



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, January 14, 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

X  
 X  
 X  
 X  
 X  
 X

**ALTERNATE PRESENT:**

James Knight

X

**CC LIAISON PRESENT:**

Councilmember Jaglowski

X

**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 6:30 p.m. with a quorum present.

**Item #1: Approval of Minutes from November 12, 2013 Meeting**

Mr. Fagan 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 status. Divita noted that fuel sales have slowing been declining following a similar trend at the same time period last year. He noted an effort he will make to get a new flight school at the airfield to help counter the lower winter fuel sales. He noted while other sales items are small they were about the same level as the previous year.

Divita noted that expenses are under control and well below last year's to date numbers. He noted the pavement repairs are going to be paid soon and this may cause the expenses to go in to the red until TxDOT pays the reimbursement via the RAMP grant in following months.

Divita noted that overall the airport's net income was in the black compared to this time last year. This was noted to be primarily because expenses are under control.

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 will be done in the next few weeks. The construction of the new south ramp will begin in the next few weeks. 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 January and 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 FT15 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 said it will not be impressive to a corporate customer to not be marshaled to parking or receive a "quick turn" refueling because our one and only lineman on duty is off fueling or tugging a small piston plane or performing some other maintenance about the airfield. He also mentioned it would be poor customer service when the one lineman is off doing a job about the airfield and there is no one behind the counter to greet and support corporate customers with their needs like picking up their rental car keys and paperwork.

Dr. Waldrop concurred as did Mr. Mungenast. Mr. Fagan concurred by relating a trip he just took to an Abilene FBO and how impressed he was with their customer service. He said an employee was always available to help and process his requests even as they were dealing with other and bigger customers.

Mr. Hutchinson tasked the Airport Manager to provide a desired staffing diagram for FY15 for the board to discuss.

### **Item #4: Discuss and consider convening next month's meeting of the Airport Advisory Board.**

Mr. Hutchinson decided due to the design committee and upcoming construction that the board would not entertain a motion to cancel the February meeting.

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

- Approval of Minutes
- Airport manager briefing
- Discuss airport staffing for FY 15 and new terminal building
- Discuss and consider selection of 2 members of the board for an architectural design committee.
- Discuss and consider convening next month's meeting
- Set agenda for next meeting

**ADJOURNMENT:** Mr. Mungenast moved to adjourn. After a second by Mr. Fagan, the motion was approved unanimously and the meeting adjourned at 7:15 p.m.

ATTEST:



Mark Divita  
Airport Manager

APPROVED:



Keith Hutchinson  
Chairman