



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, January 10, 2012  
7:00 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 Chris Chatmon X  
**CC LIAISON PRESENT:**  
X Walter Weaver  
**STAFF PRESENT:**  
Mark Divita, Airport Manager X  
X Kellen Benbrook, Operations Supervisor

**CALL TO ORDER:** The meeting was called to order by Chairman Keith Hutchinson at 7:00 p.m. with a quorum present.

**Item #1: Approval of Minutes from November 8, 2011 Meeting**

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

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

Divita provided a brief on the airport's sales statement FY to date in both graphic and tabular form. Divita noted the fuel sales in November and December were "flat" due to the holidays. It was noted that this same trend occurred last year during the same months. Divita reported the airport is currently operating in the "black" showing a profit of \$41,859.

Divita provided a brief the status on the self serve fuel facility construction. He noted that construction of the tank and skid fell behind due to inclement weather. The self serve fuel facility should be operational in February.

**Item #3: Brief on Status of design/engineering of new south ramp and terminal building.**

Divita briefed that the bids from the engineering firms were short listed to two firms who will be interviewed by a City of Lancaster selection board on 20 January. Once the selection is made TxDot – Aviation awards the contract and work begins.

Hutchinson added that the two firms are outstanding and they will be neck and neck during the interviews, but either way we will end up with a very good firm designing our new south ramp project.

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

- Approval of Minutes

- Airport Manager Briefing
- Brief on outcome of design/engineering firm selection
- Set Agenda for Next Meeting

**ADJOURNMENT:** Dr. Waldrop moved to adjourn. After a second by Mungenast, 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