

MINUTES OF THE CITY OF WICHITA
WICHITA AIRPORT ADVISORY BOARD

Monday, July 11, 2005 – 3:00 p.m.

Present: Tim Austin, Bill Calloway, Ron Estes, Charles Fletcher, Dwight Greenlee, Willis Heck, Dave Murfin, Jeff St. Clair, Jay Swanson

Absent: Dion Avello, U. L. Gooch, Jay Russell, Bill Ward

Airport Staff: Tom Nolan, John Oswald, Sandy Coykendall, Shannon Feltes, Jean Zoglman, Valerie Wise

Chairman Austin called the meeting to order.

Due to the appointment of new members to the Wichita Airport Advisory Board, the Board members and staff introduced themselves. Austin read a letter received from former Board member Dorothy McKay.

Oath of Office

Valerie Wise administered the Oath of Office to the Board members.

Approval of Minutes

Motion by Estes to approve the minutes of the June 6, 2005 Wichita Airport Advisory Board meeting. Motion carried unanimously.

Advertising Campaign Update

Mr. Nolan stated that the budget for airport advertising was \$600,000. Of that amount, \$100,000 has been allocated for a matching federal grant for air service enhancements. There is also a \$35,000 encumbrance carried over from last year. Sullivan Higdon & Sink is the advertising firm hired for the campaign.

Valerie Wise presented the creative print ads which included billboards, newspaper ads, program ads, and the upgrade to the airport website – flywichita.com. In the recent market assessment study, passenger leakage had been reduced 7%, from 43% to 37%. Kansas City International Airport is attracting about 85% of the passengers leaking from the ICT catchment. The ad campaign was designed to encourage travelers to choose Mid-Continent Airport over Kansas City. The TV ads and radio commercials were also viewed. The advertising campaign will reach throughout the ICT catchment area and will run until November.

The airport's first travel agency appreciation event will be held on Tuesday, July 12, 2005. The purpose of the event is to thank travel agencies for their support of Mid-Continent Airport, present the ad campaign, and solicit continued support as studies show that 14% of bookings are through travel agencies.

Terminal Project Update

A notice to proceed has been issued to the program management firm, DMJM Aviation. The next step is to develop a scope of services and negotiate fees with HNTB for architectural services. The program manager will attend WAAB meetings in the future to provide updates on the progress of the new terminal building project. The design phase will include the input of many parties, including the WAAB.

WAAB Travel

An Airport Board Members & Commissioners Conference co-sponsored by AAAE and ACI-NA will be held July 31 – August 2, 2005 in San Francisco. Mr. Fletcher is attending. The newly appointed board members were invited to attend.

Mr. Austin reported on the air service conference he and Mr. Nolan attended in Calgary. At the conference, meetings with several airlines were held in which information about Wichita and its economy was shared. Mid-Continent Airport air service data was also provided.

May 2005 Statistical/Project Report

Total passengers in May 2005 were down just .6% from May 2004. For the year, net total passengers have increased .75%.

Other Business

Delta Air Lines Complaint

The City of Wichita has submitted a rebuttal letter to the Department of Transportation. The D.O.T. has yet to respond.

Economic Development

Austin requested that Allen Bell and Dave Wood address the WAAB regarding recent economic developments.

Sewage Treatment Plant

Austin stated that three firms have submitted proposals for design services. Permitting issues with the FAA are being addressed to determine whether or not the preferred site will be selected.

Murfin felt that the WAAB must maintain vigilance on this project so that decisions made are in the best interests of the airport. Murfin stated that the WAAB's direction to the Water and Sewer Department was one of a preliminary indication that the WAAB would be open to discussing the location of the plant on airport property, but the Water and Sewer Department misinterpreted that as an approval to go ahead with the project on the airport. It was Murfin's opinion that the WAAB needs to insist on reviewing each detail before this project is finalized and be involved in this process with every decision that is made.

Greenlee pointed out that the proposed site is in prime development area for the airport. The master plan has also identified this area as a potential site for development. Austin reviewed the various steps involved before the Water and Sewer Department decided to locate the plant on the airport.

Nolan stated that the consultant will need to submit a form 7460 to the FAA which will include elevations and precise plans. According to Nolan, it would not be in the best interests of the airport or City of Wichita to communicate directly with the FAA at this point but allow the process to proceed. Mr. Nolan had suggested an alternative site on the airport in a flood plain area that could not be leased for any other development. It is unknown if either site would be approved by the FAA. It was requested that Mr. Warren of the Water and Sewer Department attend the next WAAB meeting.

Murfin requested the Board take formal action that requires the Water and Sewer Department to seek WAAB approval of form 7460 and the location before it is submitted to the FAA. Members of the Board feel it is important to supervise each step of the process, and that action be taken before the engineering recommendation is completed. The Board has not been involved in the process since the initial meeting.

Motion by Murfin that the WAAB reiterates its desire to be involved in the site selection of the sewage treatment plant on airport land, and all processes related to this project.

Discussion ensued. Austin suggested it would be more appropriate to have Mr. Warren address the WAAB to discuss the process and give an opportunity for the Board to convey its wishes. Nolan stated that it will be at least another month before a contract with the consultant is issued.

Motion carried unanimously.

Airport Agreements

Greenlee requested that the Board receive periodic lists of upcoming lease agreements to be negotiated. Austin explained that it is against the Board's policy to be involved in specific lease negotiations. However, it is appropriate for the Board to deal with general terms from a policy standpoint.

Discussion ensued. Greenlee felt that it is important to know this information, particularly the financial aspects, in order to make long-term plans. There will be lease agreements on facilities that were built with bond financing which will be paid off in the near future, creating new revenue for the airport. The rental terms will also need to be determined. Greenlee stated these are policy decisions.

Meeting Schedule for Forthcoming Year

The by-laws of the Wichita Airport Advisory Board require the Board to establish a meeting schedule at its first meeting in July.

Motion by Fletcher to continue holding the WAAB meetings on the first Monday of each month, beginning at 3:00 p.m. If a holiday falls on that day, the WAAB meeting will be held on the following Monday. Motion carried unanimously.

Election of Officers

The by-laws of the Wichita Airport Advisory Board require the Board elect officers for the forthcoming year.

Swanson nominated Charles Fletcher to be Chair. There were no other nominations. The Board unanimously approved the nomination.

Swanson nominated Dwight Greenlee to Chair pro tem. There were no other nominations. The Board unanimously approved the nomination.

There was a motion made by Heck to change the August meeting to August 8, 2005. Motion carried unanimously.

Meeting adjourned at 4:40 p.m.

Valerie Wise, Clerk