

**Airport Board  
Minutes of Regular Meeting  
February 13, 2014**

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**Present:** Jerry Woods, Marlyn Atkinson, Bruce Bellemore, and Dan Kirkpatrick.

**Absent:** Ed Holloway and Ron Holmes.

**Also Present:** Ambrose Buckman, Mayor, David Haugland, City Manager, Larry Murry, Building Official, and Shannon Stroud, Airport Board Secretary.

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1. **Approval of Minutes:** Marlyn Atkinson motioned to approve the January 9, 2014 meeting minutes; Bruce Bellemore seconded. Motion approved.
2. **Old Business:**
  - Navion** – David Haugland, City Manager reported that the letter has been sent to the owner from the City Attorney.
  - Resurface Runway** – everything still on schedule. An ordinance will need to be taken to City Council for 10% of the engineering. Our part is \$4,500.00.
  - Ad for Operator** – the City Manager reported there is no update at this time.
  - Ordering of Light Bulbs** – the lights are in.
  - Tow Motor** – the motor is fixed. Thank you to Marlyn Atkinson and Jerry Woods.
  - T-Hangars** – slight discussion of tearing 1 hangar down and obtaining pricing for any upcoming changes. Dan Kirkpatrick will check pricing.
3. **New Business:**
  - Scholarship Fund** – board members, through the Antique Airplane Association, are giving a \$1,000 Scholarship to a local student and thinking of making it a Memorial Fund for Barbara Kirkpatrick and Don Sharp.
  - Medevac/Air Evac** – Medevac/Air Evac is looking to expand services, Excelsior Springs may be an option. Marlyn Atkinson spoke with Bob Nance and others to provide detail so Excelsior Springs can be considered.
4. **Manager's Report:**
  - Snow Removal** – Dan Kirkpatrick inquired about snow removal. There's been one small path cleared into the facility but not much else done. Kirkpatrick asked the City Manager if there can be additional snow removal in the future.
  - Thermostat** – the thermostat in the office is being changed by several different people. Dan will put a sign on it to attempt to regulate the temperature. If that doesn't help he will consider getting a lock for it.
  - Bird Problem** – there are still birds getting in through the hole next to the furnace. A piece of tin will be put over the hole. The back of the indoor hangar should be looked at and patched at the same time.
  - Tree Trimming** - one tree still needs to be taken down, it is on the list for crews to work on.
5. **Comments:** Triumph Vintage Car Show made contact with the City Manager to utilize the airport and office area for their car show on April 29, 2014 from 8:00 am – 4:00 pm. A notam will have to be called in to close the airport during the event and X's will need to be put on the runway. Board members discussed having a cookout during this event.
6. **Adjourn:** The meeting adjourned at 4:19 pm. The next meeting is scheduled for Wednesday, March 5, 2014 at 4:00 pm.

Shannon Stroud  
Airport Board Secretary

**Airport Board  
Minutes of Regular Meeting  
April 2, 2014**

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**Present:** Jerry Woods, Marlyn Atkinson, Ed Holloway, Bruce Bellemore, and Ron Holmes.

**Absent:** Dan Kirkpatrick and Larry Murry.

**Also Present:** Ambrose Buckman, Mayor, David Haugland, City Manager, and Shannon Stroud, Airport Board Secretary.

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1. **Approval of Minutes:** Ed Holloway motioned to approve the February 13, 2014 meeting minutes; Bruce Bellemore seconded. Motion approved.
2. **Old Business:**
  - Navion** – David Haugland, City Manager reported that communication between the City Attorney and the Attorney for the estate has taken place but have not come to a resolution. Therefore, the Navion can be moved out of the main hangar to a T-Hangar until it is sold. David Haugland will check with Airport Manager, Dan Kirkpatrick in regards to the communication with the family of the Navion but will be begin the process as the Navion is a junk vehicle to get the issue resolved.
  - Resurface Runway** – An ordinance will be taken to the next City Council meeting for their approval. Our part is \$4,500.00.
  - Ad for Operator** – David Haugland, City Manager has language and will send to City Council Members and Airport Board Members in 2 weeks.
  - T-Hangars** – slight discussion of tearing 1 hangar down and which one to tear down. No decision made at this time.
  - Dirt Work** – the City did some dirt work at the airport. Airport Members happen with it.
3. **New Business:**
  - Scholarship Fund** – board members, through the Antique Airplane Association, took the first steps to give a \$1,000 Scholarship, in memory of Barbara Kirkpatrick and Don Sharp, to a local student pursuing a career in the aviation field. They will meet again on April 12, 2014 to finalize.
  - Medevac/Air Evac** – Medevac/Air Evac is looking to expand services in Excelsior Springs. The location of their choice would be at the Excelsior Springs Medical Center. Marlyn Atkinson will remain in contact with Medevac/Air Evac so an Excelsior Springs location will still be considered.
  - Insulation in North Hangar** – the insulation in the North hangar needs to come down. Ron Holmes suggested and will contact the Mininites to do the insulation clean-up for free or a nominal fee.
4. **Manager's Report:**
  - Dan Kirkpatrick is absent from the meeting today.
  - Bird Problem** – A City worker repaired the area where the birds were coming in. He recommends getting a professional to clean the carpet of the feces from the birds. It was recommended by board members to install a handrail at the stairs.
  - Tree Trimming** - one tree still needs to be taken down. David Haugland will talk with the Golf Board to get it accomplished.
5. **Comments:** Triumph Vintage Car Show made contact with the City Manager to utilize the airport and office area for their car show on April 29, 2014 from 8:00 am – 4:00 pm. A notam will have to be called in to close the airport during the event and X's will need to be put on the runway. Board members discussed having a cookout during this event.
6. **Adjourn:** The meeting adjourned at 4:41 pm. The next meeting is scheduled for Wednesday, May 7, 2014 at 4:00 pm.

Shannon Stroud  
Airport Board Secretary

**Airport Board  
Minutes of Regular Meeting  
May 7, 2014**

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**Present:** Jerry Woods, Marlyn Atkinson, Ron Holmes, Ed Holloway, and Bruce Bellemore.

**Absent:** Dan Kirkpatrick and David Haugland.

**Also Present:** Ambrose Buckman, Mayor, Larry Murry, Building Official, and Shannon Stroud, Airport Board Secretary.

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1. **Approval of Minutes:** Ron Holmes motioned to approve the April 2, 2014 meeting minutes; Marlyn Atkinson seconded. Motion approved.
2. **Old Business:**
  - Navion** – No update at this time.
  - Resurface Runway** – the ordinance was presented to City Council and approved. Has the engineer looked at the runway?
  - Ad for Operator** – David Haugland, City Manager has the language and is reviewing with the City Attorney.
  - T-Hangars** – Mayor Buckman informed board members that the tear down of a hangar will not be done this year.
  - Dirt Work** – the shed at the back is down and cleaned up. Airport members commented that City crews did a good job and thanked them for it.
  - Fly-In** – went well. They sold 9 T-Shirts and took in \$1,172.00.
  - Rotating Beacon** – Marlyn Atkinson and Bruce Bellemore got it fixed.
3. **New Business:**
  - Scholarship Fund** – board members, through the Antique Airplane Association, have the capability to give a \$1,000 Scholarship to 2 local students pursuing a career in aviation. They plan to finalize details and give the scholarships out in the fall of 2014. The Mayor recommends giving the scholarship out at the time of graduation.
  - Medevac/Air Evac** – Medevac/Air Evac is looking to expand services in Excelsior Springs. After further investigation, the airport is not the best choice.
  - Fuel Tank** – is broken. A part is needed. Dan Kirkpatrick called it in.
  - Insulation in North Hangar** – the insulation in the North hangar needs to come down. Ron Holmes checked with the Amish but it is not feasible for them to do the job.
  - Bird Problem** – repair was done upstairs to keep the birds from coming in. The carpet upstairs is in bad shape and needs cleaned from the effects of the birds. The birds are back in the old sliding doors. A handrail is needed to the upstairs.
  - Car Show and Furnace Repair** – Triumph Car Show held their event at the airport and had a good time. The furnace was not working that morning but the City got it fixed by Noon. A rain cap still needs put on the flu.
  - Tree Trimming** - one tree still needs to come down. David Haugland will talk with Golf to get it taken care of.
4. **Manager's Report:**

Dan Kirkpatrick is absent from the meeting today.
5. **Comments:** None.
6. **Adjourn:** The meeting adjourned at 4:32 pm. The next meeting is scheduled for Wednesday, June 4, 2014 at 4:00 pm.

Shannon Stroud  
Airport Board Secretary

**Airport Board  
Minutes of Regular Meeting  
July 1, 2015**

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**Present:** Marlyn Atkinson, Ed Holloway, Bruce Bellemore, Ron Holmes, Jerry Woods, and Councilwoman Sharon Powell.

**Absent:** Dan Kirkpatrick.

**Also Present:** David Haugland, City Manager, Ambrose Buckman, Mayor, Larry Murry, Building Official, and Shannon Stroud, Airport Board Secretary.

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**2. Approval of Minutes:** Bruce Bellemore motioned to approve the May 6, 2015 meeting minutes; Marlyn Atkinson seconded. Motion approved.

**3. New Business:**

**Keys** – not all board members have keys to the airport? When locks were changed, only keys went to people that have planes at the airport. It was suggested to do a lock box just for board members.

**4. Old Business:**

**Runway** – David Haugland, City Manager is in contact with MoDOT for the next steps. One bid was received. The bid is from Idecker at \$660,000 which will save \$200,000 for the city. The runway project will cost the city approximately \$45,000.

**Waterfest Event** – the event was a success. Marlyn Atkinson commented for the Airport Board, the Waterfest committee and volunteers did all they could to preserve the airport despite the excessive rain and they feel like the rest of the clean-up will happen in a timely manner. If it was a success for the Chamber then it was a success for Excelsior Springs and for the Airport and board members. Board members are happy with the event but have concerns regarding the ruts made in the grass. Their other concern was for the people from the carnival that had to camp at the airport but they realize the decision had to be made at the last minute and there were no problems.

**Navion** – the log books will be given to Dan Kirkpatrick for review. David Haugland will send in paperwork to get the plane registered with the FAA. David Haugland also knows of someone that may be interested in the plane.

**IFR Approach** – the approach is still in effect.

**5. Manager's Report:**

**Pump** – Dan Kirkpatrick is out but the fuel pump is fixed for now.

**Weeds** – Brent Bishop did a good job in taking care of the weeds.

**6. Comments:** None.

**7. Adjourn:** The meeting adjourned at 4:30 pm. The next meeting is scheduled for Wednesday, August 5, 2015 at 4:00 pm.

Shannon Stroud  
Airport Board Secretary

**Airport Board  
Minutes of Regular Meeting  
August 6, 2014**

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**Present:** Jerry Woods, Bruce Bellemore, Ron Holmes (arrived at 4:26 pm), Ed Holloway, and Dan Kirkpatrick.

**Absent:** Marlyn Atkinson.

**Also Present:** Ambrose Buckman, Mayor, David Haugland, City Manager, Larry Murry, Building Official, and Shannon Stroud, Airport Board Secretary.

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2. **Approval of Minutes:** Ed Holloway motioned to approve the July 2, 2014 meeting minutes; Bruce Bellemore seconded. Motion approved.
3. **Election of Officers:**
  - For Chairman** – Bruce Bellemore nominated Jerry Woods for Chairman. Ed Holloway seconded. Motion approved with Ed Holloway abstained. Jerry Woods remains the Airport Board Chairman.
  - For Vice-Chairman** – Ed Holloway nominated Bruce Bellemore for Vice-Chairman. Jerry Woods seconded. Motion unanimously approved. Bruce Bellemore is the new Vice Chairman.
4. **Old Business:**
  - Navion** – there is no update on the situation. The cost is still increasing for the owner due to it still being stored in a T-Hangar.
  - Runway Resurface** – core samples were taken today. The project will not start until spring.
  - Ad for Operator** – no update at this time.
  - Security Camera** – a quote has been obtained through our insurance carrier. It will cost approximately \$11,000 to install but will be reimbursed through our insurance program. Thank you to the Police Department for obtaining the information.
  - Locks Changed** – the locks were changed to help reduce theft. The doors from the office to the hangar are always unlocked when staff visits the facility. Please keep the doors locked to secure the facility.
  - Tree-Trimming and Cart Path** – the Golf Course has 2 quotes to trim the trees. The cart paths are complete which meet the requirements of the state.
  - Carpet Cleaning, Install Handrail, and Rain Cap** – all three items have been taken care of.
  - Mosby** – will reopen today. Larry Murry will check the Excelsior Springs Memorial Airport facility once planes start moving back to Mosby and the Finance Department will be notified for billing purposes.
  - Fly-In** – the next Fly-In is during the BBQ Contest, August 15 and 16, 2014. Board members and volunteers are prepared for the event.
5. **New Business:**
  - Fuel Tank** – is working but the lock on top is off and needs pins welded at the hinges or a cover. Payment for previous work is on hold until answers are received regarding the excessive cost.
  - Insulation in North Hangar** – is falling down and will be taken down.
  - Meetings held without Staff** – Airport Board Members asked if meetings can be held without city officials attending to avoid cancellation of meetings. City Manager, David Haugland said that if he could not attend, the meeting can be held as long as the board secretary is in attendance to ensure a quorum and keep a recording of the meeting.
6. **Manager's Report:** Dan Kirkpatrick informed the City Manager of the cable on the hangar door that is fraying and needs repair. The front door is also squeaking badly.
7. **Comments:** None.
8. **Adjourn:** The meeting adjourned at 4:39 pm. The next meeting is scheduled for Wednesday, September 3, 2014 at 4:00 pm.

Shannon Stroud  
Airport Board Secretary

**Airport Board  
Minutes of Regular Meeting  
October 1, 2014**

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**Present:** Jerry Woods, Bruce Bellemore, Ron Holmes, Ed Holloway, Marlyn Atkinson, and Dan Kirkpatrick.

**Absent:** David Haugland.

**Also Present:** Ambrose Buckman, Mayor, Larry Murry, Building Official, and Shannon Stroud, Airport Board Secretary.

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- 2. Approval of Minutes:** Ron Holmes motioned to approve the August 6, 2014 meeting minutes; Bruce Bellemore seconded. Motion approved.
- 3. Old Business:**
  - Navion** – there is no update on the situation. Board members would like to put a mechanics lien on it. Mayor Buckman will ask the City Manager if it's possible.
  - Runway Resurface** – core samples were taken, what are the results?
  - Security Camera** – what is the date for install?
  - Locks and Lights** – per Larry Murry, Building Official, the fluorescent lights inside are working and the door locks have been kept locked.
  - Tree-Trimming and Cart Path** – trimming of trees is complete. The cart paths looped to the end of the runway are not complete. Construction Services was pulled off the project to complete the cemetery roads.
  - Hangar Door Cables** – Brent Bishop fixed the cables on the doors. He asked that you use them to ensure they work properly.
- 4. New Business:**
  - Sealer** – Ron Holmes stated that sealer is needed. Larry Murry recommended hiring Public Works crews to do the project.
  - Directional Sign** – the wooden sign placed off 10 Highway, as you turn towards the airport is now unreadable. Who do we contact to fix it or get a new one?
  - Paint** – board members would like to paint. They will do the work. Will the City purchase it?
- 5. Manager's Report:**
  - Fuel Tank** – the large invoice for fuel tank repair was looked into by the City Manager but no discount was given, the invoice has been paid.
  - Insulation in North Hangar** – is falling down, Ron Holmes working to take it down and haul it off.
  - No Parking Signs** – Dan Kirkpatrick, Airport Manager requests signs to be put up to say "No Parking Between Signs." He referenced an email for the location of the signs.
  - Basketball Goals** – the City's Parks and Recreation Department is storing basketball goals in the North Hangar for a short time.
- 6. Comments:** Ron Holmes would like to organize and have Swap Meets every month at the airport.
- 7. Adjourn:** The meeting adjourned at 4:30 pm. The next meeting is scheduled for Wednesday, November 5, 2014 at 4:00 pm.

Shannon Stroud  
Airport Board Secretary

**Airport Board  
Minutes of Regular Meeting  
November 5, 2014**

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**Present:** Jerry Woods, Bruce Bellemore (arrived at 4:10 pm), Ron Holmes (arrived at 4:35 pm), Ed Holloway, Marlyn Atkinson, and Dan Kirkpatrick.

**Absent:** David Haugland.

**Also Present:** Ambrose Buckman, Mayor, David Haugland, City Manager, Sharon Powell, Councilwoman, Larry Murry, Building Official, and Shannon Stroud, Airport Board Secretary.

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**2. Approval of Minutes:** Ed Holloway motioned to approve the October 1, 2014 meeting minutes; Marlyn Atkinson seconded. Motion approved.

**3. Old Business:**

**Navion** – there is a lien on it now. There is no residual value to the plane but the engine might be worth \$1000.00. There is someone interested in the engine but board members would like to sell it as whole, not in pieces. It can be sold.

**Runway Resurface** – David Haugland, City Manager called for details but a return phone call has not come in.

**Security Camera** – will be installed within the next 30 – 45 days.

**Tree-Trimming and Cart Path** – trimming of trees is complete. Cart paths need finished at 3 – 4 holes.

**Painting** – board members will paint if the City buys the paint. David Haugland checking with the insurance company for liability issues in board members doing the painting.

**4. New Business:**

**Waterfest** – Brian Rice is in attendance to represent the Excelsior Springs Chamber of Commerce and next year's Waterfest event. With MoDOT replacing the 10 Highway bridges next year, traffic will be reverted from downtown and forces the Waterfest Event to find a new location. The Airport is being considered. Waterfest is held on June 26, 27, and 28, 2015. The Chamber is working with Airport Board Members to hold the event at the airport and to include a fundraiser for the airport. The Golf Course will be recognized also which is good timing due to their 100<sup>th</sup> Year Anniversary. Waterfest is a 3 day event and air traffic would be stopped for one week. Once approved, it will be publicized immediately. All details are being checked into, maps are provided to each board member showing locations for parking, food, games, and entertainment, booths/vendors, and the bike and car show. The fundraiser activities will be located in the main hangar. There will not be a parade during the event in 2015. Ed Holloway motioned to approve working with the Waterfest Committee to hold the event at the airport. Marlyn Atkinson seconded. Motion approved. Brian Rice obtained emails from all board members to invite them to all Waterfest Committee Meetings. The City will talk with FAA to discuss closing the airport in preparation for the event.

**5. Manager's Report:**

**Fuel Price** – is at \$5.40. Dan Kirkpatrick is watching pricing.

**Insulation in North Hangar** – Ron Holmes contacted Terry Johnson to do the work but is still looking for a place to dispose of the insulation.

**No Parking Signs** – Dan Kirkpatrick requested signs to be put at the outer road that say "No Parking between Signs." MoDOT will need to be contacted before placing the signs.

**Instrument Approach** – Dan Kirkpatrick submitted forms, the FAA wants to keep the approach.

**6. Comments:** Ron Holmes would like to hold Swap Meets at the airport once a month. Is anyone interested in organizing it?

**7. Adjourn:** The meeting adjourned at 4:45 pm. The next meeting is scheduled for Wednesday, December 3, 2014 at 4:00 pm.

Shannon Stroud  
Airport Board Secretary

**Airport Board  
Minutes of Regular Meeting  
December 3, 2014**

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**Present:** Jerry Woods, Bruce Bellemore, Ed Holloway, and Dan Kirkpatrick.

**Absent:** Marlyn Atkinson, Ron Holmes, and David Haugland.

**Also Present:** Ambrose Buckman, Mayor, Larry Murry, Building Official, and Shannon Stroud, Airport Board Secretary.

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**2. Approval of Minutes:** Bruce Bellemore motioned to approve the November 5, 2014 meeting minutes; Ed Holloway seconded. Motion approved.

**3. Old Business:**

**Navion** - no update.

**Runway Resurface** – no update.

**Security Camera's** – have been installed and are working. It was suggested to let people know about the cameras by putting signs up on the fence or on the building that say "monitored by" the Police Department or the department that is monitoring them.

**Painting** – will be a spring project.

**Insulation** – Ron Holmes has someone to take it down but does not have a place to take it once it's down. He might check with City's Refuse site.

**Swap Meets at Airport** – Ron Holmes is suggesting to have swap meets at the Airport. At this time there is no one to get it started.

**4. New Business:**

**Waterfest** – Brian Rice is including Airport Board Members in all email contact and inviting them to all planning meetings. Airport Board Members were informed that the airport would be closed for a week to prepare for the event; they would like to see it closed for only 3 days. Ed Holloway researched what should be done while the airport is closed for Waterfest; a Notam called in, X's on the runway, and lights and beacons turned off at night.

**RV Parking** – Airport Board Members don't think that the RV's being stored at the airport should be there permanently. They also don't want to see the City expand upon this and allow any other types of equipment to be stored at the airport. Dan Kirkpatrick is to be contacted for a location site when a new RV is renting at the airport. Ed Holloway motioned to allow only RV's to be parked in the unattended spaces at the airport and contact Dan Kirkpatrick for proper location; Bruce Bellemore seconded. Motion approved.

**5. Manager's Report:**

**Pump** – the state visited to check the pump.

**6. Comments:** None.

**7. Adjourn:** The meeting adjourned at 4:31 pm. The next meeting is scheduled for Wednesday, January 7, 2015 at 4:00 pm.

Shannon Stroud  
Airport Board Secretary