



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, October 11, 2011  
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 X

**STAFF PRESENT:**

X Mark Divita, Airport Manager X

X Kellen Benbrook, Operations Supervisor X

**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 September 13, 2011 Meeting**

Dr. Waldrop motioned for approval. This was seconded by Mungenast. 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. Fuel sales have recovered in September. Divita attributed this to the drop in fuel prices and cooler temperatures. The Airport's Profit/Loss statement was briefed as well. For FY11 the Airport reported a Net Loss of \$59,430. This is a smaller deficit that the last 3 years. The deficit has been shrinking.

Divita provided a brief mailing of notices for the rate increase and FY12 lease. Divita stated about 12 leases have been turned in so far and only 1 or 2 tenants have complained out the rate increase.

**Item #3: Discuss and consider approval of new Minimum Standards for Lancaster Regional Airport.**

Divita began reviewing the changes from last meeting and then informed the board that the City Manager has directed him to ensure the Minimum Standards have insurance requirements for commercial tenants according to the City's insurance minimums. Divita then briefed that the underwriter had no minimums for aviation businesses on an airport, but recommended \$500,000 minimum for liability and hanger keepers insurance. The board agreed with the recommendation. Stewart found an error on page 7.1 and Divita noted and corrected the items. Stewart motioned for approval of the Minimum Standards for Lancaster Regional Airport as amended and Fagan seconded. The vote carried unanimously.

**Item #4: Discuss and consider approval of TxDOT Routine Airport Maintenance (RAMP) grant for FY12**

Divita explained the RAMP grant is vital to the airport's maintenance plan and this is the grant we use every year to execute said plan. Divita mentioned the majority of this grant will go towards finishing the install on the roofing on the last two City owned T-hangars. Dr. Waldrop motioned for approval of the TxDOT Routine Airport Maintenance (RAMP) grant for FY12 and Stewart seconded. The vote carried unanimously.

**Item #5: Set Agenda for Next Meeting**

- Approval of Minutes
- Airport Manager Briefing
- Discuss and consider cancelling December meeting
- Set Agenda for Next Meeting

**ADJOURNMENT:** Stewart moved to adjourn. After a second by Mungenast, the motion was approved unanimously and the meeting adjourned at 7:27 p.m.

ATTEST:



Mark Divita  
Airport Manager

APPROVED:



Keith Hutchinson  
Chairman