



**ADVISORY BOARD MINUTES
JULY 18, 2023**

5:30 P.M. MEETING CALLED TO ORDER

MEMBERS PRESENT

Charlie Robinson, Michael Richmeier, Jette DeSalvo, Tyler Deines, Blair Loving, and Aaron Anderson

MEMBERS ABSENT

Carmen De La Torre

STAFF PRESENT

Rachelle Powell, Jeff Carstensen, and Blair Rodriguez

ITEM 1 PUBLIC COMMENT

No public comment.

ITEM 2 APPROVAL OF JUNE 8, 2023, MINUTES

Aaron Anderson made a motion to approve the June 8, 2023, Airport Advisory Board minutes. Charlie Robinson seconded the motion. The motion passed unanimously.

ITEM 3 AG SOLUTIONS LEASE

The Airport Advisory Board is asked to consider and approve the automatic renewal of the following leases: Ag Solutions Office and Hangar and Ag Solutions Hangar (#2).

Lease	Term/Renewal	Rent	Notes
AG Solutions Office and Hangar	11/1/2015-10/31/2035	0-7 years - no rent 11/1/2022 - 10/31/2029 \$1,000/month 11/1/2029 - 10/31/2035 \$1,250 per month	Tenant paid expenses incurred to renovate facility
AG Solutions Hangar (#2)	11/1/2018 - 10/31/2023, option to renew another 5 years	\$510 per month, \$6,120	



Charlie Robinson made a motion to approve the automatic renewal of the Ag Solutions office and hangar as well as the option to renew the Ag Solutions Hangar (#2) with an annual 4% increase averaged over 5 years. Jette DeSalvo seconded the motion. The motion passed unanimously.

ITEM 4 SCOTT AUCTION LAND LEASE

The Airport Advisory Board was asked to consider the renewal of the lease agreement between J. Kent Scott d/b/a Scott Auction and the City of Garden City.

J. Kent Scott d/b/a Scott Auction entered into a lease agreement to rent 7.93 acres of pasture ground to operate an annual auction at the airport. The term of the agreement was October 1, 2005 - September 30, 2006. This agreement has renewed automatically through the years and the rental amount remained at \$1,500 annually.

An amendment to the lease occurred on February 17, 2015. The amendment added an additional 3.37 acres to bring the total acreage to 11.3 acres of land. The rental amount increased to a total of \$2,000 annually. The term was October 1, 2016 – September 30, 2017. The Airport Advisory Board annually reviews the lease and has recommended automatic renewal.

Tyler Deines made a motion to renew the lease agreement for a five-year term with an annual 4% increase averaged over the five-year period. Jette DeSalvo seconded the motion. The motion passed unanimously.

ITEM 5 HANGAR DISCUSSION

The Airport Advisory Board was asked to discuss the classification and rental increase.

The intent of the classification of hangars is to ensure that the Garden City Regional Airport, a federally obligated airport, is protected by making aeronautical facilities available to aeronautical users, and by ensuring the airport sponsor receives fair market value for use of airport property for non-aeronautical purposes. The policy implements several federal Grant Assurances including Grant Assurance 5, Preserving Rights and Powers; Grant Assurant 22, Economic Nondiscrimination; Grant Assurant 24, Fee and Rental Structure and Grant Assurance 25, Airport Revenues. The reference document used is the Department of Transportation Federal Aviation Administration 14 CFR Chapter 1 (Docket No. FAA 2014-0463) Policy on the Non-Aeronautical Use of Airport Hangars.



The information below is the proposed classification of hangars. Staff has updated the t-hangar lease agreements and the City Attorney has reviewed and approved them. Staff proposes a rent increase effective January 1, 2024 – December 31, 2029. Future rent would be revaluated on a five-year basis with increase adjustments to align with CPI and required board approval.

Currently t-hangars have the option to choose to have electricity or not and staff proposes to eliminate the option. All t-hangars have electricity.

Staff presented the following during the June 8th meeting:

1. Primary
 - a. Aeronautical Use
 - i. Storage of active aircraft
 1. Must provide aircraft annual inspection on an annual basis.
 - ii. Storage of items does not interfere with the aeronautical use of the hangar.
 - iii. Storage of items does not impede the movement of aircraft in and out of the hangar.
 - iv. Storage of items does not displace the aeronautical contents of the hangar.
 - b. Hangar rows H and I are bifolds
 - c. Hangar row E, F, and G
 - i. E would be flexible for Secondary
 - d. Hangar row A is twin hangars
 - e. Staff proposes \$85 for bifolds and end hangars (additional 173 sq ft), and \$80 for regular and \$120-\$145 for twin hangars. (\$5-\$20 increase)
2. Secondary
 - a. Aeronautical Storage
 - i. Storage of non-active aircraft
 - ii. Final Assembly of aircraft under construction
 - iii. Non-commercial construction of amateur-built or kit-built aircraft
 - iv. Maintenance, repair, or refurbishment of aircraft, but not indefinite storage of nonoperational aircraft
 - b. Hangar row C - #11 & #12, row B - #5 & #6, and row D
 - i. B, C, and D would be flexible for temporary.
 - c. Staff proposes \$85 for end hangars (additional 173 sq ft) and \$80 for regular (\$5-\$20 increase)
3. Temporary
 - a. Non-Aeronautical Use – only if hangars are unoccupied and there is no demand for hangar space for primary or secondary aeronautical use.
 - b. Hangars 7, 8, 9, and 10 are landside
 - c. Local storage units rent \$1.03 - \$1.10 per square foot.
 - d. Staff proposes storage hangar rent of \$95.00 (\$20 increase).



The Advisory Board discussed the issue, suggested the following and then tabled the discussion for the July meeting.

1. Primary
 - a. Aeronautical Use
 - i. Storage of active aircraft
 1. Must provide aircraft annual inspection on an annual basis.
 - ii. Storage of items does not interfere with the aeronautical use of the hangar.
 - iii. Storage of items does not impede the movement of aircraft in and out of the hangar.
 - iv. Storage of items does not displace the aeronautical contents of the hangar.
 - b. Hangar rows H and I are bifolds
 - c. Hangar row E, F, and G
 - i. E would be flexible for Secondary
 - d. Hangar row A is twin hangars
 - e. Staff proposes \$100 for bifolds and end hangars (additional 173 sq ft), and \$95 for regular and \$135 - \$160 for twin hangars.
2. Secondary
 - a. Aeronautical Storage
 - i. Storage of non-active aircraft
 - ii. Final Assembly of aircraft under construction
 - iii. Non-commercial construction of amateur-built or kit-built aircraft
 - iv. Maintenance, repair, or refurbishment of aircraft, but not indefinite storage of nonoperational aircraft
 - b. Hangar row C - #11 & #12, row B - #5 & #6, and row D
 - i. B, C, and D would be flexible for temporary.
 - c. Staff proposes \$100 for end hangars (additional 173 sq ft) and \$95 for regular.
3. Temporary
 - a. Non-Aeronautical Use – only if hangars are unoccupied and there is no demand for hangar space for primary or secondary aeronautical use.
 - b. Hangars 7, 8, 9, and 10 are landside.
 - c. Local storage units rent \$1.03 - \$1.10 per square foot.
 - d. Staff proposes storage hangar rent of \$100/month for hangars 7, 8, 9, and 10 as the hangars cannot be used for aeronautical uses.

After a lengthy discussion, the Airport Advisory Board had the following recommendations for airport staff:

Primary Use Bifold Hangars

1. \$100/month
2. \$125/month for end hangars



Primary/Secondary Use Slider-Door Hangars

1. \$90/month
2. \$115/month end hangars

Landside Storage

1. \$100/month

Temporary Storage/Airfield

1. \$500/month

Airport staff will take Advisory Board recommendations and draft a proposal to present to the City Commission at a future date.

ITEM 6 DIRECTOR'S REPORT

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

ITEM 7 MONTHLY REPORTS

Staff reviewed the monthly reports with the Airport Advisory Board.

ITEM 8 BOARD MEMBER COMMENTS

- A. Charlie Robinson – Complimented staff on the grooming of the airport entrance grass.
- B. Michael Richmeier – No comment.
- C. Carmen De La Torre – Absent.
- D. Jette DeSalvo – No comment.
- E. Tyler Deines – No comment.
- F. Blair Loving – No comment.
- G. Aaron Anderson – No comment.

ITEM 9 ADJOURNMENT

Michael Richmeier made a motion to adjourn until August 14, 2023. Jette DeSalvo seconded the motion. The motion passed unanimously.