

**MINUTES**  
**Airport Advisory Board**  
**August 13, 2008**

The meeting was called to order by Chairman Greg Cecil at 12:30 p.m. in the North Terminal Conference Room on Wednesday, August 13, 2008.

Present: Don Miles, Leon Hoffsette, Bill Carner, Bob Taylor, Greg Cecil,  
Rick Shanker  
Kathy Frerking- Airport Administration  
Skip Elkin - Boone County Commission  
Jill Stedem - Public Works Information Specialist  
Janet Ford - Manager, AFSS – Lockheed Martin  
Cindy Conner - Manager, FAA System Support Center  
Randy Clark - Central Missouri Aviation  
Enterprise- 3 Representatives

Excused: Randy Eckley, B.J. Hunter, Ron Craft, John Riddick

APPROVAL OF MINUTES: Leon Hoffsette made the motion to approve the July minutes, Bill Carner seconded the motion and the minutes were approved.

**OLD BUSINESS:**

Kathy Frerking reported that Airport Administration had received three letters from tenants requesting a reduction in rent for the last several weeks when Columbia Regional had no commercial air service. Hertz and Skyline Café had submitted requests prior to sending out the meeting packets and an additional request was received from Enterprise the morning of the meeting. Hertz requested the elimination of their ground and office rent for the period without commercial air service, but indicated they would be willing to pay their commission as per contract. Skyline Café requested consideration for a reduction of rent. Enterprise requested a waiver of two (2) months office rent and the \$500 minimum for commissions for the period without commercial air service, but indicated they would be willing to pay their commission as per contract.

Kathy stated the loss of revenue to the airport is already estimated at approximately \$6,200 due to the loss of commercial air service. She estimated the additional loss of revenue if the tenant's requests were approved would be approximately \$1,200 for Hertz and \$800 for Skyline Café. Enterprise's request was submitted just prior to the meeting so she was not able to estimate the loss in revenue based on their request but indicated the minimum monthly payment for commissions is \$500 per month.

Don Miles moved to approve the request as presented, Rick Shanker seconded. Leon Hoffsette called for discussion since each one was asking for different amounts and recommended they receive equal benefit. Bob Taylor recommended the letters be sent to the city with the Board's blessing. After discussion, Rick Shanker called the motion to

grant the tenants requests by sending the letters to the City Council with the Board's approval. Bill Carner seconded and the motion passed.

**NEW BUSINESS:** Greg Cecil provided the list of Board members who had signed up to serve on subcommittees. Greg also provided copies of the Missouri Sunshine Law summary, which the committee members would need to abide by if any subcommittee meetings were called, including taking minutes of the meetings and posting the meeting date 24 hours in advance.

Kathy Frerking explained the Master Plan process as it was outlined at the Master Plan kick-off meeting on August 5, stating that discussions with the consultant would be through three separate groups: the technical committee, the public advisory committee and public workshops. The next Master Plan meeting date is tentatively scheduled for Tuesday, November 18. RS&H, the City's consultant for the Master Plan project, suggested there be a separate meeting with the Board, if possible, whenever they are in town for the other group meetings. The Board will decide at the September meeting if the November Airport Advisory Board meeting date needs to be changed to coincide with the meeting so they can talk directly with the consultants about the Master Plan project.

#### **REPORTS:**

Central Missouri Aviation - Randy Clark reported fuel sales are down. Airborne Express has left and CMA eliminated their third shift, which means they are now closing at midnight. Randy did report that their roof has been fixed.

Lockheed Martin – Janet Ford thanked the City for the new driveway to the FSS facility, which was originally planned to be temporary but will now be permanent. They reported a change in hours at the July meeting and announced those hours seem to be working well as they have received no complaints.

Airport Manager – Kathy Frerking reported that an Open House / Ribbon Cutting ceremony was planned for Tuesday, August 19, at 10:30 a.m. at the airport to coincide with the first departure of the new airline, and hoped Board members could attend. The first NWA flight will depart at 11:25 a.m. that day.

Airport Administration has received the preliminary report from FAA indicating the number of enplanements at COU for 2007 was 11,554. The final report is expected to be released around September. Kathy pointed out the number exceeded the minimum 10,000 enplanements needed to maintain FAA entitlement funding. This number is based on both commercial and charter enplanements.

Rick Shanker asked about the Airport Superintendent position that was being requested in the FY2009 City budget. Kathy stated this position had not yet been approved but would assist the manager with day to day operational duties if approved.

Bob Taylor mentioned August 19 was National Aviation Day which coincided with the start of the new commercial service to Memphis. He also said Springfield, IL was losing

service to St. Louis, but gaining direct service to Chicago O'Hare through American Eagle, which pointed out there was still space available at O'Hare.

Skip Elkin asked about tours of the airport facilities and grounds, and recommended a brief tour after each meeting to look at each facility on the airport grounds. Kathy stated she would see if they could arrange for tours of the Tower, Lockheed Martin, Central Missouri Aviation, the Post Office facility, the ramps and other buildings.

The meeting was adjourned by Chairman Greg Cecil at 1:40 p.m.