



MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, March 8, 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

CC LIAISON PRESENT:

X Councilmember Jaglowski

STAFF PRESENT:

Mark Divita, Airport Manager X
X Kellen Benbrook, Operations Supervisor

CALL TO ORDER: The meeting was called to order by Chairman Keith Hutchinson at 6:33 p.m. with a quorum present.

Item #1: Approval of Minutes from January 12, 2016 Meeting

Dr. Waldrop motioned for approval. This was seconded by Mr. Fagan. 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 January and February were better than usual for this time of year. He attributed the higher sales to the mild winter and good weather in those months. Divita briefed that the year to date fuel gallon sales were 52,641.

Divita briefed the airport's profit and loss statement for FY15. He pointing out that fuel sales are slightly less by 3.6% compared to last year due to the cost of fuel dropping still dropping. The Café sales percentage was reported to have caught back up and exceeded last year by 16.8%. Aviation oil sales continue at a higher than usual rate with a 22% increase compared to last year. Divita noted the expenses are 24% less than last year but the net income still fell short at \$-7,913. He noted a new few pricing model that he just put in to effect should help close the gap.

Divita briefed on current Aviation Capital Improvement Projects at the airport. He stated the apron project is finished except for the final gate work which will be done any day now. The 12,000 gallon self-serve fuel farm is done. It is planned to open the week of 14 March. The terminal building pre-construction meeting was held and the bids are due 15 March at City Hall. TxDOT is expecting ground breaking in May after contract award. A ceremonial ground breaking is being planned for early April with the City Manager's Office. A request was made to have the building drawings presented for view at the next board meeting.

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 Dr. Waldrop to cancel the April meeting. The vote carried unanimously.

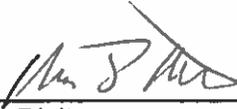
Item #4: Set Agenda for Next Meeting

- Approval of Minutes
- Airport Manager briefing
- Discuss and consider convening next month's meeting
- Set agenda for next meeting

ADJOURNMENT: Mr. Stewart moved to adjourn. After a second by Mr. Fagan, the motion was approved unanimously and the meeting adjourned at 6:52 p.m.

ATTEST:

APPROVED:



Mark Divita
Airport Manager



Keith Hutchinson
Chairman