



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, March 10, 2015  
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

**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 13, 2014 Meeting**

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

**Item #2: Airport Manager Staff Report**

Divita provided a brief on the airport's FY to date financial status. He noted fuel sales have continued to be low as they have the last few winters primarily due to weather. He did note that fuel sales are higher than last year during the same time period.

Divita briefed the airport's profit and loss statement pointing out that fuel sales are higher this year than last year by \$5,000. Divita noted that overall the airport's net income was now in the black at a modest \$1,700 mainly because the fuel sales are doing better this year by 2.8% and Café sales percentage has grown by 115.2%.

Divita briefed on current Aviation Capital Improvement Projects at the airport. He stated the project is almost done and that once the ground dries the contractor should be finishing up in preparation for the final inspection. A Pre-inspection was conducted already and 43 items were found that the contract will correct as soon as possible. The 12,000 gallon self serve fuel farm contractor has its permits from the city and is working on getting the tank ordered. The terminal building design phase two review drawings were turned in and we are awaiting the schedule. The architectural committee will be called to meet soon after the schedule for all the meetings is released.

**Item #3: Discuss and consider convening next month's meeting of the Airport Advisory Board.**

A motion was made by Mr. Mungenast and seconded by Dr. Waldrop to cancel April's meeting. The vote carried unanimously.

**Item #4: Set Agenda for Next Meeting**

- Approval of Minutes
- Airport manager briefing
- Discuss and consider convening next month's meeting
- Set agenda for next meeting

**ADJOURNMENT:** Mr. Fagan moved to adjourn. After a second by Mr. Byers, the motion was approved unanimously and the meeting adjourned at 7:10 p.m.

ATTEST:



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Mark Divita  
Airport Manager

APPROVED:



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Keith Hutchinson  
Chairman