



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, April 8, 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

ALTERNATE PRESENT:

James Knight

X

CC LIAISON PRESENT:

Councilmember Jaglowski

STAFF PRESENT:

Mark Divita, Airport Manager
 Kellen Benbrook, Operations Supervisor

X

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 February 11, 2014 Meeting

Mr. Mungenast motioned for approval. This was seconded by Mr. Stewart. 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 that had been declining in the winter spiked in March due to increase turbine activity. Avgas fuel sales remained about the same.

Divita pointed out the TXDOT RAMP grant reimbursement of \$50,000 had been received. Divita noted that expenses are under control and well below last year's to date numbers.

Divita noted that overall the airport's net income was in the red, but at a much smaller amount this year compared to last year and if fuel sales go well this summer the airport should end up in the black.

Divita briefed on current Aviation Capital Improvement Projects at the airport. He stated the excavating is in progress for the new south ramp. The kick off meeting for the design of the new terminal building was on 2 April and meetings will occur more often as the floor plan is designed. The architectural committee will be called to meet once enough of the floor plan is ready for review.

Divita reviewed the plan for using a TxDOT funded business/action plan and the City's EDC to develop a marketing plan that will be ready to execute upon grand opening of the new terminal.

Item #3: Discuss and consider a recommendation to the City Council for the FY15 airport staffing proposal.

Mr. Hutchinson reviewed the staffing proposal from the last board meeting. The airport advisory board stated they strongly support the FY15 staffing plan. They recognize that since a new terminal building is being planned for construction in FY15 along with a business action plan focusing on corporate aviation; the staffing at the airport needs to be increased to properly accommodate the anticipated increase in aviation activity due to infrastructure improvements at and around the airport.

Mr. Mungenast motioned for approval of the FY15 airport staffing proposal. Mr. Byers seconded. The motion was approved unanimously.

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

Mr. Mungenast motioned to cancel May's meeting unless needed for unforeseen ACIP reasons. This was seconded by Dr. Waldrop. The motion carried unanimously.

Item #5: Set Agenda for Next Meeting

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

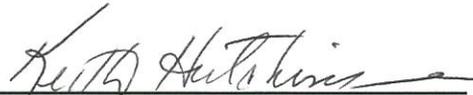
ADJOURNMENT: Dr. Waldrop moved to adjourn. After a second by Mr. Stewart, the motion was approved unanimously and the meeting adjourned at 7:38 p.m.

ATTEST:



Mark Divita
Airport Manager

APPROVED:



Keith Hutchinson
Chairman