



City of Columbia, Missouri

Meeting Minutes - Final

Airport Advisory Board

Wednesday, January 23, 2019

3:00 PM

Regular

City Hall
Conference Room 1A
701 E. Broadway

I. CALL TO ORDER

Present: 6 - B.J. Hunter, Brian Whorley, Todd Culley, Gary Thompson, Chuck Graham and Tom Drury

Absent: 2 - David Nichols and Amy Schneider

Unexcused: 2 - Matthew Jenne and J. Rick Mihalevich

Non-Voting: 1 - Mike Parks

II. INTRODUCTIONS

- City of Columbia Staff Liaisons
- Airport Advisory Board Members
- Other guests and attendees

III. APPROVAL OF AGENDA

Brian Whorley motioned to approve the agenda. Chuck Graham seconded the motion.
The agenda was approved unanimously.

IV. APPROVAL OF MINUTES

Attachments: [11-28-18 Approved Minutes](#)

The minutes from the November 28th meeting were distributed in advance of the meeting.
Brian Whorley motioned to approve the minutes. Chuck Graham seconded the motion.
The minutes were approved unanimously.

V. SPECIAL ITEMS

2019 Law Department Training for Board Members

January 30, 2019: Noon-1:00 p.m. or 6:00-7:00 p.m. (Room 1C, City Hall)

April 3, 2019: Noon-1:00 p.m. or 6:00-7:00 p.m. (Room 1C, City Hall)

August 14, 2019: Noon-1:00 p.m. or 6:00-7:00 p.m. (Room 1C, City Hall)

December 11, 2019: Noon-1:00 p.m. or 6:00-7:00 p.m. (Room 1C, City Hall)

The Board was given dates of upcoming training for members to attend for a refresher of responsibilities, rules and Sunshine Law requirements. The training is not mandatory, however, highly recommended.

VI. NEW BUSINESS

Brian Whorley motioned to appoint B.J. Hunter for Chair. Chuck Graham seconded the motion. The majority of the Board voted in favor of the motion by a unanimous voice vote.

. B.J. Hunter was appointed Chair.

New Chair appoints Vice-Chair

B.J. Hunter appoints Gary Thompson as Vice-Chair.

TSA Second Screening Lane Discussion

Mike Parks presented a Powerpoint that showed how the TSA second screening lane operated.

Attachments: [COU Checkpoint Operations](#)

VII. REPORTSAirport Manager, Mike Parks

- Working on an easement for Consolidated Water for two different relocation projects.
- A Memorandum of Understanding has been sent to Council to allow the Missouri State Highway Patrol to relocate aircraft in the event of a natural disaster.
- Working on an Air Traffic Control Tower contract that was recently sent by the FAA.
- City staff is working with Emery Sapp to amend the Runway 2-20 contract to grind the concrete to create gravel for a new parking lot.
- Conference call occurred on January 3rd with the airlines regarding the beginning of the Runway 2-20 repairs project.
- A meeting is planned with an ATM company to possibly install a machine in the terminal.
- Staff is currently reviewing vending contracts to consider adding credit card readers on machines.
- Just completed the 10 year trend narrative review for the upcoming budget year.
- The January "All Things Airport" was cancelled due to the Diversity Breakfast.

Public Works, Dave Nichols

There was no Public Works Report given.

Convention & Visitors Bureau, Amy Schneider

There was no Convention & Visitors Bureau Report given.

Economic Development, Stacey Button

- Request for Proposals (RFP) for the owners representative for the new terminal went out a couple of weeks ago and closed on January 22nd. The review committee will be evaluating the proposals and will hopefully be moving forward soon with that step. The owners representative would be a consultant group or engineering firm that would represent the City's interest as we move forward with issuing a Request for Qualifications (RFQ) for the design-build team for the new terminal project.

VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

There were comments made by staff commending the airport crews for the great work that was done during recent snow storms. They cleaned cars off for incoming passengers, helped them to their car and kept the property clear and safe.

Chair, BJ also mentioned that Mark Winter had resigned from the board and that the vacancy had been posted.

IX. NEXT MEETING DATE

February 27, 2019

X. ADJOURNMENT

At 3:39 PM Chuck Graham motioned to adjourn the meeting. Todd Culley seconded the motion. The Board unanimously passed the motion to adjourn. The meeting adjourned at 3:40 PM.