



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, October 13, 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 6:31 p.m. with a quorum present.

**Item #1: Approval of Minutes from August 11, 2015 Meeting**

Dr. Waldrop motioned for approval. This was seconded by Mr. Byers. 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 this is not an end of year review yet because not all the data is in from the City's Finance department. He said fuel sales in September spiked while August 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 7.5% compared to this year than last year. Café sales percentage is still strong at 62% as compared to last year. Divita also noted that this year's RAMP grant reimbursement hasn't been 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 is almost done. It is just lacking added power, POTS lines, and final fixes and testing. The terminal building design has completed phase 3. A final review meeting is being scheduled and then the drawings will be sealed.

**Item #3: Discuss and consider election of officers to the Airport Advisory Board.**

Mr. Mungenast motioned for Mr. Hutchinson to be Chairman. This was seconded by Mr. Stewart. The vote carried unanimously. Dr. Waldrop motioned for Mr. Mungenast to be the Vice Chairman. This was seconded by Mr. Stewart. The vote carried unanimously.

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

A motion was made by Mr. Mungenast and seconded by Mr. Byers to conduct the November meeting. The vote carried unanimously.

**Item #4: 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:** Mr. Mungenast moved to adjourn. After a second by Dr. Waldrop, the motion was approved unanimously and the meeting adjourned at 6:51 p.m.

ATTEST:

APPROVED:



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Mark Divita  
Airport Manager



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Keith Hutchinson  
Chairman