

CHAPTER II. AIRPORT

[Article 1.](#)      Municipal Airport  
[Article 2.](#)      Aviation Advisory Board

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ARTICLE 1. MUNICIPAL AIRPORT

- 2-101      **RULES AND REGULATIONS.**  
It shall be the duty of all users of the municipal airport to abide by all lawful rules and regulations made by the management thereof for the conduct and operation of the same. (Code 1979, 2-101)
- 2-102      **SAME; FAILURE TO OBEY.**  
In case any person shall fail to do any act or thing which he or she is lawfully required to do by the rules and regulations made by the management of the municipal airport, and shall continue to fail to meet the requirements of such rules and regulations after having been notified in writing by the management of such airport of such failure, he or she shall be deemed guilty of a misdemeanor unless he or she shall within two (2) days from receipt of such written notice comply with such requirement. (Code 1979, 2-102)
- 2-103      **SAME; NOTIFICATION.**  
The notification referred to in Section 2-102 of this Article shall designate the specific airport rule violated and shall contain a specific lawful requirement which shall be met. (Code 1979, 2-103)
- 2-104      **SAME; POSTED.**  
The management of the municipal airport shall make its rules and regulations in writing. Two (2) copies of the regulations shall be posted at a conspicuous place on or in the buildings at the municipal airport, and a third copy shall be filed with the City Clerk. (Code 1979, 2-104)
- 2-105      **LOCATION FOR TAKE OFF AND LANDING.**  
Lawrence Municipal Airport is hereby designated as the location from which take offs and landings may be made by any manned aircraft, excluding free balloons, within the corporate limits of the City of Lawrence, Kansas. Except as provided in Sections 2-106 and 2-107 no person may take off or land any manned aircraft, excluding free balloons, within the corporate limits of the City of Lawrence, Kansas, at any location other than Lawrence Municipal Airport. (Ord. 5158, Section 1)
- 2-106      **HELIPAD APPROVAL REQUIRED.**  
The City Manager may approve the location of helipads for the take off and landing of helicopters which are located at locations other than the Lawrence Municipal Airport. Such helipads shall be designed, constructed and operated under the rules established by the Federal Aviation Agency in FAA Advisory Circular 150/5390-IA (Heliport Design Guide) or any succeeding rules established by the Federal Aviation Agency or any succeeding agency. Such approval shall be requested in writing by the individual, partnership or corporation seeking such approval and shall include the location, hours of operation, evidence of approval from the property owner, evidence of liability insurance and a properly executed agreement to hold harmless the City of Lawrence, Kansas. Such approval shall be granted for a period not to exceed one (1) year and shall be renewable upon application as outlined above. Federal Aviation Agency approved helipads shall be approved upon submission of evidence of FAA approval, along with the location, hours of operation and nature of such operation. (Ord. 5158, Section 2)

2-107

**APPROVAL REQUIRED FOR OTHER LOCATIONS.**

Any manned aircraft, excluding free balloons, may take off or land at locations other than the Lawrence Municipal Airport provided, that all such locations shall require approval of the Fire Chief. Such approval shall be requested in writing by the individual, partnership or corporation seeking such approval and shall include the location, hours of operation, evidence of approval of the property owner where such operations are to take place, evidence of liability insurance, and a properly executed agreement to hold harmless the City of Lawrence, Kansas. Such individual, partnership or corporation shall indicate that adequate arrangements have been made to insure ground control and spectator safety through the following:

- (A) Determination of adverse effects on adjacent property;
- (B) Adequate clearance from obstacles on the subject location and on surrounding property to provide for safe approach and departure;
- (C) Provisions for controlled or restricted access;
- (D) Coordination with local law enforcement agencies and the Lawrence Fire Department. Approval shall be granted for a period not to exceed one (1) year and shall be renewable upon application as outlined above. (Ord. 5158, Sec. 3)

2-108

**EMERGENCY OPERATIONS PERMITTED.**

Nothing herein shall be determined to prohibit the emergency operation of a helicopter within the City of Lawrence. Emergency operations shall include but not be limited to the transportation, embarkation or disembarkation of a medical patient. Such operations shall take place in accordance with the provisions set forth in this ordinance as nearly as possible. (Ord. 5158, Sec. 4)

2-109

**FREE BALLOONS.**

Free balloons may take off or land at locations within the corporate limits of the City of Lawrence, Kansas, provided that all locations have the prior approval of the property owner, and the prior approval of the City Manager. The City Manager, after consideration of the safety provisions in Section 2-107, may grant permission for balloon take offs or landings for up to one (1) year at a time at specified locations. (Ord. 5158, Sec. 5)

**ARTICLE 2. AVIATION ADVISORY BOARD**

2-201

**AVIATION ADVISORY BOARD; ESTABLISHMENT; MEMBERSHIP; TERMS OF OFFICE; APPOINTMENT OF CHAIR AND VICE-CHAIR.**

(Ord. 5205, Sec. 1; Ord. 6484; Ord. 6966, Ord. 9723)

- (A) There is hereby established the Aviation Advisory Board ("Board"). The Board shall be composed of seven (7) members.
  - (1) The Mayor, with the approval of the Governing Body, shall appoint seven (7) members to the Board. One member shall represent the University of Kansas and the remaining members shall represent the City at-large.
  - (2) All members shall be residents of the City of Lawrence, Kansas. Any member who moves outside the City limits must resign his or her position on the Board.

- (B) Members of the Board shall serve three (3) year terms, except when appointed to complete an unexpired term. As established by the bylaws, the terms of Board members shall be staggered so that no more than three members of the Board's terms shall expire in any one year. No member shall serve more than two consecutive full three-year terms. Terms of less than three years shall not count toward the term limits. All members of the Board shall serve without compensation.
- (C) The Board shall elect annually a member of the Board to serve as Chair, who shall preside at meetings.
- (D) The Board shall elect annually a member of the Board to serve as Vice-Chair, who shall preside at meetings in the absence of the Chair.

2-202

**SAME; VACANCIES.**

Vacancies on the Board shall be filled by the Mayor, with the approval of the Governing Body. Vacancies shall be filled as soon as practicable. (Ord. 9723)

2-203

**SAME; BYLAWS, MEETINGS, AND QUORUM.**

The Board shall adopt bylaws governing the procedures to be used by the Board. The bylaws shall establish specific duties and responsibilities of the Chair and Vice-Chair, the time and place for meetings (at least four times per year), rules of order, and other rules governing procedures and operations of the Board, including procedures for amending the bylaws. A quorum shall be at least four members of the Board. (Ord. 9723)

2-204

**SAME; CONFLICTS OF INTEREST**

All Board members shall by abstention refrain from participating in the decision-making process, including discussing and voting, on any item for which he or she, his or her employer, or the entity which he or she is representing appears before the Board and would receive direct financial benefit if the item was to be approved by the Governing Body. All Board members are subject to the City's Ethics Policy. (Ord. 9723)

2-205

**SAME; MINUTES.**

The Board shall prepare and approve minutes of its meetings and shall forward the same to the Governing Body. (Ord. 9723)

2-206

**SAME; OPEN MEETINGS AND OPEN RECORDS.**

All meetings of the Board shall be held in compliance with the Kansas Open Meetings Act of 1972, codified as amended at K.S.A. 75-4317 *et seq.*, and its records shall be subject to the Kansas Open Records Act of 1984, codified as amended at K.S.A. 45-215 *et seq.* (Ord. 9723)

2-207

**SAME; BOARD DUTIES.**

The Board shall have the following purposes and duties: (Ord. 9723)

- (A) To promote general and commercial aviation activities, aviation economic development, and other aviation related interests and activities in the City.
- (B) To make recommendations to the Governing Body on services and improvements at the Lawrence Municipal Airport.
- (C) To make recommendations to the Governing Body regarding rules, regulations, and standards at the Lawrence Municipal Airport and to ensure

that the City's rules, regulations, and standards comply with the rules, regulations, and standards of the Federal Aviation Administration.

- (D) To make recommendations to the Governing Body regarding development and Master Planning at the Lawrence Municipal Airport.
- (E) To make recommendations to the Governing Body on the prioritization of maintenance, repairs, and capital improvements at the Lawrence Municipal Airport.
- (F) To make recommendations to the Governing Body regarding ordinances, policies, and programs relevant to airport planning, aviation, and aviation safety in the City.