



**AGENDA**  
**AIRPORT ADVISORY BOARD MEETING**  
**THURSDAY, APRIL 11, 2024**  
**5:30 PM**  
**AIRPORT ADMINISTRATIVE CONFERENCE ROOM**

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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 14, 2024 MINUTES**
- ITEM 3 NEW BUSINESS**
- 3.1 LEASE REVIEW – TSA OFFICE LEASE
- ITEM 4 OLD BUSINESS**
- 4.1 NONE
- ITEM 5 DIRECTOR’S REPORT**
- ITEM 6 MONTHLY REPORTS**
- ITEM 7 BOARD MEMBERS COMMENTS**
- A. Charlie Robinson
- B. Michael Richmeier
- C. Carmen De La Torre
- D. Jette DeSalvo
- E. Tyler Deines
- F. Blair Loving
- G. Aaron Anderson
- ITEM 8 ADJOURN UNTIL 5:30 P.M. ON MAY 9, 2024**



**ADVISORY BOARD MINUTES  
MARCH 14, 2024**

**5:30 P.M. MEETING CALLED TO ORDER**

**MEMBERS PRESENT**

Charlie Robinson, Jette DeSalvo, Tyler Deines, Blair Loving, and Aaron Anderson

**MEMBERS ABSENT**

Tyler Deines and Michael Richmeier

**STAFF PRESENT**

Rachelle Powell and Kathy Kuenstler

**ITEM 1 PUBLIC COMMENT**

No public comment.

**ITEM 2 APPROVAL OF DECEMBER 14, 2023, MINUTES**

Aaron Anderson made a motion to approve the December 14, 2023, Airport Advisory Board minutes. Jette DeSalvo seconded the motion. The motion passed unanimously.

**ITEM 3 NEW BUSINESS**

**3.1 APPOINTMENT OF CHAIR AND VICE CHAIR**

Staff requests the appointment of Chair, Vice-Chair and Secretary. Blair Loving is Chair, Mike Richmeier is Vice-Chair and Blair Rodriguez is the Secretary.

Below are the members and their terms for reference:

- 2024
  - Jette DeSalvo, first term
- 2025
  - Tyler Deines, first term
  - Blair Loving, first term
  - Aaron Anderson, second term



- 2026
  - Charlie Robinson, first term
  - Michael Richmeier, first term
  - Carmen DeLaTorre, first term

Charlie Robinson made a motion to appoint Michael Richmeier as Chair of the Airport Advisory Board. Aaron Anderson seconded the motion. The motion passed unanimously.

Charlie Robinson made a motion to appoint Jette DeSalvo as Vice-Chair of the Airport Advisory Board. Aaron Anderson seconded the motion. Jette DeSalvo recused herself from voting. The motion passed unanimously.

Charlie Robinson made a motion to appoint Blair Rodriguez as Secretary of the Airport Advisory Board. Blair Loving seconded the motion. The motion passed unanimously.

### 3.2 LEASE REVIEW – O’BRATE HANGAR 2

The Airport Advisory Board consideration and approval of the automatic renewal of the lease between the City of Garden City and O’Brate Realty, LLC.

O’Brate Realty, LLC constructed an aircraft hangar. Upon completion, the hangar became City property. The City leases the hangar to O’Brate Realty, LLC. The term (7/1/2018 – 6/30/2043) of the agreement is for twenty-five years with the option to extend the lease an additional 10 years with negotiated rent. No rent is due for the first twenty-five years of the agreement. The tenant is responsible for the maintenance, utilities and insurance of the hangar.

Jette DeSalvo made a motion to approve the automatic renewal of the lease between the City of Garden City and O’Brate Realty, LLC. Blair Loving seconded the motion. The motion passed unanimously.

### 3.3 LEASE REVIEW – AIRMD, LLC d/b/a LIFESAVE HOUSE

The Airport Advisory Board was asked to consider and recommend the automatic renewal of the lease agreement between AIRMD, LLC d/b/a LifeSave and the City of Garden City.

LifeSave rents the airport house property. The term of lease is for five years from July 1, 2020 to June 30, 2025. LifeSave rents approximately



3,000 square feet for \$13,200 annual rent. LifeSave is responsible for all utilities and is responsible for

the maintenance necessary to keep the rented premises in clean and neat condition including mowing. The City is responsible for maintenance of all major items.

Blair Loving made a motion to approve the automatic renewal of the lease agreement between AIRMD, LLC d/b/a LifeSave and the City of Garden City. Jette DeSalvo seconded the motion. The motion passed unanimously.

#### 3.4 LEASE REVIEW – AIRMETHODS CORPORATION d/b/a LIFESAVE HANGAR

The Airport Advisory Board was asked to consider and recommend the automatic renewal of the lease agreement between Air Methods Corporation d/b/a LifeSave and the City of Garden City for the lease of hangar space.

LifeSave leases the aircraft hangar located at 1835 S. Air Service Road. The term is September 1, 2023 – August 31, 2028. The tenant shall have the option to extend for an additional five-year term subject to negotiating rent. The current rent is \$5,745.60 annually (\$478.80 per month).

Charlie Robinson made a motion to recommend the automatic renewal of the lease agreement between Air Methods Corporation d/b/a LifeSave and the City of Garden City for the lease of hangar space. Jette DeSalvo seconded the motion. The motion passed unanimously.

#### 3.5 LEASE REVIEW – THE FACILITY OF GARDEN CITY LLC

The Airport Advisory Board consideration and approval of the automatic renewal of the lease between the City of Garden City and The Facility of Garden City, L.L.C., for the leased land at the Garden City Regional Airport.

The City of Garden City (City) and Rolf Heltzen (Tenant) entered into and are parties to a Lease Agreement dated July 7, 2009. The Tenant organized and established The Facility of garden City, L.L.C., (LLC) and to assign all of his right, title and interested in and to the Lease unto the LLC. The City agreed to consent to the Tenant's assignment of the lease unto the LLC on February 18, 2020.



The land is approximately 7.44 acres. The term of the lease is 50 years beginning on July 1, 2009 and ending on June 30, 2059. The lease has rent increases occurring every five years. Rent is currently \$600 per month. The next rent increase will occur on July 1, 2024 to \$800 per month.

Jette DeSalvo made a motion to approve the automatic renewal of the lease between the City of Garden City and the Facility of Garden City, L.L.C. Aaron Anderson seconded the motion. The motion passed unanimously.

### 3.6 AIRPORT SECURITY PROGRAM FEE STRUCTURE

The Airport Advisory board was asked to consider and approve the Airport Security Program fee structure.

The Transportation Security Administration (TSA) requires an airport to have a complete Airport Security Program (ASP) when scheduled airlines operate aircraft with 61 or more seats. Airport staff will be required to conduct security threat assessments and criminal history record checks to issue identification badges that allow employees, tenants and persons access to the Air Operations Area (AOA), terminal and Security Identification Display Area (SIDA).

Airports are responsible to ensure only those properly badged individuals enter the AOA, terminal and SIDA. This responsibility is shared by the Fixed Base Operator (FBO) and tenants to control access to the AOA.

The TSA issues regulations governing the security of airports with commercial service to ensure aircraft operations are secured. The governing regulation is 49 C.F.R. Part 1542 and details how the airport operator is required to have a security program and must establish certain security areas. The details on how the airport implements the security program and specific requirements are Security Sensitive Information (SSI). SSI is not available to the public.

The proposed fee schedule is to encourage badge holders to maintain possession of the badge and reduce replacement as the process is expensive to the airport. The airport is responsible to maintain accountability for all badges and is required to rebadge everyone if 5% of the badges in a category are unaccounted. The airport would be subject to TSA disciplinary action.



The following are proposed fees and badge replacement costs for the airport and comparison information for Manhattan and Wichita.

<b>Fees</b>	<b>Garden City</b>	<b>Manhattan</b>	<b>Wichita</b>
Initial Badge & STA	\$20	\$40	\$35
CHRC/Fingerprint	\$30	\$50	\$55
1 <sup>st</sup> Replacement	\$50	\$50	\$50
2 <sup>nd</sup> Replacement	\$100	\$100	\$100
3 <sup>rd</sup> Replacement	\$150		\$150
Failure to return badge upon 3 days of expiration or employment terminated (paid by employer)	\$50	\$100	\$50
Ramp Permit	\$20		\$20

Charlie Robinson made a motion to approve the Airport Security Program fee structure. Jette DeSalvo seconded the motion. The motion passed unanimously.

### 3.7 ESSENTIAL AIR SERVICE PROPOSAL

The Airport Advisory Board was asked to consider the recommendation to the United States Department of Transportation to accept the proposal from American Airlines to provide Essential Air Service at Garden city Regional Airport.

The United States Department of Transportation (USDOT) released the Order Requesting Proposals for Essential Air Service (EAS) at Garden City Regional Airport (GCK) on February 7, 2024. The Order solicited proposals from air carriers interested in providing service to the community for a two-year contract term beginning August 1, 2024.

American Airlines was the sole proposal. The proposal provides 14 weekly roun trips to Dallas/Fort Worth with 65-seat regional jets. The proposed annual subsidy is \$5,897,640.

Blair Loving made a motion to recommend that the Governing Body approves the recommendation to the United States Department of Transportation to accept the proposal from American Airlines to provide Essential Air Service at Garden City Regional Airport. Charlie Robinson seconded the motion. The motion passed unanimously.



**ITEM 4      OLD BUSINESS**  
4.1          NONE

**ITEM 5      DIRECTOR’S REPORT**

Staff reviewed the Director’s Report with the Airport Advisory Board.

**ITEM 6      MONTHLY REPORTS**

Staff reviewed the monthly reports with the Airport Advisory Board.

**ITEM 7      BOARD MEMBER COMMENTS**

- A.      Charlie Robinson – Gave a tour to his friend that had moved, and his friend was very impressed with the new terminal, giving it high praise.  
Charlie also indicated that he had eaten at Provecho and he was very impressed with the service and atmosphere.
- B.      Michael Richmeier – Absent
- C.      Carmen De La Torre – Absent
- D.      Jette DeSalvo – No comment.
- E.      Tyler Deines – No comment.
- F.      Blair Loving – No comment.
- G.      Aaron Anderson – No comment.

**ITEM 7      ADJOURNMENT**

Blair Loving made a motion to adjourn until April 11, 2024. Jette DeSalvo seconded the motion. The motion passed unanimously.



## ITEM 3.1 TSA LEASE

### **Issue**

The Airport Advisory Board is asked to consider and approve the automatic renewal of the Lease Agreement between the City of Garden City and the General Services Administration for the Transportation Security Administration (TSA) office space at the Garden City Regional Airport.

### **Background**

The Transportation Security Administration (TSA) rents 681.59 square feet of office space in the Garden City Regional Airport terminal. The shell rental rate for terminal space is \$10 per square foot and an operating cost of \$4.67 is applied to the space with an annual incremental adjustment (base rate multiplied annual percent of change in the Cost of Living Index). The term of the lease begins on September 5, 2023 and continues for a period of 17 years, 15 years firm.

### **Alternatives**

1. Airport Advisory Board may approve the automatic renewal of the Lease Agreement between the City of Garden City and the General Services Administration for the Transportation Security Administration (TSA) office space at the Garden City Regional Airport.
2. Airport Advisory Board may not approve the automatic renewal of the Lease Agreement between the City of Garden City and the General Services Administration for the Transportation Security Administration (TSA) office space at the Garden City Regional Airport.
3. Airport Advisory Board guidance to staff.

### **Recommendation**

Staff recommends Airport Advisory Board approve the automatic renewal of the Lease Agreement between the City of Garden City and the General Services Administration for the Transportation Security Administration (TSA) office space at the Garden City Regional Airport.

### **Fiscal Note**

The annual revenue is \$9,538.56 and is budgeted in the airport budget fund 561-61-100-3144.





**ITEM 5  
DIRECTOR'S REPORT**

**A. AIP PROJECTS**

- a. Terminal Construction Update
  - i. Phase I - finishing punch list items
  - ii. AIP 46 – Terminal Construction – CARES Act
    - 1. The grant will be the remaining CARES Act funds in the amount of \$17,192,856.22 for the construction of the terminal.
  - iii. AIP 47 – Terminal Construction - AIP
    - 1. The grant will be the AIP entitlement funds in the amount of \$3,553,575 for the construction of the terminal.
    - 2. The grant was amended to include additional AIP entitlement amount of \$1,000,000.
  - iv. Competition in late May 2024

**B. CASINO FLIGHT**

- a. None

**C. CITY COMMISSION**

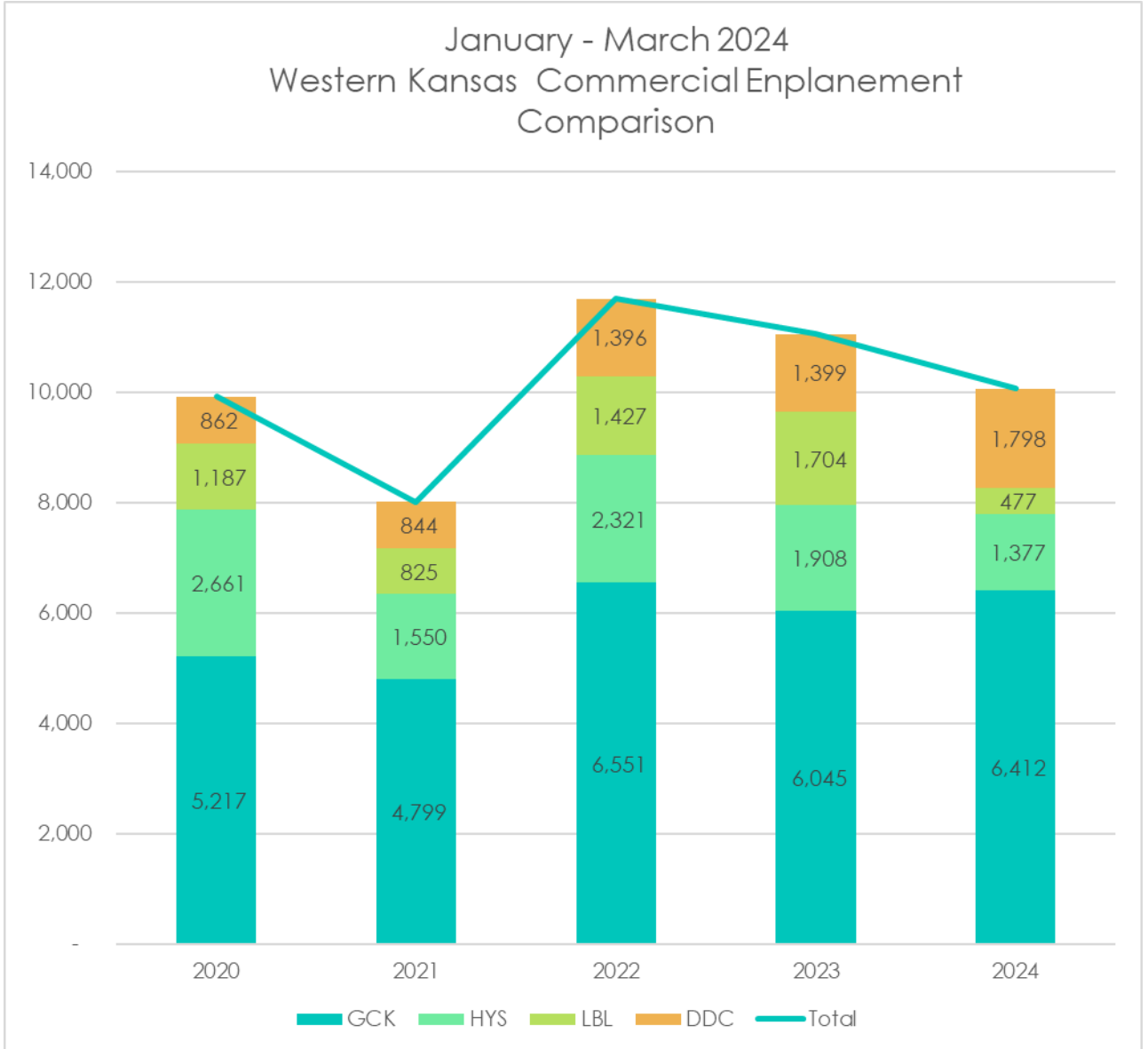
- a. None

**D. MISCELLANEOUS**

- a. Restaurant Update
- b. Security Updates
- c. Staff Update
  - i. Maintenance Tech IV – onboarding stage
  - ii. Operations and Maintenance Director - advertising



January - March 2024  
Western Kansas Commercial Enplanement  
Comparison



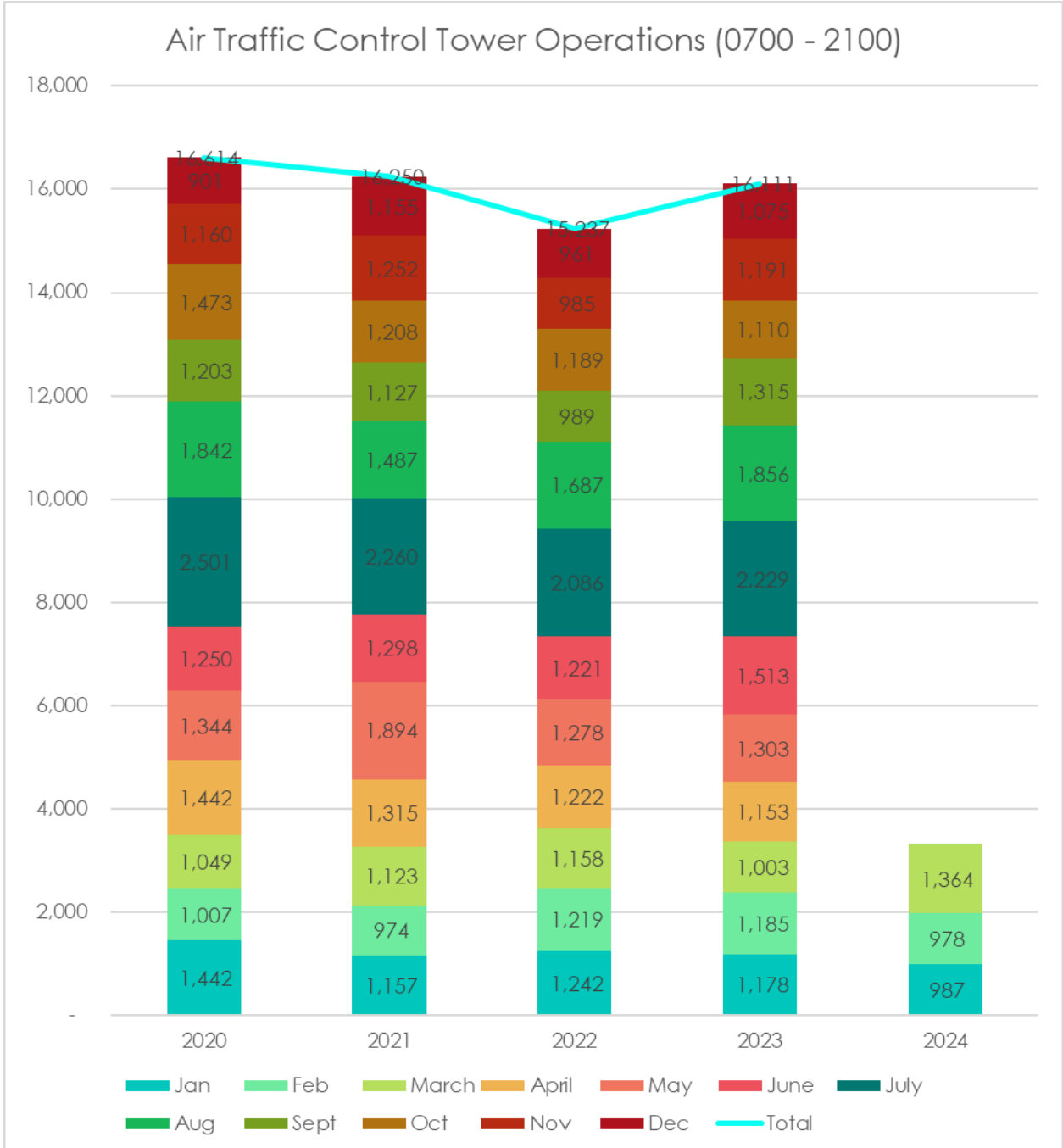






Garden City Regional Airport  
Quarterly FBO Activity Report

Report Period	January - March 2024		
Date Submitted			
Submitted by:	Crosby Flying Services		
<b>Fueling Activity</b>	<b>January</b>	<b>February</b>	<b>March</b>
Jet A	49,262	59,412	81,040
Avgas	2,208	3,293	3,823
Contract			
<b>Totals</b>	<b>51,470</b>	<b>62,705</b>	<b>84,863</b>
<b>Aircraft Rental</b>			
Number of Rentals	0		
Total Rental Hours	0		
<b>Charter Activity (Originating from GCK)</b>			
Number of Charter Flights	0		
Revenue Enplanments	0		
<b>Flight Instruction</b>			
Number of Students	0		
Hours of Instruction	0		





### AIRPORT ADVISORY BOARD ABSENTEE RECORD

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Jette DeSalvo	Cancelled	No Quorum										
Charlie Robinson	Cancelled	No Quorum										
Tyler Deines	Cancelled	No Quorum										
Aaron Anderson	Cancelled	No Quorum										
Michael Richmeier	Cancelled	No Quorum	ABSENT									
Carmen Delatorre	Cancelled	No Quorum	ABSENT									
Blair Loving	Cancelled	No Quorum										

### T-Hangar Waiting List

3/8/24

Date	Name	Address	Phone	Hangar
<u>T-Hangar Upgrade</u>				
3/12/22	Sidney Hodgs			bifold
1/4/23	Russ Komlofske		620-272-5087	bifold
<u>T-Hangar needed</u>				
12/3/21	Garret Speer	Potential plane	620-805-4694	Twin hangar