

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

**Monday, September 10, 2007**

Present: Tim Austin, Robert Beattie, Ron Estes, Charles Fletcher, U.L. Gooch, Dwight Greenlee, Willis Heck, David Murfin, Kevin Myles, Tom Pryor, Jay Russell and Bill Ward

Absent: Jeffrey St. Clair

Airport Staff: Victor White, Sandy Coykendall, Kelly Fabrizius, Shannon Feltes-Bauer, John Oswald, Valerie Wise, Jean Zoglman

City Staff: Joe Allen Lang, First Assistant City Attorney

Others: Mike Carter, DMJM Aviation  
Bob Karlake, Midwest Corporate Aviation  
Charlene Stevens, Sedgwick County  
Sam Frey, SJCF Architecture  
Dan Claassen, ExecHangar

Chairman Fletcher called the meeting to order.

**Approval of Minutes**

*Motion by Mr. Estes to approve the minutes of the July 9, 2007  
Wichita Airport Advisory Board meeting. Motion carried unanimously.*

**Oath of Office**

Kelly Fabrizius administered the Oath of Office to the Board Members.

**Director's Report**

Mr. White welcomed the new Board Members and introductions were made.

Upcoming events. Tomorrow morning at 10:30 a.m. TSA is having a 9-11 Commemorative Ceremony at the terminal. EagleMeg is having their 30<sup>th</sup> Anniversary celebration at the Hilton on September 22<sup>nd</sup> at 6:00 p.m. Airports Council International is having their annual trade show in Kansas City this year during the first week of October. The FAA is having their Central Region Conference the first week of October in Kansas City as well.

There will be a Contractor's Forum on September 28<sup>th</sup> from 8:00 a.m. to 11:00 a.m. at the Hilton. The purpose of the meeting is to introduce the terminal building project and other airport capital improvement projects to area contractors, sub-contractors and trade organizations. It will also provide them with an opportunity to see the terminal project and to network with each other as the project gets closer to bid. We will also invite the City of Wichita to attend and present some of their large capital projects to the group.

Ed Young of the State Department of Transportation Aviation Division is inviting proposals from communities for the 2008 All Kansas Air Tour. Mr. Young advised that since the original 1928 Air Tour started and finished in Wichita, the plan is to have Wichita be the start and finish of the 2008 show. Mr. White advised that he would keep the Board informed as the race activities develop.

Air Service Update. Valerie Wise reported that United began non-stop flights to Los Angeles on September 5<sup>th</sup>. Combined with the Delta non-stop flight, that now gives Mid-Continent two daily non-stop flights to Los Angeles. Frontier is still on track to start service October 1<sup>st</sup>. Frontier is starting a new subsidiary called Lynx Aviation and Lynx is going to operate the Q400. That requires the Department of Transportation to approve their certificate, which has not yet happened. Frontier has been aware of this possibility all along and has had a contingency plan in place. The service will be operated by the Embraer 170, which is a 76-seat regional jet. There will be an inaugural celebration on October 1st that Board Members will be invited to. Passenger traffic is up 13% from last July and 7% for the year. Mr. Gooch asked about the difference between a turbo-prop plane and a regional jet. Mrs. Wise reported that once the Department of Transportation approves the Lynx certificate, then they will serve the Wichita-Denver route with the Q400 turbo prop. Mr. Gooch expressed concern regarding how passengers using the service would accept the regional jet. Mrs. Wise reported that people will find that the Q400 is a very nice aircraft. It is roomier than most regional jets, very quiet and people that have flown on it love the aircraft.

FAA Funding. Mr. White advised the Board of a briefing packet received from the FAA for Congressmen Tiahrt explaining the impact the lack of the funding bill would make on the airports in Kansas, primarily Wichita Mid-Continent. It currently looks as if the week of September 24<sup>th</sup> may be the earliest that Congress could review the bill, so it is probable that the current FAA funding legislation will expire at the end of September before a new bill gets passed. If that were to happen, unless there is an extension, there will have to be a continuing resolution for either six or twelve months to keep the current law in place for that period of time. The FAA is anticipating they will continue funding for employee salaries and the air traffic control system, however there may or may not be funds for airport improvement grants. If the bill does not get passed on schedule, the amount of grants Mid-Continent Airport receives would be cut in half. Mr. White recommended the Board send letters to our representatives letting them know of the impact it would have.

### **Jabara Aviation Technical Training Campus**

Charlene Stevens, Assistant Sedgwick County Manager, gave a brief update on the plans and designs for the Aviation Training Center at Jabara Campus. They are currently in the design development process which is expected to be completed by the end of the month. Once that is completed, the architects will provide another cost estimate. Once the estimate is refined, they will proceed with developing construction documentation and go to bid on the project. Ms. Stevens then introduced Sam Frey of Schaefer Johnson Cox Frey Architecture who presented a more detailed overview of the plans consisting of three main buildings on a 25-acre campus.

### **Minimum Standards Project Update**

Mr. White provided the new Board Members background on the Minimum Standards Project. Samples have been collected of more than thirty other airports of various sizes and regions and the minimum standards sub-committee is in the process of reviewing them. The first challenge is to decide what the standards should be for fixed based operators. This includes such things as fueling, line services, hangaring, aircraft mechanic work, etc. The sub-committee looked at all the other standards collected and has focused on those items first. The next challenge will be to go through the same process for the other services that are not fixed based operators, which the FAA calls "Specialized Aviation Service Organizations". Those would be things that are stand-alone businesses, such as aircraft or power plant mechanics, flight schools, or aircraft chartering, rentals or sales. The decisions that will have to be made are what services are required to be a fixed based operator at Mid-Continent and Jabara and whether there should be a different set of standards for each airport. The agenda for the next sub-committee meeting is to review the specialty services and try to develop some suggested guidelines for those organizations.

Chairman Fletcher reported that the sub-committee is still at least a few months away from bringing something to the full Board to look at. Chairman Fletcher also stated that at some point during the process the plan is to include the current fixed base operators to obtain their input and let them know what we are aiming at. Mr. White reported that we have also changed the way we are going about developing the minimum standards. Originally the intent was to hire a consultant who specializes in developing minimum standards for airports. Several airports around the country have recently gone through this and there are several consultants that have expertise in guiding airports through this process. Tulsa is the most recent example and it took them well over a year to develop their minimum standards by using a consultant. The hope is that with staff's help, Board input, and general aviation involvement we can do it in a more timely and cost effective manner without having to hire a consultant.

The sub-committee has identified the basic items that will apply to a fixed base operator such as how much land do they have to have in their leasehold, how much square footage is needed for the different types of hangers, how many gallons of fuel do they need to have, how much liability insurance should they have and what hours will they need to be open for business, and so forth. These would all be minimums, you can go way beyond that, but we are trying to set the threshold of what you have to have as a bare minimum to be a fixed base operator. Another issue is what are the required services that have to be offered. At most airports it is the full range of services. Some airports have been removing certain items from the traditional concept of a fixed base operator. Our current contracts require the full range of services be offered. These are the types of things that as we get further into the process, the committee will make a recommendation, however the Board will make the final determination.

Mr. Pryor stated that we should be careful of making the standards too tight so that it prohibits other businesses from coming in. Mr. White said that is the challenge that is presented when weighing the standards. It is important to keep in mind that there is a limited amount of real estate, therefore we need to ensure that good decisions are being made on the development of the airport(s). Incoming businesses need to comply with the airport's master plan and they also need to provide public services because the businesses are here to serve the public. This airport would like to be as pro-development as possible, however not at the risk of dividing the profits so many

ways that no one makes any money, and also, without discouraging the current tenants from making future investments.

Dan Claassen, ExecHanger, asked if it would be beneficial for the new members to explain the impetus of this project and go back in history and look at the timeline that has been experienced to date on the request that is on the table. Chairman Fletcher stated that Mr. Claassen is referring to his proposal to build condominium style hangars, as well as have the ability to sell fuel. This request is what initiated the decision to go ahead and begin developing a set of written minimum standards so that new businesses would know what the minimum requirements on this airport are. Mr. Claassen stated that the request came to the table about five months ago and was put on hold to go through this process. Chairman Fletcher stated that we are still in the process of developing the standards.

### **Terminal Area Redevelopment Program Update**

Mr. White mentioned that associated with the terminal project an environmental assessment has been prepared. The draft of which has been published and advertised in the paper for public comment for a thirty-day period. There is a copy of the assessment in the reception area of the Airport Administration Building, at City Hall, and at the Public Library for public review and comment. The draft environmental assessment did not find any significant environmental impacts and the public can request a formal hearing after the 30-day comment period. If there is nothing significant that comes out of the comment period it is anticipated that the FAA will issue a "Finding of No Significant Impact" which would allow the project to continue.

Mike Carter, DMJM Aviation, introduced himself to the new Board Members and presented an update of the current status of the project. The schematic design phase is now complete and the program team is getting ready to proceed into design development. The project is being presented to the community by meetings with civic organizations and local contractors. The program team is in the process of making some modifications to the site plan that involves the parking garage. The airport is in the process of selecting a parking consultant that is going to look at the financial feasibility of including a parking garage in the current plans. The direction to the design team includes isolating the site where a garage could potentially be and designing around that. Mr. Fletcher asked about the timeline for the new satellite parking. Mr. Carter reported that the satellite parking is about two months behind schedule because we want to make sure the engineering is complete and that we are ready to go. The project should be beginning within the next several weeks. Mr. Russell asked about overflow from the parking lot and the sequence of events that will need to take place. Mr. White reported that the new north shuttle lot will be built and open before the current shuttle lot is closed. It may be done in phases depending on what time of year it is, and when the lot closes. Mr. Gooch asked about quantity of parking spaces. The new satellite parking lot will have 1,050 spaces, the current parking lot has 450. It will be twice as big, however employee parking may also be included in the new lot. Mr. Russell asked if the parking lot is currently full. Mr. White reported that on some days it is. It is extremely popular considering it is the same price as the long-term lot. A lot of people actually prefer it since there is door-to-door service. Mr. Gooch asked when the new parking lot is expected to be finished. Mr. Carter reported that it would take about 90 days to construct so it should be completed in January.

Mr. Greenlee asked if there had been any projections on staffing for the new terminal building and if this organization needs to grow in order to handle the new technology. Mr. White said there have been a lot of discussions, however no concrete projections have been made. There will be more conveyor systems and mechanical devices for baggage handling than we currently have, so we have asked the conveyor consultant that is on the team to give us some ideas. There will also be more advanced electronic equipment in the new building, which may require additional IT staffing. Mr. White reported that staff is also looking at if there are other ways the building can run that are more environmentally efficient. The problem is that sometimes environmentally friendly equipment is more expensive to set up and run so the equipment may have to be balanced out and only used in certain areas.

Mr. Gooch asked about the parking garage study and how that affects the quantity of parking—does it increase, decrease or maintain it. Mr. White said that we do not know the answer to that yet. HNTB several years ago calculated how many parking spaces were needed for this airport. The numbers they came up with are still being used right now. The airport has recently hired a separate parking consultant that is going to perform an airport wide parking study of everything having to do with parking in order to obtain current information. The consultants will be looking at how many spaces are needed throughout the system, what levels of parking should be provided, if there is a need for frequent parking programs, are there services that should be offered in the parking lots, etc. The consultants are expected to provide their answers within a few months. Once we receive the answers from the parking consultant we will provide the information to HNTB as the design team and then make sure that there will be enough spaces for opening day as well as some period down the road.

Discussion ensued regarding the pros and cons of building a parking garage.

Mr. Austin asked if in the normal monthly packet the Board could receive an update of the general activities and milestone dates in the design schedule.

### **Other Business**

Chairman Fletcher asked for an update on the intern position that was discussed at the last Board Meeting. Mr. White reported that he did not have an update at this time. There have been some internal meetings and he has spoken with the City Manager about the issue, however no immediate decisions have been made.

Mr. Pryor offered to help on the minimum standards sub-committee if it would help move the process along. The sub-committee is currently at the maximum allotment for a non-public meeting, however Mr. White said that after the meetings a summary could be prepared and sent to all of the Board Members. As the process moves along, there will need to be public meetings with the general aviation community and others.

Chairman Fletcher asked about the status of the sewer plant. Mr. White reported that the lease agreement with the City is still in negotiation, and that we are also waiting for the response from the FAA.

Dwight Greenlee suggested that since the Board meetings have been running late the last three or four meetings, that the Board should consider moving the start time up. After discussion, it was determined by the Board Members to change the Wichita Airport Advisory Board meeting time to begin future meetings at 2:30 p.m.

The next WAAB meeting will be Monday, October 8, 2007 at 2:30 p.m.

Meeting adjourned at 5:32 p.m.

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Kelly Fabrizius, Clerk