



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, October 9, 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:**

X Mark Divita, Airport Manager 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 August 14, 2012 and September 11, 2012 Meetings**

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

**Item #2: Runway Café Financial Report**

Michelle McDonald provided a brief with hand outs on the financial status, health inspection results, and marketing plan. The sales income increased from last year while the payroll and utilities (the largest expenses) remained about the same from the previous year. This reduced the net loss from the previous year. McDonald briefed the Café has received a score of 100 from the Dallas County Health Dept 2 years running now. The Café is planning an aggressive marketing plan to boost awareness and café sales going in to FY 13.

**Item #3: Election of Officers**

Dr. Waldrop nominated Keith Hutchinson as Chairman and the vote carried unanimously. Dr. Waldrop nominated Andy Mungenast for Vice Chairman and the vote carried unanimously.

**Item #4: Airport Manager Staff Report**

Divita provided a brief on the airport's fuel sales for FY close. Divita noted the fuel sales were higher in the last month of FY 12 compared to the previous FY. He also noted the average fuel sales ended about \$10,000 per month higher than the previous FY.

Divita reported on the profit and loss statement that showing an operational net income of \$26,000 to end the FY. He noted this is the first time in many years that the airport has ended an FY with a positive net income.

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

Motion was made by Dr. Waldrop to conduct next month's meeting so KSA and Divita may present the final plan of the new south ramp project to the board for approval. The motion was seconded by Mungenast. The vote carried unanimously.

**Item #6: Set Agenda for Next Meeting**

- Approval of Minutes
- Consider and approve design & engineering plan from KSA Engineering for the new south ramp project.
- Airport Manager Briefing
- Discuss and consider convening next month
- Set Agenda for Next Meeting

**ADJOURNMENT:** Mungenast moved to adjourn. After a second by Dr. Waldrop, the motion was approved unanimously and the meeting adjourned at 8:08 p.m.

ATTEST:



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Mark Divita  
Airport Manager

APPROVED:



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Keith Hutchinson  
Chairman