

CITY OF LEBANON
AIRPORT ADVISORY BOARD MINUTES
MAY 21, 2018

BE IT REMEMBERED that the Airport Advisory Board of the City of Lebanon, Missouri, met on May 21, 2018 at 6:00 p.m. at the Floyd W. Jones Airport FBO Building, 2407 S. Jefferson.

ROLL CALL AND DECLARATION OF A QUORUM

Upon roll call, the following board members were present: Chairman Curtis Mather, Fred Mayes, Councilman Chuck Jordan, Dave Simmons, and Bob VanStavern; Absent: Tommy Files, Randy Wall.

A quorum was declared.

Staff members and others in attendance: Airport Manager Sandra Shore and City Administrator Michael Schumacher.

Minutes were taken by Airport Manager Sandra Shore.

APPROVAL OF MINUTES

Fred Mayes moved and Chuck Jordan seconded that the Board approve the minutes from the April 16, 2018 meeting as presented. Motion carried as follows: Yea: (5) Mather, Mayes, Jordan, Simmons, VanStavern; Nay: (0) None; Absent: (2) Files, Wall.

FINANCIAL REPORT

Ms. Shore presented members of the Airport Board the financial statement for FY18 ending March 31, 2018.

Dave Simmons moved and Chuck Jordan seconded that the Board approve the financial statement as presented. Motion carried as follows: Yea: (5) Mather, Mayes, Jordan, Simmons, VanStavern; Nay: (0) None; Absent: (2) Files, Wall.

DISCUSSION ITEMS

City Administrator Introduction

On behalf of the Airport Board Chairman Mather welcomed Mr. Schumacher to the area and thanked him for attending. The board looks forward to working Mr. Schumacher in the future.

Mr. Schumacher is excited to be a part of the growth at the airport and encouraged the members of the board to reach out to him at any time.

Fuel Sales

Ms. Shore presented to the board fuel sales trends by product. Total fuel sales have continued to trend upward. Sales have increased approximately 9.5% while profit margins have increased 13% this fiscal year. Discussion.

Ms. Shore will run a promotion at the end of July for those traveling to and from Oshkosh Airventure.

Project Report

Ms. Shore has budgeted for the first two phases of the hangar relocation project and the local match for the pavement construction. Contracts will be taken to council upon budget approval.

The FBO remodel project was approved by council. A preconstruction meeting has taken place and work will start in the following week.

PAPI and Pilot Control Lighting

Ms. Shore informed the board she plans to transfer the precision approach path indicator system to the pilot control lighting system to reduce the number of bulb replacements. Discussion. The board supports the transfer.

Tenant Lease Compliance

Ms. Shore explained to the board both the airport t-hangar and ground leases contain provisions for the use of their space. These include maintaining an airworthy aircraft and flying certain aircraft a minimum of 25 hours per year. Ms. Shore believes the enforcement of these provisions should be evaluated and pursued. Discussion.

Ms. Shore and City Administration will proceed with caution in notifying and discussing these requirements with the tenants.

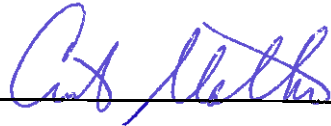
Overnight Hangar Fees

After a tenant vacated, the airport has taken over the operation of a city owned hangar. Ms. Shore recommends instituting an overnight hangar fee for itinerant aircraft while improvements are being made and a tenant is acquired. Discussion.

Dave Simmons moved and Chuck Jordan seconded that an overnight hangar fee be instituted at the discretion of the Airport Manager.

ADJOURNMENT

Dave Simmons moved and Bob VanStavern seconded the Airport Advisory Board meeting be adjourned. Motion passed unanimously. Meeting adjourned at 7:10 P.M.



Chairman, Curtis Mather

Minutes Approved July 16, 2018