



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, August 11, 2015
6:30 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 James Knight X

CC LIAISON PRESENT:

X Councilmember Jaglowski

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

Item #1: Approval of Minutes from June 9, 2015 Meeting

Mr. Mungenast motioned for approval. This was seconded by Mr. Knight. 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 in June spiked while July ended more modestly. He noted that jet fuel sales are helping carry monthly sales but are still only about 30% of the total.

Divita briefed the airport's profit and loss statement pointing out that fuel sales are slightly less by 6.3% compared to this year than last year. Divita noted that overall the airport's net income was down by \$3,500 partly due to the lower fuel sales from the winter and April. Café sales percentage is still strong at 73% as compared to last year. Divita also noted that this year's RAMP grant reimbursement hasn't been filed for or received yet so the net income will change significantly for the better after these funds are received.

Divita briefed on current Aviation Capital Improvement Projects at the airport. He stated the apron project is finished except for the final fence work which will be done after the self-serve facility is finished. The 12,000 gallon self-serve fuel farm will pour concrete on 12 August. Then the tank will be set in place about a week after that once the concrete is determined to be strong enough. The terminal building design is in phase 3. Phase 3 drawings should be available for final review in late August.

Item #3: Discuss and consider providing an approval recommendation to the City Council for the 2015 Lancaster Regional Airport Rules and Regulations.

Divita briefed on the 6 updated items in the rules and regulations explaining each item to the board. He explained the reasoning behind each update and how it added safety of

security to the Airport. Mr. Mungenast motioned for approval. This was seconded by Dr. Waldrop. The vote carried unanimously.

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

A motion was made by Dr. Waldrop and seconded by Mr. Fagan to cancel the September meeting. The vote carried unanimously.

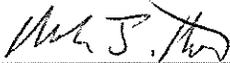
Item #4: Set Agenda for Next Meeting

- Approval of Minutes
- Airport Manager briefing
- Discuss and consider election of officers to the Airport Advisory Board
- Discuss and consider convening next month's meeting
- Set agenda for next meeting

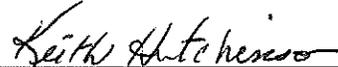
ADJOURNMENT: Mr. Stewart moved to adjourn. After a second by Mr. Mungenast, the motion was approved unanimously and the meeting adjourned at 7:04 p.m.

ATTEST:

APPROVED:



Mark Divita
Airport Manager



Keith Hutchinson
Chairman