

**AGENDA**  
CITY OF AUGUSTA  
Airport Advisory Board  
March 15, 2023, at 6:30 PM

**On site:** Airport Terminal Conference Room, 4800 W Beech Drive, Ste. 1, Augusta, KS

**Virtual:** [Click here to join.](#)

**Meeting ID:** 859 3603 8185

**Passcode:** f6tM9L

*“Augusta – Where the metro’s edge meets the prairie’s serenity offering the perfect blend of opportunity and proximity for living, commerce, and culture. “*

**A. CALL TO ORDER**

**B. MINUTES**

**1. AIRPORT ADVISORY BOARD MEETING MINUTES**

- a. Approval of the minutes from the February 15, 2023 Airport Advisory Board meeting.

**C. BUSINESS**

**1. “SUITCASE MECHANIC” DISCUSSION**

Discussion about a proposed process to allow mechanics that don’t have an established commercial presence on the field to apply for a temporary permit to perform specific maintenance on a specific aircraft on the field, for a specific timeframe.

- a. Staff Report
- b. Public Comment and Review (beginning of 30-day review period)
- c. Board Discussion

**D. ADJOURN**

**Draft Airport Advisory Board Minutes**

February 15, 2023

6:30 PM

Members Present: Tom Leffler; Willie Sinsel; Alex Huckins

Members Absent: Michael Snow; Kevin Miller

Staff Present: Ray Seif, Airport Manager

Visitors Present: Joe Bertapelle (Augusta Flight Center); Tim McLemore (Kansas Copters); Rob Kuhns (54); Chuck Dugnolle (55); Dave McDonald (21); Demeon Brown (Multiple); Steve Palmer.

**Call to Order:**

Tom Leffler called the Airport Advisory Board meeting to order at 6:31 pm.

**Minutes:**

Willie Sinsel made a motion to approve the minutes from the November 16, 2022 Airport Advisory Board meeting; Alex Huckins seconded the motion; Motion carried without opposition.

**Public Participation:**

Tom Leffler addressed those in attendance, asking for public participation and asking everyone to introduce themselves.

**Business:**

**“Suitcase” Mechanic Discussion-** Ray Seif discussed the potential for establishing a process to allow mechanics that don’t have an established commercial relationship in the field to be able to perform maintenance on the field. Seif indicated that although airport leases and airport Rules and Regulations both do not allow suitcase mechanics, in accordance with the FAA Airport Compliance Manual, from time to time, an aircraft owner may need specialized maintenance that is not available on the field. Seif indicated that having a permitting process for those special circumstances would allow owners an opportunity to maintain their aircraft without violating the lease.

Tim McLemore of Kansas Copters said that perhaps a tiered permit that asks questions regarding if they tried someone on the field or not.

Demeon Brown asked that if the FAA issued an Airworthiness Directive (AD) requiring an aircraft to undergo Non-destructive testing (NDT) for airworthiness, would the NDT technician be permitted to work on the field since the on-field Maintenance Repair Overhaul (MRO) shops likely don’t have this capability.

Seif indicated that the NDT technician would need to go through the proposed permitting process, otherwise they would not be allowed to come in to perform the work at the airport.

Rob Kuhns asked if the owner and the partner can still do their own maintenance. Seif indicated that the owners of an aircraft are permitted to work on their aircraft. Nothing is changing there.

Willie Sinsel asked about having his technician that he has used for many years. Seif told Willie that his technician would need to also go through the permitting process as it would not be allowed currently. Willie asked if he were to actually hire them and Seif indicated that as long as they are regular employees, not independent contractors, that aircraft owners can use their own employees and their own equipment to service their aircraft.

Dave McDonald and Steve Palmer discussed Wellington allowing suitcase mechanics. Seif indicated that he wasn't commenting on the appropriateness of the Wellington minimum standards, but if they created an opportunity for the suitcase mechanic to perform maintenance on the field without being permitted or paying a fee, then there may be FAA compliance issues. Steve indicated they do have a permitting process for the suitcase mechanics.

Seif indicated that the airport's permitting process would need to ensure that the City's interests are protected. Suitcase mechanics would need to have the same insurance and environmental requirements as the on-field MROs. They would also need to pay a fee for the permit.

Tom indicated that there seems to be a general consensus for a tiered permit and directed airport manager Seif to forward a suggested draft permit for board review.

**Adjourn:**

Alex Huckins made a motion to adjourn at 8:12 pm; Willie Sinsel seconded the motion. Motion carried without opposition.

/s/Ray Seif, Airport Manager



**CITY OF AUGUSTA  
AIRPORT ADVISORY BOARD  
AGENDA REPORT**

ITEM NO. 1

Meeting Date: March 15, 2023  
Department: Community Development – Airport Division  
Submitted By: Ray Seif, Airport Manager  
Prepared By: Ray Seif, Airport Manager  
Agenda Title: **Suitcase Mechanic Permitting Discussion**

**RECOMMENDED ACTION:**

Continuing discussion about potentially establishing a permitting process allowing suitcase mechanics, or mechanics that don't have an established commercial presence on the airport to be able to legally operate on the airport. Provide input on rough draft of potential permitting application, terms, and conditions. Provide 30-day opportunity for all tenants, including on-field approved Maintenance Shops to provide input and feedback on the proposed permit and application.

**BACKGROUND:**

Augusta Municipal Airport (AMA) currently has two authorized on-field Maintenance, Repair, and Overhaul (MRO) organizations on the field- JD /Hodge Aviation and Kansas Copters. These entities have invested in establishing a presence at the airport. The City of Augusta has a lease contract with the MROs where the MROs are required to abide by contractual requirements intended to safeguard the City's interests and generate revenue. The contracts govern what the MROs can and can't do on the field, how they must conduct business in a safe and efficient manner, and also provide insurance coverage to the City, naming the City as an additional insured onto the MROs coverage.

Suitcase mechanics, or mechanics that have not gone through the vetting process; haven't established a presence at the airport; and haven't completed the same requirements as the on-field MROs, are prohibited from operating on the field by the airport's hangar and tiedown lease agreements, as well as the Airport Rules and Regulations policy, for numerous reasons, driven by Federal Aviation Administration (FAA) rules and regulations, FAA Order 5190-6B Airport Compliance Manual, and FAA Federal Grant Assurances.

While AMA has the authority and the mandate to compel airport users to comply with the airport's Rules and Regulations, Hangar and Tiedown Agreements, FAA Order 5190-6B Airport Compliance Manual, and Federal grant assurances, AMA also recognizes the rare occurrence when having a

permitting process established for allowing mechanics without a commercial presence on the field to perform maintenance on the field may be required, especially for times when the aircraft can't be flown out of the airport and the maintenance required exceeds the on-field MROs' ability. A permitting process allowing mechanics without a commercial presence on the field to operate on the field may be necessary from time to time, provided the mechanics operate under similar requirements to the on-field MROs, receive approval and pay the applicable fee **prior to** any work commencing.

As a general rule, it is within the AMA's interest to protect the interests of the on-field MROs because they generate revenue for AMA and have contractual obligations to AMA. Hangar owners can perform their own preventative maintenance as an owner; they can perform all of their maintenance using their own regular employees and equipment, or they can also fly their aircraft out to the location of their mechanic.

There are airports that allow suitcase mechanics, either by looking the other way or by simply not caring. These airports may not be Federally-Obligated. There are airports that don't allow suitcase mechanics, expecting mechanics to establish a commercial presence through land-lease, development, etc.

If AMA looks the other way and permits suitcase mechanics to work on aircraft on the field, we are violating Federal Grant Assurances (financial nondiscrimination and fee/rental structure) as well as FAA Order 5190-6B (Chapter 11- Self-Service); Such an arrangement could also imperil the airport from a liability standpoint (how could we ask anyone to provide insurance if we don't require everyone to provide insurance). It would also serve to alienate and discourage on-field investment, why would anyone invest in developing a business on the field when they can simply conduct business with impunity.

The Augusta airport manager created a proposed permit, based on initial input from the Airport Advisory Board. The draft permit was sent to the Federal Aviation Administration (FAA) for initial review and comment. The FAA Compliance Office made a couple of suggestions, which were incorporated into the form presented below.

**FISCAL IMPACT/FUNDING SOURCE:**

None.

**Airport Manager Approval Date:**

**Department Head Approval Date:**

**Attachments** (*list in packet assembly order*):

1. *Draft Mechanic Permit Application*

## MRO Temporary Permit Application

**Mechanics who do not have an established, commercial presence on the airport are not allowed to provide maintenance or repair services of any kind to aircraft located at Augusta Municipal Airport.**

If Aircraft Owners/Operators prefer to utilize non-established mechanics, the aircraft shall be taken to that mechanic's operating location. "Pickup truck" or "suitcase" mechanics and the like shall be prohibited from providing any services at Augusta Municipal Airport.

Notwithstanding the above, pursuant to FAA Order 5190.6B, Aircraft Owners/Operators, with their own equipment and employees, shall be allowed to perform maintenance on their own aircraft, provided it is not done in a manner that would be unsafe, unsightly, or detrimental to the efficient use of Airport facilities by others.

On rare occasion, an aircraft can't be safely flown to a non-established mechanic's location, and the current, established on-field Maintenance, Repair, Overhaul (MRO) operators are unable to perform the needed repairs or maintenance.

The following process was established to grant a temporary permit, allowing a non-established mechanic meeting minimum requirements to have temporary access to perform the needed emergency maintenance on a single specific aircraft, subject to approval, compliance with the below requirements, and payment of a temporary permit fee.

### **Applicant must meet the following requirements:**

1. **Insurance-** During the term of this Permit, applicant must maintain at all times, liability insurance in the amount of One Million Dollars (\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) aggregate, with City of Augusta, Augusta Municipal Airport listed as an Additional Insured. Applicant's liability shall contain a provision that said coverage is primary in coverage and specify applicant's liability insurance shall be non-contributory for all losses related to negligence, property, or actions of the applicant. Applicant's coverage shall protect against any liability which may arise from accident, injury, on or about the airport premises, and/or growing out of the conduct of the applicant's operation. Such policy shall include personal injury coverage and broad form property damage coverage, products liability coverage, airport liability coverage including hangar-keeper's coverage, and necessary worker's compensation coverage. Applicant shall procure insurance coverage required by this permit through companies licensed to write insurance in Kansas. Applicant shall deliver Airport a certificate of such insurance with the permit application executed by the applicant.
2. **Indemnification-** Applicant agrees to indemnify and hold City of Augusta, Augusta Municipal Airport harmless from loss from each and every claim and demand of whatever nature, made on behalf of or by any person or persons, for any wrongful act or omission on the part of applicant, its agents, officers, and employees.

3. **Hazardous and Toxic Materials-** Applicant shall strictly comply with all federal and state statutes, regulations, and rules regarding storage, use, handling, disposal, and remediation of spills of hazardous and toxic materials as defined by existing federal and state laws and regulations. Hazardous waste (e.g., antifreeze, batteries, used oil and oil filters, etc.) disposal is the sole responsibility of applicant, with the understanding that such materials shall not be disposed of in airport trash facilities. Airport reserves the right to inspect all areas in use by applicant in which toxic materials are used to determine if applicant is in compliance with all appropriate and applicable laws and regulations concerning these materials. Applicant shall notify the airport immediately when a spill of hazardous or toxic material occurs and give full disclosure of the nature of the spilled material and what measures are being taken to contain and remediate the spill.
4. **Environment-** Applicant shall use airport premises without damage or injury to surrounding environment. Applicant shall not contaminate, injure, or destroy any vegetation or foliage at the airport. Applicant shall not allow, condone, or participate in any way in dumping or allowing the escape of any hazardous material of any description.
5. **Standards-** Applicant shall have all required certificates, licenses, or permits issued by the Federal Aviation Administration (FAA) to legally perform the requested work on the subject aircraft/rotorcraft.

### Permit Application

1. Name of Applicant (non-established mechanic requesting temporary access to provide maintenance services to a single aircraft at the Augusta Municipal Airport).
  - a. Business name
  - b. Doing business as
  - c. Address
  - d. Phone
  - e. Email
  - f. Responsible party/owner/partner
  - g. Mechanics certificate or license (attach copy)
  
2. Name of all mechanics working for the Applicant, that will be under the supervision and control of the Applicant and will be covered under the Applicant's insurance for the duration of the permit period.
  
3. Aircraft for which temporary permit is being requested (include registration number and owner)
  
4. Description of maintenance that will be performed on above-referenced aircraft.
  - a. Is this maintenance service available through either of the on-field maintenance shops?
    - i. If yes, why are the services of a non-established mechanic requested?
    - ii. If no, describe specifics if available.
  
5. Permit duration requested –
  - a. 1 Day (24 hours) – Specify date
  - b. 1 Week (7 days)- Specify dates

### Permit Fee

Service **IS NOT** available through on-field maintenance shops:

1 Day Permit **\$100**

7 Day Permit **\$250**

Service **IS** available through on-field maintenance shops, but owner prefers Applicant:

1 Day Permit **\$250**

7 Day Permit **\$750**