



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

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- 5:30 P.M.** MEETING CALLED TO ORDER
- ITEM 1** PUBLIC COMMENT (Five Minutes per Spokesperson)
- ITEM 2** APPROVAL OF MARCH 8, 2012 MINUTES
- ITEM 3** LEASE REVIEW
- ITEM 4** DIRECTOR'S REPORT
- ITEM 5** MONTHLY REPORTS
- ITEM 6** BOARD MEMBERS COMMENTS
- A. Ed Fischer
  - B. Gerald Edwards
  - C. Charlie Robinson
  - D. Ken Frey
  - E. Marlo Miller
  - F. William (Bill) Jones
  - G. Mike Scheiman
- ITEM 7** ADJOURN UNTIL 5:30 P.M. ON MAY 10, 2012
- ITEM 8** AIRPORT FACILITY TOUR

To review a copy of the supporting documentation of each Agenda item, please visit our website at [www.fly2gck.com](http://www.fly2gck.com), Airport Information - Advisory Board.



**GARDEN CITY REGIONAL AIRPORT  
ADVISORY BOARD MINUTES  
MARCH 8, 2012**

**5:30PM**

**MEETING CALLED TO ORDER**

**MEMBERS PRESENT**

Ken Fry, Ed Fischer, Charlie Robinson, Gerald Edwards, Bill Jones and Mike Scheiman

**MEMBERS ABSENT**

Marlo Miller

**STAFF PRESENT**

Rachelle Powell, Derek Barr and Kayla Spence

**ITEM 1**

**SPENCER FLIGHT TRAINING PROGRAM PRESENTATION**

Andy Hineman and Brian Vulgamore presented information about the Spencer Flight Training Program. They discussed how the concept for the center came about and the steps that were taken to create it. They spoke of the impact that the center will have on the Southwest Kansas aviation community and the projected outcome of the project.

**ITEM 2**

**PUBLIC COMMENT**

No Comment

**ITEM 3**

**APPROVAL OF FEBRUARY 9, 2012 MINUTES**

Mike Scheiman moved to approve the February 9, 2012 Airport Advisory Board minutes. Gerald Edwards seconded the motion. The motion passed unanimously.

**ITEM 4**

**LEASE REVIEW**

Ken Fry asked if the city was still happy with the amount that EagleMed is paying for office rent. Rachelle Powell said that the rent is adequate. The rental amount was recently increased to reflect additional leased space. Charlie Robinson moved to leave the lease amount as it is and automatically renew the lease. Mike Scheiman seconded the motion. The motion was passed unanimously.

## **ITEM 5           DIRECTOR'S REPORT**

### AIP Projects

Bill Jones asked why the fencing project was put on hold. The project stopped due to weather. Ken Fry inquired about the penalties that the contractor would be facing if they are not able to meet the deadline. The contractor will be charged liquated damages per each calendar day for work that is not completed within the 120-calendar day contract. The damages are assessed at \$500 per calendar day. Charlie Robinson inquired as to how the contractors got behind. Mike Scheiman responded with his personal opinion, noting that from what he has seen, the contractors did not have enough people working. He also thought that the workers were jumping around, from place to place, on the project too much. Bill Jones asked if the city has paid the contractors yet. Rachelle Powell said that the city has paid the contractors, but only for the portion of the project that they have completed.

Mike Scheiman reminded the airport that during the Apron Lighting phase that the contractor should keep in mind that the north-end lights need to be checked to make sure that they do not shine into the tower windows, causing a blind spot for the air traffic controllers. Ken Fry asked if Saker is going to have lights put on their building and if so could it be placed on North/Northwest side of the building. Rachelle Powell said that they would look into it being a possibility.

### CIP Projects

Ed Fischer stated to the board to report any improvement ideas that they would like to see in the master plan.

### Air Service

Ken Fry asked if the plane will be overnighing here. Yes it will be. Charlie Robinson asked about the booking rates and options. He was informed that booking can be made online at [www.aa.com](http://www.aa.com) or by calling 1-800-433-7300. Prices should be the same with either option.

## **ITEM 6           MONTHLY REPORTS**

No Comment

**ITEM 7      BOARD MEMBERS COMMENTS**

- A.      Ed Fischer– Would like to announce to the board that he has taken a new position as the Industrial Trainer at the Garden City Community College.
- B.      Gerald Edwards – EAA will be Saturday in Dodge City.
- C.      Charlie Robinson – Looking forward to the American Eagle flights and is curious as to the expansion that this will bring for the airport.
- D.      Ken Fry – Would like to welcome mike Scheiman to the board.
- E.      Marlo Miller – Absent
- F.      William (Bill) Jones – No Comment
- G.      Mike Scheiman – No Comment

**ITEM 8      ADJOURNMENT**

Ken Fry made a motion to adjourn. Charlie Robinson seconded the motion. The motion was passed unanimously.

### **ITEM 3 LEASE REVIEW**

#### **ISSUE**

Airport Advisory Board consideration of Amendment to the Lease Agreement between the City of Garden City and Michael Scheiman for rental of the airport house property.

#### **BACKGROUND**

##### ***Scheiman Airport House Lease***

Term: Lease began July 15, 2005 and automatically renews every 30 days unless notice to terminate or amend is provided.

Rent: \$500.00 per month

Proposed Amendment to Lease Agreement (see below)

Term: effective July 15 2012

Rent: \$600 per month

#### **ALTERNATIVES**

1. The Airport Advisory Board recommendation of the Amendment to Lease Agreement to increase the rental amount.
2. The Airport Advisory Board recommendation of re-negotiating the Amendment to the Lease Agreement to a different rental amount.
3. The Airport Advisory Board recommendation of denying the Amendment to Lease Agreement with no rental increase Solutions.

#### **RECOMMENDATION**

Staff recommends Mr. Scheiman abstains for voting.

Staff recommends Airport Advisory Board recommended approval of the Amendment to the Lease Agreement to increase the rental amount. The Governing Body will review the advisory board's recommendation during the City Commission meeting on April 17, 2012.

#### **FISCAL NOTE**

The Amendment to the Lease Agreement will increase the airport's revenue by \$1,200 annually.

**AMENDMENT TO LEASE AGREEMENT**

**AMENDMENT** to Lease Agreement, dated June 29, 2005, by and between:

**CITY OF GARDEN CITY, KANSAS**, a municipal corporation, Lessor,

and

**MICHAEL SCHEIMAN**, Lessee.

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This Amendment shall be part of the Lease Agreement identified above by date and parties covering all of the following described property, to-wit:

Residence commonly referred to as Airport House located at 2214 South A. Air Drive, Garden City Regional Airport (GCRA), said residence located east of the main GCRA terminal, leased premises to include front and back yard, together with storage building behind residence (Leased Premises).

**1. Paragraph 4 of the Lease Agreement, Rent, is hereby amended, and the following is substituted as paragraph 4:**

4. RENT. Lessee agrees to pay as rent for the Leased Premises, the sum of Six Hundred Dollars (\$600) per month, payable on or before the 15th day of each month, with such payments to begin July 15, 2012. All rent payments shall be made to the Clerk of the City of Garden City, Kansas.

This Amendment shall become effective the 1st day of July, 2012.

All terms and conditions of the Lease Agreement not modified herein, shall remain in full force and effect.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Amendment on the dates set forth below.

CITY OF GARDEN CITY, KANSAS

\_\_\_\_\_  
DATE

By: \_\_\_\_\_  
JOHN DOLL, Mayor  
Lessor

ATTEST:

\_\_\_\_\_  
CELYN N. HURTADO, City Clerk

**ITEM 4  
DIRECTOR'S REPORT**

**A. AIP PROJECTS**

a. 2011 Projects

- i. Wildlife Fence – Construction began in the fall; however the project is on-hold until April 16, 2012. The construction company will have until June 16, 2012 to complete the project. Liquated damages of \$500 per day will be assessed if the project is not completed on schedule.
- ii. Master Plan Update – The project is estimated to be about 61% 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..... 90%
  - 4. Airfield Pavement Inspection, Report ..... 63%
  - 5. Forecast.....100%
  - 6. Demand/Capacity and Facility Requirements..... 100%
  - 7. NEPA Environmental Overview..... .. 3%
  - 8. Alternatives..... 66%
  - 9. Capital Improvements Plan..... 53%
  - 10. Traditional ALP Update..... . 8%
  - 11. Airport GIS Update..... 4%

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 additional lighting around the newly constructed 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.
  - 1. April 11, 2012 – a pre-bid meeting will be held at 10:00 am.
  - 2. April 17, 2012 – bid opening at 10:00 am
  - 3. May 1, 2012 – Commission acceptance of bids

**B. CAPITAL IMPROVEMENT PROJECTS**

- a. Parking Lot Expansion – Staff is working with the City Engineering Department on the design. The parking lot budget is less than originally anticipated. The lot will be basic with the option to add on parking spots, curb and gutter and any additional items next year. Staff will provide more updates at the meeting.

**C. CHARTER FLIGHTS**

- a. Flight scheduled for April 20, 2012 and it is shared with Pueblo, CO.
- b. Flight scheduled for June 1, 2012.

**D. AIR SERVICE**

- a. American Eagle service began on April 3, 2012. The plane is averaging 25 passengers per flight.



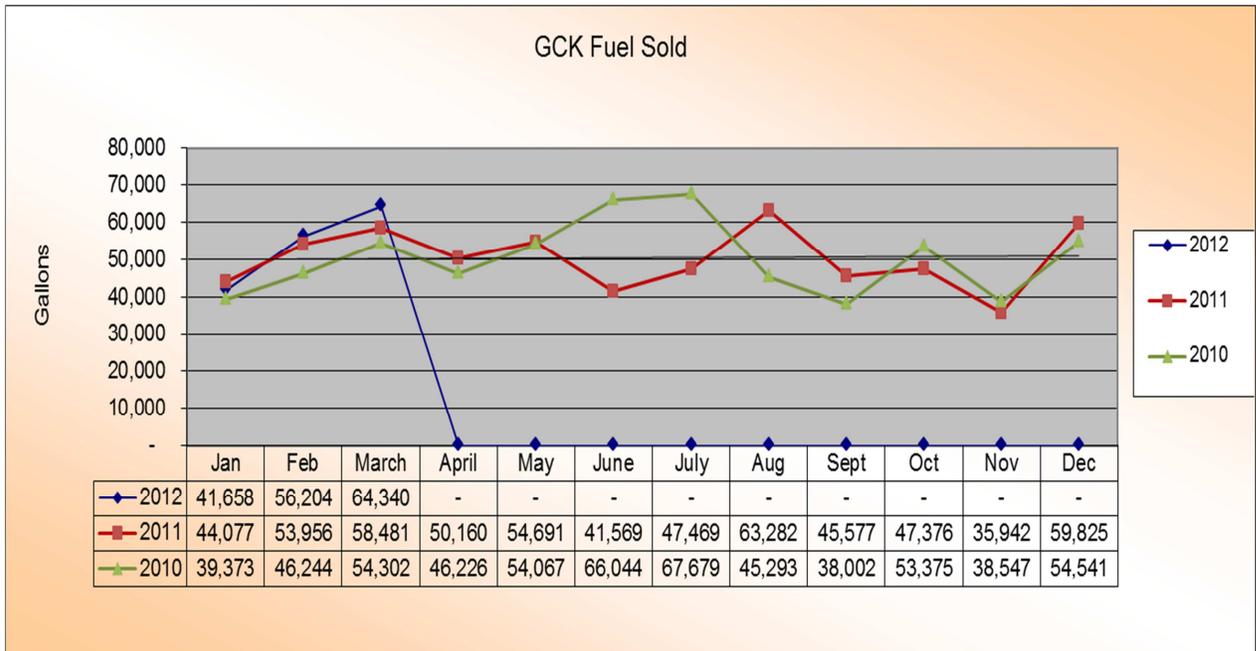
**Garden City Regional Airport  
Departures 2012**

	Scheduled	Operated	Total Cancelled	On Time	1-5 Min Late	6+ min late	Percent Operated	Percent On Time
January	188	186	2	149	5	32	99%	80%
February	170	165	5	97	12	56	97%	59%
March	189	181	8	129	10	42	96%	71%
April	20	17	3	7	1	9	85%	41%
May								
June								
July								
August								
September								
October								
November								
December								
<b>Totals</b>	<b>378</b>	<b>368</b>	<b>10</b>	<b>253</b>	<b>18</b>	<b>97</b>	<b>97%</b>	<b>70%</b>

**Garden City Regional Airport  
Arrivals 2012**

	Scheduled	Operated	Total Cancelled	On Time	1-15 Min Late	16+ Min Late	Percent Operated	Percent On Time
January	189	187	2	142	21	24	99%	76%
February	171	167	4	102	30	35	98%	61%
March	189	180	9	129	30	21	95%	72%
April	19	17	2	6	4	7	89%	35%
May								
June								
July								
August								
September								
October								
November								
December								
<b>Totals</b>	<b>360</b>	<b>354</b>	<b>6</b>	<b>244</b>	<b>51</b>	<b>59</b>	<b>97%</b>	<b>69%</b>

<b>2012</b>	<b>Denver</b>	<b>Charter</b>	<b>Allegiant Air</b>	<b>Total</b>
<b>Jan.</b>	881	0	0	<b>881</b>
<b>Feb</b>	801	0	128	<b>929</b>
<b>March</b>	944	0	0	<b>944</b>
<b>April</b>	87			<b>87</b>
<b>May</b>				<b>0</b>
<b>June</b>				<b>0</b>
<b>July</b>				<b>0</b>
<b>Aug</b>				<b>0</b>
<b>Sept</b>				<b>0</b>
<b>Oct</b>				<b>0</b>
<b>Nov</b>				<b>0</b>
<b>Dec</b>				<b>0</b>
<b>TOTAL</b>	<b>2713</b>	<b>0</b>	<b>128</b>	<b>2841</b>



## Garden City Regional Airport Quarterly FBO Activity Report

Report Period January - March 2012

Date Submitted 4/5/2012

Submitted by: Saker Aviation Services

Fueling Activity	January	February	March
Jet A	37,563	50,940	51,403
Avgas	4,095	5,264	5,231
Contract			
<b>Totals</b>	<b>41,658</b>	<b>56,204</b>	<b>56,634</b>

### Aircraft Rental

Number of Rentals	0
Total Rental Hours	0

### Charter Activity (Originating from GCK)

Number of Charter Flights	0
Revenue Enplanments	0

### Flight Instruction

Number of Students	0
Hours of Instruction	0



