		Absent						Absent
Ken Fry						Absent				Absent		
Charlie Robinson									Absent		Excused	Excused
Harley Foulks												Absent
Jason Dougherty		Absent	Absent			Absent			Absent	Absent		
Ed Fischer	Excused										Excused	
Marlo Miller	Absent						Absent	Absent				