



**GARDEN CITY REGIONAL AIRPORT
ADVISORY BOARD MINUTES
JANUARY 10, 2013**

5:30PM

MEETING CALLED TO ORDER

MEMBERS PRESENT

Mike Scheiman, Ken Fry, William (Bill) Jones, Darin Germann, Marlo Miller and Ed Fischer

MEMBERS EXCUSED

Charlie Robinson

STAFF PRESENT

Rachelle Powell, Derek Barr

ITEM 1

APPOINTMENT OF CHAIR AND VICE CHAIR

The airport had requested that the Airport Advisory Board appoint a Chair and Vice Chair. Ed Fischer had served as Chair during 2012 and Ken Frey was the Vice Chair during 2012. Bill Jones commented that he thought Ed and Ken did a good job as Chair and Vice Chair. Bill Jones then made the motion to have Ed Fischer and Ken Frey as the Chair and Vice Chair of the Airport Advisory Board for 2013. The motion was seconded by Marlo Miller. The motion passed unanimously.

ITEM 2

PUBLIC COMMENT

Ernie Senecal wanted to know if the airport was planning on replacing the FAA carpet that is located downstairs in their office. Rachelle Powell informed Ernie that once the airport has re-carpeted the terminal, their offices would be next.

ITEM 3

APPROVAL OF December 13, 2012 MINUTES

Mike Scheiman motioned to approve the December 13, 2012 Airport Advisory Board minutes. Bill Jones seconded the motion. The motion passed unanimously.

ITEM 4

FIRE CHIEF SHELTON

Fire Chief Shelton requested to speak with the Airport Advisory Board (AAB). Chief Shelton began by telling the AAB the origins of Aircraft Rescue Fire Fighting (ARFF) at the Garden City Regional Airport (GCK). After explaining how ARFF started at GCK, Chief Shelton explained to the AAB the training requirements and education necessary to become ARFF certified. Ken Frey asked how many firefighters are currently ARFF certified. Chief Shelton responded that there are currently 8 ARFF certified firefighters. Chief Shelton also explained that

there used to be 12 ARFF certified firefighters. The cost of training 12 firefighters became too much for the fire department and that is why they have 8 ARFF certified firefighters. Chief Shelton discussed the discrepancy that was found during the ARFF inspection during the airports annual FAA Part 139 Inspection. Chief Shelton explained that the records that were given to the FAA inspector that day had a discrepancy in the ARFF personnel training records. The records showed that 3 out of 8 ARFF personnel had not fully completed their ARFF training. Chief Shelton explained that all of the personnel had completed their required ARFF training, but due to a lack of proper record keeping, a discrepancy had occurred within the ARFF records. Chief Shelton admitted that there was a discrepancy and that the fire department had now come up with a new training program to ensure that this issue would not happen again. The ARFF personnel will now begin their training in January of each year and will have all of their required trainings done by July to ensure that each ARFF personnel are properly trained and the training is properly documented. It was also recommended in the FAR Part 139 inspection that the ARFF department discharge the foam and dry chemical on each truck to ensure each agent is operational. Chief Shelton addressed this issue with the AAB board, explaining how they test the foam on the truck, but had not tested the dry chemical due to the high cost of discharging the agent. Chief Shelton informed the AAB that he had contacted the manufacturer of the dry chemical and they do not recommend discharging the dry chemical. Chief Shelton also contacted the ARFF departments with the Manhattan Airport, Hays Airport and Denver International Airport, to inquire if they discharge their dry chemical. After discussion with those airports and following the recommendation by the FAA, the GCK ARFF department will now discharge their dry chemical on an annual basis. The AAB thanked Chief Shelton for taking the time to come in and explain to them the issues that had arose with the ARFF department and that they looked forward to an improved performance this upcoming year.

ITEM 5 RESOLUTIONS

Rachelle Powell explained to the Airport Advisory Board Resolutions 766, 2196 and 2388. Mike Scheiman asked if any of these resolutions required any action from the Airport Advisory Board. Rachelle Powell informed Mike Scheiman that no action was required from the Airport Advisory Board on these resolutions.

ITEM 6 AIRPORT 101

Rachelle Powell explained to the Airport Advisory Board the basic rules and regulations that the airport operates under and is regulated by. She gave basic definitions of operations, enplanements, fuel flow, Part 139, Essential Air Service, Transportation Security Administration, Casino Charters, Airport Improvement Projects and Capital Improvement Projects. Ed Fischer questioned whether or not the charter flight would still be going to Laughlin, NV now that there was a new carrier for the charter flights. Rachelle Powell informed Ed that the flights will still be going to Laughlin, NV. Ed Fischer also questioned if the AAB could get a

summary of project that's were upcoming for the Airport. Rachelle Powell stated that would not be a problem and would be able to provide that at the next AAB meeting. Mike Scheiman asked how many enplanements the airport would need before it would see an increase in federal money. Rachelle Powell informed him that they airport would need to exceed 50,000 enplanements before it could see an increase in federal money. Rachelle Powell also informed the Airport Advisory Board that the airport is starting the process to begin charging a Passenger Facility Charge. She explained that a Passenger Facility Charge is a small fee that will be added to each passenger's ticket that will be collected by the airline, and then sent back to the airport for the airport to use for future airport projects.

ITEM 7 DIRECTORS REPORT

Rachelle Powell explained to the Airport Advisory Board the current status of each project that was going on at the airport. She informed the board that the apron lighting project is completed and that the airport is now working with the engineering firm to design the Snow Removal Equipment and Materials Building. Ken Frey asked if the airport had received a final plan for the new parking lot. Rachelle Powell informed him that she would email the board the design of the new parking lot. Rachelle Powell also informed the board she had done some research into getting an ATM at the airport. She found out that 3 banks were not interested in putting an ATM at the airport. There is an option for the airport to buy its own ATM but at this time that option is cost prohibited. Darin Germann brought up that the city electric department had still not come out to fix the lights east of the T-Hangers. Derek Barr responded that the electric department had been out and had fixed the lights, but he would double check to ensure their operation.

ITEM 8 MONTHLY REPORTS

Rachelle Powell went through the monthly reports with the Airport Advisory Board. She highlighted the fact that the airport finished with 17,923 enplanements and she expects that number to be over 18,000 once the final count has been made. Rachelle Powell explained to the Airport Advisory Board that the operations number had dropped significantly due to high fuel prices, making it difficult for weekend pilots to operate their aircraft. Ed Fischer questioned as to how the drop in operations affected the airport. Rachelle Powell informed Ed that the drop in operations would in turn force the city to pay more to keep the tower here at GCK. Darin Germann stated that he wants to work with the surrounding military bases to see if we can get them to utilize our airport more.

ITEM 9 BOARD MEMBER COMMENTS

- A. Ed Fischer – Ground school at the college did not have anyone sign up. He is working with the college to try and gain more interest. They will try again in the spring.

- B. Charlie Robinson – Excused
- C. Ken Fry – Would like to see the airport explore into getting new T-Hangers. Also wants the airport to pile the snow in a new location.
- D. Marlo Miller – No Comment
- E. William (Bill) Jones – No Comment
- F. Mike Scheiman – Would like to inform the board that the ground handling service provided to the airline was put on notice for their performance issues. He is also concerned with the frequent over sales of the flights. He would also like to see more signage indicating that the terminal loop is one-way traffic.
- G. Darin Germann – Wants to know if there are any plans for new T-Hangers. He would also like to see additional parking for Saker if possible.

ITEM 10 ADJOURNMENT

Mike Scheiman made a motion to adjourn. Marlo Miller seconded the motion. The motion passed unanimously.