

Aviation Advisory Board

AGENDA

Wednesday, May 8, 2019 – 6:30 P.M.

Meeting Location: Richardson Memorial Pilots' Lounge,
Lawrence Municipal Airport Terminal Building

- 1. Approve Regular Meeting minutes for March 14, 2019**
- 2. General Public Comment**
The public is allowed to speak to any items or issues that are not scheduled on the regular agenda. Each person or organization will be limited to three (3) minutes. As a general practice, the Commission will not discuss/debate these items, nor will the Commission make decisions on items presented at this time. Individuals are asked to come to the microphone, sign in, and state their name and address. Speakers should address all comments to the Commission.
- 3. Review correspondence on Aviation Advisory Board Bylaws to CC**
Action: Approve letter from Board
([Bylaws](#) and [Ordinance No. 6966](#)) (Updated Bylaws attached)
- 4. Aviation Camp**
Action: Receive update
- 5. Receive status report on Hetrick Development**
Action: Review update.
- 6. Staff/FBO Items**
- 7. Board Items**
- 8. Calendar**
 - **September 5, 2019 – Aviation Advisory Board Meeting**
 - **November 14, 2019 – Aviation Advisory Board Meeting**
- 9. Adjournment**

*Meeting time is 6:30 p.m. in the Richardson Memorial Pilots' Lounge
At the Lawrence Municipal Airport Terminal Building*

City of Lawrence

Aviation Advisory Board Meeting

March 14, 2019 Minutes

MEMBERS PRESENT : Mike Kelly, Bill Ackerly, Richard Haig, Monte Soukup, Don Kinney, Dan Born

MEMBERS ABSENT:

STAFF PRESENT: Chuck Soules

PUBLIC PRESENT: Ron Renz, Tom Deutsch, Rick Bryant

I. Call to order

Noting a quorum, chair Richard Haig called the meeting to order at 6:35 pm.

II. Review of Minutes of December 13, 2018 Meeting: A change was requested in item VI (Other Business) to change the company providing warranty service on the gates to AmeriFence of Kansas City. With that change, the minutes were accepted by unanimous vote.

III. Public Comment: Rick Bryant noted that the McPherson, Kansas, airport is building T-hangars through local investment/leaseback arrangement utilizing a state law--this is a process that should be followed to see how it works. Ron Renz noted that the Lawrence Airport gate that had been malfunctioning has been repaired.

IV. Chuck Soules reported on the Commission Request for input, leading to a general discussion of the makeup of the Airport Board in terms of diversity of membership, the impact of collective knowledge with the transition of board members, the potential of adding economic development or Lawrence Chamber of Commerce representatives or guests, the potential for an airport Open House, and the potential for inviting a KU student who could provide planning and development expertise as a class requirement or project.

V. It was recommended to make sure that the Airport Board's by-laws and the City Ordinance establishing the Airport Board agree in terms of having a KU representative as part of the Board. Through a cursory review, it looks as if there may be several areas that may need to be addressed to make sure that By-Laws and Ordinance agree. Chuck Soules will review.

VI. A report on the plans for the upcoming Aviation Camp (May 18, 2019) was given by Richard Haig. The syllabus for the educational component of the Camp is being re-done. One of the previous Camp's attendees is planning to attend college for a degree in aviation studies. This year's Camp will be promoted by Lawrence Parks and Recreation. Richard also asked the Board for opinions on whether to

ask the Kansas State/Salina Polytechnic Aviation Program and the FBO at Billard (Topeka, KS) if they would be interested in providing planes/pilots to help give rides in our May 18th Camp. Board opinion was positive to ask for that assistance.

VII. FBO Report - On March 25, 2019, proposed changes to the FBO operation will be considered by the Lawrence Planning Commission, then if approved and FAA approval are given, those changes would be voted on by the Lawrence City Commission at their April 12, 2019 meeting.

The proposed changes involve a much larger building and more commercial aircraft, including a Beechcraft KingAir, a Hawker Jet, and an Eclipse Jet...all with the intention of a Lease and Share program, and potential of a concierge service. If all of this growth occurs, it may spur the need to look at the possibility of (and qualifying for) a runway extension.

VIII. Potential upcoming Airport Board meeting dates: May 2, 2019, September 5, 2019, November 14, 2019.

IX. There being no other business, the meeting was unanimously adjourned at 8:12pm.

The next meeting is tentatively set for Thursday, May 2, at 6:30 pm in the Richardson Memorial Pilot's Lounge at the Lawrence Municipal Airport Terminal Building

TO: Mayor Lisa Larsen and City Commission
CC: Airport Advisory Board
FROM: Richard Haig, Chairman
DATE: May 8, 2019
RE: Review of By-laws and ORD 6966

Background

In review of Resolution 7224 adopting standard policies and procedures relating to Advisory Boards and Committees, and Commissions of the City of Lawrence, KS, the Aviation Advisory Board discussed the membership, establishing Ordinance 6966 and bylaws.

The Board was established to promote general aviation activities, make recommendations to the City to improve services, improve aviation facilities, receive and evaluate reports regarding airport rules and regulations, recommend airport rules and regulation in accordance with the FAA guidelines and perform other tasks as requested by the Governing Body.

The Board consists of 5-7 members and the Ordinance specifies that one member shall represent the University of Kansas and the remaining number shall represent the City at large. The By-Laws should be revised to reflect this membership.

The Board would like to express that those appointed to the Board should have an interest in aviation and knowledge of aviation or airport operations. Many of the topics that the Board reviews impact safety and safe operations which must be in compliance with the FAA rules and regulations. The FAA regulations are extensive and very technically based and having knowledge and experience in this industry is important in making appropriate recommendations to the City Commission.

Respectfully Submitted,

Richard Haig
Chair

**BY-LAWS
OF
LAWRENCE AVIATION ADVISORY BOARD**

ARTICLE I. NAME

The name of the organization is the Lawrence Aviation Advisory Board, hereafter referred to as the Board.

ARTICLE II. PURPOSE

The purpose of the Board is:

1. To promote general and commercial aviation activities and interests in Lawrence;
2. To seek means of more fully utilizing and improving aviation facilities for Lawrence;
3. To aid the city and users of the aviation facilities in Lawrence in obtaining and improving services subject to approval by the Governing Body;
4. To receive and evaluate reports of poor or improper service by the contractual base operator (line operator), unsafe or dangerous conditions or failure of parties or persons to observe the airport rules and regulation.
5. To perform other tasks as requested by the City Commission or staff.

ARTICLE III. MEMBERSHIP

Section 1. The Board shall be comprised of five to seven (5-7) members.

Section 2. Membership is open to any person residing in the City of Lawrence, Kansas, who has been appointed by the Mayor.

Section 3. Meeting attendance is an important responsibility for Board members. Any Board member missing four (4) meetings in a calendar year shall be considered to have resigned from the Board. In such cases, the Mayor will be notified of a presumed vacancy on the Board. The person may appeal to the Board for an exception. Such exception shall require a two-thirds majority vote by members of the Board.

Section 4. If a member of the Board is unable to attend a meeting, he/she must notify the City staff liaison or Board officer prior to the meeting.

ARTICLE IV. MEETINGS

Section 1. The meetings of the Board shall be held at such place in the City of Lawrence as shall be designated by the Board.

Section 2. The Board shall meet at least quarterly on a day and time amenable to the Board.

Section 3. Special meetings of the Board for any purpose or purposes may be called by the Chairperson of the Board or by four (4) members of the Board. The business transacted at any special meeting shall be confined to the subject stated in the call. At least 48 hours notice of any special meeting must be given (delivered) to each member by mail, electronic mail, facsimile, or telephone. The notice requirement may be waived if all members of the Board agree in writing to such waiver.

Section 4. A simple majority of voting members of the Board, present in person, shall constitute a quorum of the Board. Official business of the Board cannot be conducted without a quorum of the Board. No meeting will be dismissed due to lack of quorum until at least 30 minutes after the stated meeting time.

ARTICLE V. OFFICERS

Section 1. The officers of the Board shall be a Chairperson, a Vice Chairperson, and a Secretary.

Section 2. The officers of the board shall be elected by the Board for one (1) year, or until the election and qualification of their successors. This election will take place at an annual meeting of the Board at a time and place convenient to the Board.

Section 3. The Chairperson shall set the agenda; distribute the agenda, and distribute any supporting documents to each board member at least ten (10) days prior to the meeting; preside at all meetings of the Board; execute the plans and policies of the Board, and perform such other duties as the Board may prescribe.

Section 4. The Vice-Chairperson shall perform the duties and exercise the powers of the Chairperson in the absence or disability of the Chairperson. The Vice Chairperson shall also perform such other duties as the Board may prescribe.

Section 5. The Secretary shall keep minutes of all proceedings, record all votes, copies of all correspondence and other records as appropriate; give, or cause to be given, notice of all meetings to members of the Board; provide the minutes by facsimile or other suitable alternative, to the city and to each member of the Board, and perform such other duties as may be prescribed by the Board.

Section 6. If an officer resigns, or cannot serve out his/her term for any reason, a replacement shall be elected by the Board at the next meeting. The newly elected officer will serve until the next regular election.

Section 7. No person may hold more than one office at a time.

Section 8. Relieving an officer of their duties for cause (e.g. lack of attendance, attention to duties, and/or related issues) shall require a two-thirds majority vote by members of the Board.

ARTICLE VI. RULES OF ORDER

Procedures not specifically described in these by-laws shall be as described in the latest readily available revision of Roberts Rules of Order.

ARTICLE VII. AMENDMENTS

These by-laws may not be altered, amended or repealed except by at least a two-thirds majority of those present and voting at a meeting called for that purpose. At least thirty (30) days written notice (conveyed by US mail, e-mail, or fax) of such meeting must be given to each member of the Board. This notice must include the proposed alteration, amendment, or repeal to be considered at said meeting.

ORDINANCE NO. 6966

AN ORDINANCE AMENDING
SECTION 2-201 OF THE CODE OF
THE CITY OF LAWRENCE, KANSAS,
CONCERNING MEETINGS OF THE
AVIATION ADVISORY BOARD

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LAWRENCE,
KANSAS:

Section 1. Section 2-201 of the Code of the City of Lawrence, Kansas, 1995 Edition, is hereby amended to read as follows:

BOARD ESTABLISHED; APPOINTMENTS AND MEETINGS.

There is hereby created a board to be known as the Lawrence Aviation Advisory Board. The Board shall consist of five (5) to seven (7) members, one of whom shall represent the University of Kansas and the remaining number shall represent the city-at-large. All members of the Board shall be citizens of the Lawrence and shall be appointed by the Mayor with the consent of the Governing Body. Appointments shall be for a period of three (3) years or until a successor is appointed. A member may serve more than two (2) successive full terms. The Lawrence Aviation Advisory Board shall elect officers of the Board and determine times and places of future regular meetings. Regular meetings shall be held at least four (4) times each year.

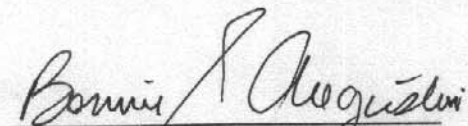
Section 2. Section 2-201 of the Code of the City of Lawrence, Kansas, 1995 Edition, is hereby repealed it being the intent of this ordinance to supersede the repealed provisions.

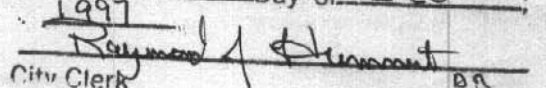
Section 3. This ordinance shall be effective on and after its adoption and publication as provided by law.

Adopted this 25th day of November, 1997.

ATTEST:


Raymond J. Hummert, City Clerk


Bonnie S. Augustine, Mayor

I hereby certify that the foregoing is a true and correct copy of the original ordinance; that said ordinance was passed on the 25 day of Nov, 1997; that the record of the final vote on its passage is found on page ✓ of Journal ✓; that it was published in the Lawrence Daily Journal-World on the 17 Day of Dec, 1997.

City Clerk 88

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