

**ROSECRANS MEMORIAL AIRPORT AVIATION BOARD MINUTES
FEBRUARY 13, 2019 – 11:30 AM IN THE AIRPORT TERMINAL CONFERENCE ROOM**

	<u>Name</u>	<u>Member's Term Attendance</u> (mtgs attended-mtgs absent)	<u>End of Current Term of Office</u>
MEMBERS PRESENT:	Col John Cluck	(1/0)	The pleasure of Guard
	Michael Grimm	(1/0)	December 21, 2020
	Christel Gollnick	(1/0)	August 10, 2019
	Greg Starkel, Chair	(1/0)	April 20, 2023
	Tracy Norcross	(1/0)	October 8, 2023
MEMBERS ABSENT:	Lute Atieh	(0/1)	April 20, 2023
	Larry Lee, Vice-Chair	(0/1)	April 10, 2022
	Colin Hoffman	(0/1)	August 29, 2021
	Bill Severn	(0/1)	October 8, 2023
STAFF PRESENT:	Abraham Forney, Airport General Manager		
	Adam Freeman, Airport Operations Manager		
	Roxanne Patton, Recording Administrator		

CALL TO ORDER

Chairman Starkel called the regular meeting of the Aviation Board to order at 11:30am February 13, 2019.

WELCOME / INTRODUCTIONS / OTHERS IN ATTENDANCE

Chairman Starkel welcomes all to the meeting and introductions were made.

New member Tracy Norcross is a Senior Technical Sales Specialist for Bayer Crop-Science who represents crop protection products for large farmers and people who sell to the large farmers. Tracy is also a private pilot of 5-years.

New member Christel Gollnick was a former executive director with Angel Flight. Christel is currently CEO with Juper Communications specializing in advertising, branding and branding guidelines, and brochures (printed and digital). Christel is also a commercial rated hot air balloon pilot.

ITEM #1 – Approval of minutes

Member Col Cluck made a motion to approve the minutes of the October 3, 2018 minutes. Member Grimm seconded the motion. Motion approved as written.

ITEM #2 – Airport Business

Airport Wildlife Fence Project: Fence installation is complete. Project retainage being withheld until a final punch list is complete.

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CITY CLERK

Apron Project: Apron is complete, however, remaining issues with the Apron is retainage being held until concrete panels are removed and replaced due to damage while saw cutting. This work should be completed spring 2019.

Airport Master Plan Update: The final draft of the Airport Master Plan has been approved by FAA. The Master Plan entails development updates of general and corporate aviation air services at Rosecrans.

ITEM #3 - Military Updates

MoANG Open Skies Mission: Open Skies Mission was scheduled the week of February 11, 2019, however, because of weather conditions, the mission was canceled. Missions will start up again in April.

Simulator Building: Under design/bid phase.

Communications Building: Building that will house Computer and Internet Technology equipment.

ANG Base: Pavement areas are being redone. Two areas being remodeled at the south end of the base. MoANG will be starting up an AE Squadron (Aeromedical Evacuation), flight nurses and medical technicians who have the capability to fly patients needing medical assistance. A site visit is scheduled in June.

ITEM #4 – Action Items

Airport Manager asked for board recommendation for an ordinance approving a MHTC grant for the Airport Master Plan extending the grant period to December 31, 2019 for the purpose of allowing reimbursement of all eligible professional services performed beyond the time period without modification to the project amount. A motion was made by Member Grimm and seconded by Member Norcross. Motion approved unanimously.

ITEM #5 – New Business

Chairman Starkel received a letter from the President of the Tuskegee Eagles of St. Joseph, Mr. James Smith. Briefly, the letter states the Tuskegee Eagles thanked the Airport Board for their support over the past few years. A kit plane has been an ongoing project and is almost complete. Another kit plane was purchased by donated funds; however, additional funds are needed for an engine, prop and electronics. The group is now facing a problem with hangar space for projects. Mr. Smith is requesting consideration of donating hangar space to continue the efforts of the Tuskegee Eagles projects. This program uses the inspiration of the Tuskegee Airmen to mentor, motivate and educate at-risk children in St. Joseph, MO.

Airport Manager stated several older hangars are vacant which could be an option for additional space the Tuskegee Eagles. Member Gollnick said based on the availability of hangar spaces, she motioned having this issue considered with Col Cluck seconding the motion. Motion approved. Airport Manager will compose a letter to Mr. Jim Smith stating particulars of hangar availability for additional space for the Tuskegee Eagles program.

Airport Manager brought before the board the issue of hangar rent increase to approximately 2.2 percent per month. Board members recommended increasing the hangar rent effective July 1, 2019; however, not to increase annually. Consumers Price Index (CPI) increases would most likely take place every five (5) years. Member Grimm motioned to proceed with the hangar increase of 2.2 percent with Member Norcross seconding the motion. Motion approved.

ITEM #6 - AIRPORT TENANTS/ORGANIZATIONS ACTIVITIES

THE DINER: The Diner has changed its operating hours Closing Mondays and extending Saturday hours to 2:00pm. This is due to staffing issues the Diner Manager has been affected by.

EAA: Chapter meeting is scheduled February 16, 2019. Young Eagles Rally is in the planning stages for later April or early May 2019 at the Airport terminal building. This rally event offers those ages 8 to 17 years old to experience the world of aviation. Flights will be offered free by local pilots.

Item #7 - Capital Improvement Program -2018-2023

CIP Projects for the airport are first approved by MoDOT through grants administered through them at a 90/10 cost share.

ITEM #8 - Information Items

Great Northwest Days at the Capitol: this conference exists as a cooperative effort by Northwest Missouri communities to unify and enhance the region and to pursue issues and legislation beneficial to northwest Missouri. The conference includes introductions to the House, Senate, legislators, and elected officials. Abe Forney is currently the Chairman representing the St. Joseph region.

MoSAC conference scheduled in April. Abe Forney, Airport Manager and Adam Freeman, Airport Operations Manager will be attending. MoSAC is an organization comprised of all aviation interested groups in the state. Missouri Airports, consultants, other aviation related organizations (MPA, etc.) joined together to keep aviation apprised of aviation issues in the state. It was felt by approaching these issues with a united front that more good for aviation could be accomplished within the state.

MAMA conference is scheduled same time along with the MoSAC conference. It is an organization comprised of the public use airports in the state. Organizations work toward the improvement of airports in the state through educational and networking opportunities at twice yearly conferences.

Adam Freeman, Airport Operations Manager has been overseeing the issue of a new logo branding for the Airport. The City of St. Joseph has its own logo; however, having a specialized logo for the airport would enhance public mindfulness that Rosecrans is a very important part of St. Joseph, and hopefully provide better marketing avenues for the future. Member Gollnick offered to assist with this matter.

Item #9 – Other Business

Airport Manager and Operations Manager will be attending the annual MoSAC/MAMA conference April 3-5, 2019; therefore, the next meeting will be held **Wednesday, April 10, 2019 at 11:30am** in the Airport Terminal Building Conference room.

Item #10 - Adjourn

The meeting adjourned at 12:30pm.

Minutes respectfully submitted,



Roxanne Patton

Airport Administrative Assistant