CITY OF ABILENE
AIRPORT ADVISORY COMMITTEE
MEETING AGENDA

February 3, 2021 at 4:00 p.m.
Abilene Public Library
209 NW 4th St. Abilene, KS 67410

Agenda Item
Call to Order.
Approval of Agenda.
Approval of minutes from October 14, 2020.
Business. 1. Welcome new members Steve Cathey and Jeffrey Higgins. 2. Review Airport Advisory Committee by-laws. 3. Elect Officers. (Chairperson, Vice-Chairperson, and Secretary) 4. Financial Report. 5. Hangar replacement. 6. Seasonal Ag Sprayer Agreement. 7. Permanent Containment Location 8. Environmental Assessment Update
Adjournment.

Abilene Airport Advisory Committee Minutes
Abilene Public Library – 209 NW Fourth St
October 14, 2020 @ 4:00 p.m.
Abilene, Kansas

1. Call to Order

Roll Call – Abilene Airport Committee Present: Jim Price (Chair), Jim Curtis (Airport Manager), Norm Schmidt (Committee Member), and Ralph Viola (Committee Member)

Staff Present: City Finance Director Rothchild.

Approval of Agenda

2. Agenda Approval for the October 14, 2020 Abilene Airport Advisory Committee meeting.

Motion by Committee Member Viola, seconded by Committee Member Schmidt to approve the agenda. Motion carried unanimously 4-0.

Approval of Minutes

3. Approval of minutes from July 29, 2020

Motion by Committee Member Viola, seconded by Committee Member Schmidt to approve the minutes as presented. Motion carried unanimously 4-0.

Business

4. Environmental Assessment Consultant Selection

City Finance Director Rothchild presented proposals from Olsson and Associates and Alfred Benesch and Company to complete the environmental assessment for the Abilene Municipal Airport.

Motion by Committee Member Schmidt to recommend Olsson and Associates to complete the environmental assessment, seconded by Committee Member Viola. Motion carried unanimously 4-0.

5. T-Hangar Update

City Finance Director Rothchild presented the T-Hangar Update. The City received $225,941.00 in insurance proceeds for the T-Hangar storm damage. This has been deposited into the airport fund. Finance Directory Rothchild discussed that the City completed an application for a KDOT Aviation Grant to help secure additional funds for hangar replacement. At this time, they plan to wait to see if they are selected for the grant before committing to a plan for a new hangar.

No action taken.

Adjournment

9. Motion to adjourn the October 14, 2020 Airport Advisory Committee meeting.

Motion by Committee Member Schmidt, seconded by Committee Member Viola to adjourn. Motion carried unanimously 4-0.

(Seal)

_____
Jim Price, Chair

ATTEST:

_____
Marcus Rothchild
Finance Director

RESOLUTION NO. 012312-2

A RESOLUTION ESTABLISHING BY-LAWS FOR THE AIRPORT ADVISORY COMMITTEE OF THE CITY OF ABILENE, KANSAS

WHEREAS, the City Commission desires to establish by-laws to better define the role and responsibilities of the Airport Advisory Committee.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, as follows:

Section 1. By-Laws Established. That the Airport Advisory Committee By-Laws for the City of Abilene, Kansas, are hereby adopted as attached hereto as Exhibit A.

Section 2. Amendments. The aforementioned Airport Advisory Committee By-Laws may be revised and amended by from time to time by passage of a Resolution.

Section 3. Distribution. The City Manager is hereby authorized to provide copies of the such By-Laws to the members of the Airport Advisory Committee and staff liaison. The City Manager shall also publish a copy of the By-Laws to the City's website.

Section 4. Effective Date. That the effects of this Resolution shall be in full force after its approval by the City Commission.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas this January 23, 2012.

[seal]

CITY OF ABILENE, KANSAS

By _____
Lynn Peterson, Mayor

ATTEST:

By _____
Penny Soukup, City Clerk

EXHIBIT A

Airport Advisory Committee By-Laws

City of Abilene, Kansas

January 23, 2012

AIRPORT ADVISORY COMMITTEE BY-LAWS

City of Abilene, Kansas

Resolution 012312-2

SECTION ONE: PURPOSE

1. Per Section 1-801 of the City Code of the City of Abilene, Kansas, there is established an Airport Advisory Committee ("Committee") that shall be responsible for making recommendations to the Governing Body in matters related to the development, operation, and maintenance of the Abilene Municipal Airport ("Airport") *(Ordinance No. 2922).*

2. The purpose of these by-laws is to delineate the duties and responsibilities as it relates to the Airport for the benefit of the City Commission, Airport Advisory Committee, staff and general public.

SECTION TWO: COMMITTEE COMPOSITION

1. Appointments. The Committee shall consist of five members who shall be appointed by the Governing Body for three-year terms, commencing on the first day of May. The Airport Manager shall serve as an *ex officio* member of the Committee. Members shall not receive pay for service on the Committee.

2. Residency. It shall not be a requirement to reside within the city limits of the City of Abilene, Kansas to serve on the Committee, however, the majority of the membership of the Committee should reside within the city limits.

3. Absent Members. Absent members will be addressed as provided in Section 1-813(a) of the City Code. *(Ordinance No. 2995)*

4. Vacancies. Vacancies occurring on the Committee shall be filled for the unexpired term by an appointment by a majority vote of the Governing Body.

SECTION THREE: OFFICERS

1. Officers. After the annual appointments by the Governing Body, the Committee shall meet and organize by electing from its membership a Chairperson, Vice-Chairperson, and Secretary at the next regularly scheduled meeting. The Chairperson shall be eligible for reelection.

    a. The Chairperson shall preside over meetings and shall supervise the affairs of the Committee with the professional direction and assistance of the Airport Manager. The Chairperson shall appoint members of the Committee to any ad hoc committee which the Committee may from time-to-time create. The Chairperson shall serve as an *ex officio* member of all ad hoc committees so appointed.

    b. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. Upon a vacancy in the position of Chairperson, the Vice-Chairperson shall immediately assume the position of Chairperson. Upon the vacancy in the position of the Vice-Chairperson, a successor shall be elected at the next regular meeting of the Committee.

c. In the absence of the Chairperson and Vice-Chairperson, an acting Chairperson may be appointed, provided that at least three Committee members are present at the meeting and a majority of those members present approve the acting Chairperson's temporary appointment.

a. The Secretary shall keep a record of all proceedings of the Committee. The official minutes of the Committee and its resolutions shall be permanent records to be kept in the Office of the City Clerk.

SECTION FOUR: MEETINGS

1. Meetings. Regular meetings of the Committee shall be held on the first Monday of each month, unless such date is a legal holiday, in which case the meeting will be rescheduled. Unless otherwise publicly announced by the Chairperson, all meetings shall be held at the Abilene Library located at 209 NW 4th Street, Abilene, Kansas. Any such change shall be given public notice for the convenience of persons having business before the Committee. All meetings shall be published in the official newspaper by the Chairperson at least five days in advance of said meeting.

2. Special Meetings. Special meetings may be called by the Chairperson, or in the absence of the Chairperson, the Vice-Chairperson, or upon written request of three members of the Committee. Notice received by letter or phone by Committee members and the news media twenty-four hours prior to the scheduled time shall be considered ample notice.

3. Quorum. A quorum shall consist of a majority of the members of the Committee appointed and qualified at any given time. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting to a specific date, time, and location which shall be publicly announced.

4. Procedures. The Committee shall adopt rules and regulations for the conduct of its meetings, including the method of calling a meeting. The rules and regulations may be amended from time to time at a meeting of the Committee, provided such meeting has been publicly noticed as provided in Section 5, above.

5. Agendas. The Secretary, or other authorized officer, shall prepare an agenda of all matters to come before the Committee no later than the Thursday preceding the next or special meeting.

6. Open Meetings. All meetings of the Committee shall be open to the public and to attendance by representatives of the news media per the Kansas Open Meetings Act.

SECTION FIVE: DUTIES AND RESPONSIBILITIES

1. The Committee shall serve the City Commission in an advisory capacity and shall not create or establish policies pertaining to the Abilene Municipal Airport. All policies affecting the Airport shall be approved by the City Commission prior to being effective. In the absence of recommendations from the Committee concerning proposed policies or projects, the City Commission may elect to establish such policies as it deems appropriate for the efficient and effective operation and maintenance of the Airport.

2. Except as may otherwise be provided by ordinance or resolution, the duties and responsibilities of the Committee shall not have any duties or responsibilities that conflict with or supersede the duties and responsibilities of other City boards or committees.

3. The duties and responsibilities of the Airport Advisory Committee shall include, but shall not be limited to the following:

a. Study the Airport Layout Plan and other airport-related plan(s) and make proposals, when necessary, of methods to accomplish said plan(s) for a period of the next twenty years;

b. Study and recommend changes to the actual operation of the Airport with the view of improving existing standards or establishing new standards and the possibility of incorporating the same as policy;

c. Review and recommend changes to existing and future leases or drafts of leases entered into between the City and private parties regarding the operation of the Airport or portions thereof or any facilities thereon; however, the Airport Advisory Committee shall not have the authority to review or recommend Lease Agreements with specific tenants. The City Manager shall review and approve all Lease Agreements concerning the Abilene Municipal Airport as authorized by the City Commission;

d. Review and recommend changes to the management of the Airport with the view of maximizing the protection of public health, welfare and safety, as well as the establishment of a line of communication and the maintenance of good public relations;

e. Recommend a marketing strategy to actively promote the Airport to the community and the general public;

f. Recommend programs or airport-related uses that will encourage and facilitate the use of the Airport by the broader community;

g. Review the economic feasibility of various land uses of adjacent property, and in particular, the use of said land for industrial or commercial use;

h. Prepare and submit to the City Commission and City Manager meeting minutes and make available any reports as is necessary or may be requested by the City Commission, City Manager, or citizens;

i. Review and recommend to the City Commission an annual budget for the on-going operation and maintenance of the Airport. The budget shall include a Capital Improvement Program to implement the Airport Layout Plan or other approved airport plans; and

j. Informally resolve grievances related to the Airport with a view related to the operation and maintenance of the Airport, and if necessary, make recommendation to the City Commission for the resolution of airport-related grievances.

4. The Committee shall annually prepare a full report of its work. Such report shall be distributed to the City Commission and made available to the general public prior to April 1st.

SECTION SIX: STAFF LIASION

1. The City Manager, or designee, is hereby designated as the Staff Liaison of the Committee, and shall assist the Committee in carrying out its duties. The Staff Liaison shall help facilitate and foster cooperation between the City Commission, City staff, and Airport Manager in achieving successful airport-related projects and programs.

   a. The responsibility to assure the recording and maintenance of the permanent minutes of the Committee shall be that of the Staff Liaison. Copies of minutes shall be distributed to Committee members, and forwarded to the City Commission prior to the next Committee meeting.