



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 250567

Submitted Department/Preparer: Aviation

Revised 6/10/24

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

Executive Summary

Authorizing a three year Lease Agreement #6223050079 with two annual renewal options with Signature Flight Support, LLC, for the installation of multiple offices and/or storage trailers, vehicle and equipment parking, and airport ramp space, at the Kanas City International Airport for estimated total revenue of \$11,781.28; and estimating revenue for Fiscal Year 2025-2026 in the amount of \$8,835.93 in the Aviation Fund.

Discussion

Authorizing City of Kansas City Missouri - Aviation Department Contract No. 6223050079, a Ground Lease Agreement for an approximate 33,864 square feet site located at Kansas City International Airport (MCI), and contiguous to an existing Signature Flight Support, LLC leasehold. The U.S. Marshal Services will establish a base of operations on this site.

The Initial Term to be August 1, 2025 to July 31, 2028, and beginning August 1, 2025 Signature Flight Support will pay an annual rent rate of \$11,781.28.

Fiscal Impact

1. Is this legislation included in the adopted budget? ☐ Yes ☒ No
2. What is the funding source?
Aviation Fund - 26-8300-620000-470640 Prop Rent-Aviation-Ground
3. How does the legislation affect the current fiscal year?
There will be additional estimated revenue of \$8,835.93 in the current Fiscal Year 2025-2026.

4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.

The legislation increases revenue by an estimated:

FY2025-2026	\$8,835.93
FY2026-2027	\$11,781.28
FY2027-2028	\$11,781.28
FY2028-2029	\$11,781.28
FY2029-2030	\$11,781.28
FY2030-2031	\$2,945.36

5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?

Legislation will create an estimated recurring annual revenue of \$11,781.28.

Office of Management and Budget Review

(OMB Staff will complete this section.)

- | | | |
|---|---|--|
| 1. This legislation is supported by the general fund. | ☐ Yes | ☒ No |
| 2. This fund has a structural imbalance. | ☐ Yes | ☒ No |
| 3. Account string has been verified/confirmed. | ☒ Yes | ☐ No |

Additional Discussion (if needed)

Click or tap here to enter text.

Citywide Business Plan (CWBP) Impact

1. View the [Adopted 2025-2029 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Infrastructure and Accessibility (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - ☐ Engage in thoughtful planning and redesign of existing road networks to ensure safety, access, and mobility of users of all ages and abilities.
 - ☒ Enhance the City's connectivity, resiliency, and equity through a better-connected multi-modal transportation system for all users.
 - ☐ Build on existing strengths while developing a comprehensive transportation plan for the future.

- ☒ Develop environmentally sustainable infrastructure strategies that improve quality of life and foster economic growth.
- ☐ Ensure adequate resources are provided for continued maintenance of existing infrastructure.
- ☐ Focus on delivery of safe connections to schools.

Prior Legislation

N/A

Service Level Impacts

This contract supports the Aviation Department's goal to maximize use of all assets while providing efficient and satisfactory services and facilities for passengers and visitors.

Other Impacts

1. What will be the potential health impacts to any affected groups?
There are no known potential health impacts to any affected group.
2. How have those groups been engaged and involved in the development of this ordinance?
N/A
3. How does this legislation contribute to a sustainable Kansas City?
This Lease Agreement supports our goal to utilize assets to maximize revenue while providing customer services for passengers and visitors.
4. Does this legislation create or preserve new housing units?
No (Press tab after selecting)

Click or tap here to enter text.
Click or tap here to enter text.
5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

No - CREO's review is not applicable (Press tab after selecting)

Please provide reasoning why not:

[Click or tap here to enter text.](#)

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

[Click or tap here to enter text.](#)

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?

No(Press tab after selecting)