

Aviation Advisory Board

AGENDA

Thursday, March 14, 2019 – 6:30 P.M.

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

- 1. Approve Regular Meeting minutes for December 13, 2018**
- 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 Aviation Advisory Board Bylaws**
Action: Review Bylaws. If appropriate, recommend changes. ([Bylaws](#) and [Ordinance No. 6966](#))
- 4. Aviation Camp**
Action: Receive update
- 5. Receive status report on Hetrick Development**
Action: Review update.
- 6. Establish dates for 2019 Board Meetings**
Action: Approve dates
- 7. Staff/FBO Items**
- 8. Board Items**
- 9. Calendar**
- 10. Adjournment**

*Date of next meeting will be determined at a later time.
Meeting time is 6:30 p.m. in the Richardson Memorial Pilots' Lounge
At the Lawrence Municipal Airport Terminal Building*

DRAFT

City of Lawrence

Aviation Advisory Board Meeting

December 13, 2018 Minutes

The Chairman called the meeting to order at 6:35 p.m. in the Richardson Memorial Pilots' Lounge at the Lawrence Municipal Airport Terminal Building.

MEMBERS PRESENT: Richard Haig (Chair), Bill Ackerly, Michael Kelly, & Monte Soukup (KU representative)

MEMBERS ABSENT: Daniel Born, Don Kinney

STAFF PRESENT: Chuck Soules (MSO)

COMMISSION MEMBERS PRESENT: None

PUBLIC PRESENT: Lloyd Hetrick (FBO), Ron Renz (Alligator Inc.), Rick Bryant (Airport Development Group)

- I. The board passed a motion approving the minutes of the October 11, 2018 board meeting. There were no revisions or amendments to the minutes.
- II. Public Comment: Rick Renz stated he has the county aircraft operations e-mail.
- III. Resolution 7269, City of Lawrence Ethics Policy: Chuck Soules handed out hard copies of the ethics policy text to all board members present. During the ensuing discussion, Mike Kelly noted that section 1, paragraph (1) referred to City policy. Mike Kelly requested an online reference for text of all City policies.
- IV. Emergency Management Exercise Review: The exercise was full scale and the exercise scenario was a mass casualty event at the airport with hazardous materials complications. One outcome was the need for the airport FBO staff to be trained on notification procedures. The City's Municipal Services and Operations (MSO) main office wishes to be notified promptly of exercise (or real-world) mass casualty or hazardous material response activities at the airport. The exercise after action report is available for review.
- V. FBO Report-Hanger Proposal: Lloyd Hetrick of Hetrick Air Services, Inc. and the City Commission have reached agreement to continue the airport FBO agreement. Diagrams of the proposed site plan for the new aircraft storage hanger were provided for review. The

new hanger's doors vertical clearance would be 27 feet and be located on the northern side. The hanger's approximate horizontal dimensions would be 140 feet by 160 feet. The board discussed the pavement improvements, aircraft towing implications, and building orientation. The building will be constructed with the long horizontal axis oriented due north and south rather than parallel to runway 33 as in an earlier concept. FBO intends to sublease the hanger to Compton Associates. The taxiway east of the current parking area will remain closed. The proposed hanger's fire suppression sprinkler system will be water and not foam. The pavement grade should be more favorable to towed aircraft movement if the new hanger and associated pavement improvements are constructed.

VI. Other Business: The recent aviation camp activities were reviewed. Problems with the automobile access control powered gate opening were mentioned. Warranty service from Overhead Door of Kansas City will be requested to adjust the dragging roller. The possibility of federal grant money release was briefly discussed.

VII Next meeting was set for tentatively February 21, 2019 at 6:30 p.m. The Chair adjourned the meeting at 7:37 p.m.

**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.

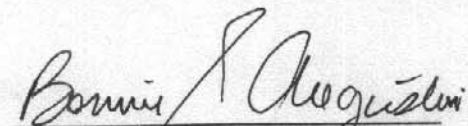
Section 2. Section 2-201 of the Code of the City of Lawrence, Kansas, 1995 Edition, is hereby repealed it being the intent of this ordinance to supersede the repealed provisions.

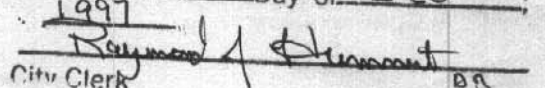
Section 3. This ordinance shall be effective on and after its adoption and publication as provided by law.

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