

MINUTES OF MEETING
JOPLIN AIRPORT BOARD MEETING
May 9, 2019

The Airport Board met in the Second Floor Conference Room at the at the Joplin Regional Airport Commercial Terminal Building. The meeting was brought to order at 7:00A.M.

Item 1: Roll Call and Approval of Minutes from the last meeting.

Board members in attendance included Bill Harding, Bob Loudermilk, Richard Russell, Kelli Starkweather, Mike Bentley, Tim Forker and Randy Moore. Staff in attendance included Melissa Hunter and Steve Stockam. Guests in attendance were Michael Mead from Midwest ATC, as well as Pam McDonough from Mizzou Aviation and Shannon Hoffman from Alpha Air Center.

Approval of Minutes:

Mr. Russell moved to approve the minutes from March's meeting. Mr. Forker seconded. All were in favor.

Item 2: Old Business

First, Mr. Stockam spoke about the upcoming construction project which was pushed back due to continued rain. We are now scheduled to begin on Monday, but we will not be closing the runway in the first phase. We will be waiting for a window of opportunity to shut down 13/31 for phase two. He added that the shutdown will probably be around June 1 as a target date. Mr. Stockam spoke with Doug Heady about future weather patterns and it looks like we will have a break in the weather cycle around June 1. After the shutdown begins, the contractor must do what it takes to complete that stage in 25 days or they will be penalized. The Airport Operations crew was intending on doing some painting and maintenance during the shut down and that has been postponed as well. Mr. Russell asked if they will work during night time hours with lights. Mr. Stockam stated that they would if it was needed. If that is the case, it will complicate things with airport operations escorting, but we will make it work. He added that we have displayed poster boards in the FBO facilities regarding the upcoming construction project and we have sent out e-mails to keep everyone informed. Mr. Bentley stated that personnel at the Pittsburg airport are under the impression that the Joplin airport will be closing all runways during construction. Mr. Stockam stated that we have done our best to keep everyone informed about the changes during both the LRSAT meeting and the FASB safety meeting. Mrs. Starkweather asked if we send out notices to surrounding airports with our construction information. Mr. Stockam stated that he did not realize there was a need to do that, so we have not. He added that we will continue to disseminate information and pilots can review the NOTAMS as well.

Next, Mr. Stockam addressed the board about the Design project for the relocation of the GA entrance road. He stated that we may request bids for that project near the end of summer. However, construction would not be starting until next year. We have enough construction going on around here for now, he added. Mr. Stockam has been working with Senator Ron Richards and Mayor Shaw to find another 1 million dollars in funding to complete the adjacent side of the GA entrance road that leads into the Public Safety Training Facility.

Item 3: New Business

Mr. Stockam addressed the board regarding the Chicago Flight. He stated that we have rehashed the American Airlines agreement. American Airlines added frequency at DFW. Due to that, we will begin having four flights per day to Dallas in June. That means, between 11am and 6pm we will have four flights going through security and we will need Airport Operations and Police staff posted during those hours. TSA may shut down for a few minutes at the checkpoint between flights just for staff to take a quick break. We are anticipating an officer needing to be here for 6 to 7 hours per day. Mr. Stockam has had several meetings with the police chief to discuss the situation and come up with a resolution.

Mr. Stockam added that we have gotten the new canopy installed on jet bridge #2 and the hold room seating has been re-arranged to assist passenger flow. We have installed electrical and data lines for American Airlines to install a mobile checkpoint. They have chosen to use a mobile check point in case there is an event where they have a third plane on the ramp, so they will have the ability to board from the center door if needed. We have expanded the employee parking lot which we hope to pave later this summer. American Airlines needed additional office space, so they will take the previous Airport Operations office space in the commercial terminal. The Airport Operations will move their office to the fire barn. Mr. Stockam plans to have the new American Airlines lease approved by council before July 1. Our legal team has already looked over the lease and we don't foresee any issues. An American Airlines supervisor has requested for a camera to be placed in the sterile area to view the new boarding area and center door. Mr. Stockam added that to meet TSA regulations, we need to have a data record of who boards and deplanes. That will also help us monitor the valet bags. Mrs. Starkweather asked if we already have cameras at the check in counter. Mr. Stockam replied that the check-in counter is already fully covered by cameras. Mr. Russell stated that airports in California and Florida use ex-military personnel to cover their airport security. He added that we have 1,700 veterans in the area that we may be able to utilize. Mr. Stockam stated that he has spoken with the police chief and they have reviewed the security policies of Springfield, Columbia and XNA. It was decided that our airport needs its own police force. They must be certified and commissioned under the City of Joplin's Police Department. The City of Joplin currently has no job positions that meet the requirements for the airport police. Mr. Stockam stated that he has taken these suggested positions to Human Resources where they plan to have a quorum next week, then it must be approved by City Council on May 20th. Mr. Stockam stated that we will need to have an officer here for almost 10 hours per day. The plan is for the morning flights to be covered by a JPD officer, with the afternoon flights being covered by an airport police officer. The JPD chief believes that we have enough retired officers interested in the positions to easily fill. These will be .75 positions that include vacation, lagers and insurance as well. The airport police will not be competing with the police department for positions as the airport police pay will match with rookie salary. We plan for these positions to be 30 to 32 hours per week. Mr. Loudermilk asked if one of the positions would include a supervisor. Mr. Stockam answered that the supervisor for now will be Peter Kaufmann, the Airport Operations Supervisor, but ultimately, we would need to have an airport police supervisor. All of this must be presented to the personnel board before bringing it to council for a budget amendment.

Next, Mr. Stockam presented the board with a slide showing the 5-month expense revenue impact summary. Listed were items to restructure the staff, eliminate two part time operations positions, make the part time maintenance position to full time, reclassify Mrs. Hunters position to full time. Also, hiring a full-time seasonal mower for the summer to mow outside the fence. Mr. Stockam stated that we have over 150 acres outside the fence that needs mowed weekly. Listed in the summary were additional funds coming into the airport to cover the additional costs. Items listed in that summary were increased airline rental space, more landing fees for the Chicago flights, proposed ARFF/security fee of \$50.00 per flight, including Dallas flights, and PFC fees. American Airlines have verbally agreed to the increased fees and other area airports have similar fees. These fees will be included in the lease agreement that is currently being processed. Mr. Forker stated that it seems like we have a lot of hoops to jump through before we can hire any police staff. Mr. Stockam stated that we plan to take all the proposed changes to the May 20th council meeting on an emergency basis. As soon as the council bill is signed, they will be effective. Mr. Stockam added that he has Human Resources queued and ready for the new position postings and the police chief has a pool of retired officers ready to apply. He added that these can be JPD or Sheriffs department as well. For these officers to be commissioned, they will need to meet certain requirements. The police chief has committed that he will train and commit our officers. They will still work with the JPD. They will be able to arrest people because they will be a commissioned officer. Mr. Harding asked if we will be responsible for their actions. Mr. Stockam stated that we would. Mr. Loudermilk asked if we could utilize another airports job description. Mr. Stockam replied that we will be set up like Springfield. We used their job description and ordinance. Columbia has a Public Safety Commission where the security officer does both ARFF and security. XNA is similar as well, but it goes through the county instead of the city. Mrs. Starkweather asked if we would need an airport police car. Mr. Stockam replied that we will need an airport police car in addition to a different badge and patch. We will take a used police car hand down that will still have the computer connectivity to dispatch. We will incur the cost of the car. He added that this will add an additional layer of help on the TSA side. The airport police can do the perimeter checks and take care of parking issues. As more passengers come through our airport, there is more opportunity for things to happen. By having this staff, they can handle issues as ops is not trained for it according to Mr. Stockam. Mrs. Starkweather asked what an estimate of the car expense would be. Mr. Stockam answered that it will cost approximately \$3000 to outfit each officer with gear and guns, plus an additional \$5000 to provide radios for the car and hand held, and the car would be around \$15,000. That is all a one-time fee of about \$30,000 to set it all up. He added that we plan to convert the business center to an office for the police officers. We would incur annual maintenance and fuel expenses for the car which would be added to our fleet. Mr. Loudermilk asked if the certifications would be done by the JPD. Mr. Stockam answered that they would. Mr. Russell stated that at one time he and Mr. Loudermilk stood guard at the airport. Mr. Stockam stated that under TSA regulations, the airport officers would need to be certified under the state of Missouri and commissioned by the JPD. Mrs. Starkweather asked if we would need to have a holding area for the officers as well. Mr. Stockam stated that will be one of the uses for the police car. Mr. Stockam also added that there may be things that come up that we have not thought to plan for in advance. We could address those issues in next years budget if needed. One issue that still needs to be addressed

is our need for a janitorial staff. We simply don't have the staff right now according to Mr. Stockam. We will have 200,000 people passing through here per year with passengers and meet / greets included. That is far more than any other city facility.

Mr. Stockam stated that American Airlines was scheduled to be in here this week to install their new computer and boarding area kiosk. That has now been postponed a week or so. They will have it completed before the start of the new flight.

Mrs. Starkweather stated that she has heard of 6 different complaints of fuel being stolen from vehicles parked in the general parking area. Mr. Stockam stated that we have not had a single complaint filed. He added that it must be happening at night. The Airport Operations have noted cars coming and going at night, but it seems to be people who are picking up cars that were left during travel. Mr. Stockam stated that the Airport Operations staff will monitor the lot during the overnight hours. He added that if cameras were posted on the building, it would be too far away to see any detail. If we chose to mount cameras out in the parking area, there would be an additional expense involved in that. It was agreed among board members that there is a great liability in having dummy cameras placed.

Mrs. Starkweather noted that there is a boat and trailer parked on the GA side visible to driving traffic. She stated that it makes an appearance that anything can be stored at the airport hangars. Mr. Stockam stated that he agrees, but there is nothing in the current corporate leases to prevent people from using their hangars to store items like boats and trailers if they are also using it to store an airworthy plane. Mrs. Starkweather stated that her main concern was that the vehicles are visible. It would be good to move them to the other side. Mr. Loudermilk and Mr. Harding agreed with her statement. Mr. Stockam stated that it may be something we can address with a renewal of the corporate leases but right now, we have no standing.

Mrs. Hoffman stated that the boat that was parked by the Alpha Air Center would be moved soon as it is becoming boating season. She added that trailer is there for operational purposes and is used frequently by Alpha Air Center associates.

Additionally, Mrs. Hoffman asked if we could come up with some additional signage to put by the GA entrance to re-direct passengers to the commercial terminal. She stated that there are more and more passengers coming to the Alpha Air Center in error. Recently, there have also been passengers that get dropped off by an Uber, then they are stranded on the GA side when they realize they are in the wrong location. The Alpha Air Center has brought several car loads of people to the Commercial side of the airport in the past months. Mr. Stockam stated that he has no problem with posting signs, but in the past the signs have been confusing for the passengers as well. He added that with the increase in passengers, we may need to investigate adding a cell phone lot in next years budget. We are preparing to begin the next fiscal year budget process next week.

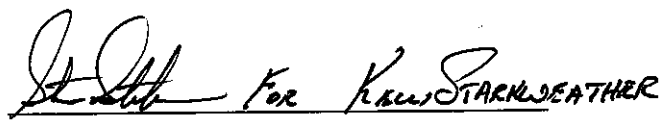
He added that Mrs. Hunter's hours will be extended to 2:30 daily as she will take on more responsibility with the accounting processes and escorting people on the airfield. She is preparing to undergo the airport driver training course to be prepared.

The meeting was adjourned at 7:45 am.

Approved,



Melissa Hunter, Airport Clerk



Kelli Starkweather, Chairman of the Board