



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, April 12, 2011  
7:00 P.M.**



**BOARD MEMBERS PRESENT:**

Keith Hutchinson, Chairman  
Andy Mungenast, Vice Chairman  
Dr. Charles Waldrop, Jr.  
John Stewart  
Dean Byers  
Lester Elliott

X  
X  
X  
X

**ALTERNATE PRESENT:**

Tim Fagan X

**CC LIAISON PRESENT:**

N/A

**STAFF PRESENT:**

Mark Divita, Airport Manager X  
Kellen Benbrook, Operations Supervisor

**CALL TO ORDER:** The meeting was called to order by Chairman Keith Hutchinson at 7:03 p.m. with a quorum present.

**Item #1: Approval of Minutes from April 12, 2011 Meeting**

An amendment was required to note missing comments. Divita notes the missing comments and Fagan motioned to approve the minutes with said amendment. Motion was seconded by Mungenast. The vote carried unanimously.

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

Divita provided a brief on the airport's profit & loss statement FY to date. Fuel sales rose dramatically in March and April is looking very good so far.

Divita provided a brief on the next Fly In event set for 30 Apr 2011. No changes since the last brief.

Divita provided a brief on the re-roofing plan for City T-Hangar 660 & 670. The Purchase Order was issued for the materials both hangars with a plan to install in 2012 due to anticipated 30% rise in the price of steel over 2011.

Divita provided an update on the bid to acquire a self serve fuel facility. RFQs are out and awaiting bids to return to the City.

**Item #3: Discuss results and plan ahead of Airport Master Plan meeting with TxDOT Aviation.**

Divita briefed the board on the outcome of the meeting w/ TxDOT Aviation and informed them the taxiway relocation, control tower and overlay of the current ramp will be delayed and instead TxDOT wants to move ahead with build a new south ramp and terminal building. Divita described in detail the conceptual drawing the airport submitted to TxDOT for the new south ramp and terminal building.

**Item #4: Discuss and consider the Terminal Lease for Aviatour Flight School.**

Divita presented the lease to the board and noted the main change was an increase in rent for the 3 year term to \$425 per month. Dr. Waldrop motioned approval, that was seconded by Mungenast. The vote carried unanimously.

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

- Approval of Minutes
- Airport Manager Briefing
- Set Agenda for Next Meeting

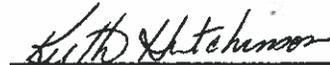
**ADJOURNMENT:** Mungenast moved to adjourn. After a second by Stewart, the motion was approved unanimously and the meeting adjourned at 7:23 p.m.

ATTEST:



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Mark Divita  
Airport Manager

APPROVED:



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Keith Hutchinson  
Chairman