

**Airport Board
Minutes of Regular Meeting
January 6, 2016**

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

Absent: None.

Also Present: Sharon Powell, Councilwoman, David Haugland, City Manager, Jerry Beebe, Airport Manager, Larry Murry, Director of Codes Administration, and Shannon Stroud, Airport Board Secretary.

2. Approval of Minutes: Marlyn Atkinson motioned to approve the December 2, 2015 meeting minutes; Ed Holloway seconded. Motion approved.

3. Old Business:

Election of Officers – Jerry Woods nominated Marlyn Atkinson as President for the Airport Board; Bruce Bellemore seconded, Marlyn Atkinson opposed. Motion approved. Marlyn Atkinson is President for 1 year. Jerry Woods nominated Bruce Bellemore for Vice President; Marlyn Atkinson seconded. Motion approved. Bruce Bellemore is Vice-President for 1 year.

MoDOT – the final inspection is complete but they have not done a final inspection on the painting. David Haugland received an email from the company that does rehabilitation surveying after the project. They want to conduct a survey on the Excelsior Springs project. Cost is paid 90% by the state and 10% by the City; our portion would be approximately \$700. The FAA questions the new numbering.

Fuel Pump – David Haugland contacted Double Check for detail on a new fuel system and trade in value of the old system. Also, contact has been made with the same company that Public Works uses for a quote, they will visit next week. The problem may be in the grounding. Jerry Woods wondered if the fuel should be checked, since it has been sitting for so long.

Memorial For Dan Kirkpatrick – at one time a bench was outside the front door of the airport office. Board members would like to get a new one with names on it for the memorial. Jerry Woods will check with the Parks and Recreation Department for cost and where to purchase so it will be uniform with the ones throughout the city parks, recommendation of Councilwoman Powell.

Navion – Jerry Woods spoke with and met a prospective buyer for the plane at the airport. An offer was made, with the request that Charlie Wirt be contacted to give detail of the repair he did on the plane during the time that it was stored in Excelsior Springs. Marlyn Atkinson will contact Charlie Wirt to obtain the detail. The board feels that the price offered is a good price.

Enclosed Hangars – board members encourage enclosed hangars for revenue at the airport.

4. New Business: None.

5. Manager's Report: **Social** - Don Myer proposed 9am coffee at 3ex on Saturday mornings and everyone is invited. Held first one of weekly 9am coffee at the airport. Two pilots (one flew in), David Haugland, Jerry Beebe, and Don Myer attended. Pilots expressed interest in hangars, like the idea of a three sided for \$75. Invitation to all to bring your own mug (save \$\$). Hope to use this opportunity to listen to ideas, brainstorm, build relationships, discuss to-do list informally, etc.

Mission: increase traffic at 3ex. Four point plan: Fuel, Training, Maintenance, and Events.

Operations: Fixed the fuel system. Ryan with Double Check was very helpful over the phone. Event was a "journal error". That means the outside POS can't write to the inside database, database on flash drive. I tested flash drive and found it faulty. Replaced with spare flash drive and it started working. Printer broke, found keys, rethreaded, it started working and confirmed purchase of one gallon of fuel.

Runway Inspection: Don Myer completed the runway inspection and identified lights that are out. Once we start projects and events naturally the status and disposition of each would be listed.

Next month: Don Myer will provide an update and share event proposal and update the status on instructors and a mechanic on call.

6. Comments: Board members thanked Jerry Beebe for coming.

7. Adjourn: The meeting adjourned at 4:55 pm. The next meeting is scheduled for Wednesday, February 3, 2016 at 4:00 pm.

Shannon Stroud
Airport Board Secretary

**Airport Board
Minutes of Regular Meeting
February 3, 2016**

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

Absent: Ron Holmes.

Also Present: Sharon Powell, Councilwoman, David Haugland, City Manager, Jerry Beebe, Airport Manager, Don Myer, Airport Manager, and Shannon Stroud, Airport Board Secretary.

2. Approval of Minutes: Jerry Woods motioned to approve the January 6, 2016 meeting minutes; Bruce Bellemore seconded. Motion approved.

3. Old Business:

MoDOT – David Haugland states that the agreement is being amended for the amount. When the survey is done, he will let everyone know. It will be closer to spring.

Fuel Pump – is still working.

Memorial For Dan Kirkpatrick – Jerry Woods talked with Nate Williams, Parks and Recreation Director. The benches that match the ones the Park Foundation puts out around town are \$500. Board members are asking who is going to pay for the bench. At the next Fly-In/Pancake Breakfast in April, a sign and display will be made to receive donations for the memorial bench for Dan Kirkpatrick.

Navion – Marlyn Atkinson spoke with Charlie Wirt regarding repairs to the Navion. Atkinson read aloud the list of repairs. It was a long list and consisted of expensive repairs. The list was given to David Haugland, City Manager, who will also handle the bill of sale in hopes to have the plane sold by the end of the week.

Enclosed Hangars – would be ideal to have at the airport.

4. New Business: None.

5. Manager's Report:

Social – 9am coffee, Antique Aircraft, Monthly Airport Board. Meetings are bringing management, board members, merchants, organizations and the "City" together. Good turn outs and discussions occurred.

Updates on Events:

- AAA April Pancake / Plane Wash is pending
- Civil Air Patrol March Exercise, support for April Event is pending
- Elms next month....
- Golf Course pending...maybe a golf weekend in May
- A Poker Run is being planned for May or June
- Don and Jerry will drop off posters at area airports

Requests:

- Fuel – filler cap key or new lock.
- Supplies – Toilet paper, paper towels, cleaning supplies for bathroom and windows, trash bags, 4ft florescent bulbs (Qty 4+), 1 g. interior ceiling paint, paint roller, covers, pan and trim brush, 8x10 tarp/drop cloth.
- Maintenance – 8ft florescent bulbs for hanger - need installation.
- Repair - South side of the office hanger guttering needs repair.

Flight Instruction – Harvey Cleveland met with Don Myer. They discussed students that have interest in flight instruction through Excelsior Springs and a mechanic. Jerry Beebe thinks it's a good idea for students to learn on the short runway. William Jewell and Maple Woods are schools that can be conversed with to utilize Excelsior Springs Memorial Airport.

Other – Don Myer has made contact with the Dickerson's. Jerry Beebe will have an update next month after the research he's doing on fuel.

2016 Goal Scorecard: See attached list.

6. Comments: Board members thanked everyone for coming.

7. Adjourn: The meeting adjourned at 4:30 pm. The next meeting is scheduled for Wednesday, March 2, 2016 at 4:00 pm.

Shannon Stroud
Airport Board Secretary

3EX Monthly Report

January 2016

2016 Goal Scorecard

	Metric A	Metric B	Metric C	Metric A	Metric B	Metric C	Notes
Fuel	31	31	100%	Days In Month	Days with Fuel	Days Fuel Available	Management would like to get a key or new lock for the fuel filler cap to allow access for fuel testing.
Pilot Training	31	16	52%	Days in Month	# of Days Instructor Available	% Training Avail	We have a CFI, he is working to get a plane
Aircraft Maintenance	31	0	0%	Days in Month	# of Days with Maintenance On Call Available	% Maintenance Avail	We have a prospect but need to confirm.
Meetings	7	6	86%	Total Possible with Coffee Weekly, AAA Monthly, City Meeting	# of meetings held	% Meetings Held	
Events	12	0	0%	Goal for Year	Rolling total for year	% of Activities Held	see Updates on Events
Hangers	20	13	65%	Slots Available	# of Slots Full	% Hangers Full	Management recommends move RVs East and enclose 3 sides on West
Merchants	5	2	40%	Targeted Merchants	# of Merchant Agreements	% Merchant Agreements Completed	
Policy / Procedures	5	0	0%	P&P Needed	# completed	% P&P Completed	Management would like to get these P&P approved in 2016.

Updates on Social

9AM coffee, Antique Aircraft, Monthly Airport board. Meetings are bringing management, board members, merchants, organizations and the "City" together. Good turn outs and discussions occurred.

Updates on Events

AAA	April Pancake / Plane Wash - Pending
Civil Air Patrol	March Exercise, Support for April Event - Pending
Elms	Next month....
Golf Course	Pending... Maybe golf weekend for May
Don and Jerry will drop off posters at area airports	

Requests

Fuel	Filler cap key or new lock
Supplies	Toilet Paper, Paper towels, cleaning supplies for bathroom and windows, trash bags 4ft florescent bulbs (Qty 4+) 1 g. interior ceiling paint Paint roller, covers, pan and trim brush 8x10 tarp / drop cloth
Maintenance	8ft florescent bulbs for hanger - need installation
Repair	South side of the office hanger guttering needs repairs

**Airport Board
Minutes of Regular Meeting
March 2, 2016**

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

Absent: Sharon Powell, Councilwoman.

Also Present: David Haugland, City Manager, Jerry Beebe, Airport Manager (arrived at 4:19 pm), Don Myer, Airport Manager, and Shannon Stroud, Airport Board Secretary.

2. Approval of Minutes: Jerry Woods motioned to approve the February 3, 2016 meeting minutes; Bruce Bellemore seconded. Motion approved.

3. Old Business:

Memorial For Sharp/Kirkpatrick – Jerry Woods talked with Nate Williams, Parks and Recreation Director; \$300 - \$500 will place a bench on order, and will include a plaque on the bench. The Parks and Recreation Department will install it on the East Side of the building. A table for donations to help pay for the bench will be displayed at the Pancake Breakfast/Fly-In on April 16, 2016.

Navion – the plane is sold. The new owner is in possession of it.

4. New Business:

New Computer – board members are requesting a new computer at the airport. The current one was donated by Marlyn Atkinson and is 10 years old. David Haugland will check city inventory to see what is available.

Mowing – Parks and Recreation was mowing at the airport but will no longer be available to provide that service. David Haugland is working on the situation for the upcoming year.

Ribbon Cutting – a ribbon cutting for the new runway is in the planning stages. Working towards having it in conjunction with the Fly-In/Pancake Breakfast on April 16, 2016.

5. Manager's Report:

Social – 9am coffee continues to provide opportunities for collaboration and attract people interested in aviation and willing to volunteer. February 21 – had seven aircraft fly in and out, including two from 3EX.

AAA met and elected officers, Bruce can update the group.

Painting - Don painted the ceiling and Jerry replaced light bulbs.

Ray's Lunch – Jerry met Debbie from Rays and confirmed they are willing to put the number on the door so pilots may want to dine at Ray's and can call to see if transportation is available.

Fuel - system is operational!

Updates on Events:

- Civil Air Patrol Exercise – March 12 and 13.
- Elms, Golf Poker Run, pending.....
- AAA April 16 Fly-In Pancake Breakfast. We plan to invite EAA (Roosterville) and cap to bring static displays to recruit new members and to offer the Excelsior Springs Humane Society a space for a pet adoption during the event.
- Don and Jerry will work on coordinating updates on social media and distribution of posters.

Requests:

- Guttering.
- Interior Wall Paint.
- Show the board the fuel handling guidelines.
- Ask for 8ft florescent bulbs for hanger - will need installation.
- Show the board the draft door sign and ask for feedback.

Other:

- Don Myer made contact with the Dickerson's.
- Jerry Beebe will have an update next month after research on fuel.

6. Comments: None.

7. Adjourn: The meeting adjourned at 4:20 pm. The next meeting is scheduled for Wednesday, April 6, 2016 at 4:00 pm.

Shannon Stroud
Airport Board Secretary

**Airport Board
Minutes of Regular Meeting
April 6, 2016**

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

Absent: Jerry Beebe and Don Meyer, Airport Managers.

Also Present: Sharon Powell, Councilwoman, David Haugland, City Manager, Larry Murry, Director of Codes Administration, and Shannon Stroud, Airport Board Secretary.

- 2. Approval of Minutes:** Jerry Woods motioned to approve the March 2, 2016 meeting minutes; Bruce Bellemore seconded the motion with the amendment of the memorial bench; it is only for Dan Kirkpatrick. Motion approved with amendment.
- 3. Old Business:**
 - Memorial For Kirkpatrick** – the bench has been ordered.
 - Navion** – was given 2 months to move the plane.
- 4. New Business:**
 - Mowing** – David Haugland has contracted Parks and Recreation and Public Works to share the mowing.
 - Ribbon Cutting** – the ribbon cutting is April 16, 2016 and all advertising has been submitted.
 - Runway Lights** – are out at the end of the runway.
 - Editor at Standard** – the new editor at the Excelsior Springs Standard is doing a report on the airport.
 - Survey** – the survey work in conjunction with MoDOT, will be done tomorrow, Thursday, April 7, 2016 from 7:00 am – 5:00 pm.
 - Renting Hangars** – Jerry Woods has spoken with 4 new people wanting to rent hangars and is requesting a report from the Finance office for an update.
 - Liability Insurance** – the board received a copy of the insurance with Triple A. Board members will get a copy to the city.
 - Painting of Fuel Tank** – the state required the fuel tank to be painted. The Codes Department has put one coat of paint on it and will put a second coat when weather permits.
 - Paint for Interior and Tie Downs** – new tie downs were picked up, paint for the interior is here, gutters will be fixed before the ribbon cutting, and also base boards.
- 5. Manager's Report:**
 - Next Saturday is painting day in the kitchen. Phil, Ray and I will finish the kitchen off and if we have enough paint start on the hallway.
 - We still need to get on the office hangar roof to figure out when the ceiling azimuth in the office is not working. It has power, just is not communicating with the roof. Perhaps Marlyn knows?
 - While we are up there we will change out the windsock so we look good for the 16th. We may take the old one and put it on the pole on the west hangar.
 - Once we have a new (used) computer Jerry will transfer our files from Double Check and anything else worth saving.
 - We need the rust removed and the fuel tank painted and the pump calibrated this week; ahead of selling fuel on the 16th.
 - David Haugland spoke of someone coming out and re-gluing the baseboard up. It would be nice ahead of the 16th.
 - I will meet with airports of cities of about the same size at MAMA to have a collection of Emergency Response Plans sent, so we can work with ESFD.
 - I have been in contact with the Elms (sales) and will work up a block rate for the summer events.

- Bruce, Phil, Connie and I met with the BBQ on the River Committee and will attend their meetings regularly until the event.
- We have booked Memorial Day weekend to the Mid-West Sonex Owners fly-in. Leaving just June and July open for events until fall.
- The New 3EX Facebook page continues to receive a record number of hits. We are using it and the Missouri Pilots Association Facebook page to advertise our activity.

6. Comments: None.

7. Adjourn: The meeting adjourned at 4:20 pm. The next meeting is scheduled for Wednesday, May 4, 2016 at 4:00 pm.

Shannon Stroud
Airport Board Secretary

**Airport Board
Minutes of Regular Meeting
May 4, 2016**

Present: Marlyn Atkinson, Jerry Beebe, Bruce Bellemore, Ron Holmes, Ed Holloway, Don Meyers, and Jerry Woods.

Absent: David Haugland, City Manager.

Also Present: Sharon Powell, Mayor Pro-Tem, Larry Murry, Director of Codes Administration, and Shannon Stroud, Airport Board Secretary.

2. Approval of Minutes: Ron Holmes motioned to approve the April 6, 2016 meeting minutes; Ed Holloway seconded. Motion approved.

3. Old Business:

Memorial Bench For Kirkpatrick – the bench is at the airport. The plaque has not arrived.

Ribbon Cutting and Pancake Breakfast – over 200 people attending the events; the ribbon cutting went well and over \$1,000 was made from the breakfast.

Painting of Fuel Tank – Larry Murry will finish the second coat as soon as weather permits.

4. New Business:

Mowing – has not been done. David Haugland will be notified to get with the respective departments.

Business and Professional Women – their group will hold their meeting at the airport this month.

Carnival – will the carnival workers be camped out at the airport this year? Mayor Pro-Tem Powell will check.

The Need for Hangars – Ron Holmes checked on a state loan program that has helped other cities obtain money for airports. Holmes will speak to David Haugland to see if it will be helpful for Excelsior Springs. Board members will come up with a plan that includes how many enclosed hangars are needed and where to put them. It was suggested for Shannon Stroud, Airport Board Secretary to keep a hangar waiting list on file to evaluate the need for hangars.

Liability Insurance – the board received a copy of the insurance with Triple A. Board members will get a copy to the city.

5. Manager's Report:

Missouri Airport Managers Association, Conference 2016

MoDot – Amy Ludwig

- Missouri Bill 2784 – Is in the final stages. The bill will change the number of hours an Antique Aircraft can fly each year and still be exempt from all but a 5% tax rate from 50 to 250 hours per year.
- The Mercury Alliance – Primarily a transportation base alliance. Because we have no commercial air carrier interest the \$500 per year dues would not be worth our investment.
- MoDot budget year is July 1- June 30. Any monies granted for projects require that the project be complete by the end of the budget year.
- MoDot has a Wildlife training course for Airport operators that we will look into.
- Many airports are being approached by commercial interests for “Solar Farms.” Before considering a Solar Farm we should contact MoDot for guidance.
- New Airport Directories should ship in the next few weeks.

FAA update – Ed Hyatt – Justin Collier

- UAS – Unmanned Aircraft Systems must comply with Section 333 to operate within the National Airspace System. Aircraft must be registered. Section 333 is

the beginning of the process to authorize commercial UAS operations within the NAS.

- It is recommended that we walk our runway once a week to clear any FOD. We already do.
- Safety focus this year will be on runway incursion mitigation – in many cases incidents are related to insufficient markings and signage. With the removal of our taxiway and with only one ramp entrance/exit we don't feel we have an issue.

TSA – Jim Spriggs

- TSA's duties – Screen passengers and Bags, oversees General Aviation Security - Suggested that we all sign up for the TSA pre-check pass.
- At this time TSA is focused on commercial carriers and flight school security. They have no plans of returning to inspecting GA airports. However, they could cold call us. (We don't see that happening)

MAMA – Brian Weller

- They will publish a new email list to enable us to communicate with each other. Meanwhile Marquita will coordinate.
- **The FAA Reauthorization Bill** is delayed from moving forward. The bill contains ATC privatization and the Medical Reform Act is part of the bill. Although it has cleared the Senate they estimate it may take as long as 6 years to clear the House. The Schuster Bill (similar to the FAA Reauthorization act) may move forward but it is doubtful it would clear until late 2017. FAA Reauthorization is current until July 15th - so, tied with funding they may be doing a 1 year extension and pairing the bill down to get it passed.
- **MoDot – Michelle & J. Glenn** – As part of the FAA Federal Allocation - Senate Bill 623 talks of adding a 5.9 cent fuel tax on top of the existing 17 cent aviation fuel tax to fund more projects.
- **Missouri Pilots Association – Carolyn Morris** - Since 1953. Contact cpmorris61@yahoo.com to submit our airport bio for their magazine.
- She had some real nice looking drink coasters that simply had the section of a VFR Sectional showing the airport laminated in plexi. Contact her if we are interested.
- **Drones & Insurance – Laura O'Donnell – Aviation Solutions**
- They sell Drone insurance. Drone operators must notify the airport operator if flown within a 5 mile radius of the airport. Max altitude 400' AGL. Section 333 compliance.
- Certificate of Authority - They recommend that the operator also have a letter from us stating that they have completed the FAA requirements??? I think the FAA needs to provide the letter?
- Naturally the insurance company's recommend that drone operators (like all aircraft) have insurance with a certificate of liability of a minimum of \$1 million aggregate coverage with the airport listed as additionally insured, with notification of cancellation clause. We should require this insurance on ALL aircraft based at our airport. Ercoupe N94621 does.
- GA aircraft insure for less than a drone. Most UAS insure for about \$1,000 per year. The Unmanned Safety Institute does seminars on UAS for Law Enforcement. There are some U-Tube videos out on Drone Defense. Some use rifles that use sound waves and laser rifles or trained eagles.
- We will contact our local Aviation Solutions Insurance carrier to set up an "All Aviation Insurance" day seminar at 3EX.

MAMA 2016

- Thursday
- MoDOT update: Amy Ludwig
- 2784 Bill – Antique 50-250 hours a year to be exempt as 5% tax rate
- Mercury Alliance: Transportation alliance
- Pavement maintenance tax
- Budget 7/1-6/30
- Website:
- Wildlife training course – USDA 4/16 Cameron
- Solar farms – Call MoDOT first.
- New airport directories to ship in the next few weeks
- FAA update: Ed Hyatt UAS- <http://www.faa.gov/uas/>
- <http://www.faa.gov/airports/specialprograms/uas>
- Justin Collier - Walk runway to clear FOD weekly
- Incursion mitigation – insufficient markings or signs
- http://faa.gov/airports/runway_safety/n
- As-built points if add a hangar.
- TSA – Jim Spriggs – Screens passengers & bags. Risk based security. Sign up for pre-check.
- GA Security – At this time we focused on commercial and flight schools. No plans to return to inspecting GA airports. They may cold call us.
- Brian Weller – MAMA – use email list to share info. Marquita coordinates.
- NASAO – Craig - Reauthorization Bill – is delaying moving forward. ATC privation. Transformational. Medical is part of it. 1.5 years Senate, 6 years in the House. Schuster Bill – maybe, but not until at least 2017. Predictions. FAA reauthorization – current to July 15th – either 1 one year extension or a paired down bill. Looks like a long term bill by the end of 2017.
- MoDOT – Michelle – J Glenn @ glennpc.com
- Aviation federal allocation - Senate bill 623 – 5.9 cents of fuel tax added to .17 fuel tax.
- Scott Nall - Decision Making and Leadership
- State Aviation Day – APRIL 5th – Carolyn Morris – We are all in aviation together. Missouri Pilots Association – 1953 – cpmorris61@yahoo.com
- Ask her to do a bio on 3EX.
- Coasters with a sectional on it (Ron Craft Jeff City) note to Carolyn can get in touch with Freeport.
- Drones and Insurance – Laura O'Donnell Aviation Solutions
- They sell drone insurance. Must notify the airport operator if flown within 5 miles of an airport. Max altitude 400 agl. Section 333 exemption?
- Certificate of Authority – Letter from us that they have completed the FAA requirements. Certificate of liability with a minimum of \$1m, on any aircraft at your airport. Must show the airport as additionally insured with notification of cancellation. Waiver of Subrogation – protects you from liability.
- GA Airplanes insure for less than a drone. Most UAS insure for about \$1000 per year. Unmanned Safety Institute does seminars i=on UAS for L/E
- U-Tube Drone defense
- Rifles that use sound waves and a laser rifle, trained eagles.
- Drone operator day (minus the drones). Make a map with a 5 mile radius. FAA App Before you Fly (for UAS) Call Dana to do a seminar.

Other:

- Dan O'Hara Aviation Historical Society – 2007.
- Fuel sold since April 2016 is 76 gallons.
- Saturday, May 21, 2016 is Armed Forces Day.
- Civil Air Patrol is out gathering information and interested in the small towns.
- David Bouchert has received interest from young people to put on a show at the airport.
- Jerry Beebe is doing research on LED lighting.
- He reported of a new partnership with Instructor Shannon Knee for flight training. They would like to use Dan Kirkpatrick's 172 Plane.
- MARC surveyed the Excelsior Springs Airport and rated us as a commuter based airport.

6. Comments: None.

7. Adjourn: The meeting adjourned at 4:35 pm. The next meeting is scheduled for Wednesday, June 1, 2016 at 4:00 pm.

Shannon Stroud
Airport Board Secretary

**Airport Board
Minutes of Regular Meeting
July 6, 2016**

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

Absent: Don Myers and Jerry Beebe.

Also Present: Sharon Powell, Mayor Pro-Tem, Steve Marriott, Interim City Manager, Larry Murry, Director of Codes Administration, and Shannon Stroud, Airport Board Secretary.

2. Approval of Minutes: Ron Holmes motioned to approve the June 1, 2016 meeting minutes; Bruce Bellemore seconded. Motion approved.

3. Old Business:

Change in Administration – Marlyn Atkinson referenced the change in administration within the city, and focused on the things that were accomplished during that time. Atkinson noted the original people on the board and the list of projects that were completed; gained a fuel system - pay at the pump, a new runway and resurfaced ramp, the old shed is torn down, some inside improvements, etc. Now is the time for opportunity and enclosed individual hangars are what is needed. Ron Holmes is working on the plan.

Mowing – is hit or miss at the airport. Parks and Recreation is not mowing, Chad Birdsong is mowing currently.

MoDOT – Steve Marriott will check for an update with Darryl Goth and Millicent Parker.

Runway Lights – Don Myers will be asked to coordinate with Larry Murry to get them ordered.

Florescent Lights in the Building – Larry Murry will check all and put in what is needed.

East Line of T-Hangars – should be taken down.

4. New Business:

BBQ and Fly-in on the River – the helicopter that was proposed at the airport during the event will not be allowed at the airport.

Notam – has been issued due to the lights not working on the water tower at the airport.

5. Manager's Report:

- Saturday morning social hour has slowed just a little. Don has had to be out of town on family business but our regulars continue to support our cause.
- We continue to receive inquiries about hangar space availability.
- The 3rd organizational meeting to form a CAP Squadron will be July 16th when we will make the decision as to what evening the unit will meet weekly.
- July 16th we will host the SunChaser's fly-in. A NOTAM will be issued and the management will be present during the entire event.
- Shannon Knee is accepting student pilot applications to teach using Dan Kirkpatrick's Cessna 172. We have had several inquiries so far. New students (and as they progress through their training) will be featured on the airports Facebook page.
- We will continue to meet with the BBQ on the River Committee.

6. Comments: None.

7. Adjourn: The meeting adjourned at 4:30 pm. The next meeting is scheduled for Wednesday, August 3, 2016 at 4:00 pm.

Shannon Stroud
Airport Board Secretary

**Airport Board
Minutes of Regular Meeting
August 3, 2016**

Present: Marlyn Atkinson, Jerry Beebe, Bruce Bellemore, Ron Holmes, Ed Holloway, Don Meyers, and Jerry Woods.

Absent: Sharon Powell, Mayor Pro-Tem.

Also Present: Steve Marriott, Interim City Manager, Larry Murry, Director of Codes Administration, and Jaime Blackburn, Airport Board Secretary.

2. Approval of Minutes: Ron Holmes motioned to approve the July 6, 2016 meeting minutes. Ed Holloway seconded. Motion carried.

3. Old Business:

Need of lights- Don Myers stated there are less than a dozen light bulbs left for runway. The green beacon is out. Marlyn Atkinson and Jerry Woods stated they will fix the beacon light. Marlyn Atkinson asked Steve Marriott if the light on top of the water tower had been ordered. Steve Marriott stated the part has not come in yet.

There was a discussion about MODOT funding for runway lights but it was discussed they do not fund both runway and lights per Steve Marriott during a year.

Larry Murry and Cory Wartner replaced all the lights in the hangar. All but two lights work now in the hangar.

New LED Runway lighting-Jerry Beebe gave Larry Murry information on purchasing the LED lights for the runway.

Need for Hangars – Ron Holmes went over a proposal for Council to look at. Ron Holmes brought details for the board to review on new hangars. He discussed the Entitlement Fund and stated the board needs to take the information to the City Council and have the council appoint someone to work on getting the funds for the airport. We must get the ball rolling and started. Board members need to review his plan before presenting to the City Council. Marlyn Atkinson thanked Ron Holmes for all the work he has done on the proposal. Marlyn Atkinson would like to plan a workshop meeting before the next Airport Board meeting, TBD.

4. New Business:

Sunchasers RC Club-Steve Speiser and son Kale from the Sunchasers Model Airplane Club was invited by Don Myers to present his event. Last year their event had 400+ people. This club has been together for 40+ years. They currently have their events at 435 and Woodland in Kansas City. They shared a video clip of the event with the board. This is a family event. From the start they have always wanted to be big enough to use a full-scaled airport. They have ran out of room at their current location. They want to move it to a bigger location. Steve Speiser said he wants to shift sponsorship from national to local. The whole point in this event is giving families a place to go for the day. It is inexpensive, good entertainment and also introduces people into the sport. People are fascinated with model airplanes. A few area sponsors are Hy-Vee, Gary Crossley Ford and Jaeger's Paintball. The only thing they charge for is \$5.00 for kids to shoot paintball guns at the airplanes. The food, admission and parking are all free. Everything they do is on a donation basis. This is a fundraiser for their club. AMA carries an insurance policy on the event. September 10, 2016 is the day of event. We need to start advertising now. We need the mouth of the hangar to cook and serve the food and provide a couple of Porta potties. The airshow lasts 4-5 hours. The club wants to reach out to local businesses to sponsor the event. Marlyn Atkinson is worried there is not enough time to advertise.

Ron Holmes made a motion to approve the RC Sunchasers Event on September 10, 2016 for this year only as long as everything can be ready in time. Bruce Bellemore seconded. Motion carried.

5. Manager's Report:

- 800 followers on Facebook

- CAP Squadron is a go and we should be active as a unit in next 4-5 days.
- Jerry had issue with ESPD. Bob Hart called Jerry and stated the main hangar door was broke and could not shut it down. He called PD and asked for additional patrol in the area and to keep an eye on monitor. Jerry walked into PD the next day and they knew nothing about it.
- Don Myers said fuel line is operating. Got the phone line installed and everything is operating.

Current event schedule:

- September 10- RC Sunchasers Club (pending special use permit approval)
- August 20 – AAA/BBQ on the River Fly-in Pancake Breakfast
- September TBD – Working on “Poker Run” already met with Roosterville about it.

6. Comments: None.

7. Adjourn: Marlyn Atkinson motioned to adjourn the meeting. Ed Holloway seconded. Motion carried. The meeting adjourned at 4:58 pm. The next meeting is scheduled for Wednesday, September 7, 2016 at 4:00 pm.

Jaime Blackburn
Airport Board Secretary

**Airport Board
Minutes of Regular Meeting
September 7, 2016**

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

Absent: Don Myers, Jerry Beebe, and Ron Holmes

Also Present: Sharon Powell, Mayor Pro-Tem, Steve Marriott, Interim City Manager, Larry Murry, Director of Codes Administration, and Jaime Blackburn, Airport Board Secretary.

2. Approval of Minutes: Bruce Bellemore motioned to approve the August 3, 2016 meeting minutes. Ed Holloway seconded. Motion carried.

3. Old Business:

Marlyn Atkinson stated Larry Murry found a fix for the beacon light. There must be a clear lens then the contact green lens goes on. We have the material to fix it but it just needs to be done. Bruce Bellemore mentioned that the light is out again.

Steve Marriott had Larry Murry order extra runway light bulbs. Marlyn Atkinson mentioned the airport did receive the sample LED light but it has not been installed yet.

Marlyn Atkinson mentioned that he was going to call Amy from the state for help with grant but will try to call before the next meeting.

Sunchasers did get their special use permit approved per Steve Marriott the only concern will be the weather and if the ground will be too wet for the event.

Bruce Bellemore talked to someone at Francis West Airport about hangars. This facility has 39 units and the units lease yearly at \$255.00/month with electricity included. This facility also keeps 3-4 units empty for overnight rental/weekly rentals. They are always full and there is a waiting list for units.

Steve Marriott also mentioned that this is a federal funded facility.

Sharon Powell stated at the Pancake Breakfast she talked to Mike Anderson for quite some time about the airport. He stated he would be willing to help fund if there was a waiting list set up for hangars. Hangars are the way of the future per Marlyn Atkinson.

4. New Business:

October 1, 2016 there will be a Chili Contest from 11am-1pm. There will be a \$5.00 entry fee. 3rd place-\$50, 2nd place-\$75 and 1st place-\$100

Bruce will talk to Shelia and Sarah about making a flyer for the event and will put something in the Town and Country.

Bruce mentioned that Don Myers got ahold of the Ladies 99 club and some of them are going to attend.

Bruce Bellemore mentioned that there is flight training going on at the airport with Shannon Knead with Dan Kirkpatrick's 172.

Ed Holloway asked if everyone received Don Myers email about selling pilot supplies at the airport. The members wondered who will be sitting up at the airport to sell the supplies.

5. Manager's Report:

Current event schedule:

- September 10- RC Sunchasers Club (weather permitting)
- August 20 – AAA/BBQ on the River Fly-in Pancake Breakfast
- September TBD – Working on "Poker Run" already met with Roosterville about it.
- October 5- 11am-1pm Chili Contest

6. Comments:

Jaime Blackburn mentioned that the city purchased a mop and bucket for the airport. Steve Marriott stated Don's report said there is "2 ft" of gas in the tank. No one really knew how much that really is.

7. Adjourn: Bruce Bellemore motioned to adjourn the meeting. Jerry Woods seconded. Motion carried. The meeting adjourned at 4:23 pm. The next meeting is scheduled for Wednesday, October 5, 2016 at 4:00 pm.

Jaime Blackburn
Airport Board Secretary

**Airport Board
Minutes of Regular Meeting
October 5, 2016**

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

Absent: Don Myers and Jerry Beebe.

Also Present: Brad Eales, Mayor, Sharon Powell, Mayor Pro-Tem, Steve Marriott, Interim City Manager, Larry Murry, Director of Codes Administration, and Jaime Blackburn, Airport Board Secretary.

2. Approval of Minutes:

Ed Holloway motioned to approve the September 7, 2016 meeting minutes. Ron Holmes seconded. Motion carried.

3. Visitors:

Sunchasers Club came to tell the board about the RC event that was held September 10th at the airport. They had 325 people show up for this event. He thought it was a good turnout for moving the event 18 miles away from the original location and only having two weeks to plan for the event. He wanted to thank the board for allowing his RC club to use the facility.

4. Old Business:

Marlyn Atkinson said he called Amy with the state and got a recording. Stated there is no grant money available at this time. He is going to contact her again.

Beacon light has been fixed and has the new contact lens installed and hopefully this fixes the problem.

Steve Marriott asked if they have tested the new LED bulb. Marlyn said they have not.

5. New Business:

Jerry Woods would like the code to be changed on the door at the airport. Supplies have been coming up missing and restrooms have been trashed by someone. He would like Larry Murry to change the code and does not want the code given out to everyone. Larry will change the code. Marlyn Atkinson talked with Mike Anderson at the chili cook-off contest. He told Marlyn if they can come up with a list of 15-20 people wanting hangars to rent then he would help fund the building of new hangars.

Board would like to advertise and get some feedback to see how many people would be interested.

Bruce Bellemore wanted to know what the manager's job description. No one knows what they are supposed to take care of at the airport. Steve Marriott said we do not have anything. Steve Marriott stated for the board to email him some ideas of what you expectations are for the managers and he would look into it. Marlyn Atkinson asked Bruce Bellemore to come up with a list. Bathrooms have been a major problem lately and have been a mess.

Jerry Woods asked if we could get a dipstick for the fuel tank. There used to be one there and it is missing. He also stated the people that furnish the tank should furnish a chart that will help you determine what's in the tank.

6. Manager's Report:

Not present at the meeting.

7. Comments:

Brad Eales stated new hangars is a hard sale. There might be an issue with someone private building on public land and how do you work that type of scenario out.

Bruce Bellemore stated that he opened the hangar door and it made a lot of noise and did not know if anyone else has heard that.

8. Adjourn:

Ron Holmes motioned to adjourn the meeting. Bruce Bellemore seconded. Motion carried. The meeting adjourned at 4:30 pm. The next meeting is scheduled for Wednesday, November 2, 2016 at 4:00 pm.

Jaime Blackburn
Airport Board Secretary

**Airport Board
Minutes of Regular Meeting
November 2, 2016**

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

Absent: Ron Holmes, Don Myers and Jerry Beebe.

Also Present: Brad Eales, Mayor, Sharon Powell, Mayor Pro-Tem, Steve Marriott, Interim City Manager, and Jaime Blackburn, Airport Board Secretary.

2. Approval of Minutes:

Ed Holloway motioned to approve the October 5, 2016 meeting minutes. Jerry Woods seconded. Motion carried.

3. Visitors:

Scott St. John

4. Old Business:

Marlyn Atkinson will find the LED bulb sample for Jerry Beebe.

Bruce Bellemore said they replaced runway bulbs last Saturday morning.

Ed Holloway asked if anyone found the dipstick for the fuel tank. No one was for sure if that had been found.

The code for the door has not been changed yet. The locksmith is looking for the directions to change the code. We are still waiting for him to come change the code.

Marlyn Atkinson asked if anyone had looked into advertising. Jerry Woods thought there was a local Kansas City area paper for free ads.

Still plenty of bulbs.

Jerry Beebe emptied the garbage.

5. New Business:

Ed Holloway asked if the manager's job description had been written. Bruce Bellemore said he has not had a chance to work on it. Marlyn Atkinson stated the managers are only volunteers and there is only so much they can ask them to do.

Bruce stated the biggest concerns is keeping the bathrooms clean and change the trash.

Jerry Woods thinks there is only 500 gallons of fuel left in the tank. Need to find out who orders the fuel and it has been at least three years since it has been filled.

Steve Marriott stated the filter needs to be installed before the fuel tank is filled.

6. Manager's Report:

Not present at the meeting.

7. Comments:

None.

8. Adjourn:

Bruce Bellemore motioned to adjourn the meeting. Jerry Woods seconded. Motion carried. The meeting adjourned at 4:16 pm. The next meeting is scheduled for Wednesday, December 7, 2016 at 4:00 pm.

Jaime Blackburn
Airport Board Secretary

**Airport Board
Minutes of Regular Meeting
December 7, 2016**

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

Absent: Don Myers and Jerry Beebe.

Also Present: Molly McGovern, City Manager, Sharon Powell, Mayor Pro-Tem, Steve Marriott, Finance, Larry Murry, Director of Codes Administration and Jaime Blackburn, Secretary.

2. Approval of Minutes:

Jerry Woods motioned to approve the November 2, 2016 meeting minutes. Ed Holloway seconded. Motion carried.

3. Visitors:

None.

4. Old Business:

Bruce helped install the new LED light bulb sample last weekend.

Marlyn said the managers know where the dipstick for the fuel tank.

Jerry stated we still need a chart to figure out how much fuel is left in the tank. Steve Marriott said Double Check installed the tank and should have a chart. Marlyn said he will call them and find out also if they have the stuff to check if there is water in the fuel tank.

Larry said the code on the door has not been changed. The Jones Store installed it and does not know how to change the code. Searching for paperwork still no luck. There is not a manufacture name on the lock.

Steve Marriott stated the fuel filter for the fuel tank will cost \$300 and \$600 to install it.

The furnace is working. We had Woods Heating and Cooling out to get the bird out and it's back to working condition.

Still wanting to advertise and see if anyone is interested in renting hangers.

Bruce to look into Ameren to see if there are any rebates available for installing new lighting.

5. New Business:

The board welcomed new city manager, Molly McGovern.

Molly presented a letter she found that is for the board to update Capital Improvement Plan. If you have anything you would like to do next year please fill out the sheet. Jaime made copies for each member to take with them to review and get back with what they would like to add.

Molly asked the board to look at what they want to accomplish this year. That would be a good thing to do for year starting out. Maybe we will be able to reduce some of the meetings that you have, if that works also with your responsibilities.

Marlyn would like to find out what money is available through the State of Missouri and what we can apply for.

Molly stated that it helps to know what range of projects you might have in mind.

Marlyn is hoping there will be a runway light program available and we do not want to miss the deadline.

Molly stated if you have a plan of work you want to accomplish, it is much easier to find the money. If you need it today, it's too late.

Molly stated to fill out the Capital Improvement plan from MODOT. You have to be on that plan to get funded.

Ron Holmes mentioned the old hangers that they agreed needed to be torn down are still up. He thought we agreed with MODOT to tear them down. Marlyn was not sure if anything was agreed upon but we need to be thinking about it.

Larry Murry stated he does not think we agreed to remove things and it was just part of an inspection.

Bruce stated the Navion airplane flew out last week.

6. Manager's Report:

Not present at the meeting.

7. Comments:

None.

8. Adjourn:

Bruce Bellemore motioned to adjourn the meeting. Jerry Woods seconded. Motion carried. The meeting adjourned at 4:25 pm. The next meeting is scheduled for Wednesday, January 4, 2017 at 4:00 pm.

Jaime Blackburn
Airport Board Secretary