AGENDA
AIRPORT ADVISORY BOARD
THURSDAY, OCTOBER 10, 2024
5:30 PM
AIRPORT ADMINISTRATIVE OFFICE

1. MEETING CALLED TO ORDER

2. PUBLIC COMMENT (Five Minutes per Spokesperson)

3. APPROVAL OF MINUTES

3.A. September 12th, 2024, Airport Advisory Board Minutes.
September 12, 2024 Minutes.pdf

4. OLD BUSINESS

5. NEW BUSINESS

5.A. The Airport Advisory Board is asked to consider and recommend adjustments to the pastureland leases located at the Garden City Regional Airport.

5.B. Presentation of the Garden City Regional Airport Annual Federal Aviation Administration (FAA) Title 14 Code of Federal Regulations (CFR) Part 139 Inspection report.
2024 FAA Medal of Excellence
2024 GCK FAA Inspection Report
2024 GCK FAA Inspection Record Requirements

6. DIRECTOR'S REPORT

6.A. Presentation of the Director's Report

7. MONTHLY REPORTS

7.A. GCK Monthly Reports - September
September Monthly Reports.pdf

8. BOARD MEMBER COMMENTS

9. ADJOURN

GARDEN CITY
KANSAS

MEMORANDUM

TO: Airport Advisory Board
THRU: Matthew C. Allen, City Manager
FROM: Blair Rodriguez, Administrative Services Supervisor
DATE: October 4, 2024
RE: September 12th, 2024, Airport Advisory Board Minutes.

ISSUE:
Approval of the September 12th, 2024, Airport Advisory Board Minutes.

BACKGROUND:
Attached are the September 12th, 2024, Airport Advisory Board Minutes.

ALTERNATIVES:
1. Approve September 12th, 2024, Airport Advisory Board Minutes.
2. Approve September 12th, 2024, Airport Advisory Board Minutes with corrections.

RECOMMENDATION:
None.

FISCAL NOTE:
None.

ATTACHMENTS:
September 12, 2024 Minutes.pdf

GARDEN CITY
REGIONAL AIRPORT

ADVISORY BOARD MINUTES
SEPTEMBER 12, 2024

5:30 P.M. MEETING CALLED TO ORDER

MEMBERS PRESENT
Charlie Robinson, Jette DeSalvo, Michael Richmeier, Tyler Deines

MEMBERS ABSENT
Carmen DeLaTorre, Blair Loving and Aaron Anderson

STAFF PRESENT
Rachelle Powell

ITEM 2 PUBLIC COMMENT

No public comment.

ITEM 3 APPROVAL OF AUGUST 8, 2024, MINUTES

Jette DeSalvo made a motion to approve the August 8, 2024, Airport Advisory Board minutes. Tyler Deines seconded the motion. The motion passed unanimously.

ITEM 4 OLD BUSINESS

4.A. None

ITEM 5 NEW BUSINESS

5.A. The Airport Advisory Board is asked to recommend a member volunteer to serve on the City of Garden City's Capital Improvement Program (CIP) committee.

Charlie Robinson volunteered to serve on the CIP committee for the Airport Advisory Board. Jette DeSalvo will also be serving on the committee.

ITEM 6 DIRECTOR'S REPORT

Staff reviewed the Director's Report with the Airport Advisory Board.

GARDEN CITY
REGIONAL AIRPORT

ITEM 7 MONTHLY REPORTS

Staff reviewed the monthly reports with the Airport Advisory Board.

ITEM 8 BOARD MEMBER COMMENTS

A. Charlie Robinson – Keeps hearing very nice comments regarding the new facility.

B. Michael Richmeier – No comment.

C. Carmen De La Torre – Absent

D. Jette DeSalvo – No comment.

E. Tyler Deines – No comment.

F. Blair Loving – Absent.

G. Aaron Anderson – Absent.

ITEM 9 ADJOURNMENT

Charlie Robinson made a motion to adjourn until October 10th, 2024. Jette DeSalvo seconded the motion. The motion passed unanimously.

GARDEN CITY
KANSAS

MEMORANDUM

TO: Airport Advisory Board
THRU: Matthew C. Allen, City Manager
FROM: Rachelle Powell, Director of Aviation
DATE: October 10, 2024
RE: 2025 - 2030 Pasture Lease Adjustments

ISSUE:
The Airport Advisory Board is asked to consider and recommend adjustments to the pastureland leases located at the Garden City Regional Airport.

BACKGROUND:
The current pastureland leaseholders are responsible tenants and have expressed interest in negotiating new leases. Staff proposes a few changes for the new leases. The proposed changes are below.

1. Change the annual term of the lease from March through February to January through December.
2. Increase the rent 4% for a 5-year term with the option to extend another 5 years with negotiated rent.

Staff will draft leases for the board to review based on the recommendations.

ALTERNATIVES:
1. The Airport Advisory Board may recommend adjustments to the pastureland leases located at the Garden City Regional Airport.
2. The Airport Advisory Board may not recommend adjustments to the pastureland leases located at the Garden City Regional Airport.
3. The Airport Advisory Board may provide guidance to staff.

RECOMMENDATION:
Staff recommends the Airport Advisory Board recommend adjustments to the pastureland leases located at the Garden City Regional Airport.

FISCAL NOTE:
The annual revenue will be based on the board's recommendations.

GARDEN CITY
KANSAS

MEMORANDUM

TO: Airport Advisory Board
THRU: Matthew C. Allen, City Manager
FROM: Rachelle Powell, Director of Aviation
DATE: October 1, 2024
RE: GCK 2024 FAA Inspection

ISSUE:
Presentation of the Garden City Regional Airport Annual Federal Aviation Administration (FAA) Title 14 Code of Federal Regulations (CFR) Part 139 Inspection report.

BACKGROUND:
The FAA conducts an annual inspection at the Garden City Regional Airport to ensure compliance with Title 14 CFR Part 139, the Airport Certification Manual, and the Airport Operating Certificate. The annual event includes the inspection of the airfield (day and night), inspection of the fuel farm, inspection of the mobile fuelers, inspection of Aircraft Rescue and Fire Fighting (ARFF), and airport records. The 2024 GCK FAA Inspection Record Requirements is attached.

The GCK FAA Inspection Report is attached. The 2024 FAA inspection determined the airport was in compliance with Title 14 CFR Part 139, the Airport Certification Manual, and the Airport Operating Certificate. The airport is commended for the procedures that is used in the day-to-day operation of the airport. The airport received a FAA Medal of Excellence represented in the attachment.

ALTERNATIVES:
None.

RECOMMENDATION:
None.

FISCAL NOTE:
None.

ATTACHMENTS:
2024 FAA Medal of Excellence
2024 GCK FAA Inspection Report
2024 GCK FAA Inspection Record Requirements


AIRPORT CERTIFICATION PROGRAM
FEDERAL AVIATION ADMINISTRATION
MEDAL OF EXCELLENCE
A 18-36

U.S. Department of Transportation
Federal Aviation Administration

Central Region
Iowa, Kansas, Missouri, Nebraska

901 Locust
Federal Building
Kansas City, Missouri
64106

September 13, 2024

Ms. Rachelle Powell, C.M.
Director of Aviation
Garden City Regional Airport
2225 South Air Service Rd, Suite 112
Garden City, KS 67846

Dear Ms. Powell:

Garden City Regional Airport
Garden City, KS
Annual Part 139 Inspection Close-Out Letter

The Annual Airport Certification Inspection of the Garden City Regional Airport was conducted on September 12, 2024, 2024. The inspection was conducted to determine compliance with Title 14 CFR Part 139, the Airport Certification Manual, and the Airport Operating Certificate.

You are to be commended for the procedures that you are using in the day-to-day operation of the airport. The appearance of the airport indicates that they are effective.

Thank you for you cooperation during the inspection and please do not hesitate to call if we may be of assistance.

Sincerely,

Mark C. Cozad
Lead Airport Certification Safety Inspector

.

U.S. Department of Transportation
Federal Aviation Administration

Central Region
Iowa, Kansas, Missouri, Nebraska

Federal Building
901 Locust
Kansas City, Missouri 64106

April 10, 2024

Ms. Rachelle Powell, C.M.
Director of Aviation
Garden City Regional Airport
2225 South Air Service Rd, Suite 112
Garden City, KS 67846

Dear Ms. Powell:

Garden City Regional Airport
Garden City, Kansas
Annual Part 139 Certification and Safety Inspection

The annual airport certification inspection is scheduled for **September 12, 2024**. Please have the following information uploaded to the Sharefile site by **September 5, 2024**. This will allow for us to conduct the Administrative portion of the inspection prior to our arrival on-site:

- The number of based aircraft and aircraft operations in each category for the past 12 months to update the Airport Master Record. We do not update based aircraft numbers if your Airport participates in the National Based Aircraft Inventory Program.

- Documentation of AFFF testing results. The foam-proportioning system for all ARFF vehicles required by index should be tested by using either a refractometer, conductivity meter, or input-based testing system. This includes brand-new vehicles. These tests should be conducted at least once every 6 months on an ARFF vehicle with a foam-proportioning system.

The following records required by Part 139.301(b), for the past **12 months** **or as otherwise indicated below and/or on the attached PDF checklist:**

1. Daily self-inspection records and documentation of corrective actions.
2. Records of any periodic and special self-inspection of the movement area.
3. Quarterly inspection records of fuel facilities and mobile fuelers.
4. Documentation of the annual review of the WHMP or last review conducted after a triggering wildlife strike event.
5. Documentation of the annual review or table top exercise of the AEP.
6. Documentation of the last full-scale exercise of the AEP.
7. Annual written confirmation from each fueling agent stating that the training requirements in Part 139.321(e)(1) and (e)(2) have been accomplished.
8. Any records of accidents or incidents on movement areas involving air carrier aircraft and ground vehicles.
9. Maintenance log for any REIL, PAPI, VASI and ODALS owned by the airport operator.
10. Records of the qualifications of the wildlife biologist who conducted the Wildlife Hazard Assessment, if conducted since January 31, 2013. (AC 150/5200-36A, Change 1)

The following training curriculum, training schedule and annual personnel training records required by Part 139.303(c), for the past **24 months:**

1. Training for vehicle and pedestrian operations on the movement area and safety areas.
2. Training for vehicle and pedestrian operations on the non-movement area.
3. Training for inspection of the movement area required by Part 139.327(a).
4. Training for inspection of fueling operations required by Part 139.321(d).
5. Training for issuing NOTAMs required by Part 139.339(a).
6. Training for Airport personnel who have duties and responsibilities under the AEP.
7. Annual wildlife training by a qualified wildlife biologist for personnel with responsibilities in the WHMP.
8. Documentation of the fueling agent supervisor training required by Part 139.321(e)(1) every 24 months.
9. Documentation of the OJT training of fueling agent employees conducted by the fueling agent supervisor, required by Part 139.321(e)(2).
10. ARFF training required by Part 139.319(i)(2).
11. Live-fire training for ARFF personnel, required by Part 139.319(i)(3).
12. Basic emergency medical care training, required by Part 139.319(i)(4), if provided by ARFF personnel.
13. Any other training for airport maintenance personnel with responsibilities in the airport certification program, such as electrical safety and maintaining airport owned REILs, PAPIs, VASIs, ODALS and approach lights.

Enclosed is a copy of the current Airport Master Record and Airport Diagram. Please review for updating during the inspection. If you have any questions concerning the inspection, you may email me at any time or call me at (816) 329-2621.

Sincerely,



Mark C. Cozad
Lead Airport Certification Safety Inspector

GARDEN CITY
KANSAS

MEMORANDUM

TO: Airport Advisory Board
THRU: Matthew C. Allen, City Manager
FROM: Rachelle Powell, Director of Aviation
DATE: October 10, 2024
RE: Director's Report

ISSUE:
Presentation of the Director's Report.

BACKGROUND:
1. AIP Projects
    a. AIP 46 & 47 - A few terminal construction items remain.
2. Charter Flights
    a. None
3. City Commission
    a. None
4. Miscellaneous
    a. Restaurant Update
    b. Security Update
    c. Staff Update

ALTERNATIVES:
None.

RECOMMENDATION:
None.

FISCAL NOTE:
None.

GARDEN CITY
KANSAS

MEMORANDUM

TO: Airport Advisory Board
THRU: Matthew C. Allen, City Manager
FROM: Blair Rodriguez, Administrative Services Supervisor
DATE: October 10, 2024
RE: GCK Monthly Reports - September

ISSUE:
Presentation of the September 2024 Garden City Regional Airport Monthly Reports.

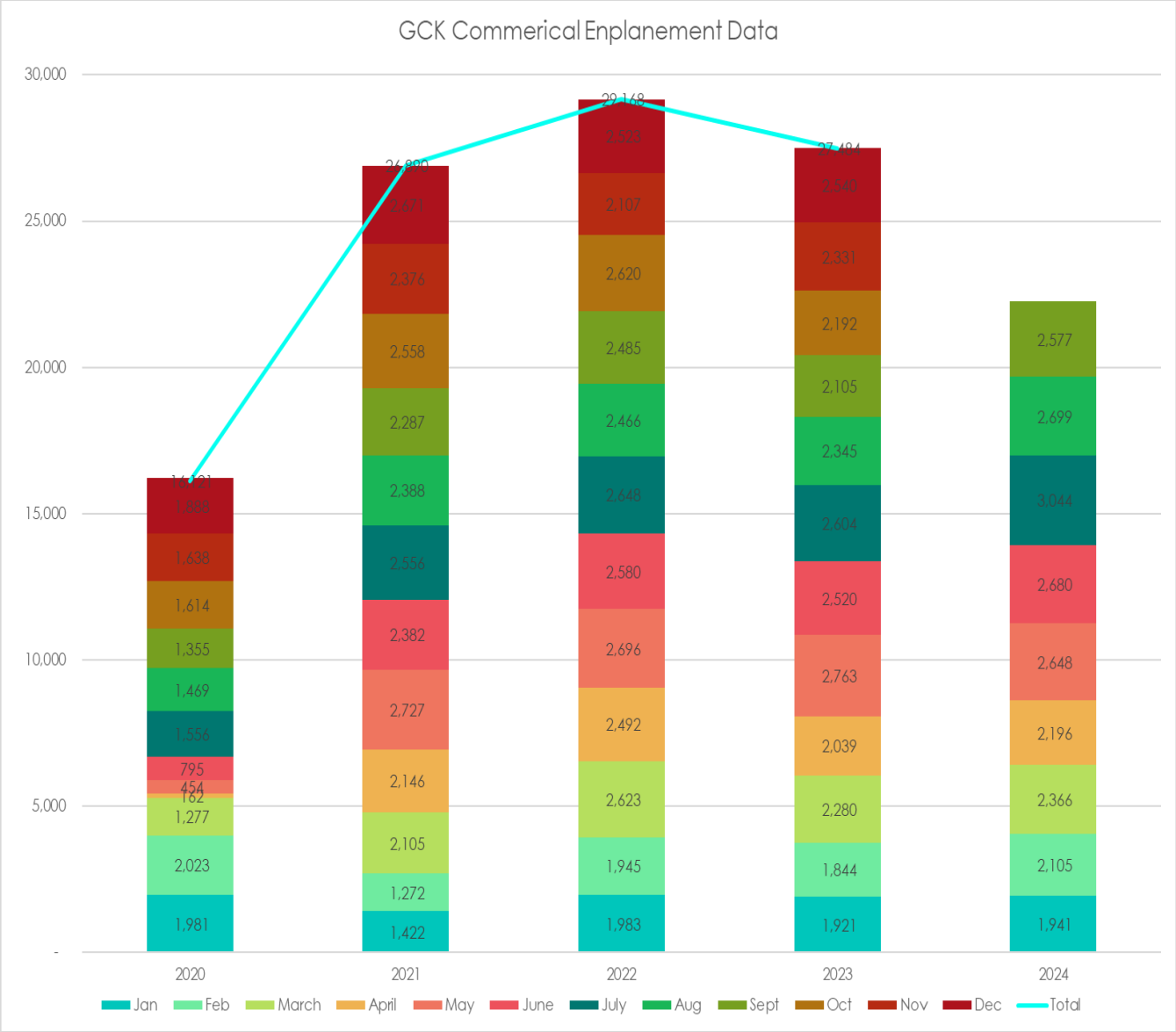
BACKGROUND:
Attached are the Garden City Regional Airport Monthly Reports for September 2024.

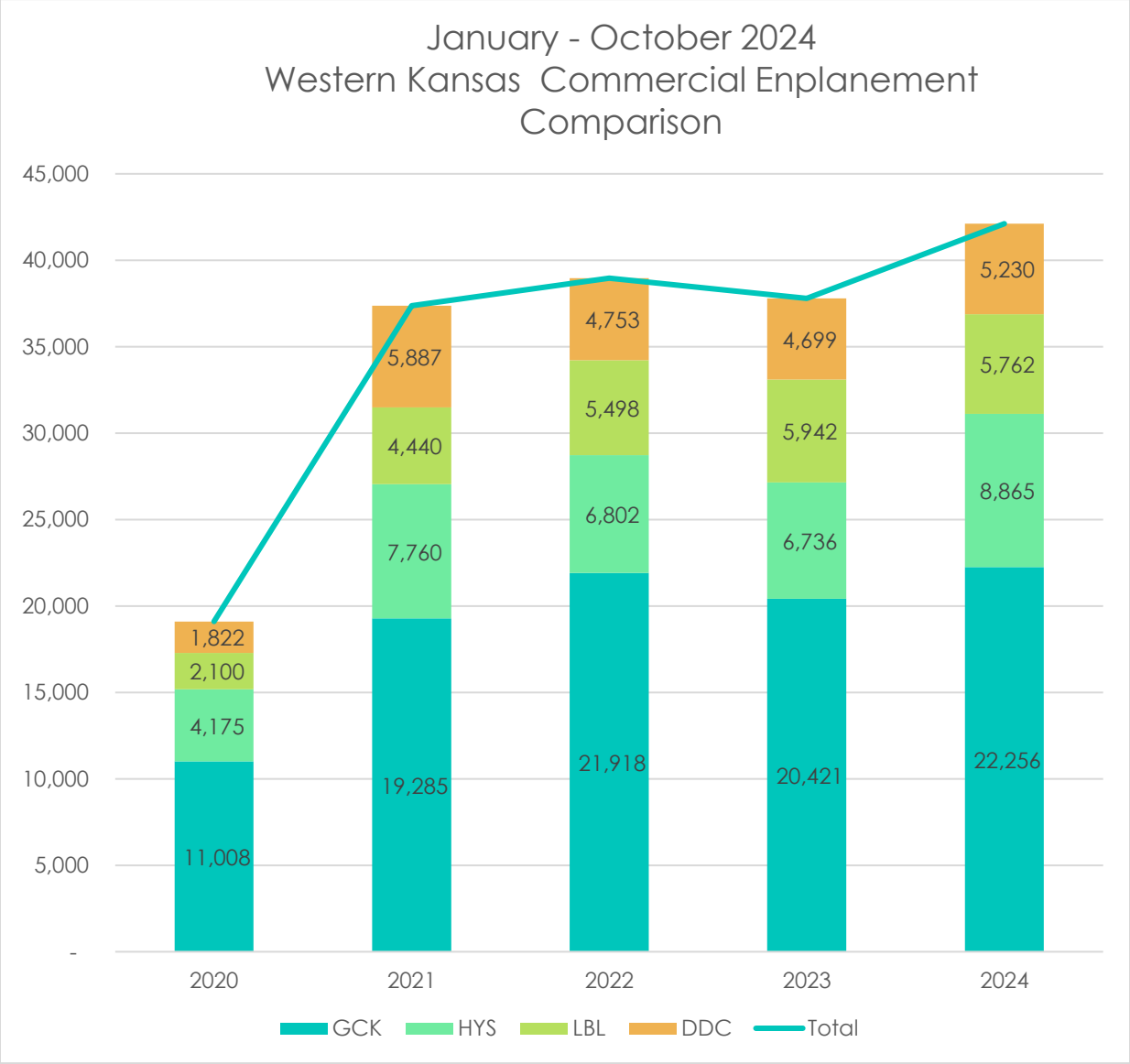
ALTERNATIVES:
None.

RECOMMENDATION:
None.

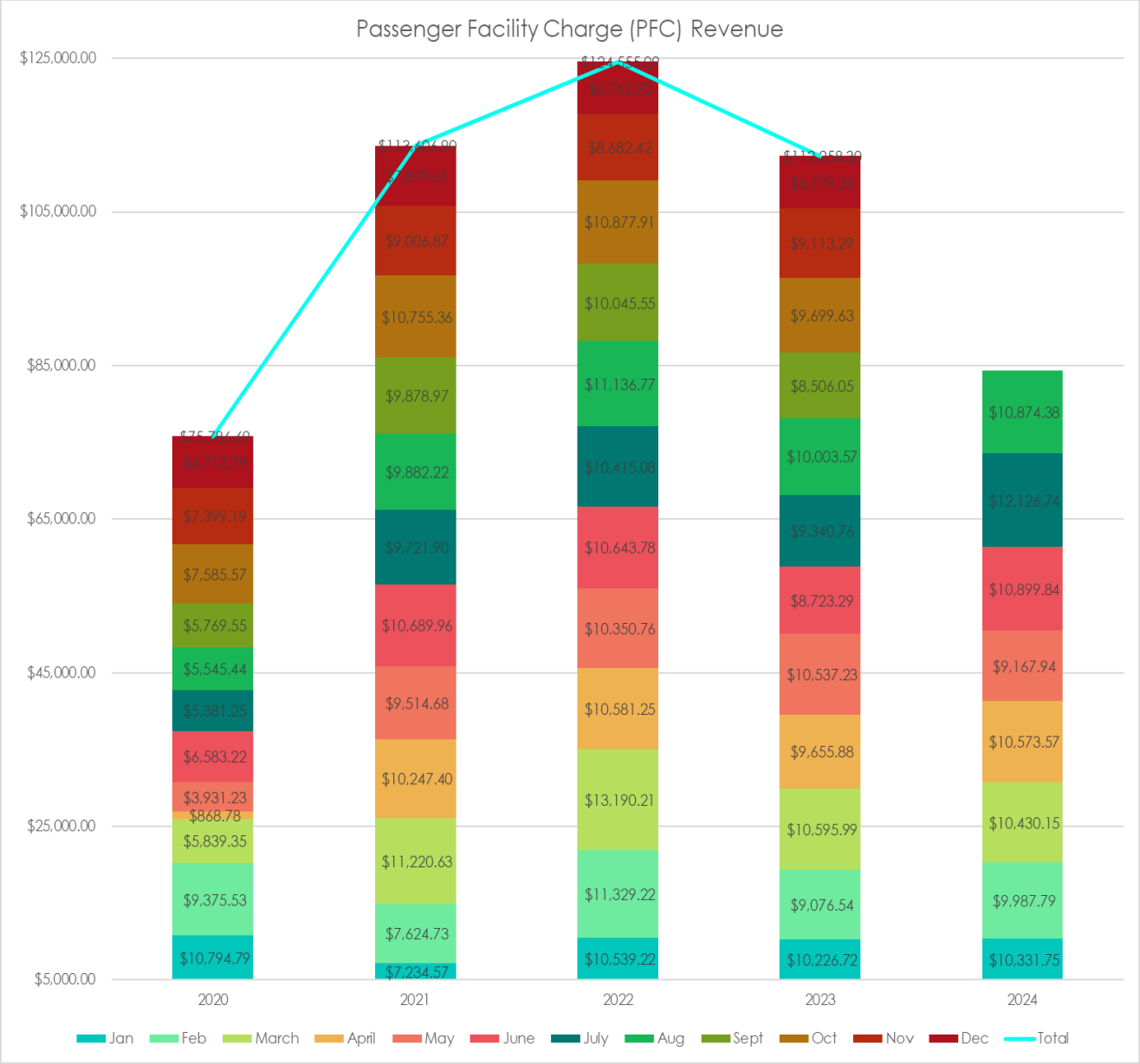
FISCAL NOTE:
None.

ATTACHMENTS:
September Monthly Reports.pdf

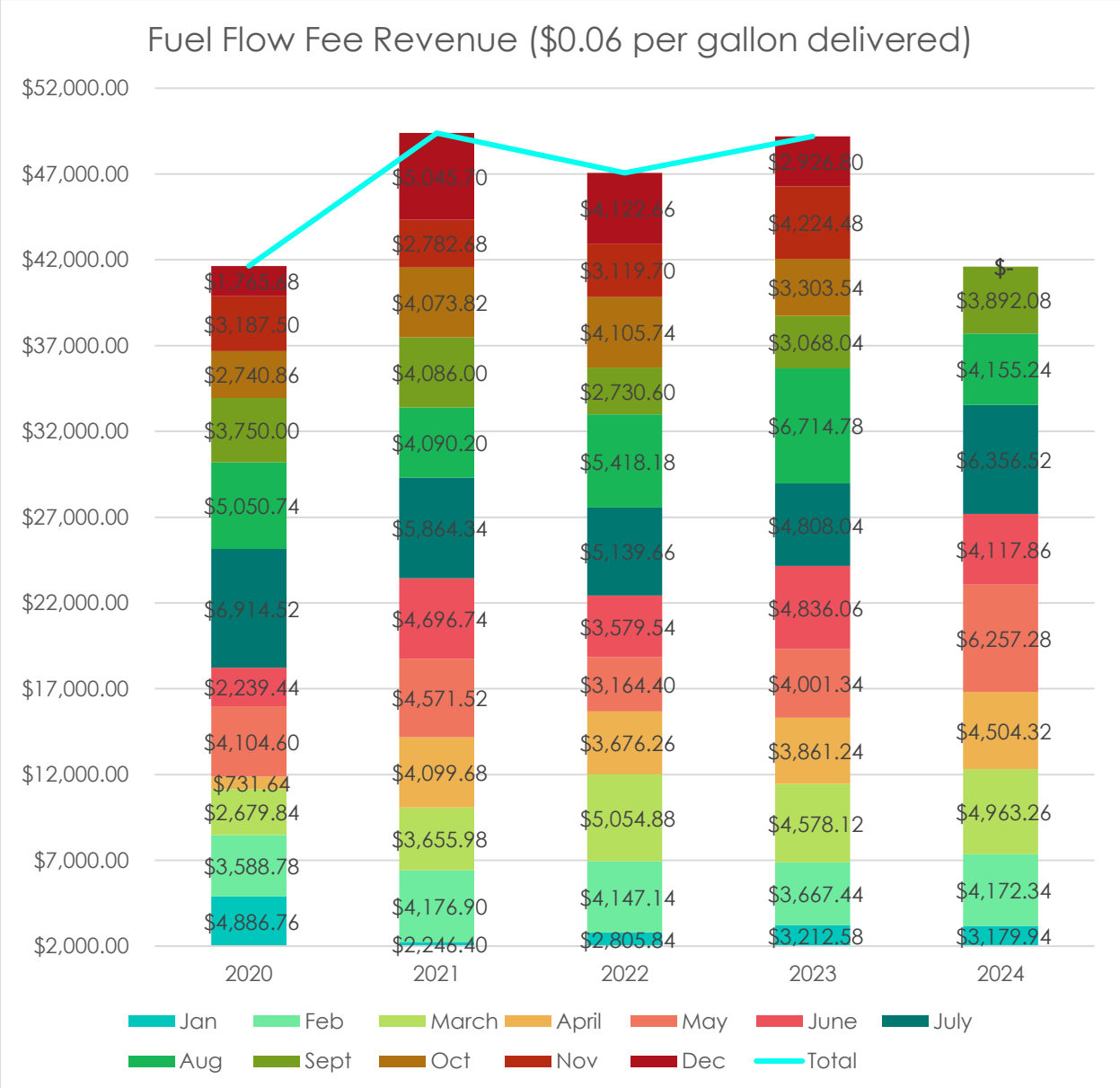

GCK Commerical Enplanement Data
30,000
25,000
20,000
15,000
10,000
5,000
-
2020
2021
2022
2023
2024
Jan
Feb
March
April
May
June
July
Aug
Sept
Oct
Nov
Dec
Total


January - October 2024
Western Kansas Commercial Enplanement Comparison
45,000
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
2020
2021
2022
2023
2024
1,822
2,100
4,175
11,008
5,887
4,440
7,760
19,285
4,753
5,498
6,802
21,918
4,699
5,942
6,736
20,421
5,230
5,762
8,865
22,256
GCK
HYS
LBL
DDC
Total

GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS



GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS



GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS

Garden City Regional Airport
Quarterly FBO Activity Report

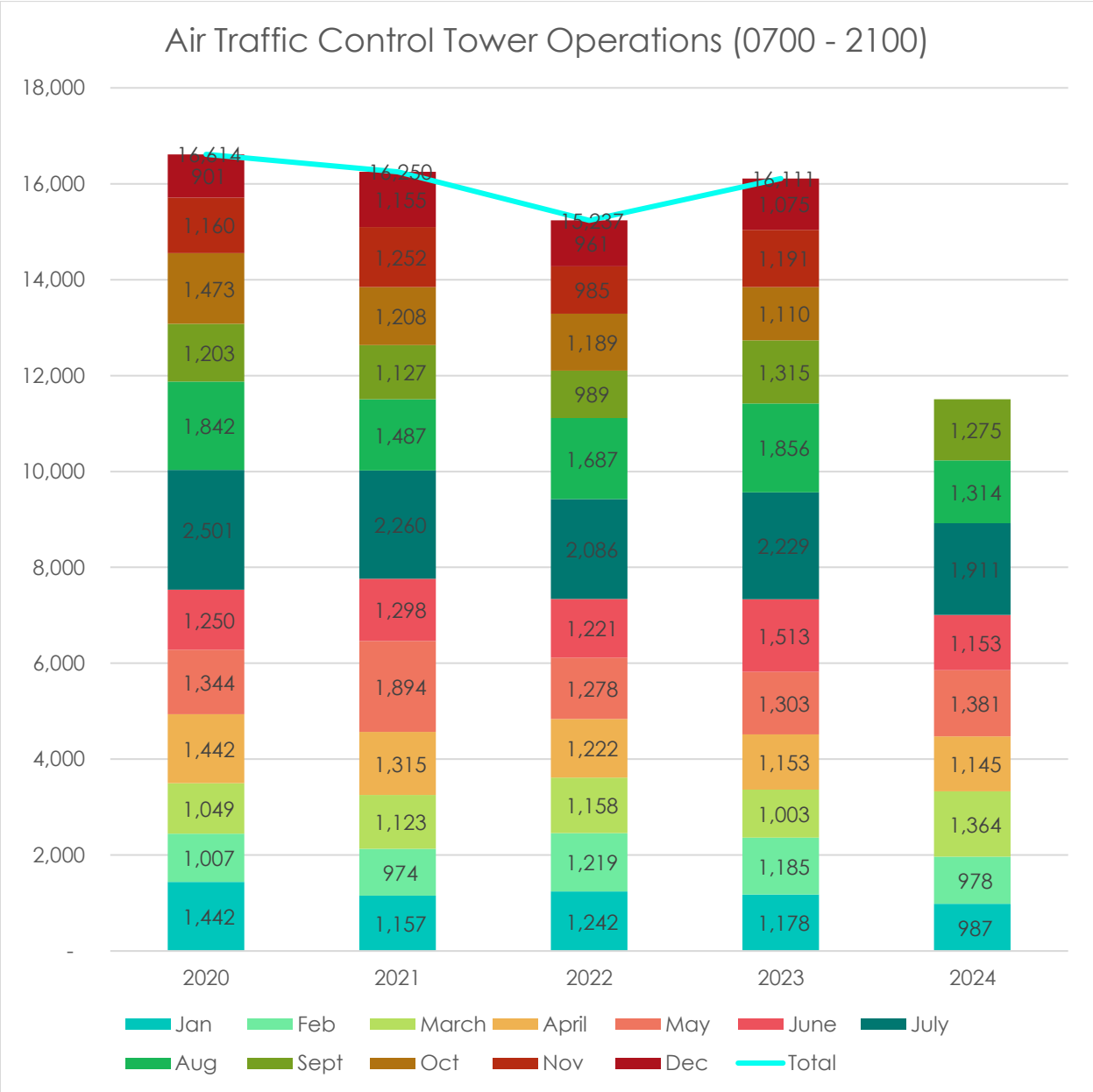
Report Period	July - September 2024
Date Submitted	
Submitted by:	Crosby Flying Services

Fueling Activity	July	August	September
Jet A	68,137	65,712	49,722
Avgas	5,977	3,625	4,599
Contract			
Totals	**74,114**	**69,337**	**54,321**

Aircraft Rental	
Number of Rentals	12
Total Rental Hours	18

Charter Activity (Originating from GCK)	
Number of Charter Flights	0
Revenue Enplanements	0

Flight Instruction	
Number of Students	2
Hours of Instruction	7.7


Air Traffic Control Tower Operations (0700 - 2100)
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-
2020
2021
2022
2023
2024
Jan
Feb
March
April
May
June
July
Aug
Sept
Oct
Nov
Dec
Total

GARDEN CITY
REGIONAL AIRPORT
MONTHLY REPORTS

T-Hangar Waiting List				
9/11/24				
Date	**Name**	**Address**	**Phone**	**Hangar**
		T-Hangar Upgrade		
12/15/23	Aaron Anderson		620-290-5359	bifold
4/15/24	Butch Leiker		620-272-3956	bifold
6/6/24	Mike Schmitt		620-874-4214	bifold
7/24/24	Tyler Whitham		303-885-3997	bifold
		T-Hangar needed		
12/3/21	Garret Speer	Potential plane	620-805-4694	Twin hangar

AIRPORT ADVISORY BOARD ABSENTEE RECORD

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Jette DeSalvo	Cancelled	No Quorom		No Quorom	ABSENT							
Charlie Robinson	Cancelled	No Quorom		No Quorom	ABSENT							
Tyler Deines	Cancelled	No Quorom		No Quorom			ABSENT					
Aaron Anderson	Cancelled	No Quorom		No Quorom	ABSENT			ABSENT	ABSENT			
Michael Richmeier	Cancelled	No Quorom	ABSENT	No Quorom			ABSENT					
Carmen Delatorre	Cancelled	No Quorom	ABSENT	No Quorom		ABSENT	ABSENT	ABSENT	ABSENT			
Blair Loving	Cancelled	No Quorom		No Quorom				ABSENT	ABSENT			