



**AGENDA
AIRPORT ADVISORY BOARD
THURSDAY, MAY 9, 2024
5:30 PM
AIRPORT ADMINISTRATIVE OFFICE**

- 1. MEETING CALLED TO ORDER**
- 2. PUBLIC COMMENT (Five Minutes per Spokesperson)**
- 3. APPROVAL OF MARCH 14, 2024 MINUTES**
 - 3.A. Approval of March 14, 2024 Airport Advisory Board Minutes
[ITEM 2 - March 14, 2024 Minutes.pdf](#)
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
 - 5.A. Transportation Security Administration (TSA) Office Lease Review
- 6. DIRECTOR'S REPORT**
 - 6.A. May 2024 Director's Report
[May 2024 Directors Report.pdf](#)
- 7. APRIL 2024 MONTHLY REPORTS**
 - 7.A. Garden City Regional Airport Monthly Reports
[ITEM 6 - Monthly Reports.pdf](#)
- 8. BOARD MEMBER COMMENTS**
- 9. ADJOURN**



MEMORANDUM

TO: Airport Advisory Board
THRU: Matthew C. Allen, City Manager
FROM: Blair Rodriguez
DATE: May 8, 2024
RE: March 14, 2023 Airport Advisory Board Minutes

ISSUE:

Approval of March 14, 2023 Advisory Board Minutes.

BACKGROUND:

Attached is the March 14, 2024 Airport Advisory Board Minutes.

ALTERNATIVES:

1. Approve March 14, 2023 Airport Advisory Board Minutes.
2. Approve March 14, 2023 Airport Advisory Board Minutes with corrections.

RECOMMENDATION:

FISCAL NOTE:

None

ATTACHMENTS:

[ITEM 2 - March 14, 2024 Minutes.pdf](#)



**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.



Fees	Garden City	Manhattan	Wichita
Initial Badge & STA	\$20	\$40	\$35
CHRC/Fingerprint	\$30	\$50	\$55
1 st Replacement	\$50	\$50	\$50
2 nd Replacement	\$100	\$100	\$100
3 rd 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 round 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.



TO: Airport Advisory Board
THRU: Matthew C. Allen, City Manager
FROM: Rachelle Powell, Director of Aviation
DATE: May 9, 2024
RE: Transportation Security Administration (TSA) Office Lease Review

ISSUE:

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

BACKGROUND:

The Transportation Security Administration (TSA) rents 681.59 square feet of office space in the terminal. The shell rental rate 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 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. The Airport Advisory Board may provide guidance to staff.
2. The Airport Advisory Board may provide a recommendation to the Governing Body.

RECOMMENDATION:

Staff recommends the review of the Lease Agreement between and City of Garden City and the General Services Administration for the Transportation Security Administration (TSA) office space at 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.



TO: Airport Advisory Board
THRU: Matthew C. Allen, City Manager
FROM: Rachelle Powell, Director of Aviation
DATE:
RE: May 2024 Director's Report

ISSUE:

BACKGROUND:

ALTERNATIVES:

RECOMMENDATION:

FISCAL NOTE:

ATTACHMENTS:

[May 2024 Directors Report.pdf](#)

DIRECTOR'S REPORT

A. AIP PROJECTS

- a. AIP 46 – AIP 47
 - i. Tentative opening date for the terminal is May 29, 2024.
 - ii. Tentative ribbon cutting dates are June 18, June 25, or June 26, 2024
- b. AIP 48 – Snow Removal Equipment (SRE), Aircraft Rescue and Fire Fighting (ARFF) vehicle and ARFF equipment.
 - 1. ARFF Bids accepted on April 17, 2024
 - 2. SRE no bids were submitted. The rebid will occur next year.

B. CHARTER FLIGHT

- a. August 13, 2024 – August 17, 2024.

C. CITY COMMISSION

- a. May 7, 2024
 - i. Hi-Lite Airfield Painting Proposal approved
 - ii. AIP 48 Bids approved

D. MISCELLANEOUS

- a. Restaurant Update
- b. Security Updates
- c. Staff Update
 - i. Maintenance Tech IV – full
 - ii. Security Tech I – hiring part-time, full-time is full
 - iii. Operations and Maintenance Director – tentative start date



MEMORANDUM

TO: Airport Advisory Board
THRU: Matthew C. Allen, City Manager
FROM: Blair Rodriguez
DATE: May 8, 2024
RE: Garden City Regional Airport April 2024 Monthly Reports.

ISSUE:

Presentation of the April 2024 Garden City Regional Airports Monthly Reports.

BACKGROUND:

Attached is the Garden City Regional Airport Monthly Reports for April 2024.

ALTERNATIVES:

None.

RECOMMENDATION:

None.

FISCAL NOTE:

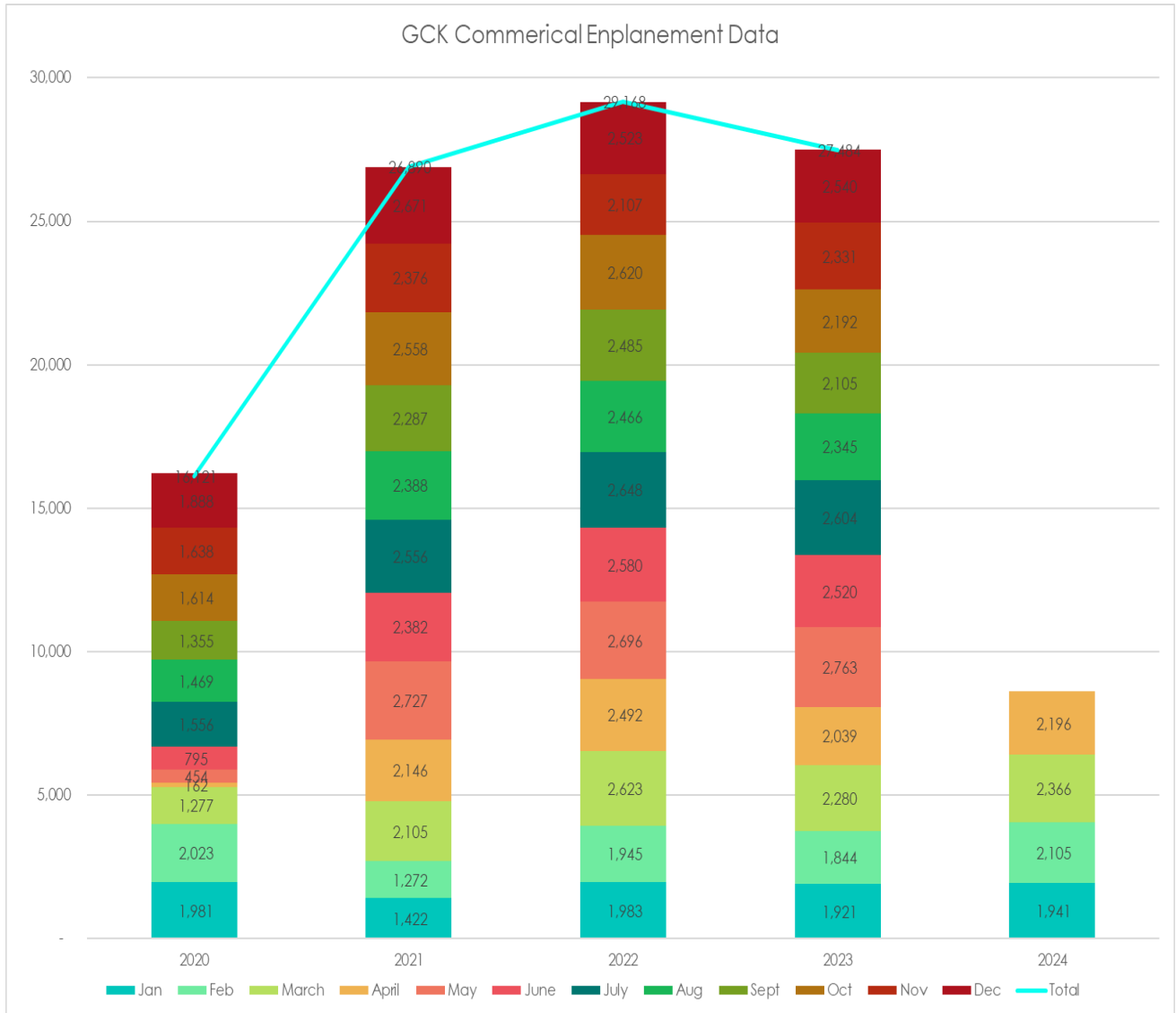
None.

ATTACHMENTS:

[ITEM 6 - Monthly Reports.pdf](#)

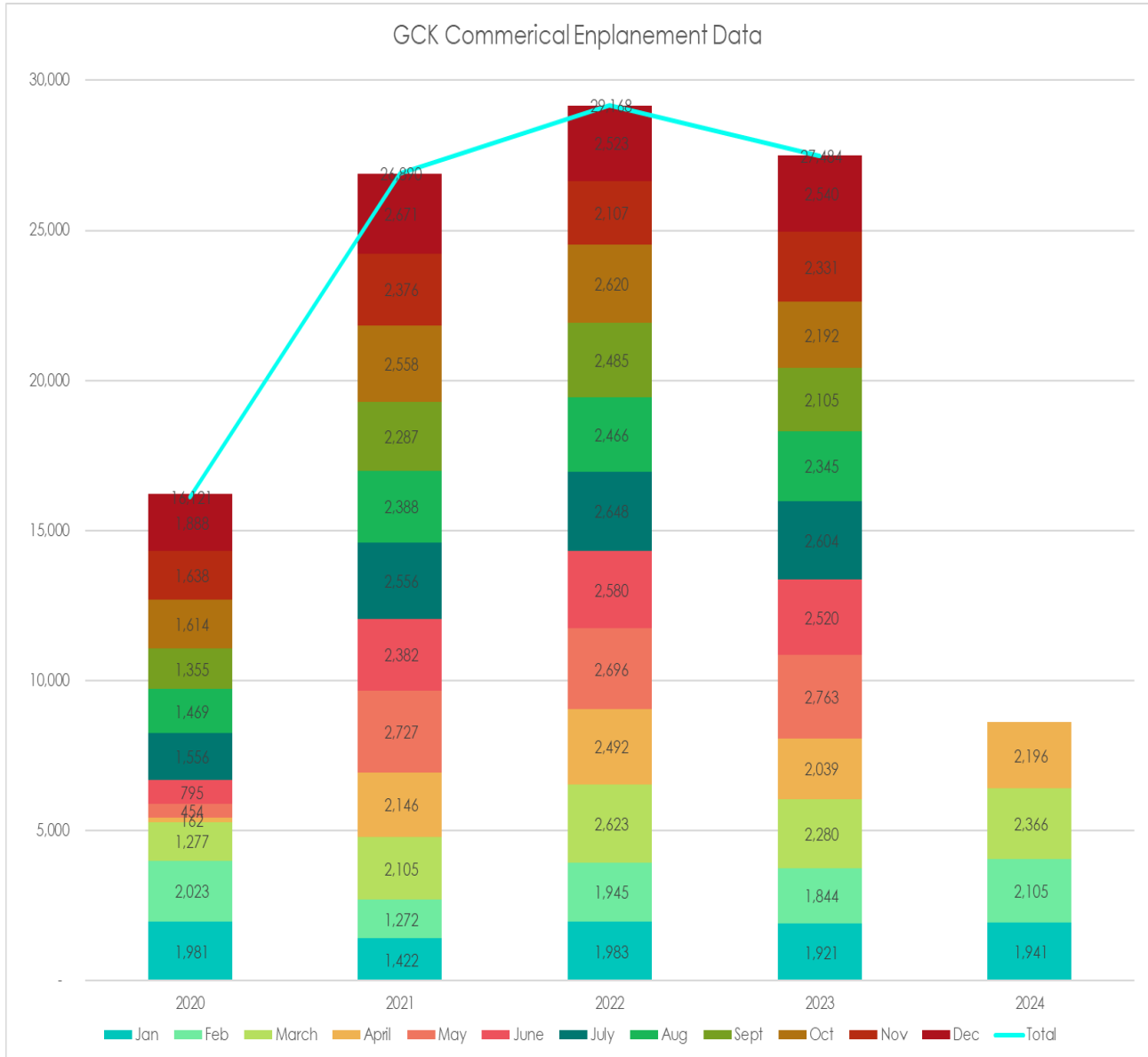


GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS



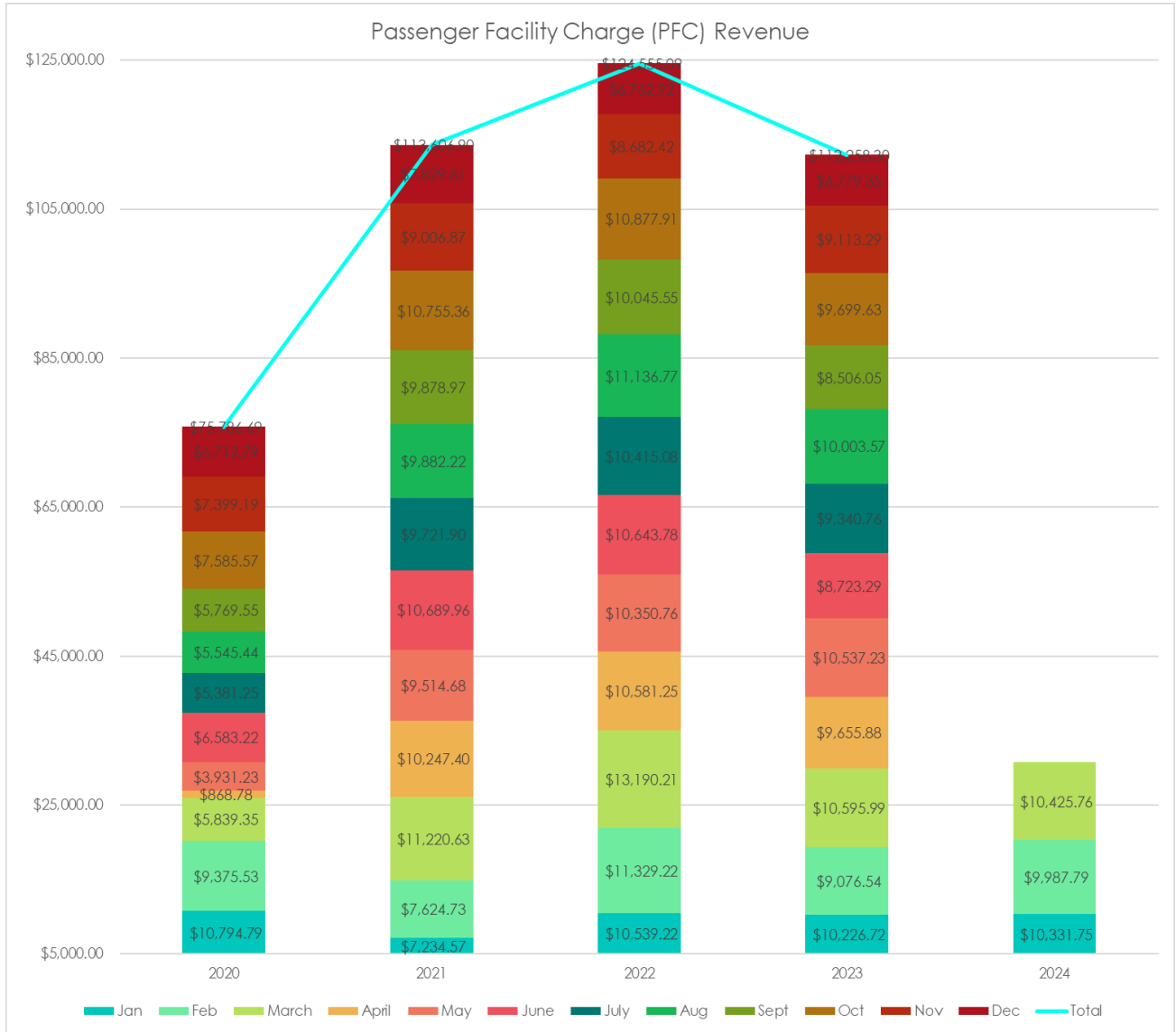


GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS



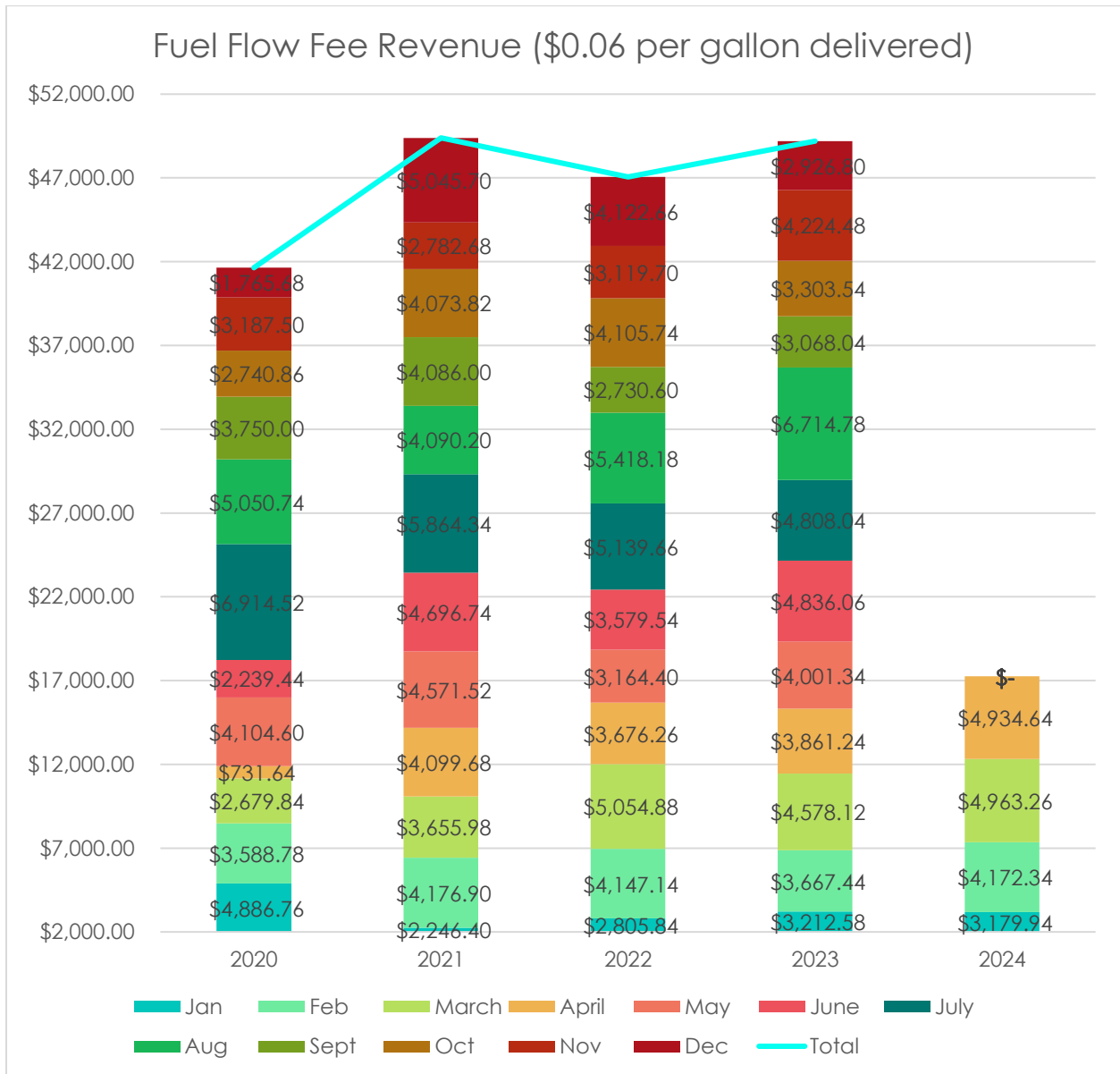


GARDEN CITY REGIONAL AIRPORT MONTHLY REPORTS



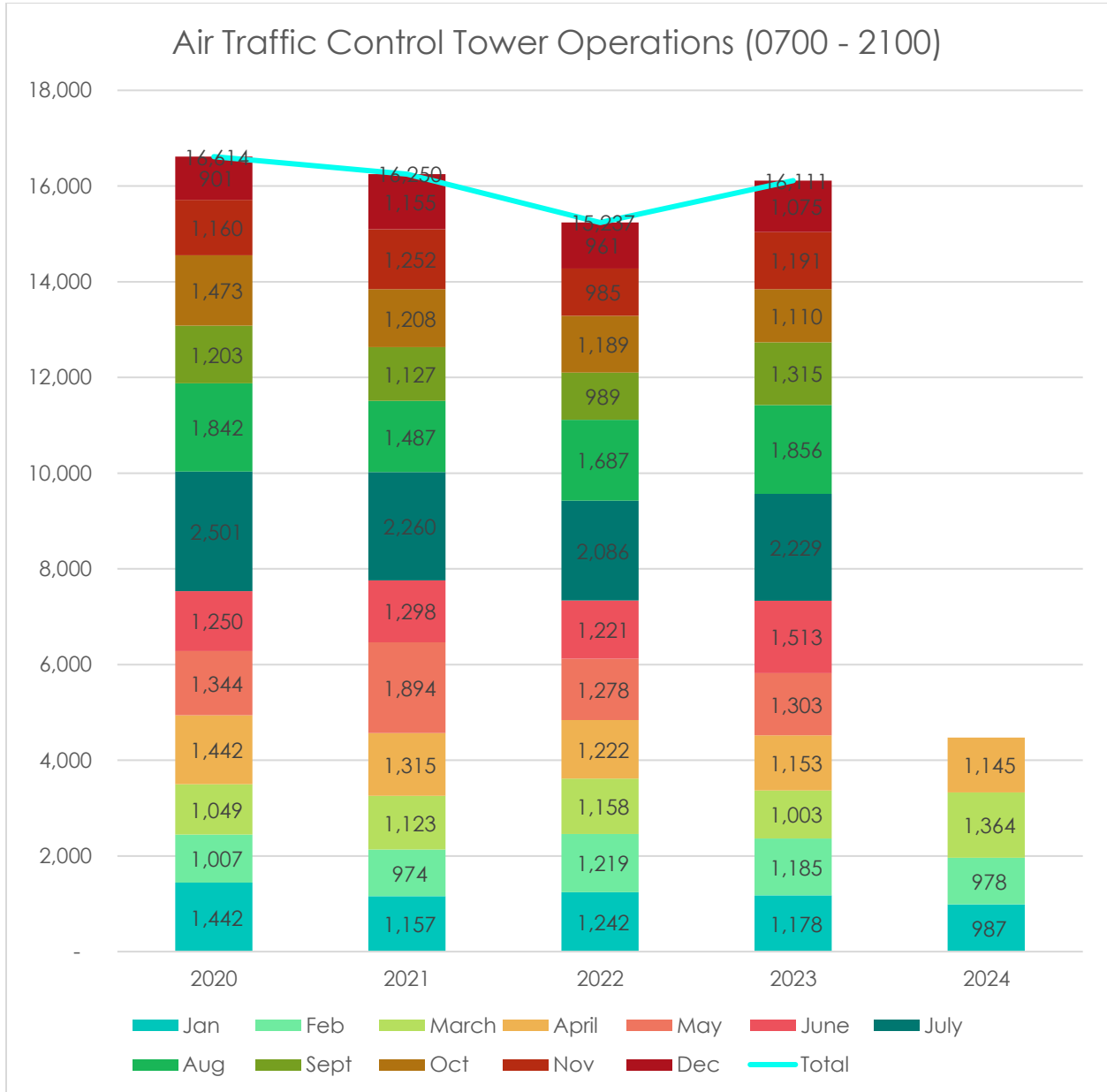


GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS





GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS





GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS

AIRPORT ADVISORY BOARD ABSENTEE RECORD

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