



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, February 11, 2014
6:30 P.M.**



BOARD MEMBERS PRESENT:

Keith Hutchinson, Chairman
Andy Mungenast, Vice Chairman
Dr. Charles Waldrop, Jr.
John Stewart
Dean Byers
Tim Fagan

ALTERNATE PRESENT:

X James Knight X

CC LIAISON PRESENT:

X Councilmember Jaglowski X

STAFF PRESENT:

X Mark Divita, Airport Manager X

X Kellen Benbrook, Operations Supervisor

CALL TO ORDER: The meeting was called to order by Chairman Keith Hutchinson at 6:30 p.m. with a quorum present.

Item #1: Approval of Minutes from January 14, 2014 Meeting

Mr. Mungenast motioned for approval. This was seconded by Mr. Stewart. The vote carried unanimously.

Item #2: Airport Manager Staff Report

Divita provided a brief on the airport's FY to date financial status. Divita presented a new fuel sales graph showing gallons sold for each type of fuel sold per month since FY12. He noted that fuel sales have slowly been declining following a similar trend at the same time period last year. He noted an AOPA article that surveyed FBO's nationwide and stated that fuel sales have been flat or declining in FY13 since previous years at more than 50% of the FBOs.

Divita noted that expenses are under control and well below last year's to date numbers. He noted the RAMP grant pavement repairs are now on the books and \$50,000 of that expense will be reimbursed by TxDOT-Aviation within 1-2 months.

Divita noted that overall the airport's net income was in the red similar to this time last year. This was noted to be primarily because fuel sales are down and the RAMP grant reimbursement is not received yet.

Divita briefed on current and future RAMP and Aviation Capital Improvement Projects for the next 2 years at the airport. He stated the asphalt RAMP grant repairs are done. The construction of the new south ramp will begin on March third since TxDOT has now issued a "Notice to Proceed" to the contractor. In the spring, once the majority of the new south ramp is complete, construction will begin on the new self serve fueling facility. Divita stated that the design and engineering of the new terminal building will start this February once TxDOT has given KSA a "Notice to Proceed". Design will last about 9 months.

Construction of the new terminal building will start in early FY15 as programmed by TxDOT-Aviation.

Item #3: Discuss airport Staffing for FY15 and new terminal building

Mr. Hutchinson discussed how important it will be to ensure the staffing at the airport is increased to provide the appropriate and competitive customer service levels expected in corporate aviation since the new ramp and terminal building are being built to market to this customer base. He turned to Divita to brief the Airport's staffing proposal.

Mr. Divita gave background information explaining how the City can poise itself best by staffing the airport so there are two airport operations agents and one FBO attendant on duty during most of the 12 hours a day / 7 days a week shifts. It was emphasized that corporate and turbine clientele will expect better customer service and staffing that is able to handle more than one customer at a time. Divita stated the intent was to have the plan in place and executable when the new terminal building is opening for business in mid to late 2015. Divita noted that in order to do this the FY15 budget needs to have these extra employee positions funded.

Mr. Stewart asked if the corporate and turbine clientele traffic will definitely increase after the new terminal building is open. Divita replied he could not guarantee it, but he did not want to risk dissatisfying the first few corporate and turbine clientele with less than adequate staffing and below average customer service because word will spread fast amongst corporate pilots and the effort of building the new terminal will be for not. Mr. Hutchinson remarked, "In my 40 years experience of running a business sometimes in business one must spend money to make money. In this case we must properly staff the airport to ensure we don't disappoint corporate customers".

Mr. Byers asked about how much vacation time the additional full time would impose on the work schedule. Divita replied 40 days annually.

Mr. Knight inquired how long the current shifts are and what they would be like under the FY15 staffing plan. Divita replied the shifts are 12 hours per day but the part time employees can't work more than 20 hours per week so their shifts are split. He said currently there are never two AOAs on duty at one time. The new schedule will allow for 3 days of two AOAs on duty together for 12 hours and 4 days where 6 hours have 2 AOAs on duty at a time.

Mr. Hutchinson wrapped up the brief by stating the board will vote on a recommendation to give to the City Council at a future date.

Item #4: Discuss and consider selection of two airport board members for the terminal building architectural design committee.

Mr. Hutchinson explained the purpose of the committee and said two members had voiced a desire to be on the committee. This was Mr. Mungenast and Fagan. Mr. Hutchinson opened the floor to a motion. Dr. Waldrop motioned for approval of Mr. Mungenast and

Fagan as members of the architectural design committee. This was seconded by Mr. Byers. The vote carried unanimously.

Item #5: Discuss and consider convening next month's meeting of the Airport Advisory Board.

Dr. Waldrop motioned to cancel March's meeting. This was seconded by Mr. Mungenast. The vote carried unanimously.

Item #6: Set Agenda for Next Meeting

- Approval of Minutes
- Airport manager briefing
- Discuss and consider a recommendation to the City Council for the FY15 airport staffing proposal
- Discuss and consider convening next month's meeting
- Set agenda for next meeting

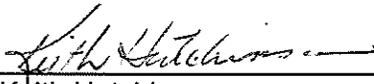
ADJOURNMENT: Mr. Stewart moved to adjourn. After a second by Dr. Waldrop, the motion was approved unanimously and the meeting adjourned at 7:16 p.m.

ATTEST:



Mark Divita
Airport Manager

APPROVED:



Keith Hutchinson
Chairman