



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, September 13, 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

**STAFF PRESENT:**

X Mark Divita, Airport Manager X

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 9, 2011 Meeting**

Byers motioned for approval. This was seconded by Stewart. The vote carried unanimously.

**Item #2: Election of Chairman and Vice Chairman**

Hutchinson opened the floor to nominations for Chairman. Hutchinson was nominated and the vote carried unanimously. Hutchinson then opened the floor to nominations for Vice Chairman. Mungenast was nominated and the voted carried unanimously.

**Item #3: Runway Café financial report by proprietor**

Michelle McDonald, proprietor of the Runway Café, started by asking a few knowledge questions to the board members about the café. Fagan answered the majority of the questions correctly and was given a complementary Café T-shirt and mug (total value was under \$25). McDonald then went on to discuss the café's profit and loss statement. The café is operating at a FY to date net loss of \$5,367. She attribute's the loss to an unexpectedly higher electric bill. She stated since everything in the café is powered by electricity that put a higher demand on the billing. McDonald then explained different marketing ideas they have in the works to better promote the café to the general public and pilots. Of note, she mentioned an idea they are going to try by serving dinner and seeing how that goes. Dr. Waldrop asked if they have lunch specials and if they are posted. McDonald answered they do, but are not posted and will consider that. Hutchinson asked if the sales have increased since opening. McDonald replied the sales have been relatively steady month to month.

**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 dropped in August. Divita attributed this to the extremely high and hot temperatures in August and the higher fuel price the airport had in the first half of August. The Airport's Profit/Loss statement was briefed as well, but it was printed off in the wrong time frame and Divita said this will be corrected at the next meeting. Stewart asked a question about the sales totals from the graph and tabular format not being equal and Divita pointed out where to find the right numbers.

Divita provided a brief on the outcome of the Warbirds on Parade event. He explained the temperatures were hotter than last year and the crowd turn out was less than last year. The number of fly-in Warbirds and general aviation planes was less as well. The new parking lot in the north farm field worked out great for parking and crowd control. Overall the event went well and no mishaps.

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

Divita began by stating he would like board member input on proposed changes to the 2006 Minimum Standards. He stated the October meeting would be when the 2011 final draft document would be presented to the board for approval and recommendation to the city council to adopt. Divita then explained changes have a black bar in the margin and proceeded to brief the changes. Of note, on pg 1.1 section GS-7, Divita noted this change to remove prior notice to inspection of hangars is needed to be in line with the lease documents and Airport Rules and Regs. The next section was on pg 5.1 and concerned insurance for commercial businesses on the airport. Divita pointed out that current businesses in the City T-hangars have no insurance and were grandfathered in for the 2006 Minimum Standards. A new commercial lease is in the works at this time and has the same insurance requirements. Divita briefed the board that the business owners want this requirement removed and that it would have to be removed from both the commercial lease and the minimum standards. Divita briefed that the City Attorney put these requirements in these documents to mitigate risk for the City. Board members discussed the pros and cons of keeping or removing the requirements. It was noted by many board members that removing puts the City at risk and conversely enforcing the insurance requirements adds an expense to the business and may put them out of business. Dr. Waldrop and Hutchinson asked Divita how much a \$1 million policy would cost a business and Divita did not know. Fagan volunteered to find out from an associate at Falcon Insurance to research this for the board. Hutchinson decided to table the discussion until Fagan could provide Divita the cost information and email this out to the members prior to the October meeting so a decision could be reached. The fire regs on pg 7.1 were then discussed and it was decided to remove paragraphs D and E as they were too restrictive and the fire code quoted in A would cover all concerns.

Hutchinson asked if any members have any other question for Divita and Dr. Waldrop asked a question about the new fees and leases coming in November for the City T-hangars. Divita explained the City Council just approved the airport fees yesterday and he planned on sending out the notices to the tenants by the end of the week notifying them of the new rates and requirement to get on a new FY12 lease by October 31st. Dr Waldrop

asked if the Airport should have a tenant meeting about this topic and after discussion by the member Hutchinson decided it was up to the Airport Manager if such a meeting is needed and the board would not direct this.

**Item #4: Set Agenda for Next Meeting**

- Approval of Minutes
- Airport Manager Briefing
- Discuss and consider approval of new Minimum Standards for Lancaster Regional Airport
- Set Agenda for Next Meeting

**ADJOURNMENT:** Stewart moved to adjourn. After a second by Dr. Waldrop, the motion was approved unanimously and the meeting adjourned at 7:53 p.m.

ATTEST:



Mark Divita  
Airport Manager

APPROVED:



Keith Hutchinson  
Chairman