

# Aviation Advisory Board

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## AGENDA

**Thursday, September 5, 2019 – 6:30 P.M.**

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

1. [Approve Regular Meeting minutes for May 8, 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. [Consider an Ordinance pertaining to the establishment of the Board and Bylaws](#)  
**Action:** Recommend the City Commission approve the Ordinance and By-laws ([Bylaws](#) and [Ordinance No. 6966](#)) (Updated Bylaws attached)
4. [Review Master Plan Proposal](#)  
**Action:** Discussion
5. **Staff/FBO Items**
6. **Board Items**
7. **Calendar**
  - **November 14, 2019 – Aviation Advisory Board Meeting**
8. **Adjournment**

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

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# City of Lawrence Aviation Advisory Board Meeting

## May 8, 2019 Minutes

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

MEMBERS ABSENT:

STAFF PRESENT: Chuck Soules

PUBLIC PRESENT: Lloyd Hetrick (Hetrick Air Services), Jeff Long, Larry Kellogg, Karen Kellogg, Rick Bryant

### **I. Call to order**

Noting a quorum, chair Richard Haig called the meeting to order at 6:34 pm.

**II.** Minutes of the meeting held 3-14-2019 were reviewed and unanimously approved with no changes.

### **III. Public Comment**

Comments from those in attendance were called for, but there were none.

### **IV. City/Updates**

Chuck Soules presented a draft of a letter to the Lawrence City Commission concerning procedural and structural issues of the Airport Advisory Board including the makeup (membership) of the Board, diversity, standardization and coordination.

Several suggestions were made for this letter involving inclusion of safety functions and promotion of economic development in relation to the airport.

These changes were made to the proposed letter and it was approved for submittal unanimously.

An update on plans for the upcoming Aviation Camp was given by Richard Haig.

### **V. FBO**

Approval by the City and of the FAA has been received for the first part of the FBO expansion, with groundbreaking to begin soon for Hangar #1. A consultant has been retained to help advance the FAA Part 135 process for more complex operations possibly including King Air and Hawker 850 aircraft. Interest seems to be high in the expansion and new services to be offered. It was noted that these changes may potentially double the current FBO business and lead to increased economic development. Architectural renderings of this 22,000 square-foot facility were shown that will include hangar space for

larger aircraft, offices, and rest areas. The current schedule calls for it to be completed by September 2019.

Lloyd Hetrick also showed a site plan for a second structure (Hangar #2) which would be approximately 15,000 square feet and include a sprinkler system so that it could be used for maintenance.

#### **V. Potential Name Change of Airport**

It was suggested and discussed that a change from "Lawrence Municipal Airport" to "Lawrence Regional Airport" might be wise given the growth that is occurring. A key consideration would be that new signage would be required, which the City may not want to fund. Richard Haig volunteered to bring updated designs for this to the next meeting. A motion was made, seconded and unanimously approved to City staff to begin the process of changing the airport name.

#### **VI. Other news**

Hetrick Air Services, Inc. (FBO) has become a Raytheon-Beech service center, and a dealer for Robinson Helicopters. All told, the investment in new buildings, facilities and aircraft added to the airport is in excess of \$10 million.

#### **VII. Promotion of airport growth**

A discussion focused on the increasing business and services being offered at the airport, and how this could best be leveraged for more recognition and generation of new business. It was noted that EuroTec (Helicopter rebuilding business) is now being accommodated through others' buildings, and they are a potential for future additional jobs and investments in the airport.

#### **VIII. Physical condition of airport runways and taxiways**

Rick Bryant spoke about the current condition ratings of the runway, the potential to finish the runway extension, and the requirements to obtain funding for a runway rebuilding. Richard Haig and Mike Kelly will set up a time to speak at the upcoming City Commission work session for the CIP budget in May 2019 to explain the importance of these expenditures.

**IX.** It was suggested that we should invite a member of the Lawrence Chamber of Commerce to the next Airport Board meeting, Richard Haig will speak to Steve Kelly from the Chamber to see when this can be accomplished.

#### **X. Adjournment**

There being no further business, the meeting was unanimously adjourned at 8:02 pm.

*The next Airport Advisory Board Meeting was tentatively scheduled for 6:30pm, September 5, 2019, in the Richardson Memorial Pilot's Lounge at the Lawrence Municipal Terminal Building.*



Reviewed By: (for CMO use only)

☐ TM  
☐ DS  
☐ CT  
☐ BM



ORDINANCE NO. 5035

AN ORDINANCE AMENDING CHAPTER 2, ARTICLE 2, SECTION 201, OF THE "CODE OF THE CITY OF LAWRENCE, KANSAS, 1978," RELATING TO CREATION OF THE LAWRENCE AVIATION ADVISORY BOARD.

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

SECTION I. Chapter 2, Article 2, Section 201, of the "Code of the City of Lawrence, Kansas," is hereby amended to read as follows to-wit:

2-201. Board Created. There is hereby created a board to be known as the Lawrence Aviation Advisory Board. Said Board shall consist of five (5) to seven (7) members, one (1) of whom shall represent the University of Kansas and the remaining number shall represent the city-at-large. At no time shall more than three (3) members of said board be aircraft owners, operators, or pilots. All members of said board shall be citizens of Lawrence and shall be appointed by the mayor with the consent of the governing body. Initially, the mayor shall make one (1) appointment for one (1) year, two (2) appointments for two (2) years, and one (1) appointment for three (3) years. All subsequent appointments shall be for a period of three (3) years or until a successor is appointed. No member shall serve more than two (2) successive full terms.

The Lawrence Aviation Advisory Board shall convene for its first meeting at such time and place as shall be fixed by the mayor and shall thereupon proceed to organize and elect officers and fix and determine times and places of future regular meetings, which said regular meeting shall be held at least once a month.

SECTION II. Chapter 2, Article 2, Section 201, of the "Code of the City of Lawrence, Kansas, 1978," is hereby repealed and of no further force and effect, it being the intent of this ordinance that its provisions be substituted in place thereof.


SECTION III. This ordinance shall be in full force and effect from and after its passage and publication as provided by law.

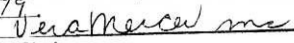
PASSED by the Governing Body of the City of Lawrence, Kansas, this 10th day of April, 1979.

APPROVED

  
Barkley Clark, Mayor

ATTEST:

  
Vera Mercer, City Clerk

I hereby certify that the foregoing is a true and correct copy of the original ordinance; that said ordinance was passed on the 10th day of April, 1979; that the record of the final vote on its passage is found on page 32 of Journal 8; that it was published in the Lawrence Daily Journal-World on the 15th Day of April, 1979.  
  
City Clerk

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY OF LAWRENCE, KANSAS, REPEALING EXISTING CHAPTER 2, ARTICLE 2, AND ENACTING, IN ITS PLACE, CHAPTER 2, ARTICLE 2 OF THE CODE OF THE CITY OF LAWRENCE, KANSAS, 2018 EDITION AND AMENDMENTS THERETO, PERTAINING TO THE AVIATION ADVISORY BOARD.**

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

**SECTION 1.** Existing Chapter 2, Article 2, of the Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, is hereby repealed in its entirety, it being the intent of the Governing Body that Section 2 of this Ordinance supersede it.

**SECTION 2.** Chapter 2, Article 2, of the Code of the City of Lawrence, Kansas, 2018 Edition, and amendments thereto, is hereby enacted:

**ARTICLE 2. AVIATION ADVISORY BOARD**

**2-201 AVIATION ADVISORY BOARD; ESTABLISHMENT; MEMBERSHIP; TERMS OF OFFICE; APPOINTMENT OF CHAIR AND VICE-CHAIR.**

- (a) There is hereby established the Aviation Advisory Board ("Board"). The Board shall be composed of seven (7) members.
  - (1) The Mayor, with the approval of the Governing Body, shall appoint seven (7) members to the Board. One member shall represent the University of Kansas and the remaining members shall represent the City at-large.
  - (2) All members shall be residents of the City of Lawrence, Kansas. Any member who moves outside the City limits must resign his or her position on the Board.
- (b) Members of the Board shall serve three (3) year terms, except when appointed to complete an unexpired term. As established by the bylaws, the terms of Board members shall be staggered so that no more than three members of the Board's terms shall expire in any one year. No member shall serve more than two consecutive full three-year terms. Terms of less than three years shall not count toward the term limits. All members of the Board shall serve without compensation.
- (c) The Board shall elect annually a member of the Board to serve as Chair, who shall preside at meetings.
- (c) The Board shall elect annually a member of the Board to serve as Vice-Chair, who shall preside at meetings in the absence of the Chair.

- 2-202      **SAME; VACANCIES.**  
Vacancies on the Board shall be filled by the Mayor, with the approval of the Governing Body. Vacancies shall be filled as soon as practicable.
- 2-203      **SAME; BYLAWS, MEETINGS, AND QUORUM.**  
The Board shall adopt bylaws governing the procedures to be used by the Board. The bylaws shall establish specific duties and responsibilities of the Chair and Vice-Chair, the time and place for meetings (at least four times per year), rules of order, and other rules governing procedures and operations of the Board, including procedures for amending the bylaws. A quorum shall be at least four members of the Board.
- 2-204      **SAME; CONFLICTS OF INTEREST**  
All Board members shall by abstention refrain from participating in the decision-making process, including discussing and voting, on any item for which he or she, his or her employer, or the entity which he or she is representing appears before the Board and would receive direct financial benefit if the item was to be approved by the Governing Body. All Board members are subject to the City's Ethics Policy.
- 2-205      **SAME; MINUTES.**  
The Board shall prepare and approve minutes of its meetings and shall forward the same to the Governing Body.
- 2-206      **SAME; OPEN MEETINGS AND OPEN RECORDS.**  
All meetings of the Board shall be held in compliance with the Kansas Open Meetings Act of 1972, codified as amended at K.S.A. 75-4317 *et seq.*, and its records shall be subject to the Kansas Open Records Act of 1984, codified as amended at K.S.A. 45-215 *et seq.*
- 2-207      **SAME; BOARD DUTIES.**  
The Board shall have the following purposes and duties:
- (a)      To promote general and commercial aviation activities and interests in the City.
  - (b)      To make recommendations to the Governing Body on services and improvements at the Lawrence Municipal Airport.
  - (c)      To make recommendations to the Governing Body regarding rules, regulations, and standards at the Lawrence Municipal Airport and to ensure that the City's rules, regulations, and standards comply with the rules, regulations, and standards of the Federal Aviation Administration.
  - (d)      To make recommendations to the Governing Body regarding development and Master Planning at the Lawrence Municipal Airport.
  - (e)      To make recommendations to the Governing Body on the prioritization of maintenance, repairs, and capital improvements at the Lawrence Municipal Airport.

- (f) To make recommendations to the Governing Body regarding rules, regulations, standards, guidelines, and amendments thereto, of the Federal Aviation Administration.
- (g) To make recommendations to the Governing Body regarding ordinances, policies, and programs relevant to airport planning, aviation, and aviation safety in the City.

**SECTION 3.** If any section, sentence, clause, or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

**SECTION 4.** This ordinance shall take effect and be in full force and effect immediately following its adoption and publication as provided by law.

**PASSED** by the Governing Body of the City of Lawrence, Kansas, this \_\_\_\_ day of \_\_\_\_\_, 2019.

**APPROVED:**

\_\_\_\_\_  
Lisa Larsen  
Mayor

**ATTEST:**

\_\_\_\_\_  
Sherri Riedemann  
City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Toni R. Wheeler  
City Attorney

**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.

# ***City of Lawrence, Kansas***

## **Aviation Advisory Board**

### **Bylaws**

#### **Article I**

##### **Purpose**

- Section 1. The purpose of the Aviation Advisory Board is to advise the Governing Body of the City of Lawrence, Kansas, regarding issues affecting aviation and the programs, services, development, rules, regulations and standards at the Lawrence Municipal Airport.

#### **Article II**

##### **Membership**

- Section 1. The Board shall be composed of **seven (7)** voting Members.
- Section 2. The Mayor shall, with the consent of the Governing Body, appoint Members to the Board.
- Section 3. All members shall be residents of the City of Lawrence, Kansas. Any member who moves outside the City limits must resign his or her position on the Board.
- Section 4. Other than the provisions set forth in Section 5, *infra*, governing initial terms, each Board Member shall serve a three-year term. A Board Member, appointed to fill an unexpired term, shall complete that unexpired term.
- Section 5. Ordinance No.\_\_\_\_, adopted by the City Commission on September\_\_\_\_, 2019, increased the voting members to seven (7). In order to stagger membership of the board, the additional member shall serve a term that expires as follows:

Position 7	Expires	05/31/2021
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After the expiration of the initial term, then each succeeding term shall be three years in accordance with Section 4, *supra*.

- Section 6. Each Member shall serve no more than two successive full terms. Completion of an unexpired term shall not count toward the term limit.



**Article III**  
Officers and Staff Liaison

- Section 1. The elected officers of the Board shall be:
- a. Chair
  - b. Vice-chair
- Section 2. Terms of elected officers shall be one year commencing the date of the election and continuing until the succeeding year's election.
- Section 3. The Board shall elect officers at the first regularly scheduled meeting of each year.
- Section 4. In the event that the office of Chair becomes vacant, the Vice-chair shall succeed to that office for the unexpired term. In the event that the office of Vice-Chair becomes vacant, the Board shall, at the next regular meeting, elect a member to succeed to that office for the unexpired term.
- Section 5. The duties of elected officers shall be:
- a. Chair
    - (i) Shall preside at all Board meetings; and
    - (ii) Shall represent the Board, as necessary, at all City meetings.
  - b. Vice-chair
    - (i) Shall preside at Board meetings in the absence of the Chair; and
    - (ii) Shall represent the Board in the absence of the Chair, as necessary, at all City meetings.
- Section 6. The Assistant Director of Municipal Services and Operations (MSO) or his or her designee, shall serve as staff liaison between the City and the Board. The staff liaison shall, in consultation with the Chair, prepare the agenda and order of business for each regular meeting. The staff liaison shall be responsible for recording the minutes of regular and special

meetings of the Board. The staff liaison shall also keep the Board informed of all communications.

#### **Article IV**

##### **Vacancies and Appointment Procedures**

- Section 1. Upon the vacancy of a position on the Board, the staff liaison shall notify the City Manager of the vacancy. The City Manager shall request that the Mayor appoint a replacement.
- Section 2. Upon being notified by the City Manager of a vacancy of a position on the Board, the Mayor shall endeavor to nominate a replacement as soon as may be practicable.

#### **Article V**

##### **Attendance**

- Section 1. Board Members are expected to attend all regular and special meetings of the Board. Without the attendance of its Members, the Board cannot conduct its business.
- Section 2. A Board Member having two (2) or more unexcused absences or three (3) or more absences for any reason during one (1) calendar year shall be deemed by the Board to have involuntarily resigned his or her position. Failing to notify the Chair of an absence at least 24 hours prior to a scheduled meeting shall count as an unexcused absence. Attendance will be reviewed regularly to ensure compliance.

#### **Article VI**

##### **Conduct**

- Section 1. Board Members are subject to all rules and regulations as established by the State of Kansas, City of Lawrence, and other governmental jurisdictions and agencies having legal authority to regulate public officials' behavior and conduct.
- Section 2. No Board Member may use his or her office in public representations unless authorized to do so by a simple majority vote of the Board.

#### **Article VII**

##### **Meetings**

- Section 1. The Board shall meet at least quarterly on a day and time as determined by a simple majority vote of the Members. The date, time, or place may

be changed by a simple majority vote of the Members so long as ten days' notice is given to all Board Members. If circumstances warrant it, the Chair may cancel or postpone a regular or special meeting of the Board and, if necessary, set a new date, time, and place for the meeting.

Section 2. Notice of regular meetings and agendas, if prepared, for regular meetings shall be transmitted to all Board Members at least one week prior to the meeting. Notice, agendas, minutes, and other materials may be delivered electronically.

Section 3. The Chair may call a special meeting of the Board, provided that at least three full days' notice is given to all Board Members and to the media and the public *via* posting notice of the special meeting on the City website or via other means as available and as deemed appropriate by the Chair.

### **Article VIII**

#### **Quorum**

Section 1. Four (4) Members of the Board shall constitute a quorum. There must be a quorum present (in person or by teleconference) before the Board may conduct any official business. Informal consideration and discussions may occur in the absence of a quorum.

### **Article IX**

#### **Open Meetings and Open Records**

Section 1. All regular and special meetings of the Board shall be held in compliance with the Kansas Open Public Meetings Act of 1972, codified as amended at K.S.A. 75-4316 *et seq.* All records of the Board shall be subject to the provisions of the Kansas Open Records Act of 1984, codified as amended at K.S.A. 45-205 *et seq.*

### **Article X**

#### **Bylaws**

Section 1. The purpose of these bylaws is to establish rules governing the internal organization of the Board and its operational procedures.

Section 2. These bylaws may be amended at any time by a simple majority vote of all current Members of the Board and approval by the Governing Body.

Section 3. Amendment to these bylaws may be initiated at any time, but a proposed amendment must be placed on the agenda prior to a regular meeting before it may be considered by the Board.

Section 4. Amendment to these bylaws shall take effect immediately after adoption unless otherwise stipulated in the amendment.

## CHAPTER II. AIRPORT

Article 1.	Municipal Airport
Article 2.	Aviation Advisory Board

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### ARTICLE 1. MUNICIPAL AIRPORT

- 2-101      **RULES AND REGULATIONS.**  
It shall be the duty of all users of the municipal airport to abide by all lawful rules and regulations made by the management thereof for the conduct and operation of the same. (Code 1979, 2-101)
- 2-102      **SAME; FAILURE TO OBEY.**  
In case any person shall fail to do any act or thing which he or she is lawfully required to do by the rules and regulations made by the management of the municipal airport, and shall continue to fail to meet the requirements of such rules and regulations after having been notified in writing by the management of such airport of such failure, he or she shall be deemed guilty of a misdemeanor unless he or she shall within two (2) days from receipt of such written notice comply with such requirement. (Code 1979, 2-102)
- 2-103      **SAME; NOTIFICATION.**  
The notification referred to in Section 2-102 of this Article shall designate the specific airport rule violated and shall contain a specific lawful requirement which shall be met. (Code 1979, 2-103)
- 2-104      **SAME; POSTED.**  
The management of the municipal airport shall make its rules and regulations in writing. Two (2) copies of the regulations shall be posted at a conspicuous place on or in the buildings at the municipal airport, and a third copy shall be filed with the City Clerk. (Code 1979, 2-104)
- 2-105      **LOCATION FOR TAKE OFF AND LANDING.**  
Lawrence Municipal Airport is hereby designated as the location from which take offs and landings may be made by any manned aircraft, excluding free balloons, within the corporate limits of the City of Lawrence, Kansas. Except as provided in Sections 2-106 and 2-107 no person may take off or land any manned aircraft, excluding free balloons, within the corporate limits of the City of Lawrence, Kansas, at any location other than Lawrence Municipal Airport. (Ord. 5158, Section 1)
- 2-106      **HELIPAD APPROVAL REQUIRED.**  
The City Manager may approve the location of helipads for the take off and landing of helicopters which are located at locations other than the Lawrence Municipal Airport. Such helipads shall be designed, constructed and operated under the rules established by the Federal Aviation Agency in FAA Advisory Circular 150/5390-IA (Heliport Design Guide) or any succeeding rules established by the Federal Aviation Agency or any succeeding agency. Such approval shall be requested in writing by the individual, partnership or corporation seeking such approval and shall include the location, hours of operation, evidence of approval from the property owner, evidence of liability insurance and a properly executed agreement to hold harmless the City of Lawrence, Kansas. Such approval shall be granted for a period not to exceed one (1) year and shall be renewable upon application as outlined above. Federal Aviation Agency approved helipads shall be approved upon submission of evidence of FAA approval, along with the location, hours of operation and nature of such operation. (Ord. 5158, Section 2)

2-107

**APPROVAL REQUIRED FOR OTHER LOCATIONS.**

Any manned aircraft, excluding free balloons, may take off or land at locations other than the Lawrence Municipal Airport provided, that all such locations shall require approval of the Fire Chief. Such approval shall be requested in writing by the individual, partnership or corporation seeking such approval and shall include the location, hours of operation, evidence of approval of the property owner where such operations are to take place, evidence of liability insurance, and a properly executed agreement to hold harmless the City of Lawrence, Kansas. Such individual, partnership or corporation shall indicate that adequate arrangements have been made to insure ground control and spectator safety through the following:

- (A) Determination of adverse effects on adjacent property;
- (B) Adequate clearance from obstacles on the subject location and on surrounding property to provide for safe approach and departure;
- (C) Provisions for controlled or restricted access;
- (D) Coordination with local law enforcement agencies and the Lawrence Fire Department. Approval shall be granted for a period not to exceed one (1) year and shall be renewable upon application as outlined above. (Ord. 5158, Sec. 3)

2-108

**EMERGENCY OPERATIONS PERMITTED.**

Nothing herein shall be determined to prohibit the emergency operation of a helicopter within the City of Lawrence. Emergency operations shall include but not be limited to the transportation, embarkation or disembarkation of a medical patient. Such operations shall take place in accordance with the provisions set forth in this ordinance as nearly as possible. (Ord. 5158, Sec. 4)

2-109

**FREE BALLOONS.**

Free balloons may take off or land at locations within the corporate limits of the City of Lawrence, Kansas, provided that all locations have the prior approval of the property owner, and the prior approval of the City Manager. The City Manager, after consideration of the safety provisions in Section 2-107, may grant permission for balloon take offs or landings for up to one (1) year at a time at specified locations. (Ord. 5158, Sec. 5)

**ARTICLE 2. AVIATION ADVISORY BOARD**

2-201

**BOARD CREATED.**

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 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 times (4) a year. (Ord. 5205, Sec. 1; Ord. 6484; Ord. 6966)

2-202

**PURPOSES, OBJECTIVES.**

The Board shall have as its purposes and objectives the following:

- (A) To promote general and commercial aviation activities and interests in

Lawrence;

- (B) To seek means of more fully utilizing and improving aviation facilities for Lawrence;
- (C) To aid the City and users of the aviation facilities in Lawrence in obtaining and improving services subject to approval by the Governing Body;
- (D) The Board shall 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 regulations. (Code 1979, 2-202)

2-203

**METHODS, PROCEDURES.**

In carrying out the foregoing objectives, the Board shall observe the following methods and procedures:

- (A) Report problems concerning the operation of the facilities, make recommendations concerning correction of problems, action regarding infractions of the airport rules and regulations, and changes in the airport rules and regulations. All such reports and recommendations shall be submitted in writing to the Governing Body of the City;
- (B) Make written recommendations to the City Commission regarding changes in rates set by the City for the basic services provided by contracting agents or the City at the Lawrence airport facilities;
- (C) Make studies, surveys and recommend improvements and promotional programs for the development of aviation in Lawrence, as requested by the City Commission;
- (D) Function as a clearinghouse or source of referral to hear complaints and suggestions for improvements;
- (E) Consult with and obtain cooperation and coordinated effort on the part of all agencies, public and private, which function in the field of aviation in the City. (Code 1979, 2-203)



BM1 NGS MONUMENT IN CONCRETE "LLOYD" 30' WESTERLY FROM TAXIWAY 'A' 30'  
SOUTHERLY FROM TAXIWAY 'B'.  
ELEV.=828.75

BM2 FFE INSIDE SOUTH DOOR OF AIRPORT TERMINAL BUILDING.  
ELEV.=831.24

[illegible]

DATE:	06.12.19
PROJECT NO.:	2019.3021
DESIGNED BY:	CLM
DRAWN BY:	CLM
CHECKED BY:	##

ISSUE	SHEET NO.
#	1
	OF 1 SHEETS



LEGEND			
EXISTING	SHORT TERM	ULTIMATE	DESCRIPTION
—XPL	N/A	N/A	AVIGATION EASEMENT
—	N/A	N/A	AIRPORT PROPERTY LINE
—	N/A	N/A	AIRPORT REFERENCE POINT (ARP)
—BRL-35	SAME	SAME	BUILDING
—	SAME	SAME	BUILDING RESTRICTION LINE (BRL)
—	SAME	SAME	CRITICAL AREA
—PAPI	PAPI	PAPI	HOLDING POSITION MARKING
—OFA (E)	OFA (ST)	OFA (U)	OBJECT FREE AREA (OFA)
—OFZ (E)	OFZ (ST)	OFZ (U)	OBSTACLE FREE ZONE (OFZ)
—RSA (E)	RSA (U)	RSA (U)	RUNWAY SAFETY AREA (RSA)
—	—	—	RUNWAY END IDENTIFIER LIGHTS (REILS)
—	—	—	THRESHOLD LIGHTS
—	N/A	N/A	SURVEY MONUMENT
—	N/A	N/A	SEGMENTED CIRCLEWIND INDICATOR
—	SAME	SAME	WIND INDICATOR (Lighted)
—	N/A	N/A	CONTOURS

SURVEY MONUMENTS IDENTIFIER			
PERMANENT IDENTIFIER	LATITUDE (N)	LONGITUDE (W)	ELEV (FT)
AJ8082	39 00 31.77	95 13 00.38	830.2
KE1085	39 00 21.91	95 12 49.73	828.75
KE1086	39 00 49.73	95 12 59.04	829.61

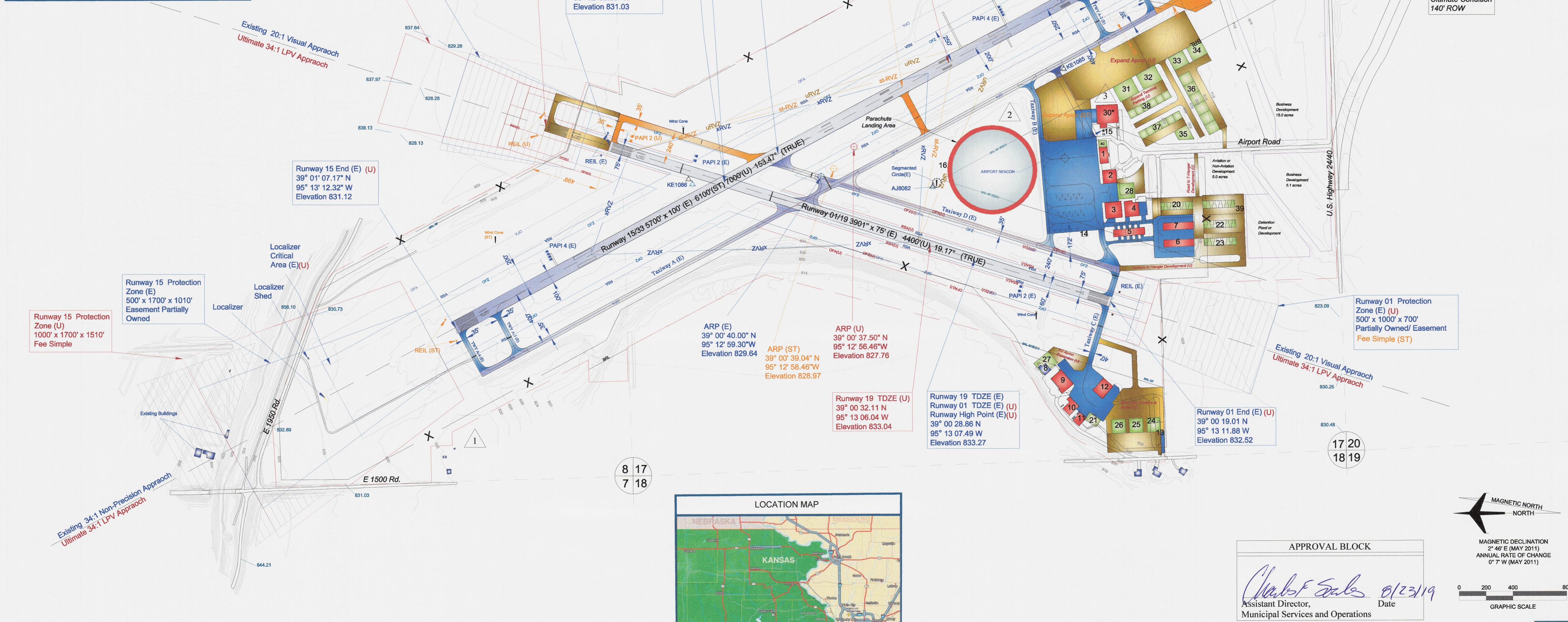
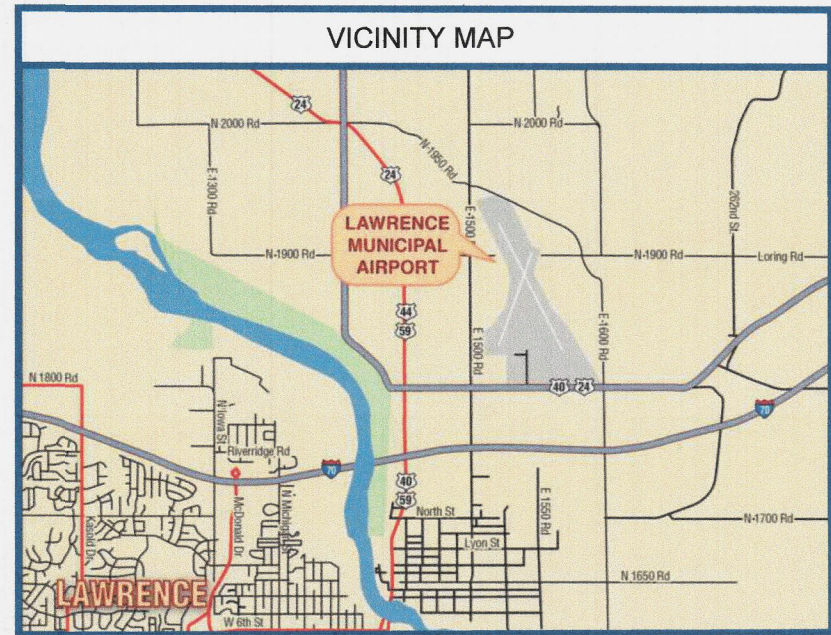
\*From [http://www.ngs.noaa.gov/cgi-bin/ds\\_radius.prl](http://www.ngs.noaa.gov/cgi-bin/ds_radius.prl)

The Primary Airport Control monument AJ8082 is part of the Federal Base Network (FBN) of permanently monumented stations.

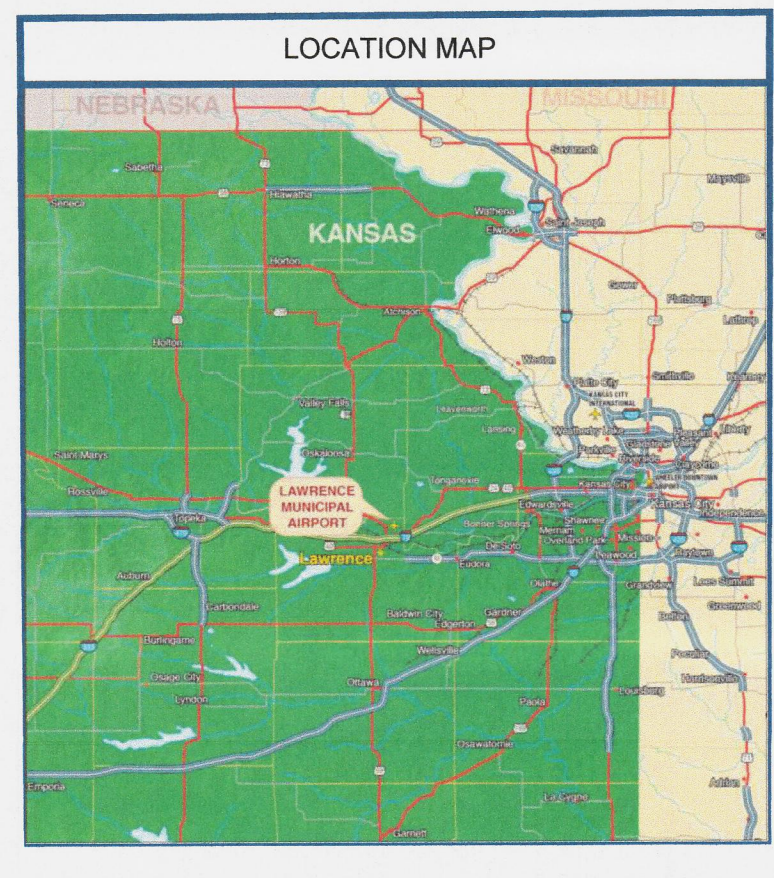
OBSTACLE FREE ZONE PENETRATIONS		
IDENTIFIER	OBJECT DESCRIPTION	REMEDATION
	NONE	

THRESHOLD SITING SURFACE PENETRATIONS						
No.	Description	Existing Penetration	Short Term Penetration	Ultimate Penetration	Runway	Remediation
1	TREE	4.87	NA	NA	15	Remove or Trim
2	TREE	26.32	NA	1.96	19	Remove or Trim
3	TREE	23.94	NA	4.33	19	Remove or Trim
4	TREE	16.56	2.58	28.88	33	Remove or Trim
5	TREE	20.5	6.52	24.94	33	Remove or Trim
6	TREE	11.4	2.57	34.04	33	Remove or Trim
7	TREE	13.23	0.74	x	33	Remove or Trim
8	TREE	16.56	2.58	28.8	33	Remove or Trim
9	TREE	5.7	8.19	x	33	Remove or Trim
10	TREE	5.32	8.64	x	33	Remove or Trim

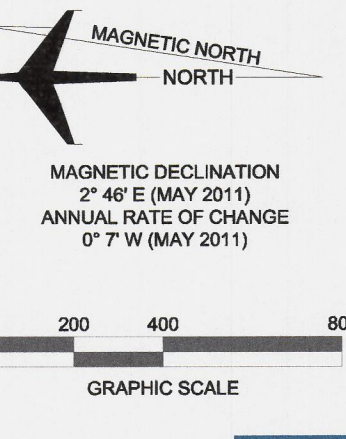
TSS Obstructions Shown on Inner Portion of Approach Surface Drawings



**GENERAL NOTES:**  
 SURVEY MONUMENT LOCATIONS PER NATIONAL GEODETIC SURVEY DATA SHEET, [HTTP://WWW.NGS.NOAA.GOV/CGI-BIN/DS\\_RADIUS.PRL](http://www.ngs.noaa.gov/cgi-bin/ds_radius.prl)  
 EXISTING RUNWAY END COORDINATES AND ELEVATIONS FROM SURVEY PERFORMED BY WOOLPERT, ENGLEWOOD, CO  
 ALL REFERENCE DATUM NAD 83 HORIZONTAL, NAVD 88 VERTICAL. ALL VERTICAL ELEVATIONS PROVIDED AS MSL.  
 EXISTING AND ULTIMATE THRESHOLD SITING SURFACE PENETRATIONS SHOWN ON INNER PORTION OF APPROACH SURFACE DRAWINGS  
 THREE CONDITIONS ARE DEPICTED IN THE DRAWING SET; (E) FOR EXISTING (ST) FOR SHORT-TERM AND (U) FOR ULTIMATE



**APPROVAL BLOCK**  
 Charles F. Seals 8/23/19  
 Assistant Director,  
 Municipal Services and Operations



**ADG DEVELOPMENT GROUP INC.**  
 1776 South Jackson Street / Suite 950  
 Denver, Colorado 80210-3802  
 303.782.0882 / 303.782.0842 fax  
[www.ADGairports.com](http://www.ADGairports.com)

- Revised by ADG  
1 Added Constructed Fence D.P.H. 6/14/2018
- Revised by ADG  
2 Added Parachute Landing Area D.P.H. 8/13/2019
- Revised by ADG  
3 Added New Hetrick Hangar D.P.H. 1/3/2019

**LAWRENCE MUNICIPAL AIRPORT**  
**AIRPORT LAYOUT DRAWING**  
 Lawrence, Kansas  
 PLANNED BY: Patrick C. Taylor  
 DETAILED BY: Tim Kahmann  
 APPROVED BY: Steven A. Benson  
 June 14, 2018 SHEET 1 OF 13

**Coffman Associates**  
 Airport Consultants  
[www.coffmanassociates.com](http://www.coffmanassociates.com)





LEGEND		
EXISTING	ULTIMATE	DESCRIPTION
---	---	AVIGATION EASEMENT
---	---	AIRPORT PROPERTY LINE
---	---	BUILDING
---	---	BUILDING RESTRICTION LINE (BRL)
---	---	NAVIGATION AID
---	---	OBJECT FREE AREA (OFA)
---	---	OBSTACLE FREE ZONE (OFZ)
---	---	RUNWAY SAFETY AREA (RSA)
---	---	RUNWAY END IDENTIFIER LIGHTS (REILS)
---	---	THRESHOLD LIGHTS
---	---	SURVEY MONUMENT
---	---	CONTOURS

BUILDING/FACILITIES		
1	TERMINAL	849.54
2	CONVENTIONAL HANGAR	857.31
3	CONVENTIONAL HANGAR	874.51
4	CONVENTIONAL HANGAR	858.78
5	T-HANGARS (A)	850.76
6	T-HANGARS (B)	851.98
7	T-HANGARS (C)	851.69
8	BOX HANGAR	856.75
9	CONVENTIONAL HANGAR	862.78
10	BOX HANGAR	854.73
11	BOX HANGAR	850.74
12	BOX HANGAR	852.18
13	PORTABLE T-HANGARS	844.55
14	FUEL FARM	841.80
15	AIRPORT BEACON	830.97
16	SEGMENTED CIRCLE	844.55
20	T-HANGARS	852.00 (est)
21	EQUIPMENT STORAGE	845.00 (est)
22	T-HANGARS	848.00 (est)
23	T-HANGARS	848.00 (est)
24	CONVENTIONAL HANGAR	853.00 (est)
25	CONVENTIONAL HANGAR	852.00 (est)
26	CONVENTIONAL HANGAR	851.00 (est)
27	CONVENTIONAL HANGAR	853.00 (est)
28	CONVENTIONAL HANGAR	851.00 (est)
29	CONVENTIONAL HANGAR	851.00 (est)
30	BOX HANGAR (HETRICK)	850.00
31	CONVENTIONAL HANGAR	849.00 (est)
32	CONVENTIONAL HANGAR	847.00 (est)
33	CONVENTIONAL HANGAR	843.00 (est)
34	CONVENTIONAL HANGAR	835.00 (est)
35	EXECUTIVE HANGAR	848.00 (est)
36	EXECUTIVE HANGAR	840.00 (est)
37	EXECUTIVE HANGAR	849.00 (est)
38	EXECUTIVE HANGAR	848.00 (est)
39	T-HANGARS	848.00 (est)
40	TERMINAL EXPANSION	851.00 (est)

GENERAL NOTES:  
SURVEY MONUMENT LOCATIONS PER NATIONAL GEODETIC SURVEY DATA SHEET.  
HTTP://WWW.NGS.NOAA.GOV/CGI-BIN/DS\_RADIUS.PRL  
EXISTING RUNWAY END COORDINATES AND ELEVATIONS FROM SURVEY PERFORMED BY WOOLPERT, ENGLEWOOD, CO  
ALL REFERENCE DATUM NAD 83 HORIZONTAL, NAVD 88 VERTICAL. ALL VERTICAL ELEVATIONS PROVIDED AS MSL.  
KE1085 IS A SECONDARY AIRPORT CONTROL POINT

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1	Revised by ADG Added Constructed Fence	D.P.H. 6/14/2018
2	Revised by ADG Added Parachute Landing Area	D.P.H. 8/13/2019
3	Revised by ADG Added New Hetrick Hangar	D.P.H. 1/3/2019

LAWRENCE MUNICIPAL AIRPORT  
TERMINAL AREA DRAWING  
Lawrence, Kansas

PLANNED BY:	Patrick C. Taylor
DETAILED BY:	Tim Kahmann
APPROVED BY:	Steven A. Benson
DATE:	June 4, 2011
SHEET	10 OF 13

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