

**MINUTES OF THE CITY OF WICHITA**  
**WICHITA AIRPORT ADVISORY BOARD**

**Monday, August 1, 2016**

Present: Rob Benton, Paul Davis, Joseph Ellzey, David Eslinger, Charles Fletcher, Dwight Greenlee, John Hennessy Jr., Richard Kerschen, Carl Koster, Thom Rosenberg, Ron Ryan, Brent Wooten

Airport Staff: Brad Christopher, Leah Gisick, Traci Nichols, John Oswald, Ty Richardson, Victor White, Valerie Wise, Jean Zoglman,

City Staff: Jay Hinkel, Deputy City Attorney

Guests: Jerry Siebenmark, Wichita Eagle  
Michael Hodges, Airport Business Solutions (via phone)

Chairman Wooten called the meeting to order at 3:00 p.m. and asked if anyone was present to speak on the public agenda. No one came forward to speak.

**Approval of Minutes**

*Motion by Mr. Fletcher and second by Dr. Rosenberg, to approve the minutes of the June 6, 2016 Wichita Airport Advisory Board meeting (WAAB). Motion carried unanimously.*

**Director's Report – Victor White**

Eisenhower Airport received a perfect inspection last week, for the fourth year in a row, from the FAA in the Annual Certification and Safety Inspection. The inspection process includes three days of rigorous inspections of records, facilities, runways, fueling trucks, timing of fire truck responses, and more.

Airline traffic was up 2.1 percent in June compared to last year, with a year-to-date increase of four percent. Food, Beverage, and Retail Concession sales, in May, were up 50 percent, partially due to the fact that May of 2015 was the last full month the old terminal was open. Parking Lot revenue is up 88 percent for June, with a year-to-date increase of 75 percent. Retail Aviation Gas at Jabara was up 50 percent in May and 40 percent for the year.

Later this fall, a proposal will be taken to the Wichita City Council to consider changing the method of procuring certain types of construction projects. The previous method has always been 'design-bid-build', but the new method proposed will be 'Construction Management at Risk' for the demolition of the remaining parts of the old terminal building due to the complexity of the work. Jay Hinkle will be working on getting the Charter Ordinance of the city changed so as to allow this to happen. State law was changed several years ago to permit government agencies to use this method of procurement, but the City hasn't adopted the process yet.

The National Business Aviation Association (NBAA) conference is in November and the Airport will be partnering on a booth and display. The partnership cost is \$5000, which is the same as in previous years. The Airport will also be sponsoring a coffee and beverage hospitality area on one of the days during the show.

The Hampton Inn & Suites by Hilton, the new hotel on Airport property, is on schedule to open towards the end of August or early September if construction continues to move on time.

TSA's statewide office complex, which will be located on the second floor of the terminal, is currently out for bids. It's the last piece of undeveloped office space in the terminal.

### **Leasing Policy – Brad Christopher**

All members of the Board received a copy of the most recent draft of the new Leasing Policy.

The first Leasing Policy was written in 1983 and revised in 1996. In the last eight months the Airport has been working on a new draft along with Airport Business Solutions, the consulting company hired to assist in developing new leasing policies. The goal is that, at the next WAAB meeting, the board will vote to approve the new policy and then it will eventually be brought to the City Council sitting as the Airport Authority for adoption.

Michael Hodges, President/CEO/Founder of Airport Business Solutions, joined the meeting by phone at 3:30pm. After an introduction Mr. Hodges took questions.

Question – What tweaks are there to the older policies?

Answer – We have adapted the historic policies and brought them into the current state of the industry, such as updating definitions so as to be consistent with FAA policies.

Question – How do we compare in procedure and pricing to other similar airports?

Answer – The policies and procedures were first class and follows the industry standards. The new policy will update them to be consistent with the changes that have occurred at both Eisenhower and Jabara Airports. As far as the rates, various market studies done have resulted in some nominal increases. There are some opportunities for the Airport to be more aggressive on the rates going forward.

Question – Did the recent FAA review have any comments on or scrutinize any of the leasing policies?

Answer – No, that is not included in that type of review. The FAA more than likely wouldn't review this document which is why we hired a consultant so that they could make sure the Airport's policy is complying with the FAA standards.

Question – Did you review our minimum standards that were adopted in 2009?

Answer – The Minimum Standards document determines what kinds of things can be built on the airport, what size of hangars, how much land is required, hours of operation, staffing requirements, and so forth. The new leasing policy will go hand in hand with that; it will not replace it.

Valerie Wise left at 3:48pm, Michael Hodges at 3:58pm, Rich Kerschen at 4:03pm, and Dr. Rosenberg at 4:12pm.

### **Project Updates – John Oswald**

Mr. Oswald presented a PowerPoint showing some of the pavement work being done, hangar 8's office construction, and the space that TSA will be occupying in the new terminal.

### **Other Business**

A brochure entitled Incident Family Support Team was handed out to all members. The Department of Transportation (DOT) requires airlines to be responsive to family members after an incident. Since the response of an airline's response team can sometimes be anywhere from two to six hours, the Airport has its own volunteer support team to assist family members during the interim time between the incident and the airline support arriving. The Airport's Incident Family Support Team was used one time in 2014 when a small airplane flew into the Flight Safety building.

Election of Officers will occur at the next WAAB meeting.

The next WAAB meeting will be Monday, September 12, 2016 at 3:00 p.m.

Motion to adjourn at 3:50 p.m. by Mr. Koster, 2<sup>nd</sup> by Mr. Ellzey

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Leah Gisick, Clerk