



MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, January 12, 2016
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

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 November 10, 2015 Meeting

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

Item #2: Airport Manager Staff Report

Divita provided a brief on the airport's FY to date financial status for the airport. He said fuel sales in November and December have lowered as they usually do this time of year for the past few years due to the holiday season. Divita briefed that the year to date fuel gallon sales were 34,845.

Divita briefed the airport's profit and loss statement for FY15. He pointing out that fuel sales are slightly less by 6.6% compared to this year than last year due to the cost of fuel dropping still dropping. The Café sales percentage was reported to have dropped by 18.4% as compared to last year. Aviation oil sales have had a higher than usual with a 40% increase compared to last year. Divita noted the expenses are 36% less than last year but the Net income still fell short at \$-1,343.

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 Oncor installs the meter and turns on the electricity at the site. He said it was scheduled to happen yesterday so he will follow up for a new date with Oncor. The 12,000 gallon self-serve fuel farm is almost done. It is just lacking added power and final fixes and testing. The terminal building construction has been approved by the City Council and funds sent to TxDOT-Aviation. TxDOT is expected to release the construction bid in February and award by April for ground breaking.

Item #3: 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 cancel the February 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. Byers moved to adjourn. After a second by Mr. Stewart, the motion was approved unanimously and the meeting adjourned at 6:49 p.m.

ATTEST:



Mark Divita
Airport Manager

APPROVED:



Keith Hutchinson
Chairman